

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of Kingston Seymour Parish Council held on Tuesday 16th July 2013 at 7.30pm in the meeting room, Village Hall

The meeting was preceded by a site visit at 3 Hope Cottages at 7.10pm

Declarations of Interest: PC declared a personal interest in item 8(ii) first bullet point – related to appellants.

Public Participation Time: None

Present:

Councillors John Harris (Chairman), Paul Cox, Pete Harris, Fred Malton, Mike Sewell, Bryan Thomas and Mike Wallis. Leonie Allday, Clerk

In attendance:

Carolyn Hills, NSC, Parish Council Liaison Officer. Jason Beale, Performance & Customer Service Manager, Development Management, North Somerset Council

1. Apologies for absence

District Councillor Tony Moulin

2. Community Safety and Police Report

None. MS informed councillors that there was to be a large gathering of the travelling community in Hewish over the next week. Members of Horsewatch had been informed. The Clerk would pass this information on to Craig Connell.

Action: Clerk

3. Development Management – procedural issues and paperless working

The Chairman welcomed Jason Beale. JB indicated that he visited local councils quite frequently and valued the opportunity to exchange information and views. In the course of discussion the following points were addressed:

- i. **Inaccurate plans** – JB informed the meeting that at present approximately half of all planning applications were either incomplete or inaccurate when first submitted. He conceded that NSC could be more robust in dealing with inadequacies and had recently held meetings with the Planning Portal and adjacent local authorities in an attempt to standardize the format and quality of plans and drawings. Joint guidelines would follow. The agent accreditation scheme was to be improved, with new Terms and Conditions, and the local list of planning requirements revised. A new planning map would be available on the website later in the year, which could be interrogated to ascertain what information applicants would need to submit.
- ii. **Uploading of documents and responses to website** – JB said that this was improving with better resourcing of the scanning service, but comments not submitted online could still

take up to 10 working days to be uploaded. All comments purporting to relate to an application had to be uploaded (unless libelous or offensive) even if they were in fact irrelevant; councillors were concerned that this could present a false picture but JB assured them that officers would look carefully at content and weigh them accordingly.

- iii. **Target dates** remained important and there were financial penalties for non-compliance. However, new legislation in the pipeline would allow extensions of deadlines if applicants agreed; this would have both advantages and disadvantages.
- iv. **Transformation Project** – JB was working on a project to help officers to cope with increasing workloads and reducing resources. As part of this, a media connector which would generate automatic e-mails was under consideration.
- v. **Website** – the planning website was now separate from, though linked to, the main NSC website. The Clerk commented that it now took longer to access a planning application as there were more steps in the process.
- vi. **Householder prior approval applications** – Legislative changes meant that for the next 3 years householders could build larger extensions without the need for planning permission, although prior approval would be needed. Immediate neighbours would be able to comment, but not parish councils.
- vii. **Change of use prior approval** – A raft of changes of use would be possible without planning consent, but again prior approval would be needed. In these instances parish councils would be able to comment.
- viii. **Paperless working** – JB reported that this was working well for many councils, but he appreciated that in the case of large applications, or communities with poor Broadband connections, it would sometimes be necessary to continue to provide paper copies of applications.

The Chairman thanked JB for attending and looked forward to receiving progress reports at future NSC / ALCA events.

4. Minutes of meetings:

- i. Annual and Bi-monthly meetings of 13th May 2013
- ii. Special / planning meeting Wednesday 12th June 2013
- iii. Special / planning meeting Thursday 27th June 2013

These were agreed to be true records of the meetings and were duly signed by the Chairman.

5. Matters Arising

- i. 13.5 ann item 5(iii) Internal Auditor – the Clerk reported that Chris Walton had agreed to continue in this role
- ii. 13.5. ann item 5(iv) First Registration of land at Triangle – the Clerk reported that she had not yet looked into this.
- iii. 13.5. ann item 6(vi) NW Coordinator – the Clerk confirmed that Craig Connell had agreed to continue in this role.

