

Dundry Parish Council

Minutes of the Meeting held on Wednesday 1st December 2010 at 7.30pm
(These minutes are subject to approval at the next meeting)

Chair: Cllr Holger Laux

In Attendance: Cllrs Maggie Keast, Bee Peters, Nancy Jennings, David Hurford, Steve McCarthy, Duncan Pittaway, Richard Thomas, Ralph Gay (co-opted at meeting)
 District Councillor Hugh Gregor, Claire Dyke, NSC Parish Liaison Officer
 Four representatives of Dundry pre-school to talk about proposed outdoor play area/garden.

Clerk: Judith Hoskin

01/12/2010 831 - Apologies 831.1. Apologies had been received from PCSO Michele Barrett	
01/12/2010 832 - Chairman's Introduction 832.1. Cllr Laux welcomed everyone to the meeting.	
01/12/2010 833 - Co-option of New Councillor (Ralph Gay) 833.1. Councillors voted unanimously to co-opt Ralph Gay to the Council (proposed Cllr Keast, seconded Cllr Thomas) 833.2. Cllr Gay and the Clerk signed the Declaration of Acceptance of Office	
01/12/2010 834 - Declarations of Interest by Councillors in items on the Agenda 834.1. Cllr Jennings declared an interest in the pre-school garden.	
01/12/2010 835 - Minutes of the Meeting of Dundry Parish Council – 03/11/2010 835.1. The Minutes of the Meeting held on 3rd November 2010 were agreed as a true and accurate record of proceedings. (Proposed Cllr Keast, seconded Cllr Peters)	
01/12/2010 836 - Crime Report/Neighbourhood Watch 836.1. Crime report for preceding month. PCSO Barrett was not at the meeting but afterwards sent the following report for inclusion in the minutes: • Here are the crime figures for November. The figures appear quite high with 16 Crimes. 4 X Possession of Cannabis 2 X Burglary In a Dwelling 1 X Fear or Provocation of Violence 1 x Malicious Phone Call 1 X Criminal Damage to a Dwelling. 1 X Criminal Damage to a Building other than a Dwelling. 3 x <i>Assault occasioning Actual Bodily Harm</i> 1 X <i>Affray</i> 2 x <i>Assault on Police Constable</i> 3 of the Cannabis Possession were not local residents. <i>The Assaults, Affray and Assault on a Police Constable are all from one incident.</i> • With the run up to Christmas and the frantic Christmas present buying I'd like to remind you not to leave items on display in your vehicle. • Keep your car secure. • Don't leave presents on display in the house and when getting rid of the boxes from presents after Christmas turn them inside out and fold them down. Don't advertise what new items are in your house • I'd like to wish everyone a Very Merry Christmas and New Year. 836.2. Neighbourhood Watch Report – Cllr Peters said that there was generally nothing to report but that she had recruited one new coordinator. 836.3. Following the recent spate of burglaries there had been a query about the efficiency of the 'Ringmaster' system which was operated by phone or email from Police HQ in Portishead, via the Neighbourhood Watch coordinators, to tell residents about crimes in their area for which the police would like the help of the public. Cllr Peters said that the system relied on the coordinators (or their deputies) circulating the information in whatever way most suited them and their area, but that to remember that these people were volunteers and could only send the information to people who had supplied their	

