



Minutes for the Meeting of Olveston Parish Council, held at the Queen Alexandra Memorial Pavilion (QAMP), Old Down, on Tuesday 28th June 2016, starting at 19:30

Present: Mr J Hughes (Chairman), Mr R Panes, Mrs P Savage, Mr N Gingell, Mr T Witherbed, Mr A Williams, Mr G Anderson,

Min 56/16 Visitors – Mr Richard Lloyd, Walks around the Parish & the associated Map Boards

Mr Lloyd updated the Parish Council on the redesigned walks around the Parish, 6 walks have been published and a 1000 copies of each have been produced, funded by the 'Forgotten Landscape Project' (the walks are also to be loaded onto the Community website). The walks were launched at the recent School/ Church fete and posters produced for the Parish noticeboards and the businesses where copies of the walks are available. The Council queried whether a poster is also needed at Tockington Manor School.

The next part of the project is to create the Map Boards, to decide how (freestanding, wall mounted) and where the boards are to be sited around the Parish, and whether they should be incorporated into the Parish notice boards. Mr Lloyd suggested two A1 layouts, one with the map in the centre surrounded by a border of photographs (demonstrated) and the other utilising the whole board for the map and then photos placed in spaces across the board (to be forwarded). Council members suggested that a 'QR' reference could also be added; that any new boards should be sympathetic to the existing Parish notice boards; and queried whether planning permission is required. The meeting suggested that the Old Down board should be the existing sign in the corner of the Car Park at the Recreation Ground; the Tockington sign by the Parish Hall (Mr Lloyd to approach Geoff Chappell); the Olveston sign adjacent to the Parish noticeboard, but the resident next to the stores needs to be approached.

Mr Panes led a huge vote of thanks to Richard Lloyd for the work that he and the team have done.

Min 57/16 Apologies for absence – Mr A Baxter, Mr M Riddle

Min 58/16 Declarations of interests

Mr Hughes – Allotments
Mr Baxter – Allotments, Intelligent Solutions, Mike's Maintenance Services,
Mr Anderson – Allotments,
Mr Williams - Treasurer Olveston Sports & Social Club, Treasurer of Olveston United Football Club, and Managing Director of Britannic Garden Furniture
Mr Panes – GSH Architects

Min 59/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 24th May 2016 were circulated, Mr Panes proposed that they were a fair record of the meeting, Mr Williams seconded the proposal, and all present were in favour.

Min 60/16 Matters arising from the minutes

Biodiversity – Meeting to be held with South Glos Council on the 12th July.

Olveston Parish Steering Group – The Housing Group is now going through the Housing Needs Survey and putting together their thoughts for the Parish Council. At the next meeting of the subgroup, Mr Anderson will ensure that everyone's interests are declared and minuted to ensure that the integrity and credibility of the group is not compromised.

The Traffic Group under Pat Hinton has prepared their report with a lot of suggestions and would like to give a presentation to the Parish Council at the next Council Meeting. The Council noted that originally all the reports were to be presented at the same time. Mr Panes proposed that rather than the monthly Parish Council meeting, a specific meeting should be organised so that all the groups could give a 20/25 minute presentation, this was agreed by the meeting.

Action 60/16/01 Clerk to arrange meeting at the Parish Hall for the 2nd August
Action 60/16/02 Mr Anderson to prepare Agenda for the next Parish Council Meeting

Parish Processes & Standing Orders (see Appendix 2)

The meeting asked whether the Chairman was the line manager for the Clerk, and whether the roles specified are in addition to being on a Parish Councillor. The meeting noted that the Chairman can sit in on any Committee Meetings.

Councillor Vacancy (for Mrs Hunter) – A new closing date of the 29th July identified, and to be re-advertised on the Parish Council notice boards and websites.

