

RANGEWORTHY PARISH COUNCIL

MINUTES OF THE MEETING OF RANGEWORTHY PARISH COUNCIL HELD ON-LINE AT 7.30PM ON TUESDAY 5th JANUARY 2021

Those Present

Councillors: Miss. W. Moody Miss. L. Haigh Mrs. M.J. Steer Mr. D. Moore
Mrs. P.J. Evans (Clerk)
Cllr. C. Young Cllr. T. Clarke Cllr. J. Lean (South Glos. Council Representatives)

No members of the public were present.

The Chairman welcomed everyone to the first meeting of 2021.

Public Question Time

Prior to the start of the formal meeting of the Parish Council, as detailed in the Agenda, members of the public were invited to raise any matters concerning the Parish.

A.01.21	There was no public participation.	<u>Action</u>
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The formal meeting of the Council then commenced as follows:-

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| 1. | Suspension of Standing Order 1j | |
| 01.01.21 | Cllr. Moore proposed, Cllr. Haigh seconded and it was RESOLVED to suspend Standing Order 1j. All Agreed. | |
| 2. | Minutes of the Previous Meeting | |
| 02.01.21 | Following one minor typographical amendment, Cllr. Steer proposed, Cllr. Haigh seconded and it was RESOLVED to approve the minutes of Tuesday 3 rd November 2020 as a true and accurate record of the proceedings. All Agreed. The Clerk would make arrangements for the Chairman to sign the minutes. | Clerk |
| 3. | Apologies for Absence | |
| 03.01.21 | Apologies were received, noted and accepted from Cllr. Livall. | |
| 4. | Declarations of Interest Relating to Agenda Items | |
| 04.01.21 | There were no declarations of interest relating to agenda items. | |
| 5. | South Gloucestershire Councillors Report | |
| 05.01.21 | SGC Councillors had provided a written report which was noted by Parish Councillors. The report included details regarding – the current spread of COVID-19 and Mobile Testing Site Relocations; SGC Local Plan Phase 1 Consultation; Five-Year Housing Land Supply Figure for 2020; Concerns raised by residents regarding the access road to land behind Redmay; SGC Budget 2021/22 Consultation and various other consultation. | |
| 06.01.21 | Parish Councillors were pleased to note that the Five-Year Housing Land Supply Figure stood at 5.28 years. | |
| 6. | Clerk's Report | |
| 07.01.21 | The Clerk had submitted a written report, a copy of which is appended to these minutes. It was agreed that the new 'Lockdown' as of Tuesday 5 th January 2021 would probably last until the middle of February. In addition, Cllr. Haigh was thanked for tidying up the New Road notice board. | |

7. Planning Matters

- 08.01.21 P20/23932/F | The Stables, Tanhouse Lane, Yate | Demolition of existing building. Erection of 4 no. detached dwellings and associated works | This was an adjoining Parish notification – Rangeworthy Parish Council would not comment.
- 09.01.21 For the sake of expediency, Parish Councillors agreed to respond to the following application.
- 10.01.21 P20/24133/RVC | Court Farm, Church Lane, Rangeworthy, BS37 7ND | Variation of condition 2 (listed plans) attached to planning permission PT18/4838/F to substitute approved plan nos. 04, 05, 07, 08, 11a, 12a, 13b, 14b, 23 and 24 with plan nos. 04a, 05a, 07a, 08a, 11b, 12b, 13c, 14c, 23a and 24a – alterations and extensions to 3 no. existing agricultural buildings to facilitate conversion to 3 no. dwellings with landscaping and associated works | To OBJECT – Rangeworthy Parish Council remains extremely concerned about the location of the proposed access bearing in mind the recent serious road traffic accident on Sunday 6th December 2020, and would ask that SGC Highways Officers consider additional visibility/safety measures. Rangeworthy Parish Council strongly objected to the original application and were perplexed at its subsequent approval. Rangeworthy Parish Council remains opposed to this development.