- iv. 13.5. bi item 4(e) NSC's performance as lead flood authority – AM had informed the clerk by e-mail that he had passed on the Council's concerns to the Scrutiny Committee.
- v. 13.5. bi item 13 Perceived increase in vehicle movements to / from Prospect – PC reported that changes in the employment of those living there had recently resulted in a lower volume of traffic movements. PH pointed out that one vehicle was consistently being driven too fast and it was agreed that this would be monitored.
- vi. 12.6. item 2 – liaison between anti-pylon campaigning groups – the Clerk had provided details to PH, who reported that there was little activity at present.
- vii. 12.6. item 3 – letter to HMRC – the Clerk reported that no response had yet been received.
- viii. 12.6. item 4 – flytipped waste Lampley Road – It was noted that the waste was still there despite the assurance given to JI some weeks previously that it was to be removed "imminently". The Chairman had spoken to David Turner (Director, D&E) at the recent Liaison meeting.
- ix. 27.6. item 3 – revised Severn Estuary Flood Risk Management Strategy – JH reported on the NSFrag meeting on 4th July. Several EA staff had been present and the revised proposals had been well received. The EA had apologized for the distress caused by their handling of the original consultation. An update on the repairs and improvements to the Congresbury Yeo bank defences to be carried out in 2014/15 had been given. PC was concerned that this comment on the inevitable damage to the roads and need for this to be reinstated at the end of the contract had not been taken sufficiently seriously; this was agreed but it was noted that this concern could be reiterated in the Council's comments on the forthcoming planning application. JH reported that the evening had also included a useful briefing on insurance.
- x. 27.6. item 4 – public access defibrillator – the Clerk reported that the Airport Community Fund was not willing to reconsider Kingston Seymour's grant application. The Council would therefore go ahead with a purchase as previously agreed.

6. Financial / Administrative Matters:

i. Routine payments – to approve

The Clerk reported that the balance on the current account and per cash book was £4654.62. The Village Orderly grant of £100 had been received from North Somerset Council. Cheques issued against budget since last meeting were detailed as follows: Clerk £336.95 (salary net of PAYE, May); HMRC £26.40 (PAYE due); Rebecca Stockwell £60 (web manager remuneration 5 weeks).

Payments were now due as follows: PCAA £50 (annual subscription); Clerk £341.75 (salary net of PAYE June 2013); HMRC £21.60 (PAYE); Clerk £20.90 (expenses); Rebecca Stockwell £60 (web manager remuneration, 5 weeks 10 June – 14 July) It was proposed PH, seconded MS and unanimously agreed that these should be paid.

The balance on Business Reserve Account was £3622.42

Action: Clerk

ii. New edition of "Local Council Administration"

The Clerk asked for authority to purchase the new edition of "Local Council Administration" at a cost of £60 (SLCC member price). Some councillors expressed surprised that it was not available

online. The Clerk confirmed that it was not and explained why it remained a useful resource. It was proposed (FM, seconded PC) that the purchase should be made.

Action: Clerk

- iii. Request for contribution towards cost of producing and circulating a Directory of Children's and Young Peoples' Activities in Yatton and surrounding areas

The Clerk reported that this was now in fact fully funded so no further contributions were necessary.

- iv. Website - report

The Clerk tabled a report from the web manager; this was welcomed. Councillors asked what progress had been made on the business recommendations proposal. The Chairman suggested that RS be invited to attend the next meeting.

Action: Clerk

7. Defra Consultation: Securing the Future of Flood Insurance

The Clerk had circulated details of this consultation. Councillors' immediate reactions were relief that a proposal was at last on the table but frustration that it appeared that individual property-level risk assessments were still not available. Unless and until this was rectified there would be unnecessary anomalies in the system. The Clerk asked for any further comments by the end of the month so that she could draft and circulate a response.

Action: All

8. Planning

- (i) Planning Application 13/P/1163/F: Erection of a single storey rear extension at 3 Hope Cottages, Ham Lane (Mr P Nichols)

Councillors had no objection to the principle of the proposed development. They were however surprised that the application did not include a flood risk assessment and also considered that the proposed flue for the woodburner would not work if built as indicated on the plans. It would need to be much higher which might then not be acceptable from a design point of view. The Clerk would submit the Council's comments accordingly.

