Corston Parish Council

**Chairman:** John Twist OBE **Clerk:** John V May 9 Meadlands, Corston, Bath BA2 9AS

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**DRAFT MINUTES OF THE CORSTON PARISH COUNCIL MEETING: 24THMAY 2017**

**THE OPENING OF THE MEETING**

**1.** The Chair of the Parish Council, Cllr John Twist, opened the meeting at 7pm and then welcomed Farmborough Ward Councillor Sally Davis and Corston Parish Councillors to the meeting.

**2. CORSTON PARISH COUNCILLORS PRESENT**

The following Corston Parish Councillors were at the meeting: John Twist, Richard Blows, Gary Breckon, Susan Charles, Christine Ingersent and Georgina Wynne.

**3. COUNCILLORS APOLOGIES FOR ABSENCE**

Apologies and reason for absence from the meeting had been received and accepted from Parish Councillor Sheila Thomas.

**4. PARISHIONERS IN ATTENDANCE**

There were no Parishioners at the meeting.

**5. DECLARATION OF COUNCILLOR’S PERSONAL INTERESTS IN THE AGENDA ITEMS AND PARISH COUNCIL BUSINESS**

The Corston Parish Councillors made no declarations of personal interests in any of the agenda items.

**6. CONFIRMATION OF THE MINUTES OF THE CORSTON PARISH COUNCIL MEETING HELD ON 29TH MARCH 2017**

The Minutes of the Council meeting held on 29thMarch 2017 were **agreed** and signed by the Chair.

**7. THE NOMINATION AND ELECTION OF THE CHAIR AND VICE-CHAIR OF THE CORSTON PARISH COUNCIL FOR THE NEXT YEAR: THE CLERK**

The Chair of the Parish Council, John Twist, stepped down from the Chair to enable the Clerk to conduct an election of a Chair for the forthcoming year. Councillor John Twist was the only Councillor who volunteered to stand for the post. Councillor Richard Blows proposed that John Twist be elected as the Chair for Corston Parish Council and Councillor Sheila Thomas seconded the proposal. Following a show of hands, Councillor John Twist was unanimously elected as the Chair for the following year.

Councillor John Twist thanked the Councillors for their valuable support and the confidence that they had shown in him by electing him as Chair. He considered it a great privilege to represent the village of Corston as Chairman of the Corston Parish Council for a further 12 months.

Councillor John Twist then asked for nominations to fill the post of the Council’s Vice-Chair. Councillor Richard Blows **agreed** to be nominated and the Chair proposed that Councillor Richard Blows be elected as the Vice-Chair. Councillor Sheila Thomas seconded the proposal and, following a show of hands, Councillor Richard Blows was unanimously elected as the Vice-Chair of the Corston Parish Council.

**8. COUNCILLORS ACCEPTANCE OF LEAD AND SUPPORTING ROLES FOR PARISH COUNCIL BUSINESS**

The Council reviewed the membership of the Council’s various sub-Committees. After discussion, the Councillors **agreed** with the new structure. A copy of the Council’s Sub-Committees and membership is attached to these Minutes.

**9. GENERAL ACTIONS ARISING FROM THE MINUTES OF 29THMARCH 2017**

Page 1, The Clerk: Request to B&NES for road safety improvements at Corston Lane/A4 junction

The Clerk advised the Council that B&NES had **agreed** to conduct a speed count on the A4 between the Corston Brook and the pedestrian refuge West of Corston Lane. **ACTION: CLERK**

Page 2, Website development: Progress report on the Council’s NetWise contract: Vice-Chair

**NB. The Chair transferred this action to agenda item 14.**

Page 2, The installation of a defibrillator in the Parish: The Clerk

The Clerk said that an excellent training presentation was made by the Community Heartbeat organisation in the Church on 30thMarch. He informed the Council that the Parish Council had made a £50 donation to the Corston Church Parochial Council for the use of the Church and also the provision of refreshments at the presentation. After further discussion, the Council **agreed** that it would be worthwhile for a practical demonstration of the defibrillator cabinet to be conducted by the Clerk. **ACTION: CLERK**

Page 3, (Para 8) Review of the Parish Council’s Standing Orders: Chair, Vice-Chair and Clerk

The Chair advised the Council that this subject would be completed as soon as possible.

