**Annual Parish Council Meeting**

**Date: Monday 15 May 2017** **Venue:** Felton Village Hall, Felton **Time:** 7.00 pm

**Councillors Present:**

Peter Etheridge (Vice Chair)

Alison Clark

Karen Bye Hugh Gregor Margaret Murphy

Gill Patch Glenis Shiner Jim Webster

**Also present:**

Paul Roberts (RFO)

Paula Shelley (Clerk)

1. **Election of Chair**

It was **unanimously agreed** to re-elect Paul Hatherell as Chair of the Parish Council, and to re-elect Peter Etheridge as Vice Chair.

1. **Apologies**

Apologies were received from Paul Hatherell, Simon Banks and Alan Sage.

1. **Minutes of previous meeting, matters arising**

The minutes of the meeting on 24 April 2017 were signed by the Vice Chair as a true record.

1. **Crime and disorder**

An annual report from the Police Beat Manager was expected shortly.

1. **Open Forum**

No members of the public attended.

1. **Highways and Footpaths**
	1. **Highways**

**School crossing patrol, Winford.** An interview with the candidate for the position had been held on Friday 27 April but no formal feedback had been received to date. North Somerset Council (NSC) had said they would be liaising with the head teacher and undertaking a risk assessment shortly. NSC were still to decide which roads the patrol would be working on; the Parish Council **agreed** to make it clear that in the past a system had been in place that safely allowed three roads to be crossed in turn, and that anything else would be impractical and potentially unsafe.

**Action: AC/Clerk**

**Other.** It was **agreed to remind** Cllr Ap Rees that half of Whitling Street had yet to be repaired.

**Action: Clerk**

It was **agreed to follow up** a previous request that NSC investigate the continuing problem of tree roots lifting the block paving on Kingston Mead.

**Action: Clerk**

Two large potholes on The Street, Regil had been marked by NSC, but were not yet filled.

A resident had written to express concern about problems with the community bus whilst the regular driver was ill. It was noted that on one occasion the bus hadn’t run, also that security arrangements at the airport had meant the relief driver had to stop in a different place. It was **agreed to raise** the issues with NSC.

**Action: Clerk**

The fingerpost at the junction with Broad Mead Lane and Hen Lane had only been partially repainted; it was **agreed to monitor and report** back if it remained unfinished.

**Action: MM**

It was **agreed to write** to NSC pointing out that the vegetation on the corner of the B3130 by the junction with Regil Lane had not been cutback regularly, as promised, asking that this was attended to as a matter of urgency.

**Action: Clerk**

NSC would be arranging a contractor visit to ascertain the fault with the slow down signs on West Lane and Felton Lane.

* 1. **Footpaths**

The Clerk was asked to **check on progress** with the legal diversion of the footpath between Market Place and High Winford.

**Action: Clerk**

The footpath from Five Gates was blocked where it emerged by Bird’s Farm; this **would be discussed** at the next Working Party meeting.

**Action: JW**

1. **Planning**
	1. **New applications**

**17/P/1031/F:** 3 Currells Lane, Felton, BS40 9XG. Erection of two storey side, single storey rear and first floor front extensions. **Decision: Support**

**17/P/0998/LB:** Old Coach House, Old Hill, Winford, BS40 8DU. Listed building consent for the installation of a wood burner with associated flue exiting through roof. **Decision: Support**

**17/P/1000/F:** Innock House, Chew Road, Winford, BS40 8EZ. Proposed detached garage. **Decision: Support**

**17/P/1004/F:** Spring Farm, Watery Lane, Winford, BS40 8HD. Retrospective application for reinstating hardcored rea. **Decision: Support**

**17/P/1008/TPO:** 8 William's Yard, Winford, Bristol, BS40 8DF. T1 ash - reduce limbs over building by 2.5m, giving 1.5m clearance from property. **Decision: Object on the basis that the tree was there before the house was built and should be protected by the TPO.**

**17/P/0934/F:** Shamrock Cottage, 4 Felton Street, Felton, BS40 9YL. Removal of existing residential caravan and erection of a single storey building to form annexe for elderly parents. **Decision: No objection provided any neighbours' concerns were taken into account.**

* 1. **Previous applications**

The following applications had been decided by NSC:

**17/P/0623/F:** 3 Cross Cottages, High Street, Winford, BS40 8EH. Removal of existing porch and replace with extension to front elevation to create ground floor entrance room. **Granted consent.**

* 1. **Other planning matters**

A partial approval had been received regarding the Tree Protection Order application for the Cricket Field and **would be reported** fully at the next meeting.

**Action: HG**

* 1. **Enforcements**

The Clerk was asked to enquire after the monthly updates on enforcement cases, as NSC appeared to have stopped regularly issuing these to parishes.

**Action: Clerk**

Following a visit from NSC, the owner of an unofficial bed and breakfast at Winford Heights intended to submit a planning application: it was notedthat residents would be able to view and comment on the application online.

Concern was expressed about the proliferation of advertising along the verge of the B3130 by the Cattle Market Business Park; it was agreed **to report this** as a potential breach of planning control.