8. Planning Decisions

- 11.01.21 P20/16917/TRE | Oakfield House, Wotton Road, BS37 7LZ | Works to no. 2 Sycamore to crown lift to provide 6m clearance under canopies and remove branches from building to create 2m clearance. Works to mixed group to crown raise lower branches to create 5m clearance over access road and lower branches along road covered by TPO 0957 dated 1999 | APPROVE WITH CONDITIONS.
- 12.01.21 Rangeworthy Parish Councillors noted that Planning Appeal APP/P0119/W/20/3252296 for land between Green Acre & the Old Vicarage, Church Lane, Rangeworthy for the erection of 2 no. detached dwellings with associated works had been DISMISSED.
- 13.01.21 P20/13909/F | Land North and West of Iron Acton Substation, Iron Acton, BS37 9TX | Installation of renewable led energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter/transformer stations, site accesses, internal access tracks, security measures, access gates, landscaping and associated works | APPROVE WITH CONDITIONS.

9. Financial Matters

- 14.01.21 The Clerk presented the monthly financial report and balances, which were noted by Parish Councillors.
- 15.01.21 The Clerk advised Councillors of the completion of the external audit of the 2019/20 Annual Return by PKF Littlejohn. There had been no issues highlighted.
- 16.01.21 South Gloucestershire Council had advised of their intention to increase the Localism charges for 2021 by 0.7% (being CPIH as at Sept 2020). Normally the Localism contract ran for three years, however due to the current pandemic SGC felt it would be unfair to renegotiate any major increased until 2022. A new three-year contract would be presented to the Parish Council by SGC in December 2021. The cost for the forthcoming financial year would be £1,010.58

(Amenity Grass £259.12; Dog Bin Servicing £751.46). Cllr. Moore proposed, Cllr. Steer seconded and it was **RESOLVED** to approve the Localism Contract for 2021. **All Agreed.**

17.01.21 The Clerk had prepared a draft 2021/22 Budget which was discussed in detail by Parish Councillors. All budget categories had been reviewed and reduced where prudent. This frugal stance had produced a reduction in planned spending of nearly £3,500. The budget also assumed the remaining S106 and CIL funds would be fully utilised. SGC had advised the Council Tax base for 2021/22 for Rangeworthy would be £313. Following minor amendments, Cllr. Steer proposed, Cllr. Haigh seconded and it was **RESOLVED** to adopt the budget – a copy of which is appended to these Minutes. **All Agreed.**

18.01.21 In view of the adopted 2021/22 budget, Cllr. Moore proposed, Cllr. Moody seconded and it was **RESOLVED** to agree the 2021/22 Precept request as £12,500. **All Agreed.** This was a reduction of £1,500 on previous years.

19.01.21 Cllr. Moody proposed, Cllr. Moore seconded and it was **RESOLVED** to appoint Mrs. C. Roylance as the independent internal auditor for the 2020/21 accounts. **All Agreed.**

10. Accounts for Payment

20.01.21 The Clerk confirmed the following invoices as accurate and due for payment.

Mrs. P. Evans	Clerk's Salary – Nov 2020	£392.70
Mrs. P. Evans	Clerk's Salary – Dec 2020	£392.70
KLH Landscaping	Grass Cut – Play Area	£40.00
South Gos Council	Grounds Maintenance Contract	£313.62
South Gos Council	Localism Charges	£186.57
Mr. P. Collins	Hedge Cut – Play Area	£375.00
Elite Cleaning (SW) Ltd	Pavilion Cleans – Nov & Dec 2020	£130.00
KLH Landscaping	Grass Cut – Play Area & Maint	£60.00
Lexis Nexis	Reference Book	£119.99
South Gos Council	Grounds Maintenance Contract	£104.54
PKF Littlejohn	External Audit Fee 2019-2020	£200.00
Mr. D. Moore	Bus Shelter Cleaning Materials	£49.75

21.01.21 Cllr. Steer proposed, Cllr. Haigh seconded and it was **RESOLVED** that the above invoices be paid. **All Agreed.**

11. Children's Playground

22.01.21 The play inspections continue to be carried out – all in order. Play areas remain open and available to use during this third 'Lockdown' period although social distancing and hand sanitising must still be observed.