Allotments – The Clerk has contacted the Solicitor representing the Bristol Diocese, about extending the existing Lease, the Solicitor has visited the allotments and complimented the allotmentees on the state of their pitches, the suggestion is that the Lease be extended for four years at an annual rent of £450 (from £350), the Council is still discussing with the Diocese whether the Lease can be extended further. Olveston Parish Council had previously agreed to revise the Management Fee that it pays to OPAGA from 50% of the land rent to a fixed £175 pa. The meeting suggested that from 1st October 2016, the rent charged to OPAGA should be adjusted to remove the Management Fee counter payment, ie £275 pa for the extension of the Lease.

Action 60/16/05 Clerk to write to OPAGA to confirm arrangements
Action 60/16/06 Clerk to contact Bristol Diocese Solicitor

Mr Witherbed noted to the meeting that the top of the Hedge and the outside looked a mess, and asked when it was due for trimming.

Action 60/16/07 Mr Panes agreed to contact Contractor

Medals for Primary School Children – The meeting discussed the remaining medals, and agreed to give sufficient medals to Stepping Stones, and the remainder to Tockington Manor.

Min 61/16 Meetings with Other Local Bodies

Tockington Manor School 20mph speed restriction – Now going out for second consultation. The meeting noted that Coaches for Tockington Manor School are regularly blocking the road.

Action 61/16/01 Mr Panes offered to talk to the School

Village Green Status – See Appendix 1 for notes of the meeting, the Council noted the suggestion that any project specification for the recreation ground should therefore include a section assessing the benefits of the development against the Victorian Statutes specified.

SGC Consultations – Consultation Events - Supporting People to Live Well: Dementia, Carers and Falls Prevention Strategies.

Min 62/16 Committee reports

1. Recreation & Leisure

2.5m Tree Canopy – Jeff Havvlock has submitted a £250.00 quotation to raise the Canopy to 2.5m on trees in the Play Areas and at Old Down recreational ground plus remove the Ash tree stump, approved by the Committee and due to be done shortly.

Aust Verge Parking – Mr Gingell has arranged for more chippings to be delivered to the Aust Verge Parking Area. Mr Baxter expressed concern at whether the chippings were too finely cut, but it was agreed to wait for feedback from Mike Taylor when he spread them.

Broken & Damaged Stiles – The Stile is still not repaired, and should be considered a Health & Safety Issue. The wall supporting the stone stile in Vicarage Lane is also breaking up, and Mr Riddle has logged it.

Committee Room Table : Webwood confirms that Tony Williams will assist in getting table resurfaced at his place of work - ongoing

Tockington Phone Box - Webwood have fitted a duckboard floor, and supplied book ends for the shelves. Mrs Savage is to work with Claire Ackland to identify a new 'guardian'

QAMP Verandah - Webwood have completed redecoration of the Verandah and sides of the QAMP.

Man Hole Cover, by QAMP – Mr Panes to follow up with Bowls Club

Vicarage Lane Play area - Ditch at along top of Play area checked and work not completed, and Mr Panes has received correspondence from Mr Hitchcock on this matter. A quotation for the repairs to the play equipment has been received from Playdale and actioned, delivery due in 3 or 4 weeks.

Tockington Play Area – Preschools views on a replacement gate, not yet sought, but to be reviewed in conjunction with the Tennis Club and to ensure continued access for RGS for Grass Cutting (see below). Foot on frog still to be repaired although Webwood aware. The meeting suggested that Pre-school could actually check the play area during term time (although the Committee would have to review how to log)

Old Down Play Area – Clerk has contacted the Parish Insurers, who are happy with the precautions taken. They have asked that the Parish Council regularly review that the tape to close the site and the warning signs

are still in place (this is being done), they have also asked to be contacted when the play area is back functioning. Webwood have declined to quote for the work, Mr Gingell has received a quotation of £1,300 + vat from 'Just Gardens', two other quotations awaited. Mr Panes expressed concern that the other two contractors had been promising quotations for some time, and suggested that a Friday 5pm deadline should be imposed. Mr Baxter proposed that as the repairs were urgent and three quotations requested that the works should go ahead at the best price provided it was no more than £1,300 + vat, this was seconded by Mrs Savage and agreed by all. The meeting agreed that a decision on the actual supplier to be made at 6pm on Friday 17th June. Repair to Picnic bench outstanding will now fall into work done above. Temporary works to be completed by the middle of July.