contact details. <i>(Cllrs Pittaway and Hurford joined the meeting at this point)</i> After some discussion it was agreed to ask the webmaster if relevant Ringmaster emails could be displayed on the village website and to put an item in the Parish News telling people about the system and suggesting that they could give their email address or phone number to their local coordinator if they wished to receive information about crimes in the area.	Clerk/ Cllr Peters
01/12/2010 837 - Invited guests: Representatives of Dundry Pre-School and the Chair of the Village Hall Committee to talk about proposal for outdoor play area/garden. 837.1. Stacey Clark, the recently appointed Pre School Leader, explained that it was important to create a suitable outdoor space for the children to play in soon as otherwise the pre-school would be automatically marked down a grade on the next Ofsted Inspection in six months' time. The intention was to provide a safe outdoor space where the children could go out at will without the need for a risk assessment every time, and where the ground was relatively dry. 837.2. The designer, Simon Jackman, from Green Play Project, showed councillors a plan of the proposed area, which would be approximately 14m long by a maximum of 12m wide. The garden would line with the end of the village hall at one end and with the pier next to the main rear doors at the other. The fence would be at least 2m away from the football pitch in line with F.A. guidelines. Access to the garden from the hall would be through the fire exit, and there would be a gate from the garden for fire escape. The Fire Inspector had approved this arrangement. Cllr Pittaway noted that it was possible to obtain a lock linked to the fire alarm for quick opening of this gate. The route would also need lighting. 837.3. There would be a smaller container than the present one at the end of the garden near the main rear doors of the hall. This would be screened with trellis. Councillors remarked that this container should probably be positioned away from the wall to prevent anyone climbing on to the hall roof. 837.4. Councillors asked whether the fact that this was a possible location for expansion of the hall had been taken into account. The Chair of the Village Hall Committee thought that the storage problem, and therefore the need for expansion of the hall, might be solved by having the container, but if an extension was required the garden might have to be moved at some future date. 837.5. Mr Jackman said that the design of the awning had not yet been finalised. It could be a polycarbonate roof or possibly a canvas awning that could be rolled away. It was thought that the latter might solve the problem of smokers thinking that the garden was a smoking area. 837.6. The fencing would be chestnut and larch. Cllr Gregor said that in Winford similar fencing had been a target for vandalism. Mr Jackman said that generally the garden had been designed to be as vandal proof as possible. 837.7. Ms Clark said that it was expected that other people would use the area. Councillors pointed out that the public liability insurance would need to cover this. 837.8. The maintenance would consist of a small amount of mowing inside and outside the fence. It was agreed that it was important to clarify responsibilities. 837.9. Mr Jackman said that the trees would be native species. 837.10. Funding was in place from North Somerset Council 837.11. Cllr Laux thanked the representatives for their presentation.	
01/12/2010 838 - Public Forum 838.1. No members of the public were present for the Public Forum and no matters had been brought to the attention of councillors.	
01/12/2010 839 - Report from District Councillor Hugh Gregor 839.1. Cllr Gregor reported on the following meetings which he had attended: - Monday 1st November: As member of the Children and Young persons Scrutiny Panel visited Long Ashton to inspect progress on construction of an extension to Birdwell Primary School - Monday 8th November: On behalf of Dundry & Winford communities attended a meeting of NSC's Core Strategy Working Group. - Thursday 11th November: Attended a presentation by North Somerset Housing, the Housing Association that deals with public housing in the district. - Wednesday 17th November: Winford PC attended Parish Voice to raise an issue (Cllr Gregor pointed out that this was an option open to all councils if they had something they wanted to raise with NSC). This was followed by a meeting of the South Area Planning Committee.	

- Monday 22nd November: Attended a meeting at Bridgwater Farm Dundry with councillors from the Planning and Regulatory Committee. The case was due to be heard on November 24th but was deferred pending resolution of other matters to do with the property. - Cllr Gregor pointed out that three meeting he had been due to attend had been cancelled because of lack of business, thus saving money.	
<i>Cllr Gregor left the meeting at this point</i>	
01/12/2010 840 - Finance 840.1. The Financial Report had been circulated with the agenda. The Clerk drew attention to some minor corrections, the need for which had come to light when she checked the bank statement. 840.2. The Chairman signed the Clerk's time sheet 840.3. Approve Cheques paid/ to be paid: From General Parish Council funds 840.3.1. Cheque No: 100335 – £132.69 - Signet Signs Ltd – Sign for car park 840.3.2. Cheque No: 100336 – £354.46 - J Hoskin – November wages, office expenses 840.4. Budget: The Finance Working Group had met and put forward a proposal for the budget for 2011 – 2012. New commitments, including the playground maintenance and insurance, and a continuing programme of providing and maintaining grit bins, together with likely increases in the cost of other items, meant that the proposed budget had increased by nearly £1,000. Although no final decision was made on the Precept, as this did not need to be finalised until January, it was felt that an increase would be necessary – probably to £7,000. This would leave budgeted reserves of approximately £2,000.	
01/12/2010 841 - Pre-School garden 841.1. Councillors were in favour of the proposal in principle. They asked the clerk to write to the pre-school saying this and with the following comments: 841.2. The Parish Council would like to see the insurance documents for the area to ensure that the Council would have no potential liability. 841.3. A formal letter would need to be drawn up between all the interested parties clarifying ownership and responsibilities.	Clerk
01/12/2010 842 - Playground 842.1. Cllr Jennings had circulated a monthly report before the meeting. She reported that tenders should have been back on Dec 1st but so far only one had been received out of the 6 expected. If no more were received the whole process would have to be repeated. 842.2. Report on current situation regarding reclaiming VAT Cllr Jennings said that there were three available options with regards to VAT: 1) Abandon the attempt to reclaim VAT, which would mean leaving out some equipment. 2) Phase construction so that VAT could be reclaimed in small amounts. This would still mean finding funds to pay the VAT initially but not as much as originally thought. She had already had offers of loans from individuals for two thirds of the money needed (somewhere between £3,000 and £4,000). A letter had been received from HMRC stating that VAT could be reclaimed, and it was considered that the risk that the VAT would not be repaid was very small. 3) Change the Accountable Body to North Somerset Council who would be able to pay the VAT. A decision would have to be made by December 20th which was when the Phase 2 Grant application would be sent in. Councillors said that it would be disappointing if equipment had to be left out for lack of funds. After some discussion it was agreed that option 3 would be the most satisfactory solution if it could be arranged, followed by option 2. Councillors agreed that for option 2 the Parish Council would be prepared to put forward the rest of the money required up to a maximum of £1,400 in the expectation of receiving it back in full. It was further agreed that Cllr Jennings and the Playground Group could now proceed with the application on the basis that VAT could be reclaimed.	
01/12/2010 843 - Play Sculpture 843.1. Cllr Jennings reported that the building workshops had gone well but that the children from the school had been disappointed not to be able to return later on the Friday because of the weather. About 40 people in total had attended the Saturday workshop. 843.2. The Play Sculpture should be completed in the week beginning 13th December. It	

