

## RANGEWORTHY PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF RANGEWORTHY PARISH COUNCIL HELD ON-LINE AT 7.30PM ON TUESDAY 4<sup>th</sup> MAY 2021

#### Those Present

Councillors: Miss. W. Moody Miss. L. Haigh Mrs. M.J. Steer Mr. K. Livall 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 meeting.

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

<b>1.</b>	<b>Suspension of Standing Order 1j</b>	
01.05.21	Cllr. Haigh proposed, Cllr. Livall seconded and it was <b>RESOLVED</b> to suspend Standing Order 1j. <b>All Agreed.</b>	
<b>2.</b>	<b>Election of Chairman for 2021/2022</b>	
02.05.21	Cllr. Steer proposed, Cllr. Haigh seconded and it was <b>RESOLVED</b> to appoint Cllr. Moody as Chairman for 2021/2022. <b>All Agreed.</b> Cllr. Moody accepted the proposal - the Clerk would make arrangements for Cllr. Moody to sign her Declaration of Acceptance of Office.	<b>Clerk</b>
<b>3.</b>	<b>Election of Vice Chairman for 2021/2022</b>	
03.05.21	Following discussions, it was agreed not to appoint a Vice Chairman for 2021/2022 for the time being.	
<b>4.</b>	<b>Apologies for Absence</b>	
04.05.21	There were no apologies for absence.	
<b>5.</b>	<b>Declarations of Interest Relating to Agenda Items</b>	
05.05.21	There were no declarations of interest.	
<b>6.</b>	<b>Minutes of the Previous Meeting</b>	
06.05.21	Cllr. Moore proposed, Cllr. Livall seconded and it was <b>RESOLVED</b> to approve the minutes of Tuesday 6 <sup>th</sup> April 2021 as a true and accurate record of the proceedings. <b>All Agreed.</b> The Clerk would make arrangements for the Chairman to sign the minutes.	<b>Clerk</b>
<b>7.</b>	<b>South Gloucestershire Councillors Report</b>	
07.05.21	District Councillors had provided information/exchange of emails in connection with contact that had been made by Mr. T. Selway of Cadence, a PR company on behalf of Cotswold Homes. Mr. Selway had been enquiring about land adjacent to Harford Place and the recent Call for Sites exercise carried out by SGC. Cadence was looking to see if the Parish Council would be interested in holding	

an informal meeting, and whether the site in question was deemed suitable for development. District Councillors had advised Cadence of Rangeworthy Parish Council's depth of feeling, opinions and views on the negative impact of any further development within the parish. Parish Councillors queried whether it was appropriate for them to engage with a potential developer, and whether this could be perceived by residents as tantamount to support of any development. The Clerk advised against any exploratory meeting with Cadence as there was often a huge difference between what was promised by a developer at a meeting and what actually appeared on the planning application. Developers also had a tendency to quote (in planning application documents) that liaison had taken place with the Parish Council. Additionally, Parish Councillors noted that the map included in the recent SGC 'Call for Sites' exercise, highlighted that almost all of the land surrounding Rangeworthy had been put forward by their respective owner. Parish Councillors concurred with the Clerk's advice and would not engage with Cadence in this instance. Parish Councillors also noted the site in question was referenced as Site 10 in the Call For Sites Consultation, and SGC considered it less suitable for development due to the significant adverse impact as access to the land would be on an outside bend in the road.

08.05.21 In connection with the Community Engagement Forums, Rangeworthy had historically be aligned with the Cotswold Edge CEF, but since a realignment, Rangeworthy had been moved to the Frampton Cotterell CEF. The issues discussed at the FCCEF had little to do with Rangeworthy matters which were more in tune with Cromhall and Charfield. District Councillors would check to see if it was possible for a Rangeworthy Parish Council representative to attend the Cotswold Edge CEF.

**Dist.  
Cllrs.**

**8. Clerk's Report**

09.05.21 The Clerk had submitted a written report, a copy of which is appended to these minutes.

10.05.21 Additionally, Cllr. Moore had reported to the Clerk that the current tenant of the Kidnapper Lane field had sited a tractor on the field together with eight sheep.

**9. Planning Matters**

11.05.21 P21/02555/F | Rose Cottage, Church Lane, Rangeworthy, BS37 7ND | Demolition of existing outbuildings. Erection of 1 no. dwelling with associated works (resubmission of P20/16784/F) | To OBJECT – Rangeworthy Parish Council note that although the applicant has reduced the height of the dwelling by 900mm and reduced the capacity from three to two-bedrooms, however the Parish Council still consider this application to be overdevelopment of the site; the proposed dwelling still appears to be positioned extremely close to adjacent Locally Listed buildings (the School House and the Village Primary School); there would still be an increase in traffic movements into and out of Church Lane, which is a very narrow lane with double yellow, no parking markings at the entrance – these markings had been recently installed by South Gloucestershire Council. The Parish Council also note that the SGC Conservation Officer has still objected to the application.