New Tennis Clubhouse – A meeting was held on site attended by Mr Panes, representatives from the Tennis Club and Geoff Chappell on behalf of the OPHMC. Geoff expressed concerns that the 3rd Tennis Court be used as the builders yard, and suggested that a better site was on the LHS of the first car park, this was agreed with the Contractor. Work is planned to start in July, with a planned completion by September.

A concern was raised about RGS having continued access to the Play Area for grass cutting etc once the new club house is built – Tennis Club to review.

Webwood have temporarily repaired the Gate to the play area, and has provided a quotation to fit a new gate. A meeting to be held after the new Tennis Club has been completed to review the requirements, and a donation suggested from the Tennis Club.

Football on the 3rd Tennis Court – Some users have been kicking balls onto the Parish Hall roof, and then climbing up to retrieve them. Mr Panes suggested increasing the height of the fencing adjacent to the Hall and asked that all members give it some consideration to discuss further at the August meeting.

Footpaths – Mr Panes to attend the Village Fete on behalf of the Parish Council to say a few words about the new footpath maps that have been organised by Richard Lloyd and others on the Prish Vision team

Allotments – A response has been received from the Solicitor representing the Diocese of Bristol, suggesting a further 4 year extension to the existing Lease, and a revised rent of £450 pa from 1st October 2016. The Clerk has written to OPAGA with this information and a reminder about changing the annual Management Fee to a fixed £175 pa. The Clerk has also written back to the Diocese's solicitor asking for a longer lease period.

Bowls Club – Opening weekend very successful, and they have a super set up. The Bowls Club were very appreciative of the support from the Parish Council.

Scout Hut – Mr Gingell noted that the road outside the Scout Hut is becoming blocked when parents are dropping off/ picking up because of the vegetation. The meeting noted that historically the Scout Group have undertaken the maintenance.

2. Planning & the Environment

Mr Witherbed left the meeting room, to allow the Parish Council to discuss his residential planning application. Mr Williams outlined the proposals, indicated that there were no issues with the application and asked for any comments before proposing that the Parish Council register 'No Objection' with South Glos Council. This was accepted by the Council, and Mr Witherbed was recalled.

Mr Witherbed has spoken to the Bakers, and the understanding is that the shop will still function for the foreseeable future.

Response to Housing Needs Survey (See Appendix 1) – Mr Witherbed declared that he has recently had dealings with Hannick Homes through the Company of which he is a Director. It was noted that there has been speculation by 3rd parties in pursuing discussions with the Parish Council regarding future possible developments within the Parish. Olveston Parish Council’s position is that any party could proceed with or without Parish Council involvement and that the Parish Council did not see any purpose in meeting 3rd parties at this stage. Council view is to seek Mr Riddle’s advice as to dealing with 3rd parties.

Action 62/16/01 Mr Riddle to provide advice at July Parish Council Meeting

Planning Applications Approved/ passed/ Decisions Discharged by SGC since last meeting:

PT16/1114/F	The East Barn Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LE {Erection of single storey extension and first floor extension to south elevation to form additional living accommodation. Installation of conservation rooflights}
PT16/1115/LB	The East Barn Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LE {Erection of single storey extension and first floor extension to south elevation to form additional living accommodation. Installation of conservation rooflights}
DOC16/0107	Highmead Lower Tockington Road Tockington Bristol South Gloucestershire BS32 4LF {Discharge of conditions 3A (External doors), 3B (Windows and rainwater goods), 3C (Eaves, verges and ridges) and 4 (Tile sample) attached to planning permission PT15/1683/F. Demolition of existing outbuilding and conservatory. Erection of single storey}
DOC16/0123	1 Pool Cottages Tockington Green Tockington South Gloucestershire BS32 4NN {Discharge of condition 4 (Oak Frame) attached to planning permission PT16/0301/LB - Removal of existing rear pvc conservatory frames and roof and erection of a single storey oak framed garden room utilising the existing base and footprint}

Planning Applications Refused by SGC (or withdrawn) since last meeting - none this month

Planning Applications Pending Decision by SGC since last meeting - none this month

New planning applications received:

PT16/3554/F	Herm Haw Lane Olveston Bristol South Gloucestershire BS35 4EG {Erection of two storey side and rear and single storey rear extension to form additional living accommodation}
PT16/3555/F	6 Elberton Road Olveston Bristol South Gloucestershire BS35 4DD {Erection of two storey rear and side extension to form additional living accommodation}

3. Projects -

Terrier Document – Documents held by WSP have now been scanned and a copy stored with the Parish Council Hard Drive – analysis to follow.