Action: Clerk

- (ii) Update on planning applications previously considered:

- Dog training arena, Pool Farm - decision awaited
- Car park and field track Mud Lane - revised plans and details awaited

(iii) Update on alleged breaches of regulations / compliance / enforcement / appeals:

- Long Croft and the Dairy House, Yew Tree Lane – noted that appeals against the enforcement notices would be heard on 22nd August
- Request for compliance check on approved development on land to N of Lampley Road – noted that the compliance officer had not yet reported back.
- Other

(iv) NSC Consultation on Renewable and Low Carbon Energy Generation SPD

The Clerk reported that this consultation, with a short timescale for responses, had been handled by e-mail, obtaining the views of the councillors with expertise in this area. A response had been submitted, a copy of which would be circulated.

9. Roads and Footpaths

PC reported that he had visited Andy Maynard (Riverside Farm), who had indicated that walkers could access the footpaths as the gate was not locked. However he was keen to divert the footpath and would be having a meeting with a PROW officer shortly.

A stile on the footpath just to the east of the motorway was too high and North Somerset Council would be supplying a spring-loaded gate instead; Angus Norrish had offered to arrange a working party to install it.

Some potholes had been repaired, also the railings at New Cut Bow. The verges at the far end of Ham Lane and in Bullocks Lane had not been cut and this had been reported.

10. Reports of other meetings and in-service events attended by councillors / Clerk:

- NSC Development Planning & Development Management Workshop, Thursday 23 May – BT had attended and the papers would be circulated
- Training session with Jason Beale 29 May – the Clerk reported that this had been helpful
- SPED Scrutiny Panel meeting 17 June 2013 – The Clerk had reported on this at the meeting on 27 June
- PCAA meeting 25 June – the Chairman had attended and a written report would be circulated
- NSC / ALCA Liaison Meeting 15 July – The Chairman gave a brief verbal report. The presentation about the Earthlight mapping system had been particularly interesting; the Clerk had already signed up for a training session.

11. Forthcoming meetings and events:

- Community Resilience Workshop, Wednesday 17 July – Team Building, sharing best practice – the chairman would try to attend
- Flood Resilience Seminar, Community Resilience seminar plus professional partners, Tuesday 10 September – PC and the Clerk would attend
- Community Resilience Workshop, Wednesday 18 September – Web Management Portal (future workshops 15 Oct, 12 Nov). It was noted that these would be for Team Leaders.

Attendance would depend on whether anyone had volunteered for this role at the LAT meeting in September.

- NALC Conference “Putting Communities First: Connecting Power to Local People”, Thursday 19 September, Bristol – it was noted that this was expensive and not a priority for this council at the present time.

12. Correspondence & Information

Some 60 items had been advised to councillors and those of interest and relevance would be circulated.

13. Members’ Concerns

- (i) The Chairman informed the Council that Hugh Edwards, a long-serving past member and chairman of the Council, had suffered a serious cycling accident. He was in hospital with concussion, injuries to his pelvis and a broken hip. He would be having an operation the next day. The Clerk was asked to write to him on the Council’s behalf.

Action: Clerk

- (ii) PC reported that some of the hedges in Middle Lane were overgrown. Little could be done at present but he would speak to the landowners in September.

Action: PC

- (iii) PC reported that a parishioner had raised concerns about the parking of vehicles (residents’ and parents of schoolchildren) at the Triangle. The complainant was particularly worried about the safety of children waiting for and leaving the school buses. MS informed councillors that parents had been surveyed as to their preferred pick-up-point (other possible options being the church or Village Hall car parks) but had elected to continue with the present arrangements. It was noted that this matter had been raised several times in the past and that there was no legal recourse; the complainant could if he or she chose take the matter up with the police.

- (iv) MS pointed out that the telephone box needed maintenance and painting. The Clerk would look at what was required and source materials. It was suggested that a working party could then be convened.

Action: Clerk

- (v) BT reported that the recycling boxes had not been collected from some parts of the village that day. The Clerk would report the matter.

The meeting closed at 10.30pm

Date of next meeting: Wednesday 18th September 2013