

Opposers to the application spoke about concerns at the proposed new amendments to the Mead Lane development.

The objections were:

Location - the development is outside of the current settlement boundary and the amendments are outside the proposed 2039 local plan. There is no continuous footpath to shops or school which will mean continuous crossing over the busy A368.

Access - Mead Lane is a narrow rural lane and insufficient for two vehicles to pass and no safe access for a development of 35 homes.

Street scene – Mead Lane is predominately bungalows, and the development will be 2 story buildings and double garages.

Ecology – The ecological assessment was considered superficial due as the local wildlife is more diverse.

Highways – The cycleway on Mead Lane had been deleted from plans due to insufficient width and replaced with a painted white line. A substantial number of vehicles pass the end of Mead Lane on the A368 daily with a significant % exceeding the speed limit. The Mead Lane road surface is in poor condition for existing traffic. Mead Lane will be closed for a number of weeks to allow construction traffic to prepare the site.

24/P/0616/FUH – 33 Wimblestone Road

The applicant explained that the proposed porch was necessary to give extra space for outside garments and to help resolve damp issues due to the location of the room.

24/P/0642/FUH – Rowington, Bridgwater Road

The applicant was present for comments.

With no further members of the public wishing to address the meeting, the Chair re-convened the meeting.

219. TO RECEIVE A WARD COUNCILLOR UPDATE (Agenda item 9)

No ward members were present.

For future meetings, a written report should be requested if NSC members were unable to attend.

220. TO AUTHORISE BILLS FOR PAYMENT AND TRANSFER BETWEEN PC BANK ACCOUNTS Annex 3 (Agenda item 10)

Resolved: Direct payments, direct debits, and standing order payments as detailed totalling £15,437.06 (incl. vat) were authorised for payment along with bank transfers.

The resolution was correctly proposed and seconded (unanimous)

221. TO CONSIDER AND COMMENT ON CURRENT PLANNING APPLICATIONS IN THE PARISH (Agenda item 11):

Due to a previously declared interest, Cllr Joyce left the meeting

a. 23/P/2437/FUL - Land at Mead Lane, Sandford - revised details

Concerns were raised by the amendments to the Planning Application.

Attenuation Pond – this part of the development will be outside of the soon to be adopted Settlement Boundary (2038) and is not permitted development.

It is not visible from the proposed development and will be unsafe for all, especially children.

Play Area – the Police have raised concerns about the location of the play area, as it has direct access to the public Strawberry Line but is not visible from the proposed development creating a safeguarding issue.

Mead Lane – Mead Lane is a single track road and is unsuitable for passing vehicles. The original proposed cycle lane and path has now been removed due to lack of width and replaced by a 'virtual' painted white line in the road that will not provide the 1.5m clearance required for cyclists or pedestrians. Mead Lane is only 3m at some points. Priority access for the new development would be to the detriment of those already living at the far end of the lane.

The surface of Mead Lane is in a very poor condition and would not cope with the huge number of heavy plant and construction vehicles needed, without underpinning. Should Mead Lane be closed for a number of weeks during site preparation, this would cause huge disruption and access issues to residents.

Concern was raised regarding access and suitability for emergency vehicles, especially if vehicles were parked on the highway.

Access – on to the A368 from Mead Lane is currently very difficult due to volume and speed of traffic and the new proposal will only add to the problem with increased volume of cars trying to enter and exit a single

track lane. Banwell Bypass proposals for this junction give priority to pedestrians and cyclists over vehicles, further adding to the junction difficulties.

Traffic volumes highlighted in the application documents were taken in August during the school and holiday period and do not reflect the increased traffic impact that will be caused when the Banwell Bypass opens.

There is no continuous path to the local shops or schools and walking to and from Sandford will consist of crossing the A368 at several points to use partial pavements.

Street scene – the majority of properties on Mead Lane are Bungalows set well back from the highway and the introduction of two-story houses close to the lane will negatively impact the street scene and existing residents.

Hedgerow – the removal of the historic hedgerow at the site of the attenuation pond will have a negative impact on the wildlife and will be replaced by development without any mitigation.