12.05.21 P21/02806/F | Bagstone Court Farm, Bagstone Road, Rangeworthy, GL12 8BD | Erection of 1 no. detached garage and creation of internal access track | NO OBJECTIONS.

## 10. Planning Decisions

13.05.21 P21/00827/F | Old Forge, Bagstone Road, Rangeworthy, GL12 8BD | Erection of 1 no. detached dwelling and attached double garage with access, parking and associated works | REFUSAL.

14.05.21 P21/00914/PNH | The Coverts, New Road, Rangeworthy, BS37 7QF | Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.43m, for which the maximum height would be 2.85m, and for which the height of the eaves would be 2.25m | PRIOR NOTICE NOT REQUIRED.

## 11. Planning Enforcement

15.05.21 Following acknowledgement of the Parish Council's complaint, COM/21/0289/OD, SGC Planning Enforcement Officers had visited the site. In their opinion the distance between the edge of the conservatory and the pavement was not uniformly 150mm and was considered an acceptable tolerance. Their judgement was there was no significant harm to the site or local amenity caused by the development in situ and as such it would not be necessary or proportionate to pursue the matter further via formal enforcement action.

## 12. Financial Matters

16.05.21 The Clerk presented the monthly financial report and balances (as of 23<sup>rd</sup> April 2021), which were noted by Parish Councillors.

Business Current Account: £ 100.00

Business Reserve Account: £48,169.51

17.05.21 The Clerk reported confirmation from SGC that a BACS payment of £6,250 would be made on 30<sup>th</sup> April 2021 representing the first tranche of 2021/2022 Precept.

18.05.21 The Clerk reported confirmation from SGC that a BACS payment of £11,806.05 would be made on 30<sup>th</sup> April 2021 representing CIL due for 2020/2021.

19.05.21 The Clerk reported a cash receipt of £105 representing the accepted tender for the Kidnapper Lane Grasskeep tenancy for 2021. This would be cashed as soon as possible.

20.05.21 Cllr. Moore proposed, Cllr. Moody seconded and it was **RESOLVED** to approve the Zurich Municipal annual insurance policy for 2021/2022 at a premium of £908.00. **All Agreed.**

21.05.21 Cllr. Haigh proposed, Cllr. Livall seconded and it was **RESOLVED** to approve the 2021/2022 Asset Register as prepared by the Clerk in line with the Zurich Municipal insurance values. **All Agreed.**

22.05.21 Cllr. Moody proposed, Cllr. Steer seconded and it was **RESOLVED** to approve the 2021/2022 Financial Risk Assessment as prepared by the Clerk in line with the Zurich Municipal insurance policy. **All Agreed.**

## 13. Accounts for Payment

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

Mrs. P. Evans	Clerk's Salary – April	£402.50
Elite Cleaning (SW) Ltd	Pavilion Cleans – April	£65.00
P.J. Bryer	Pavilion Replacement Boiler	£6,223.67
Zurich Municipal	2021/22 Annual Insurance Premium	£908.00