would be handed over to the Parish Council after a final inspection and would then be ready to be played on! The Clerk would arrange for insurance.	Clerk
01/12/2010 844 - Request for grit bin in Yanleigh Close 844.1. A parishioner had written requesting a grit bin for Yanleigh Close. Cllr McCarthy had inspected the road and thought there was a good case for a grit bin. However, the budget was spent for this year and other locations had also been identified as needing bins. The Clerk was asked to write to the parishioner explaining this and promising a grit bin for next year. She would also advise him of the cost of a grit bin (£150) and suggesting that an alternative might be for residents to join together to purchase one which NSC would fill.	Clerk
01/12/2010 845 - Damaged Millennium Stone – 845.1. Cllr Pittaway reported he had been advised by a stone mason that the millennium stone on the hairpin bend was beyond repair. However, it might be possible to protect the other stones by using some sort of breathable clear coating. This would need to be done in dry weather. It was agreed to postpone further discussion of this subject until a later meeting.	
01/12/2010 846 - Proposal for litter collection system 846.1. Cllr McCarthy had considered the suitability of various locations for the ‘village orderly’ bin, including near the Village Hall, the Royal British Legion and the Dundry Inn. After some discussion it was agreed that the Dundry Inn Car Park, near the recycling bins, would be the best location and the Clerk was asked to make enquires to see if this would be possible.	Clerk
01/12/2010 847 - Draft Development Contributions Supplementary Planning Document 847.1. Cllr Thomas explained that this NSC consultation concerned proposals for obtaining contributions from developers for a range of services. This would include sums for transport improvements, green infrastructure, sports and leisure and similar. It was a change to the existing section 106 agreements. The proposals were unlikely to affect Dundry unless large developments such as Ashton Park were allowed to go ahead. Cllr Thomas said that the whole document was very detailed but seemed to be fair in its requirements. Councillors agreed to endorse it as drafted and the Clerk was asked to send a response.	Clerk
01/12/2010 848 - Parish Plan 848.1. The trees received from the Woodland Trust had now all been planted, apart from a few rowan trees which were being grown on and eventually to be planted at the school and on the Glebe land. 848.2. Hill Top Walk – Cllr Peters showed councillors a copy of the artwork intended for the leaflet. She had also received a draft copy of the survey.	
01/12/2010 849 - Dundry School Governors 849.1. Cllr Peters reported that she was finding her role as a governor very rewarding. The school would soon be putting on a Christmas performance (details of this were on the school website) and had been delighted to be part of the play sculpture project. 849.2. Cllr Peters said that unfortunately the retaining wall supporting the playground was in urgent need of repair. This would necessitate closure of Dundry Lane at this point, possibly for several weeks.	
01/12/2010 850 - Village Orderly suggested duties 850.1. Cllr Pittaway said that he had narrowed down the list of items that were not supposed to be dealt with by North Somerset Council to the following: 1) Litter picking and keeping ditches clear 2) Dealing with fly-posting and graffiti 3) Collecting grass cuttings from verges 4) Tree maintenance 5) Maintenance of the Play Area 6) Upkeep of shrub and flower beds 7) Maintenance of seats and benches. Of these, playground maintenance, maintaining the trees which had been planted, and litter picking seemed to be the most relevant. The proposed budget included £600 for a village orderly, in addition to the £120 which was already spent on keeping the Broadoak crossroads mown and tidy (and which is covered by a grant from NSC). £600 would, as an example, cover 2 hrs per week at £12.50 per hour for 24 weeks of the year. After some discussion it was agreed to advertise for a suitable person in the spring.	

