

**Claverton Parish Council**  
**Minutes of Ordinary Meeting Held on 10th January 2017 at St Mary's Church**

**Present**

Councillors: Anna Beria, Glennis Naylor, Mark Mackintosh, Richard Mould, Vi Jensen and Rodger Sykes  
Clerk: Lesley Watkinson  
Other: None

**Open Forum** - Parish Councillors Naylor and Mackintosh passed on concerns from two residents of Parish who were unable to attend the meeting in person. One resident was concerned that due to the bollards erected in Ferry Lane by the CRT, there was less parking available and a consequent rise in illegal parking. Another resident concerned by litter in Parish and overhanging vegetation restricting footpath along Warminster Road.

**Apologies for Absence** - None

**Declaration of Member Interests** - None

**Approve the minutes of the Ordinary Meeting of the Parish Council held on 8th November 2017.**

The minutes of the Ordinary Meeting of the Parish Council held on 8th November were agreed as accurate and signed by the Chairman of Parish Council.

<p><b>Matters arising from the minutes</b></p> <p>Clerk received and banked £5,372.00 in settlement of claim for Bus Shelter damage. Both builder quotes for repair were reasonable and will therefore Parish Council will chose contractor who has earliest availability to start work.</p> <p>Steering Committee held first meeting on 24 November 2017.</p> <p>AB confirmed letter was drafted and sent to Dept of Transport setting out Parish Council concerns regarding the aspiration of B&amp;NES, part of the West of England Combined Authority (WECA), that a A36/46 link road, east of Bath, be included in the next Road Investment Strategy.</p>	LW
<p><b>Receive and Discuss Correspondence</b></p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the Clerk. All items covered elsewhere on agenda.</p>	

<p><b>Neighbourhood Plan</b></p> <p>On 13th December 2017 the Parish Council received a grant of £6,154.00 towards the costs of the Claverton Neighbourhood Plan. Money must be spent by the end of March and any underspend sent back. The due diligence process has also been completed. Potentially another grant will be available in the New Year.</p> <p>Parish Council agreed that M. Traub will be appointed to update the Claverton Parish Council website. Although the two quotes sought were broadly similar, M. Traub knows Claverton well and has an excellent track record working with the Parish Council.</p> <p>Parish council appointed Landscape Architect, Novell Tullett to carry out the character assessment. There will be an initial meeting on 17th January. Any Parish Councillors available are invited to attend.</p> <p>The Questionnaires have been returned and have been collated and analysed by VJ and GN. The data from the questionnaires will be the starting point for formulating potential Policies which will be crucial for discussion at the public meeting. VJ circulated the written responses to the questionnaire and shared the full analysis. VJ confirmed that the response rate was over 50%. Certain matters raised by respondents are not within the remit of the NP, but will instead be taken up by the Parish Council. VJ noted that many respondents commented on the importance of St Mary's as a community space. Any proposals made will be considered by the church and assessed by them on merit.</p> <p>VJ distributed a presentation with overview of how the Vision is informed and developed from the:</p> <ul style="list-style-type: none"> <li>• Existing Areas of Protection (e.g. ANOB, Green Belt)</li> <li>• Views from the Community (questionnaire, Public Meeting)</li> <li>• Input (from e.g. B&amp;NES Core Strategy, National Policy Planning Framework)</li> <li>• Stakeholders in the Parish (e.g. Church, CRT)</li> </ul> <p>The Vision is the Framework for the Neighbourhood Plan. It is a statement describing how we want Claverton to be like at the end of the Plan period. It will need to be concise, locally distinctive. It will be aspirational but grounded. For each element of the Vision there may be one or more Objectives setting out what we want to make the Plan a reality. Individual policies flow from the Vision and Objectives.</p> <p>The American Museum has offered to host the public meeting on Saturday 10th February at 10.30.</p> <p>Parish Council argued an outline plan for the meeting. Members of the public will register at 10.30. They will be offered refreshments and should take the opportunity to circulate and review the materials on display. There will then be a 30 minute presentation followed by a question and answer session with a panel. Then, after the end of the formal part of the meeting, there will be another 30 minutes for circulating and an activity (as yet not finalised) which will provide a quantitative assessment of the views of people attending.</p> <p>VJ will produce flyers in advance of the open meeting to publicise it. VJ will ask Jo Potts to update those who receive village Newsletter by email. Clerk to update Parish website and the Parish noticeboard. VJ will place a notice in the "Local Look". We need to get as many people to the Open Meeting as possible and need to get our message across that there is more to do than relying to survey.</p> <p>Vi asked all the councillors to think up questions that people might have on the NP process in order that we can anticipate and be prepared for the questions we will get at the Open Meeting.</p>	<p>LW/ VJ</p> <p>ALL</p>
<p><b>Financial Officer's Report</b></p> <p>At meeting, Clerk produced a recent bank statement, cash book and the cheque book for councillors to inspect.</p> <p>The Parish Council set the 2018/19 Precept at £2,970.</p> <p>The following invoice was presented at the meeting and cheque signed:</p> <p>190 M Traub - Web hosting                      £40</p>	