	Mrs. P. Evans	Zoom Monthly Subscription	£14.39		
	Mrs. P. Evans	Stationery	£30.38		
24.05.21	Cllr. Moody proposed, Cllr. Moore seconded and it was <b>RESOLVED</b> that the above invoices be paid. <b>All Agreed.</b>				
<b>14.</b>	<b>Children's Playground</b>				
25.05.21	Cllr. Moody reported that play inspections had taken place – all in order. Spring was definitely in the air as the playground had been carpeted in the layer of Cherry Blossom.				
26.05.21	The Clerk reported that a further discount of £1,849 from Playdale had been achieved in connection with the query surrounding the cost of delivery and installation. The cost of the replacement play equipment was now £12,933 plus VAT. Following emailed approval from Cllrs. the Clerk had signed the order on 27 <sup>th</sup> April 2021. Confirmation of delivery and installation dates was awaited from Playdale. The Clerk would contact Playdale to confirm arrangements for the storing of tools and comfort facilities.				Clerk
<b>15.</b>	<b>Recreation Ground &amp; Pavilion</b>				
27.05.21	The Clerk had reported to Cllrs. via email that in her opinion the Pavilion had been used recently by persons unknown – a children's zip hoodie had been found in the Pavilion, a new trophy and football strip had been found on the kitchen work surface and one of the new hand sanitiser units had been found stuck to the floor. The merits of changing the locks and other options were discussed. The Clerk was asked to investigate the costs involved in installing a keypad lock to the entrance door.				Clerk
28.05.21	The new boiler and water tank had now been installed and commissioned. A new timer had also been installed which had been programmed to come on and off once a week (Sunday) for four hours. The contractor had made good the hole in the ceiling and roof left by the old vent.				
29.05.21	RAFC had provided the Parish Council with a copy of their COVID-19 risk assessment. Although the Clerk had not been aware of any further matches to be played for the rest of the season, RAFC contacted the Clerk on Friday 30 <sup>th</sup> April 2021 requesting use of the pitches and Pavilion on Sunday 2 <sup>nd</sup> May 2021. The Clerk therefore attended the Pavilion to erect COVID-19 signage, the risk assessments and a new QR Code. The Clerk's husband had also very kindly drilled and secured the new hand sanitiser and soap dispenser units.				
30.05.21	Cllr. Moody proposed, Cllr. Livall seconded and it was <b>RESOLVED</b> to purchase an internal, tamper-proof notice board for the Pavilion which would display all required notices and be fixed to the wall between the two toilets. <b>All Agreed.</b>				Clerk
<b>16.</b>	<b>Woodland</b>				
31.05.21	All in order. The Clerk had contacted the grounds maintenance contractor regarding the installation of new kissing gates and repairs to the vehicular access gates. A response is awaited.				
<b>17.</b>	<b>2021 Annual Village Assembly</b>				
32.05.21	Cllr. Livall proposed, Cllr. Moore seconded and it was <b>RESOLVED</b> that the following be minuted. <b>All Agreed.</b>				
33.05.21	The Annual Village Assembly is not a Parish Council meeting, but a meeting of the Electors of a Parish which may be convened between 1 <sup>st</sup> March and 1 <sup>st</sup> June				

inclusive. It may be convened by the Chairman of the Parish Council, or two Parish Councillors or any six Electors would be within their lawful right to convene a meeting. However, having carefully considered the Government's Four-Step approach to the easing of Lockdown restrictions and social distancing requirements, Rangeworthy Parish Council is of the opinion there is an inability to call a safe, socially distanced and lawful meeting of more than six individuals or two households within the Government's stipulated timeframe. Rangeworthy Parish Council has therefore taken the decision not to call an Annual Village Assembly in 2021. The Parish Council will instead produce a report and accounts document which will be made available to Electors via the Parish Council's web site, or paper copies can be provided by contacting the Clerk. The Clerk was asked to contact all usual report contributors to the Annual Village Assembly to see if they would like to submit a report to be included.

**Clerk**

**18. Parish Councillors Open Forum**

34.05.21 The Queen's Speech would take place on 11<sup>th</sup> May 2021 and it was noted there would be an announcement regarding changes to planning legislation.

35.05.21 It was noted there were three residents interested in Speedwatch.

36.05.21 It was noted there had recently been a police vehicle on the Wotton Road that had been using a speed-gun.

37.05.21 An article would be put in the Parish Magazine regarding the reopening of the Bookswap facility on 4<sup>th</sup> June 2021. The Clerk would complete the risk assessment and contact would be made with the resident about a donation of books. A check would be made to see if the window in the Lister Room could be opened without disturbing the books.

**Clerk/  
WM/  
MJS**

The next ordinary meeting of Rangeworthy Parish Council would be held on Tuesday 22<sup>nd</sup> June 2021, in the main hall of Rangeworthy Memorial Hall, commencing at 7.30pm. The meeting closed at 9.35pm.

Signed

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Date

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**RANGEWORTHY PARISH COUNCIL**

**Clerk's Report**

**Agenda Item 8**

**Activities up to 4<sup>th</sup> May 2021**

1. Cllr. Livall has cut back the branches of the Oak tree overhanging the footpath at the junction of New Road and Wotton Road. Nothing further has been heard from SGC regarding a more thorough cutting back of the Oak – the Clerk will chase again.
2. The email regarding the issue of speeding along the Wotton Road, approved at the April meeting by Cllrs has been forwarded to the resident.

3. A great deal of time has again been spent dealing with matters relating to the Pavilion and ensuring COVID-19 compliance.
4. Time has been spent preparing the accounts for their annual independent internal audit and external review.
5. Many hours have been spent reading documents coming out of NALC/ALCA/SLCC and trying to reconcile the Government's Four-Step approach to the easing of lockdown and the legal implication on holding physical Parish Council meetings.
6. The Clerk has a new contact within SGC. These new Officers deal with all issues relating to land and matters not covered by the SGC 'Report-It' avenue. The Clerk has contacted the Officer regarding the licence for the verge.
7. The Clerk has emailed our grounds maintenance contractor regarding the gates at the recreation ground and woodland.
8. The 'No Mow May' initiative led by Plantlife was forwarded to Cllrs for their information.