**ACTION: CLERK**

Page 4, (Para 10c) B&NES Local Plan (HELAA): The Clerk

The Clerk said that B&NES were in a state of Purdah until after the forthcoming General Election. He would raise the subject with B&NES after the election. **ACTION: CLERK**

Page 4, (Para 11) Corston Conservation Area Appraisal: The Vice-Chair

**NB. The Chair transferred this action to agenda item 13.**

Page 4, (Para 12) Parking in Corston Lane: Councillor Susan Charles

Councillor Susan Charles advised the Council that she had discussed the matter with the Parishioner who had originally raised the issue and had let the matter rest.

Page 5, (Para 17) Issues raised by Parishioners – Saltford pedestrian controlled signals: The Clerk

The Clerk said that he was waiting for a reply from B&NES about this subject. **ACTION: CLERK**

**END OF THE GENERAL ACTIONS FROM THE MINUTES OF 29THMARCH 2017**

**10. FINANCIAL BUSINESS**

**a) Review of the financial actions in the Minutes of 29thMarch 2017**

Page 2, (Para 7a) Claim by the Clerk for a refund of VAT payments: The Clerk

The Clerk advised the Council that he had nearly completed his claim for a refund of VAT payments and would submit the claim in due course. **ACTION: CLERK**

Page 3, (Para 7b) The internal audit of the Council’s 2016/2017 accounts: The Clerk

The Clerk informed the Council that, as part of the Council’s Financial Year 2016/2017 Annual Governance Statement, the internal audit had been successfully completed.

Page 3, (Para 7c) Summary of VAT made in F/Y 2016/2017 and refundable by HMRC: The Clerk

The Clerk said that he had submitted a claim to HMRC for a refund of the £307.43 VAT paid by the Council in Financial Year 2016/2017. **ACTION: CLERK**

Page 3, (Para 7e) Review of the Parish Council’s Asset Register: Chair/Clerk

The Chair advised the Council that the Register was currently being updated. **ACTION: CLERK**

**END OF THE FINANCIAL ACTIONS FROM THE MINUTES OF 29THMARCH 2017**

**b) Review of the General Fund and the Bank reconciliation: The Clerk**

The Clerk gave the Council a verbatim report of the Council’s General Fund and said that £4180, the first part of the 2017/2018 Financial Year Precept, had been received from B&NES. After discussion, the Councillors **agreed** with his presentation of the accounts.

**c) Review of the Council’s Governance Statement for financial year 2016/2017**

The Council discussed Section 2 of the Annual Governance Statement for Financial Year 2016/2017 and **agreed** the accounting statements. The Chair then signed the Statement and passed it to the Clerk for despatch to the External Auditor. **ACTION: CLERK**

**d) Review of the Parish Council’s annual insurance**

The Council reviewed the policies and the insurance premiums on offer that had been provided by various insurance Companies and, after discussion, **agreed** to place the Council’s insurance with the Inspire Insurance Company for a three-year long-term agreement. The Clerk would pay the £487.93 annual insurance premium. **ACTION: CLERK**

**11. PLANNING APPLICATIONS**

The Council discussed the following planning applications:

17/00564/FUL Bay Tree House. The conversion and extension to various buildings and also the erection of a double garage, with alterations to vehicular access.

During the 17/00564/FUL consultation period Corston Parish Council had submitted a comprehensive response to this planning application emphasising in detail their strong Objection to the Planning Application. The Parish Council was bitterly disappointed when B&NES Development Control subsequently awarded the application a Permitted status for a further 3 years. The Parish Council’s concerns were strongly supported by Parishioners at the Annual Parish Meeting held earlier in the evening. The Parish Council decided to raise a number of queries relating to the administration of this particular planning application and of the earlier application 14/04741/FUL.