<p><b>Receive Planning Committee Report and discuss planning matters including:</b></p> <p>The Planning Committee is keeping in touch with B&amp;NES planning and enforcement departments to keep abreast of their reviews of planning issues in the village.</p> <p>The following applications were recently permitted by B&amp;NES:</p> <p><b>17/04970/TCA - The Byre - Tree Works</b>  <b>17/05154/TCA- Old Post Office - Tree Works</b></p>	
<p><b>Broadband Project update</b></p> <p>Councillor Sykes is continuing to work to achieve closure of Broadband project. Councillor Sykes reported on progress surrounding the Broadband project. He is continuing to push on BT/OR to covering the remaining properties on Claverton Hill and the American Museum. BT/OR has verbally confirmed VAT is definitely not chargeable on community projects. He has asked for confirmation in writing for PC record. Councillor Sykes has received a plan of routing of the proposed "fibre to the premise" for remaining element of project. Having discussed with both American Museum and Vineyards Farm, it has been agreed direct conversation would be best with an engineer on site to ensure accurate agreement of need. RWS has discussed with BT/OR and they have agreed to this.</p>	
<p><b>Village Maintenance</b></p> <p>Councillor Jensen will contact Council Connect and will organise a Village litter pick up</p> <p>Clerk will contact BNES and ask them to clean and repaint double-below lines on Ferry Lane</p> <p>Clerk will include notice in the Newsletter asking homeowners to cut back vegetation if it is overhanging the footpath</p>	<p>VJ</p> <p>LW</p> <p>LW</p>
<p><b>Transportation Update (inc Warleigh Weir)</b></p> <p>VPA received a response from C. Grayling, Minister for State for Transport. He invited VPA to participate in the Highways England's Strategic Road Network Initial Report consultation. Cllr Beria to work with VPA to draft submission.</p> <p>Councillor Mackintosh will contact Network Rail as the Parish Council have been informed through one of the residents that NR will be installing level crossing lights and/or siren warnings (assuming instead of a bridge). Councillor Mackintosh will request some background on plans and details for what is being installed.</p>	<p>AB</p> <p>MM</p>
<p><b>Exchange of Information</b></p> <p>Clerk given a hard copy of two of the important reports from the 1990 Public Inquiry, both of which were referred to in the recent VPA letter to the DfT. They are the Scott, Wilson, Kirkpatrick &amp; Partners Study and the 1991 Inspectors Report. Both are quite lengthy but still highly relevant to ongoing/future debate on the link road issue and, indeed, the Claverton Neighbourhood Plan. Any member of Parish can access. Call Clerk if interested.</p>	

The meeting closed at 9:10 pm

Future Council Meetings: Wednesday 14th March 2018 - Ordinary Meeting. Wednesday 11th April 2018 - Ordinary Meeting

Signed ..... Date .....

Cllr Anna Beria, Chairman, Claverton Parish Council