

## FRESHFORD PARISH COUNCIL

### **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 14<sup>TH</sup> OCTOBER 2019 AT 7.00PM AT THE MEMORIAL HALL FRESHFORD.**

**Present:**

Councillors: John Adler (Chairman),  
Nick Stevens, Annabel Batchelor-Wylam, Jonelle Daniels, Tom Maddicott, Jacob Heatley-Adams, Martin Walker and Julian Carpenter.

**Apologies for Absence:**

Jean Hawker (Vice Chairman).

**Declarations of Interests and Requests for Dispensations** - NONE

**Minutes of the Parish Council Meeting held on the 9 September 2019:**

Minutes of the Parish Council meeting held on the 9 September 2019 were duly agreed and accepted.

**Open Forum:**

No members of the public attended

<p><b><u>Matters Arising</u></b></p> <p><b><u>Village Hub Bus Stop</u></b></p> <p>Councillor Carpenter informed us that the original quote received was in the region of £10,000 – he has found a different contractor who has done work for BANES and he is looking to obtain another quote for the work.</p> <p>Councillor Stevens mentioned that funding has been applied for, but it is unlikely that a decision will be made on this until April 2021.</p> <p>Councillor Walker handed out the amended bus stop proposal, the main difference being a significant reduction in hard standing and the whole scheme is on a much smaller scale. The PC agreed generally that this seemed like a much more suitable scheme. Councillor Walkers recommendation is that we obtain 2 quotes for the smaller scheme which he believes should come in around £2,000-3,000 which is significantly lower than the expected costs of the previously agreed scheme.</p>	<p><b><u>Action</u></b></p> <p><b>Cllr Walker</b> to obtain two quotes for the reduced scheme from Mealings and the other contractor who Councillor Carpenter has identified.</p>
<p><b><u>Natural Environment</u></b></p> <p>Councillor Daniels Has reviewed maps of Tynning Wood which Councillor Stevens provided. The boundaries of Tynning Wood are clearly defined on the maps which also show that most of the footpaths are away from Parish Council land. It is likely the tree survey which Jonelle is liaising on is going to be carried out in December by her contact John. Chairman Adler asked if the maps can be uploaded onto the PC central files. Jonelle will scan and send to PC email for Clerk to pick up once appointed.</p>	<p><b><u>Action</u></b></p> <p>-<b>Cllr Daniels</b> to continue liaising on the tree survey and enquire as to whether its possible to mark trees which are on PC land.</p> <p>- <b>Cllr Daniels</b> will scan maps and send to PC email.</p> <p>-<b>Cllr.Walker</b> to circulate password for Parish Online.</p>

<p>PC agreed that Cllr Daniels should contact RLMills to get the main part of the Tyning cut. The November 2018 invoice was for £208.</p>	<p><b>Cllr Daniels</b> should contact RLMills</p>
<p><b><u>Maintenance for Street Lighting</u></b> Chairman stated that Councillor Hawker is continuing to look into this.</p>	
<p><b><u>Planning Applications</u></b> <b>19/04128/LBA</b> – Peipards Farm access Road – Councillor Heatley-Adams confirmed with the PC that we had all read his report. Cllr. Stevens informed the PC that today the conservation officer has objected to the application. Concerns were also raised by Cllr. Stevens that the staddle stones appear to have been removed from the property. It was suggested that the Parish Council comment only on the application with reference to comments in the planning report.</p> <p>“The Parish Council agree to comment only and consider a car park in this position, the key eastern approach, would harm the setting of the listed building and be an erosion of the current consent particularly with a lot of ‘Front yard’ to the rear of the house.”</p> <p>The Parish Council also agreed that it has concerns over the staddle stones that were situated in the garden and will carry out its own investigations.</p> <p><b>19/04257/FUL</b> – The Old Doctors House – It was agreed that this application was deferred to the next Parish Council meeting.</p> <p><b><u>Decisions</u></b> -It was noted that Charles Bush’s garage on Pipehouse Lane has been permitted and that the condition is that the existing shed will be removed. -It was noted that the planning application for South Cottage has been permitted.</p>	<p><b><u>Action</u></b> -Cllr Adler, Chairman, to communicate the PC response.</p> <p>-Cllr Heatley-Adams to email the case officer to request the deferment.</p>
<p><b><u>Finance</u></b> -Invoices approved for September and signed by Cllr. Adler and Cllr. Stevens.</p> <p>-Bank Reconciliation approved.</p> <p>-<b><u>Budget</u></b> – it was noted that we are currently operating within our budget for the year.</p> <p>Cemetery – Cllr. Walker will look into the cemetery plan and the Parish Council agreed that the saplings should be removed. Questions were raised over whether to notify the relatives of the 845 buried. James Long is needed to inspect the headstones again. The Parish Council agree to set up a group with Cllr. Stevens, Cllr. Walker and Cllr. Batchelor-Wylam to consider cemetery issues and provide an outline to the Parish Council for consideration.</p>	<p><b><u>Action</u></b></p> <p>-Cllr. Walker revisit the cemetery plan and liaise with Cllrs. Stevens and Batchelor-Wylam.</p>