QAMP renovation – Mr Panes has approached a couple of parishioners to lead the project and is arranging an initial meeting

25 Year Lease’s – Ongoing.

Tree Planting – A map of the proposed planting has been forwarded from Mrs Savage

Finger Sign at Recreation Ground – Revised quotation with a filial fitted with Parish logo. Mr Gingell currently confirming the correct wording and pairings for each arm.

Road Signs – Mr Gingell has identified an alternative supplier, and Mr Panes to pass over a copy of the specification to obtain a quotation. A query was raised whether South Glos Council have replaced the Road Sign that has been removed for repair.

Old Down Play Area – Article included with Parish Matters, resident responses to be evaluated

4. **Finance** - Budget review to focus on Recreation & Leisure & Projects

Min 63/16 Correspondence – covered during the Meeting, see Appendix 1

Min 64/16 Financial report and Accounts for payment

Direct Debit Payments on 8th June, £52.60 to PlusNet, BroadBand @ QAMP (PNET2472604-1)

Cheque Payments required		
K Lazell	Bus Shelter Cleaning	70.00
Mrs A Trott	Bus Shelter Cleaning	70.00
Mrs V Ward	Bus Shelter Cleaning	70.00
Internet Payments		
EDF	Electricity 17th March 2016 - 29th May 2016	26.38
David Miller Electrical Services	Inv996B Repair to Car park lights	40.00
South Glos Council	Inv 3803309287 SGC Localism Q1 2016/7, April, May & June	347.08
1st Olveston Scouts	Donation for Scout Bug Boxes	25.00
OPHMC	Hire for APA 2016	38.50
Webwood	Inv 586 - Paint O/S QAMP, Meeting room front & side, under Veranda + Ramp Rails	800.00
Olveston & Tockington Methodist Church	Hire of Olveston Methodist Hall for OPSG Sub group meeting	15.00
OSSC	Inv 119, Hire of Committee room for OPSG & Subgroups	105.00
Playdale	Inv 0000023369, for repairs to the trim trail at Vicarage Lane Play Area	999.61
R J Rogers	Salary June - HMRC 3, Mileage, Postage, Stationery, School Prizes	666.68
HMRC	HMRC Period 3	148.18
RGS	May Inv 3558	1,081.25
Mike's Maintenance Services	Invoice 1st April to 30th June 2016, Grass Cutting, Hedge Trimming & Layering Bark Chipping	852.50
	Total	£ 5,355.18

