

**BACKWELL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 6TH SEPTEMBER 2018
IN BACKWELL PARISH HALL, BACKWELL**

Present: Cllrs D Baker, M Bowerman, J Cousins, S Edwards, Z O’Keefe, S Mitchell, S Ould, H Power, D Seddon, R Taylor and P Soothill (Chair)

In attendance: Mrs J Stone, Clerk of the Council

Members of the public: 5 members of public present. District Cllr K Barclay

The Chairman opened the meeting by welcoming everyone present and pointed out the location of the emergency exits and toilets

1. **Apologies**

369 Cllrs E Langston, J Llewellyn, R MacLeavy and G Simmonite

2. **Declarations of Interest**

To receive Councillors' declarations of interests and to consider any written application for dispensations

370 **Personal interest**

Cllr P Soothill – Lives near Grove Farm

371 **Prejudicial interest**

None

372 **Disclosable Pecuniary Interests**

None

3. **Minutes** (Circulated)

373 The Minutes of the Full Council meeting held on 2.8.18 were unanimously confirmed as a correct record by those present at that meeting

4. **Public Participation**

374 A resident spoke of her concerns regarding agenda item 21e – erection of a smoking shelter at Backwell Village Club

375 A member of public made a statement regarding his concerns at the speed of traffic on roads in the village

5. **To receive such communications as the person presiding may wish to lay before the Council**

376 The Chairman thanked the Vice-Chairman and Clerk for all their help over the past few months

377 Members noted the Chairman’s comments regarding problems currently being experienced with the Parish Council website. The Chairman to investigate and report back at the 4th October 2018 Full Council meeting

378 The Chairman’s comments were noted regarding feedback received from several residents, who were having problems hearing at Parish Council meetings

Signed.....Chairman

6. **To answer questions from Councillors**
379 None
7. **To receive and consider reports and minutes of Committees**
 To receive the draft minutes of the Planning Committee meeting held on the 16.8.18
380 Noted
8. **To receive and consider a report from the Clerk of the Council**
 a. To receive this report
381 Noted
 b. Update on non-agenda items
382 None
9. **To receive and consider report from PC Martin Faithfull, Beat Manager for Backwell & Wrington**
383 Noted
10. **Update on Moor Lane**
384 Members were informed the Moor Lane Planning Application for 65 homes was at the Reserved Matters stage in respect of layout and street design
11. **To receive and consider quotation from Abbey Business Equipment Ltd dated 28.8.18 for lease of photocopier as follows (please see Clerk's Report):**
 a. Mono model MP2501 £26 per month
 b. Mono & colour model MPC2004 £36 per month
 c. Mono & colour model MPC2504 £42 per month
385 Resolved: Unanimously to authorise option 'b' at a cost of £36 per month
12. **To receive, consider and approve Policy re criteria for inclusion of names on Honours Board in Backwell Parish Hall**
 Members discussed the policy
386 Resolved: Unanimously to adopt a modified version of the Policy and include a call for nominations at the end of the 4th October 2018 Full Council meeting
13. **To receive, consider and approve updated Standing Orders**
387 Resolved: Unanimously to approve
14. **To receive, consider and approve following updated BPC policies:**
 a. Complaints Policy
388 Resolved: Unanimously to approve
 b. Press Policy
389 Resolved: Unanimously to approve a modified version to include social media
 c. Dignity at Work/Bullying and Harassment Policy
390 Resolved: Unanimously to approve

Signed.....Chairman

- d. Retention of Records Policy
391 Resolved: Unanimously to approve
- e. Discipline Policy
392 Resolved: Unanimously to approve
- f. Grievance Policy
 Concern was expressed with some of the wording contained within the policy. Clarification to be sought
393 Resolved: Unanimously to defer to 4th October 2018 Full Council meeting

- 15. **To receive BPC Privacy Notice for staff, Councillors and Role Holders**
394 Resolved: Unanimously to approve

- 16. **To consider installation of footpath from Waverley Road to bus stop on Station Road** (by railway bridge – please see attached plan)
395 Resolved: Unanimously to write to NSC Highways asking them to reconsider the safety of the bus stop between Waverley Road and Station Road

- 17. **Update on use of Vehicle Activated Sign**
 Discussion took place about the recent use of the VAS in Rodney Road. It is currently situated in Dark Lane. Members discussed the results of the readings
396 Noted: The Highways Working Party to look into this matter

- 397 Agenda item no. 19a was discussed at this point**

- 19. **To receive and consider reports from Working Parties of the Council/Cllrs**
398 a. To receive report from Enhancement Working Party
 Cllr M Bowerman’s comments were noted regarding the timing of the 11th November 2018 Memorial Service (10.15am at Lawnside). Cllr Bowerman asked if Councillors could donate a raffle prize for the Senior Citizen’s Tea Party taking place on Thursday 29th November 2018 and also requested assistance on the day
399 The Chairman informed members shelves had now been fixed into the telephone box in Westfield Close, and asked if Councillors had any books to please put them in there

- 18. **Update on 11th November 2018 Memorial Parade**
400 Cllr R Taylor informed members arrangements were in hand for the 11th November Memorial Parade being arranged by The Royal British Legion and the Church. A road closure had been applied for

- 401 b.** To receive update from Highways Working Party
 Members noted Cllr S Mitchell’s comments regarding the upgrading of street lights in Backwell to LED models. Residents have complained the lights do not go off at night, as they are only designed to dim. NSC has agreed to put filters on the lights where requested. Members also noted

