

## Parish Council Meeting - Minutes

Recorded by: Amanda Rossiter, Parish Clerk

Date: 1st March 2021

Meeting Commenced: 19:34

Meeting ended: 20:53

Present:	Mr Ken Brown (Chair) Mr D Purnell Mr K Larkin Mr D Palmer Mr R Symons Mrs J Burton Mr J Hay
District Councillors:	Mr K Tucker Mrs C Braun Mr G James
County Councillor:	Dr J Cordwell
Clerk:	Miss A Rossiter
Other:	Five members of the public

### Items

1. To receive and accept any apologies for absence  
None
2. To invite and receive any declarations of interest  
Cllr Palmer and Cllr Hay have interest in Grant Applications
3. To receive and approve the minutes of the council's 1st February 2021 meeting  
(Previous minutes are available to view on the Parish Council website)  
All agreed
4. To note any matters arising from the meeting held in February and not covered by agenda items (item for information only - covered in clerk's written update)  
No additional comment on report
5. Meeting for public discussion and questions  
(Open to members of the public to raise issues)  
Meeting opened to the public  
No Comment  
Meeting Closed
6. To consider and comment upon the following planning application(s) / appeal(s):
  - a. S.21/0033/CPE | Re-building and occupation of former Dairy as a residential dwelling | Church Farm Frog Lane North Nibley Dursley Gloucestershire GL11 6DJ  
Cllr discussed that the basis of the application is that building was converted into a dwelling in 2015 and has been occupied as such by the applicant since August 2016 for a continuous period of over 4 years, which is the qualifying period for claiming a Certificate of Lawful Use.

The onus of proof is on the applicant. The application is supported by 2 affidavits sworn by the applicant and a helper who continues to help manage the property as well as invoices from the builder who carried out the works. The relevant test is whether the applicant can demonstrate that on the balance of probability 4 years continuous occupation has occurred.

Cllr continued to comment that this is a question of fact and unless the Parish Council or any of its members has evidence to the contrary then cllr proposes

that the PCs position should be one of no comment.

It was noted that the building is just within the Settlement Development Limits where new build and conversions to residential use are acceptable in principle. A member of the council recalled that planning was refused in 2016, however it was discussed that the reasons for rejections were of no relevance due to the difference in this application. Proposal to make no comment was passed to a vote and the motion was carried (seven to none).

- b. S.21/0164/FUL | Erection of wood shed for the storage of cut timber | Field East Of The Reservoir And North Of The New Inn North Nibley Gloucestershire  
The Parish Council considered the proposed amendments to the woodshed and the wish to protect endangered species in the adjoining grassland it resolved to raise no objections to the proposal.

However it noted the site is the subject of a Definitive Map Modification Order which if approved would affect the siting of the shed as currently this would be built across the route of the proposed public footpath.

In the circumstances it was considered that no decision should be made on the application until the Modification Order is resolved.

It was also noted the applicant has stated they will withdraw the application if the Order is approved.

- c. S.21/0211/HHOLD | Use of a stable outbuilding as an annexe | Dovere Cottage Millend Lane North Nibley Dursley Gloucestershire GL11 6ED  
1. There was a full discussion on the interpretation of Local Plan Policy HC 7 as it affects this proposal. In particular in relation to the definition of the curtilage and demarcation of the main property given the separation distance of the stables from the main house and the existence of a separate access. It was considered by the majority of the PC that this is a matter for the planning authority to determine given its wider experience in cases of this kind.

The Parish Council expressed importance of ensuring a separate independent dwelling is not created and safeguarding this for the future. It was proposed that the PC write to SDC planning commenting that if the planning authority are minded to approve the application the PC would request a Section 106 Agreement should be required and signed by the owners covering the following points ;

1. The proposed annexe use is ancillary to the main property at all times
2. The annexe is only occupied by a family member or carer
3. No separate access or parking is installed or used in conjunction with the annexe. The building to be closed off from the current access .
4. The annexe should not be sold off or used as a separate dwelling unit
5. The above should apply in perpetuity.
6. If the owner is unwilling to sign such an agreement then the proposal should not be permitted

A vote was taken on the above motion and was carried six votes to one.

- d. S.20/2678/FUL | Development of 16 dwellings comprising of both open market and affordable tenure along with the provision of associated infrastructure and an ecological corridor. | Land To The West Of Wotton Road North Nibley Gloucestershire

It was agreed that no discussion would take place on this application at this meeting. The response deadline has been extended by SDC and there are

multiple documents still to be received and reviewed, therefore the PC has deferred discussion on this application to the 12th April meeting.