**ACTION: CHAIR AND CLERK**

17/0622/FUL Willow Barn. New single storey extension. Refused

17/0686/TCA 4, Brook Cottages. Trimming of tree branches. Permitted

17/01533/FUL 34, Bristol Road. Demolition of existing buildings and new build. Refused

**12. THE WEST OF ENGLAND JOINT SPATIAL PLAN AND JOINT TRANSPORT STUDY**

a) B&NES Placemaking Plan Consultation on update proposals – Saltford by-pass

The Chair said that until B&NES had relaxed the current purdah restrictions no progress could be made about the issue of the Saltford by-pass, or the outcome of their HELAA consultation. The Clerk would keep both subjects under scrutiny.

**13. CORSTON CONSERVATION AREA APPRAISAL: THE VICE-CHAIR**

a) Progress report on the development of the Corston Conservation Area Appraisal

The Vice-Chair, Richard Blows, informed the Council that he was involved in discussions with B&NES about this subject and expected to issue a joint report in the near future.

**ACTION: VICE-CHAIR**

**14. THE DEVELOPMENT OF THE COUNCIL’S WEBSITE: VICE-CHAIR**

The Vice-Chair, Richard blows, advised the Council that he was in regular contact with the Parish Council’s website designers and expected to provide them with information to populate the website soon. To achieve this the Chair proposed holding the first Digital Information Working Group meeting during June.

**ACTION: CHAIR**

**15. REVIEW OF THE CORSTON PARISH COUNCIL’S TASKS LIST**

The Council reviewed and updated the Council tasks list. Details are available on request.

**16. REVIEW OF THE B&NES WORKS REQUESTS**

The Council reviewed and updated the B&NES works list. Details are available on request.

**17. REVIEW OF MEETINGS ATTENDED BY COUNCILLORS AND FUTURE EVENTS**

The Chair reported that Corston Parish Council had been represented at the following meetings:

The Corston Country Fair Group on 2nd May: The group were concerned that support to run the Bottle Stall was still needed as well as people coming forward to sell raffle tickets at the fair.

The Bath Preservation Trust’s Environs meeting on 23rd May. The following statement was submitted to the meeting:

1.  Corston Parish Council has advised B&NES of their strong objections to the proposal for a by-pass around Saltford and is very concerned that it will become a firm planning assumption. The Parish Council believes that any benefits of a Saltford by-pass will not justify the cost.  Also, the potential loss of greenbelt and productive farmland resulting from a by-pass is not acceptable and the serious reduction of passing trade along the A4 in Saltford would be detrimental to local business. An improvement in the journey time between Bath and Bristol was part of the justification for the by-pass.  This without the removal of other areas of congestion on the route this assumption is not accepted by Corston Parish Council.

2.  The Parish Council awaits the postponed outcome of the B&NES HELAA consultation, which they suspect will contain contentious housing and infrastructure development proposals.  On behalf of the Parish Council, B&NES have been advised that there is no area suitable for development in Corston Parish.

**18. DISCUSSION OF THE LETTER FROM THE LORD LIEUTENANT OF SOMERSET ABOUT THE COUNTY’S COMMEMORATION OF 100TH ANNIVERSAY OF THE END OF WORLD WAR 1**

After discussion about the Lord Lieutenant’s letter the Council decided to wait for further information about how to commemorate the 100th anniversary of the end of World War 1.

**19. ISSUES RAISED BY PARISHIONERS: THE CLERK**

The Clerk had no issues to report to the Council.

**20. THE CLERK’S REPORTS**

The Clerk informed the Council that Mrs Liz Acton had written to him to thank the Parish Council for the donation that had been made in respect of the defibrillator presentation on 30thMarch.

**21. THE DATE OF THE NEXT MEETING**

The next Parish Council meeting will be held on Wednesday 19thJuly.

Future Parish Council meetings in 2017 will be held on Tuesday 12thSeptember and Monday 13thNovember. Early meetings in 2018 will be held on Monday 15th January and Monday 26thMarch.

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

Councillor John Twist

Chair of Corston Parish Council

Email copies via the Parish Council’s Newsletter to: Corston Parish Councillors, Ward Councillor Mrs Sally Davis and approximately 90 Parishioners. A copy will also be displayed on the Parish Council’s notice board.