<p><b><u>Recruitment of new Clerk and RFO</u></b></p> <p>The applicant Jenny Howell in Temple Cloud has been asked to meet to discuss the position by Chairman Adler but no response has been received. Cllr. Stevens suggested doing a Parish Communication for the position to see if there is anyone in the community who would be interested in the role, as the role wasn't advertised locally. Concerns were also raised that the applicant might have taken a position with Wellow Parish council and then turned it down shortly after being appointed. It was agreed that the post will be advertised locally once the Chairman has spoken with Lisa Derbyshire.</p>	<p><b><u>Action</u></b></p> <p>As a matter of courtesy the <b>Chairman</b> to communicate with the only other applicant Lisa Derbyshire, who is unable to commit to the role long term, and then the position will be advertised. <b>Chairman to coordinate advertising the role.</b> <b>Chairman</b> also to follow up with Jenny Howell.</p>
<p><b><u>Planning Working Group</u></b></p> <p><b>Terms of Reference</b> - Cllr. Stevens explained the three points raised with regards to the TOR for the planning working group. The PC resolved to adopt the TOR incorporating the suggested amendments. The Parish Council is happy with the TOR and agrees it is a working document. The Parish Council voted on the current TOR and are in agreement. Chairman Adler did not vote.</p> <p><b>Membership</b> – As the TOR state that the working group should include two Parish Councillors and two non councillors. Cllr. Heatley-Adams was appointed leader of the working group. Cllr. Batchelor-Wylam volunteered to be the second stand in councillor. The Parish Council agreed to appoint non councillor Ben Walters and non councillor Craig Underdown as the other members of the working group.</p>	<p><b><u>Action</u></b></p> <p><b>Chairman</b> - the amended TOR be put in the final form and published.</p>
<p><b><u>Bulletin</u></b></p> <p>Following Cllr. Daniels report on the future of the bulletin, Friends of Freshford are going to sponsor the next edition. £265 will cover the cost of the next edition.</p> <p>Printing options and online options for the bulletin were discussed.</p>	<p><b><u>Action</u></b></p> <p><b>Cllr Daniels</b> will put together a report for the January meeting with a way forward for the bulletin.</p>
<p><b><u>Highways and Transport</u></b></p> <p><b>Village Hub Bus Stop</b> – see notes under Matters Arising</p> <p><b>Heart of Wessex Rail Partnership</b> – Councillor Stevens advised of the fact that the Heart of Wessex Rail Partnership has been brought to an end and that Freshford Station was now to come under the umbrella of The Severnside Community Rail Partnership. Cllr Stevens proposed and it was agreed that the PC seek to establish a good and effective relationship with Severnside.</p> <p><b>VPA</b> – Cllr Carpenter gave an update. A meeting is to be arranged shortly with Neil Winter of the Highways Agency, where the VPA and other Parish councillors can express concerns about the A36. The</p>	<p><b><u>Action</u></b></p> <p><b>Cllr Stevens</b> to continue to establish a good relationship with Severnside.</p> <p><b>Cllr Carpenter</b> to keep PC informed of meeting.</p>

meeting will be at the Freshford Inn. Cllr Carpenter said he will let all members know the date of the meeting & all are welcome.	
<p><b><u>Budget – FY2020-21</u></b></p> <p><b><u>Asset Management</u></b> – A new 5-year asset maintenance plan is needed.</p> <p><b><u>-Street Cleaning</u></b> – concerns have been raised by residents of Rosemary lane regarding the blocked gully. The matter is to be raised with BANES about addressing the gully.</p>	<p><b><u>Action</u></b></p> <p><b>Cllr. Walker</b> to produce a new 5-year Asset Maint. Plan</p> <p><b>Cllr Daniels</b> to include information in the bulletin regarding BANES ‘fix my street’ to inform residents how best to address the situation. Also to be included in Parish Communications.</p>
<p><b><u>Natural Environment</u></b></p> <p><b><u>Footpaths</u></b> – New Cotswold warden Alan Gwynn has been appointed. Cllr Daniels is liaising with him regarding a maintenance plan.</p>	<p><b><u>Action</u></b></p> <p><b>Cllr. Daniels</b> to continue liaising with the Cotswold Warden.</p>
<p><b><u>Exchange of Information</u></b></p> <p><b>Cam Valley Forum</b> - Chairman Adler reported on the Cam Valley Forum held in Freshford Village Hall recently and was very well attended. Climate issue was brought forward to the communities.</p> <p>Cllr. Stevens requested that we a Flood and Waterways warden be considered and discussed at the next Parish Council meeting.</p>	