7. The council to note the following planning application / enforcement decision(s)
  - a. S.21/0207/DISCON | Discharge of condition 3 (Materials) of S.20/1234/LBC | Purnell House Lower House Lane North Nibley Dursley Gloucestershire GL11 6DN - **Permission Granted**
  - b. S.20/2365/FUL | Erection of general purpose agricultural building | Site For Barn Opposite Westridge Smarts Green North Nibley Gloucestershire - **Permission Granted**Decisions noted for item 7 a & b
8. To review current plan for a March "Village Clean Up" day and decide on next action(s) Following a discussion on when would be the most suitable time of year to plan the clean up, a proposal for October was put forward and carried by unanimous vote.
9. To receive update on Churchyard Wall  
Clerk reported that only two of the contacted contractors had responded with quotes. It was agreed that these would be reviewed by council for decision to be made on instructions of work in the April meeting. In the meantime, clerk to contact contractors who have not yet responded and permit them an extension on quote deadline until 12th March.  
There was a brief discussion over the newly erected fence on the other side of the church and cllrs complimented on the exposure of wall that has been created during works.
10. To review and agree NNPC policies:  
Cllr explained the reason for the review of the documents in line with audit requirements to have an annual review of policies.
  - a. Standing Orders - It was noted that although the council reviewed the Standing Orders document in 2020, the 2014 version was still present on the website. Clerk has issued proposed new document with amendments made to the 2014 version based on NALC revised 2020 model. All agreed.
  - b. Financial Regulations - Document was agreed by council.
  - c. Grant Policy - Document was agreed by council
  - d. Risk Management - Council agreed document, subject to following amendments:
    - Insurance details and policy schedule to be updated
    - Amendment to policy to note that clerk uses PC laptop and not personal
    - Clerk to take advice from GAPTC on data storage and amend policy accordingly
    - Amendment to note changes to Clerk pay scheduleUpdated versions to be physically signed by chair when possible
11. To receive, review and decide on NNPC community Grant Applications:  
Councillor Palmer and councillor Hay were removed from discussion and voting due to their disclosed interest.  
Remaining councillors confirmed that they had read and considered the applications. The following amounts were each proposed and carried via unanimous vote (LG Act s.137):
  - a. North Nibley Pre-School - £500
  - b. North Nibley Village Shop Association - £500
  - c. North Nibley Website (NorthNibley.org.uk) - £62
  - d. On the Edge - £600
  - e. Cotswold Vale Talking Newspaper - £50

## 12. Parish council finances

- a. To agree and pay clerk's wages 1st Feb - 28th Feb (including 6 hours overtime) (£532.50)  
Agreed (LGA 1972, S112)
- b. To agree and pay clerk's expenses
  - a. quarterly office and communications expenses (as per contract) (£100)
  - b. A4 Diary (£8.99)12 a & b Agreed (LG Act S112)
- c. To reimburse Cllr Palmer for IT costs - HP printer (£70)  
Agreed (LG Act 1972 s111)
- d. To agree cancellation of cheque made payable to D Palmer in September 2020  
Agreed
- e. To reissue payment to D Palmer for Zoom licence following returned\* cheque. Payment agreed in September 2020 (minute item no. 15 (d) ) \*Returned cheque - Assumed that the cheque has been returned to previous clerk. Cheque was posted to bank, however was never credited into Cllr Palmer's account and has not debited NNPC account  
Agreed (LG Act 1972 s111)
- f. To note that North Nibley United Charities funding is still being held in the PC account until Lloyds bank resume their account opening services and that this funding is not to be included in 2021 audit - Cllr Symons to contact Lloyds  
Noted
- g. To note that following enquiries from Clerk, SDC confirmed that they are not requesting - contributions toward the Neighbourhood Warden Scheme this year and therefore payment agreed in February's Meeting (Item 10C) has not been issued  
Noted

## 13. The Council to receive the following reports from councillors.

- a. Verbal reports from parish councillors
  - Wood Lane Gully still blocked as is drain outside 2 Mile Hill house and several other drains in and around the village. Clerk to chase Highways
  - Loxleys are looking into covenant on playing field
  - Member of public asking about planting small trees (Rowan, Flowering Cherry) at bottom of playing field - Need to consult with recreation field trust and may need to consult with local residents due to covenant. Discussed that impact on view would need to be considered
- b. Written report from district councillors  
Parish cllr raised question over council tax figure, District Cllr explained that the SDC only amounts to around 20% and therefore figure is correct  
Parish cllr asked if changes to refuse collection will be publicised? District Cllr confirmed that it would
- c. Written report from county councillor  
Parish cllr commented about the delay in getting ditches and gullies cleared. County Cllr noted that the Highways and PROW teams have dealt with a number of flooding issues recently and are working through requests in priority order.

Chair thanked all councillors for their reports

## 14. The council to receive and approve a written cemetery report

- Report of dripping tap has been investigated by chair - No action required
- Moles need to be removed - Chair to obtain quote
- Parking still an issue at cemetery - Clerk to put FB post reminding people to call 101 when dangerous parking occurs
- Nettles growing over grave lines - Cllr will instruct Garden Supplies to remove

15. To receive for information details of any correspondence received (written report supplied by clerk)  
Addition to report to note that Jaci Harris of Highways has been in touch re Lantern Way footpath enquiry - a CLR has responded with detailed report and clerk has passed on details of "Dursley Welcomes Walkers"

The next Meeting of the Parish Council will be on Monday 12th April 2021

DRAFT