**Action: Clerk**

The sign in the field opposite Yew Tree Cottage, Potters Hill had been removed.

An appeal had been lodged against the planning enforcement at the Wagon and Horses, Potters Hill.

1. **Airport**

The Parish Council heard a report from the Airport Consultative Committee and Transport Forum. Passenger numbers had increased in the first quarter of 2017. There was likely to be additional activity around the airport on and around 3 June due to the UEFA Champions League Final. The construction of the first phase of the multi-storey was expected to be complete by May/June 2018, providing approximately one thousand spaces. The Weston Flyer (A3) had come into operation on 30 April. A study had been commissioned (funded by NSC and Bristol Airport) to consider options to improve access to the Airport. £145,000 had been added to the Local Community Fund and the Committee were considering expanding the eligibility area for noise insulation measures. The increase in passenger numbers had activated a requirement that the Airport provide £100,000 per annum for ten years to fund local bus infrastructure, and the Airport had agreed to look again at bus routes through local villages, including Winford and Felton. There would be a refresh of the Master Plan during 2018, covering a twenty year period.

1. **Parish Property**
	1. **Buildings and furniture**

The Parish Council was **asked to note** that in the event that no Winford Parish residents could take up available properties at The Ricklands, the agreement with the housing association was that properties should be offered first to Backwell and Wrington residents, before being advertised in the wider North Somerset area.

The contractor had apologised for problems with the grass cutting at High Winford in the first few weeks of the season and had provided assurances that this would improve.

It was **agreed to write** to Emma Strong thanking her for her work on the Winford Book Box.

**Action: Clerk**

* 1. **Play areas**

The play surface at High Winford had been repaired. Cllr Alan Sage would be asked if he was able to repair a broken seat on equipment at Vee Lane.

 **Action: GS**

The Play Ranger that undertook inspections of the play areas had retired. NSC had been asked to confirm that these inspections would continue and by whom. The RFO was asked to **confirm** the inspection schedule.

**Action: GS/PR**

* 1. **Felton Common**

Councillors were asked to **let Karen Bye know** if they were available for a guided walk of the Common on either 5 June or week commencing 12 June. Litter picks were proposed for 11 Sept at 6pm and 11 September at 2pm. Everyone was encouraged to take part in at least one of these.

**Action: All**

Way markers were being installed for the bridle paths across the Common, which hopefully would help to reduce clashes between dog owners and horse riders. The Working Party was looking at how the Airport could help to address the inadvertent damage their contractors had caused to the boundary hedge.

* 1. **Allotments and composting site**

All plots at Winford were now let; there were two vacancies at Felton. It was **agreed** to put a notice of the compost site opening hours in the Parish Magazine.

**Action: HG**

1. **Finance**
	1. **Receipts**

Nil

* 1. **Invoices**

|  |  |
| --- | --- |
| Safety Green Ltd – playground repairs | 168.00 |
| Deeper Green Services –grass maintenance | 403.30 |
| Bristol Water - Felton allotments (re-issue of payment) | 42.40 |
| Oak Accountancy – internal audit | 384.00 |
| Clerk - payment for extra duties | 100.00 |

It was **agreed unanimously** that these invoices should be paid.

It was also **agreed that the pay agreement** for the year 2017/18 should be implemented, and that the Clerk and RFO should progress by a point on the pay scale.

* 1. **Annual Accounts**
		1. The RFO reported that the internal audit of the council’s systems and accounts for 2015/16 had been completed by Oak Accountancy with a single recommendation that the council continue with full implementation of its reserves policy.
		2. A proposal that the council should approve the Annual Governance Statement on the Annual return was **agreed unanimously.**
		3. A proposal that the council should approve the Accounting Statements on the Annual return was also **agreed unanimously.**
	2. **New online banking system**

The RFO reported that the Parish Council had successfully implemented the new account with the Unity Trust Bank and that payments were now being made online where possible.

1. **Meetings**
	1. **Past meetings**

Meetings of the various working parties had been discussed under the relevant agenda item.

**b. Future meetings**

The running order for the Parish Council’s report to the Annual Parish Meeting was agreed.

1. **Other correspondence**

The government was consulting on proposals to prevent local authorities, including parish councils, charging parkrun or junior parkrun, and potentially other organisations, for the use of public parks. It was **agreed to respond** in support, as the Parish Council was of the opinion that people should not be charged for using public parks.

**Action: Clerk**

1. **Information and items for next agenda.**

There was no discussion under this agenda item.

Next meeting: Parish Council meeting, Monday 19 June 2017 at 7.00pm, Felton Village Hall.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND PARISH COUNCIL MEETINGS. 20 MINUTES IS SET ASIDE AT ITEM 4 FOR PARISHIONERS TO SPEAK TO THE COUNCIL ABOUT MATTERS THEY WISH TO RAISE. PLEASE CONTACT THE CLERK PRIOR TO THE MEETING IF YOU WISH TO SPEAK. Paula Shelley, Tel: 01761 453046 Email:** **winfordpc@gryphonweb.co.uk** **THE PARISH COUNCIL HAS ADOPTED THE OFFICAL CODE OF CONDUCT** .