01/12/2010 851 - Planning 851.1. Planning Applications received: 851.1.1. 10/P/1920/F Land adjacent to Dundry Village Hall, Crabtree Lane, Dundry, BS41 8LN - Construction of outdoor play area for pre school - pre-teen age surrounded by 1m high fence – <i>No comments as this application was made by DPC</i> 851.2. Applications Approved by NSC: 851.2.1. 10/P/1590/F Hill House Farm, Castle Farm Lane, Dundry, BS41 8LU – change of use from agricultural barn to holiday accommodation 851.3. Applications Refused by NSC: None 851.4. Planning Enforcement – 851.4.1. Downs Farm: The Clerk reported that she understood that an enforcement officer had visited the farm recently but she did not know what conclusions he had come to. 851.4.2. Small building on A38: A letter had been received from the enforcement officer saying that since planning permission had been granted for a change of use of this building, and the size of the signage reduced, the enforcement department would not be taking any further action.	
01/12/2010 852 - Clerk's Report 852.1. The Clerk's Report on past month had been circulated with the agenda. 852.2. The Clerk noted that an email had been received from Alan Ingersent of NSC saying that remedial works had been completed on Ham lane and apologising that these had not been done sooner. 852.3. The Clerk had written a description of the Parish Council for the Website. Councillors approved this and the Clerk was asked to send it to the webmaster.	Clerk
01/12/2010 853 - Correspondence requiring action/discussion/noting (not dealt with elsewhere on the Agenda) 853.1. Parishioner Comment on minute about road markings <i>A comment had been received on minute 06/10/2010 797.2 regarding the legality of crossing double white lines to turn into Dundry lane. The parishioner had enclosed a copy of the relevant section of the Highway Code which indicated that it was perfectly legal to cross double white lines to enter a side road.</i> 853.2. Parishioner Request for re-positioning of Ham Lane sign <i>There had been a request to the Clerk to ask NSC to re-position the street sign for Ham Lane as an ambulance driver had had difficulty in finding the road in an emergency. The clerk said that the sign did point down the lane, away from the entrance, and that she would ask Fay Powell if it could be moved. Meanwhile Cllr McCarthy had cleared the ivy away from the sign to make it more visible.</i> 853.3. PCC Request for someone to read lesson at Carol Service (13th Dec) <i>Cllr Peters agreed to do this</i> 853.4. ALCA Notice of SGM 1st December – <i>apologies sent</i> 853.5. Somerset Playing Fields Association Invitation to join (annual fee £10) <i>Passed to Playground Group as SPFA might be able to help with competitive prices for insurance and inspection of equipment etc.</i> 853.6. NSC Town and Parish Council development control workshop – 8th Dec – <i>No one available to attend</i> 853.7. Comments/queries arising from complete correspondence list (circulated with agenda) - <i>None</i>	Clerk Cllr Peters
01/12/2010 854 - Items to be noted for discussion at next meeting 854.1. No items had been raised at short notice and referred for discussion at the next meeting.	

There being no further business, the meeting ended at 10.50 pm.

Copies of the full minutes of the meeting of Dundry Parish Council held on Wednesday 1st December 2010 can be found on the parish website (www.dundry.org.uk) or obtained from the Clerk, Mrs Judith Hoskin – Tel: 0117 9642804, email: dundryclerk@tiscali.co.uk
Abridged versions are available on the parish noticeboards, in the Parish News and in the Chew Valley Gazette.

The next meeting of Dundry Parish Council will be held on Wednesday 5th January 2011