23.01.21 The hedge had been cut just before Christmas.

24.01.21 The Clerk would be meeting with an additional playground equipment supplier on 7th January 2021 to discuss the replacement piece(s) of equipment.

12. Recreation Ground & Pavilion

25.01.21 A water leak had been reported to the Clerk by the Contract Cleaners. The puddle of water was in the main entrance room. This had been mopped up by the Cleaners and the situation was being monitored.

26.01.21 Additionally, it would appear that the Pavilion had been accessed as lights had been left on. The Clerk had reiterated to RAFC that the Pavilion was not to be

used until the current restrictions had been lifted.

27.01.21 A resident had contacted the Clerk regarding the puddle of water in the main entrance room as well as some damaged guttering and overhanging branches that could potentially cause problems to the Pavilion roof. The Clerk had acknowledged the resident's email.

13. Woodland

28.01.21 All in order. The planned planting of snowdrop and bluebell bulbs would be re-scheduled for the autumn of 2021. The Clerk was asked to email the Primary School to make arrangements.

Clerk

29.01.21 A couple of comments has been made by residents following the works undertaken by National Grid. It was agreed that all of this shrubbery and vegetation would soon grow back as it had done in previous years.

14. Local Plan 2020 Consultation

30.01.21 Cllrs. discussed the current Local Plan Consultation and agreed this consultation was not about places or numbers and more about the approach to the process. The Chairman and Clerk would liaise to prepare a response to the main Local Plan 2020 Consultation.

**WM/
Clerk**

31.01.21 Cllr. Haigh had prepared a detailed response to the Data & Access Profiles (DAP) Local Plan Consultation, which would be circulated to Cllrs. as part of the Parish Council's response to the Consultation.

15. Parish Councillors Open Forum

32.01.21 A picture of the teasels has been submitted to the Town & Parish Council Forum to represent Rangeworthy Parish on their new website.

33.01.21 It was noted that there appeared to be a camp-site business being run out of a field within the parish. Cllrs. were unsure whether a change of use permission would be needed as this would depend on the nature and amount of camping being undertaken.

34.01.21 It was reported that some adjustments had been made to the Rag Lane Solar Farm planning application following informal consultation with residents/neighbours. There had been some complaints raised about the visual impact of the solar farm. Residents had been advised to contact the Clerk to express their concerns.

35.01.21 A second coat of paint would be applied to the bus shelter at the Memorial Hall.

36.01.21 It was noted that Wessex Water had attended the pumping station at the end of Patch Elm Lane over Christmas as the last two manholes had been completely full.

37.01.21 With regard to the Big Spring Clean for 2021, it was agreed to wait and see what social-distancing restrictions would be in place nearer the time.

38.01.21 Cllrs. briefly discussed electric car charging points and whether the Parish Council would be reimbursed via a wayleave.

The next on-line meeting of Rangeworthy Parish Council was scheduled for Tuesday 2nd March 2021 commencing at 7.30pm. The meeting closed at 9.27pm.

Signed

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Date

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RANGEWORTHY PARISH COUNCIL

Clerk's Report

Agenda Item 6

Activities up to 5th January 2021

1. As everyone will be aware, the country went into another national Lockdown as of Tuesday 5th January 2021 which will probably last until the beginning of February. Playgrounds are allowed to remain open.
2. Due to illness for most of December, the Clerk has been unable to complete actions ascribed to her. These will be dealt with during January and February. Please note the Clerk will be unavailable on the following dates due to hospital visits – 12th January, 18th January and 21st and 22nd January.
3. The Parish Council was contacted by a resident who remained concerned at the level and speed of HGV using the Wotton Road. The resident would also like the Parish Council to consider widening the footpaths along Manor Road and the Wotton Road by removing the grass build-up. Further the resident would like the Parish Council to consider laying a hard core/gravel path through one of the fields accessed through The Grove as this would make it an easier walking route to the School and the public house. The Clerk has acknowledged the email, but not yet responded to the resident.
4. Another resident contacted the Parish Council regarding condensation in the Pavilion as there appeared to be a puddle of water in the reception room. The resident also queried further maintenance to the pavilion – guttering, downpipes and overgrowing trees that could dislodge tiles. The Clerk has advised the resident that the Parish Council is aware of these issues and will be addressing them.
5. A leak in the Pavilion boiler room was reported to the Clerk in between Christmas and the New Year. This has been mopped up by the cleaning contractor and has been monitored since that time. This will be further reported under Agenda Item 12.
6. Cllr. Livall has – trimmed back the vegetation along the public footpath to the recreation ground; behind the layby; removed the remaining ivy from the Memorial Hall bus shelter; chased SGC regarding the footpath to the front of Harford Close.
7. Cllr. Moore has completed painting the second bus shelter and made some repairs to the ceiling and bench seat.