Signed.....Chairman

- the A370 to be upgraded to LED's in due course
- 402 c. To receive update from Local Development 2018-2036 Working Party
Cllr R Taylor informed members the JSP was approximately 7 months behind schedule. No planning application had been received in respect of 700 homes at Grove Farm. NSC's consultation on Issues and Options has been launched, with a deadline of 10th December 2018. The consultation to be discussed at the 4th October 2018 Full Council meeting
- 403 d. To receive update from Rights of Way Working Party
Cllr H Power informed members she would email NSC and request a map showing the location of stiles in the village
- 404 e. To receive update from Station Road Working Party
Cllr S Mitchell advised members Station Road would be monitored once all the work had been completed, and a post-works meeting would be organized with NSC in due course
- 405 The Chairman spoke of the possibility of merging the Station Road Working Party with the Highways Working Party. To be discussed at the 4th October 2018 Full Council meeting
- 406 f. To receive update from Parish Council Office Working Party
Members noted the Chairman's comments in respect of the recent work carried out on Council policies, Standing Orders and the updating of the Parish Council website
- 407 g. To receive update from Finance Working Party
Cllr R Taylor informed members a Finance Working Party meeting would be held in November to discuss the budget and grant applications. The draft budget and grant schedule to be circulated with the 6th December 2018 Full Council meeting papers
- 408 **2055 Cllr R Taylor left the meeting**
- 409 h. To receive update from Communications and Public Relations Working Party
Cllr H Power and Z O'Keefe updated members on Facebook. Members noted the Chairman's comments regarding the Parish Council website
- 410 i. To receive report from Cllr S Mitchell re meeting at Bristol Airport
Report noted
20. **Accounts**
- 411 a. To receive and consider Receipts and Payments schedule for August 2018 (checked by Cllr J Cousins prior to the meeting)
Noted
- 412 b. To authorise expenditure for the month of August 2018
Resolved: Unanimously to authorise
- 413 c. To authorise expenditure of £334 plus VAT for service of sound system in Backwell Parish Hall
Resolved: Unanimously to authorise
- 414 d. To receive Part 3 of Backwell Parish Council's AGAR – External Auditor's Report and Certificate 2017/18
Noted

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- e. To authorise £20 for Cllrs D Baker and Z O’Keefe to attend ‘Being A Good Councillor’ training session on 4.9.18
415 Resolved: Unanimously to authorise
21. **Planning**
To consider the following planning applications:
- a. Planning application no. 18/P/3990/TRCA 20 Backwell Hill Road, Backwell – T1, T2 – Sycamore, Hazel – Fell, T3 – Bay – 3m crown reduction
416 Resolved: Unanimously Backwell Parish Council supports the recommendations/decision of NSC Tree Officer
- b. Planning application no. 18/P/3951/FUH 5 Karen Drive, Backwell – A two storey side extension to replace the existing garage and utility with the first floor accommodation extended above. A single storey rear extension to the kitchen providing a garden room and canopy over the existing patio
417 Resolved: Unanimously Backwell Parish Council has no objection to this application
- c. Planning application no. 18/P/4007/FUL Application to vary condition no. 3 attached to planning permission 16/P/1486/F (development of car parking with associated temporary lighting, fencing and landscaping on agricultural land, providing approximately 3,650 long stay car parking spaces for use in peak months May-October and forming an extension to the existing Silver Zone Car Park) to allow year-round use of car park for a temporary period of one year – Bristol Airport, North Side Road, Felton
418 Resolved: Unanimously Backwell Parish Council has no objection to this application. However BPC agree with other Parish Councils that an appropriate solution for parking needs to be developed and implemented
- d. Planning application no. 18/P/3950/FUL Drainage mitigation scheme details in connection with the development of the far eastern apron at Bristol Airport, including soft landscaping and security fencing – Bristol Airport, North Side Road, Felton
419 Resolved: Unanimously Backwell Parish Council has no objection to this application
- e. Planning application no. 18/P/3108/FUL 12 Backwell Hill Road, Backwell - Erection of a free standing wooden building with an open front for use as a smoking shelter
420 Resolved: Unanimously Backwell Parish Council objects to this planning application. BPC request that before the NSC Planning Officer make their decision they visit the site and talk to the neighbouring property about their concerns and complaints raised
- f. Planning application no. 18/P/3897/LDP 9 Church Lane, Backwell – Create permeable hard standing and access to an unclassified road
421 Resolved: Unanimously Backwell Parish Council would ask that

Signed.....Chairman

before the NSC Planning Officer make their decision, they visit the property to qualify that there are no concerns as to the site line when accessing the road

- g. Planning application no. 18/P/2656/FUH 15 Hyatts Wood Road, Backwell - First floor extension to the rear and dormer windows to front and rear elevation

422 Resolved: Unanimously Backwell Parish Council has no objection to this application
- h. Planning application no. 18/P/4035/LDP 1 St Johns Road, Backwell - Certificate of lawfulness for proposed wider driveway made from porous materials, a replacement garage in the same position as existing with the installation of garage door, the erection of a single-storey rear extension to the garage with a single door & window. Alterations to existing chimney stack – a reduction of height, alterations to existing dormers – soffit removed & tiles extended to the top, a new window on rear dormer & windows will be replaced with smaller windows. New roof on main house – materials as existing

423 Resolved: Unanimously Backwell Parish Council has no objection to this application
- i. Planning application no. 18/P/4044/FUH 41 Westfield Road, Backwell – New porch to front elevation, providing a new cloakroom and small utility space. Front elevation existing windows reconfigured. Demolition of existing conservatory to the rear, replacing with a two storey extension

424 Resolved: Unanimously Backwell Parish Council has no objection to this application
- 425** There being no further items of business, the Chairman closed the meeting at 2119 hours

Signed.....Chairman