Appendix 1 – Correspondence

Response to Housing Needs Survey	<p>Hannick Homes would like the opportunity to meet with the Parish Council to discuss the potential to bring forward a small-medium sized housing development in Olveston with its support. Hannick Homes has an interest in two parcels of land within the village (land East & West of Aust Road), either of which could accommodate some housing and potentially also other community improvements (for example additional cemetery land or parking for Olveston Primary School).</p> <p>Hannick Homes have reviewed the recently published Housing Needs Survey for the Parish and note that most respondents appeared to be generally supportive of some new housing to meet the needs of the parish. The Housing Survey identified a need for a number of different types of housing within the parish, including some affordable/social housing, starter homes, family housing and houses suitable for people wishing to downsize and remain living in the parish.</p>
Play Area at Old Down 90 th Birthday Medals	<p>Two residents of Old Down have already responded to Meeting Point article, need to decide how to proceed</p> <p>Three parishioners have emailed interested in getting medals for their children who don't attend Olveston CEVC or Olveston Preschool. Apparently 6 children will be leaving Tockington Manor in September to start at Olveston. The Parish Council finally received 460 medals, 200 given to Olveston CEVC and 48 to Olveston Preschool, therefore 212 left plus any returns. There are 28 at stepping stones & 190 at Tockington Manor</p>
Village Green Status of Old Down	<p>Following a meeting with Andrew Griffiths, Solicitor South Glos Council, the football pitch, QAMP and predate the registration of the Old Down play area as a Village Green preserved for public enjoyment under the Commons Registration Act – the play equipment may also predate the registration but has certainly been in place for 25 years.</p> <p>The Village Green is governed by the Victorian Statutes which proscribe any activities (inc works) that 'cause material injury to the green' or 'interfere with the recreational enjoyment of the green'. The test is whether the works are for the 'better enjoyment of the village green'.</p> <p>Looking at the legal advice booklet published by two leading lawyers, an extension to the existing pavilion would be lawful provided the proposals and works necessary to deliver them aren't considered to offend the Victorian Statutes. In this regard, each set of circumstances must be assessed strictly on its own merits (i.e what may offend the statutory restrictions in one instance may not do so in another)</p> <p>Similarly improvements/ replacement of the play equipment, and the football pitch also should be ok but the same principle (above) applies.</p> <p>Any specification should therefore include a section assessing the development against the Victorian Statutes specified.</p>
Devolution	<p>Presentation available on the Devolution of a group of District Council (SGC, Bristol & BANES), and the associated requirement for an elected Mayor.</p> <p>The South Glos. ALCA Area Group are holding a special Devolution Deal Workshop on Monday 11th July at 19:30 in the Newman Room of the Manor Hall, Coalpit Heath. The focus of this workshop will depend on the outcome of the decisions by South Gloucestershire Council, Bath and North East Council and Bristol City Council on 29th June 2016.</p> <p>Local Councils (Town and Parish) have not featured in the current Devolution Deal that is on the table and so if the decision of the three Principal Authorities is to <u>accept</u> this deal the focus of the workshop will be ensuring that Local Councils in South Gloucestershire have as much influence as possible on the subsequent government consultation. If the current Devolution Deal is <u>rejected</u> the workshop will focus on how Local Councils can ensure they are at the</p>

negotiation tables and are an intrinsic part of any future proposals for a West of England Devolution Deal.

Planning Application for QAMP

Application Ref PP-05271875v1, South Glos Council has received your online Full planning permission application and will now validate it within their normal work flow and timescales.

Application Details - Applicant: Mr Richard Rogers, Olveston Parish Council; Application site address: Olveston Sports and Social Club, Foxholes Lane, TOCKINGTON, BS32 4PF; Date of submission - 14:45 on 27 June 2016.

SSCG

The next Safer Stronger Community Group (Community Engagement Forum) meeting is at Alveston Methodist Church, 7.30pm on Wednesday 20th July. As mentioned at the last meeting in February, this meeting will have a specific focus on '*Youth Work and Young People*'.

Appendix 2 - Parish Processes & Standing Orders

Title	Status	Comments	Actions
Standing Orders	May'16 published on Website		Completed
Code of Conduct	May'16 published on Website		Completed
Induction Pack	Rough Draft – not yet circulated		
Councillor Vacancy & Co-option Process		Awaiting response from Natalie Carr at SGC	
Interviewing potential Councillors		Draft used in recent interviews, to be formalised.	
Role & Responsibility of the Chairman	Draft Circulated	A lot of crossover with Standing Orders, needs to be clarified, similar format and wording to be used	
Role & Responsibilities of the Clerk	Draft with Clerk for Comment		Action 60/16/03 – Clerk to arrange meeting with Chair and Vice-Chair to review
Finance Committee	Draft with Finance Committee		
Planning Committee	Nov'15 published on Website	Revised draft circulated to Planning Committee	Action 60/16/04 – Revision to be published by next Parish Council Meeting
Recreation & Leisure Committee	Nov'15 published on Website	Needs revision	
Project Committee	Rough Draft – not yet circulated		
Community Liaison	Required		