Receipts & Payments Account as at 31st December 2020
Approved Budget for 2021/22

Description	Budget for Year 2020/21	Receipts/ Payments as at 31/12/20	Budget Remaining to 31/03/2021	Budget for Year 2021/2022	Advisory Notes
Receipts					
Precept	14,000	14,000	0	12,500	
CIL	0	7,871	0	0	Unknown at time of setting Budget
Rent - The Old Post Office	285	0	285	305	
Rent - Kidnapper Lane Field	85	0	85	100	
Wayleaves	25	17	8	25	Remains same as previous year
Rent - Pavilion	1,000	0	1,000	0	Assumes further closure due to COVID-19
Utilities Refund	250	0	250	0	Assumes further closure due to COVID-19
Interest	50	19	31	25	
VAT Refund	600	2,744	0	750	Estimated
Total	16,295	24,650	1,659	13,705	
Payments					
Advertising	50	0	50	50	Remains same as previous year
Audit Fees	450	320	130	350	Slight reduction
Bus Shelters	100	44	56	75	Assumes continued maintenance
CIL	0	425	0	0	Unknown estimate from SGC
Clerk's Salary	4,750	3,927	823	4,850	Allows for increase agreed at Nov 20 meeting
Data Protection Subscription	40	0	40	40	Remains same as previous year
Dog Bin Servicing	750	560	190	760	Slight increase to allow for CPI
Election Costs	2,500	0	2,500	0	Move to Earmarked Reserves
Grants & Section 137	200	50	150	200	
Hall Running Costs	2,500	0	2,500	2,500	Remains same as previous year - continued support
Insurance Premium	925	890	35	925	Remains same as previous year
IT Costs	175	18	157	200	Assumes increased usage of IT
Kidnapper Lane	0	3,186	0	0	Not required for 2021/22 - work completed
Misc. Expenses	125	285	0	200	Amalgamation of various 'expenses' categories
Misc. Subscriptions	150	197	0	220	ALCA and Pro Rata Clerk's SLCC Membership
Misc. Verge Grass Cutting	25	0	25	0	Assumes SGC cuts verge - confirmation sought
Parish Car Park (Layby)	100	0	100	0	Use remaining CIL budget
Pavilion - Maint & Safety Checks	450	569	0	450	Remains same as previous year
Pavilion - Misc. Maintenance	500	0	500	0	Use remaining CIL budget
Pavilion - Routine Cleaning	780	390	390	780	Remains same as previous year
Pavilion - Utilities (Partly Refundable)	1,500	457	1,043	1,000	Reduced use due to COVID-19
Play Area - Grass Cutting	25	400	0	560	New supplier @ £40/cut
Play Area - Hedge Cutting	400	375	25	375	Remains same as previous year
Play Area - Misc. Maintenance	500	0	500	250	Reduced - use remaining CIL budget
Play Area - Safety Inspection	65	100	0	100	New supplier
Recreation Ground - Grass Cutting		605	0	650	Assumes slight increase - CPI
Recreation Ground - Other Maint.	800	0	800	0	Use remaining S.106 and CIL budget
Woodland - Grass Cutting	750	750	0	800	Assumes slight increase - CPI
Woodland - Other Works	0	0	0	0	Use remaining S.106 budget
Total	18,610	13,548	10,015	15,335	
Earmarked Reserves					
S106 Monies	2,641				
CIL	23,536				
Election Costs	2,500				