Resolved: The parish council voted to recommend refusal of the revised amendments and the planning application.

The proposal was correctly proposed and seconded (unanimous)

If NSC were minded to approve the application, the parish council would request the following items for community benefit.

-New and increased street lighting for Mead Lane with all lighting on Mead Lane to become the responsibility of NSC.

-Improvement and repair to the Mead Lane surface.

-Area designated for local use allotments.

-Permanent Vehicle Activated Signs (VAS) on the adjoining A368.

Cllr Joyce returned to the meeting.

b. 24/P/0539/NMA - Winscombe Community Centre

Non material amendment to application 21/P/1037/FUL (Erection of a purpose built two storey community centre building to replace 3no. existing temporary buildings) For information only.

c. 24/P/0502/FUL - Land Opposite Sandford Methodist Church

Altered access, demolition of concrete base, construction of a 3-bed bungalow and detached double garage with associated refuse and cycle stores.

The applicant would like to evaluate based on Policy DM68d:

The local planning authority, through consultation with relevant Council departments, town/parish councils, service providers and voluntary groups, etc. is satisfied that there is no demand for any appropriate form of community facility in the vicinity.

No concerns were raised, and it was noted that the building base is no longer required for community use.

Resolved: The council voted to support approval of the planning application.

The proposal was correctly proposed and seconded (unanimous)

d. 24/P/0554/FUH - Quarry Close, Winscombe Hill *Demolition of the existing conservatory garden room and proposed erection of a single storey extension to form a new garden room and kitchen.*

It was noted that the property is not a listed building, unlike the neighbouring property. It was agreed that the removal of the existing old conservatory would only have a positive impact.

Resolved: The council voted to support approval of the planning application.

The proposal was correctly proposed and seconded (unanimous)

e. 24/P/0616/FUH - 33 Wimblestone Road

Proposed erection of a porch to the East elevation.

It was agreed that helping with the damp would be a positive outcome.

Resolved: The council voted to support approval of the planning application.

The proposal was correctly proposed and seconded (unanimous)

f. 24/P/0642/FUH – Rowington, Bridgwater Road

Removal of the existing lightwell dormer and proposed erection of single storey rear, side, and front extensions to the ground floor. Conversion of existing integral garage to living accommodation and 2no.

new dormer roof extensions. Construction of a 4-bay timber frame detached garage with central passageway.

It was noted that the property is next to, but not in, the AONB or the proposed Settlement Boundary. It is also not a listed building. The planning application was viewed as sympathetic to the current and neighbouring properties.

Resolved: The council voted to support approval of the planning application if the following conditions were met with the construction of the garage:

-No outside lighting, in line with the Dark Skies Policy

-Not to be converted for residential use

The proposal was correctly proposed and seconded (9 for, 2 against, 1 abstention)

g. 24/P/0688/FUH - 43 Sidcot Lane

Provision of a new roof structure to create a first floor and erection of a replacement single storey rear extension following demolition of the existing single storey elements and associated works.

It was noted that the proposed extension is in keeping with the current street scene.

Resolved: The council voted to support approval of the planning application.

The proposal was correctly proposed and seconded (unanimous)

h. 24/P/0535/FUL - 11 Sandford Road

Proposed Change of Use of existing local community building (Class F2) known as the 'Headmasters House' to a dwelling (Class C3). Works to include the removal of existing wooden shed to allow for off-road parking and placement of solar panels on existing garage.

It was noted that the only external changes were a front parking space, where there is already a dropped kerb.

Resolved: The council voted to support approval of the planning application.

The proposal was correctly proposed and seconded (unanimous)

222. TO NOTE PLANNING DECISIONS AND APPEAL NOTIFICATIONS SINCE THE LAST PARISH COUNCIL MEETING (Agenda item 12)

Planning Approvals

| Application no | Address | Brief description |
|----------------|---|---|
| 24/P/0076/FUH | 2 Nut Tree Cottages, Barton Road | Proposed erection of a front porch and single storey side extension. |
| 24/P/0012/FUL | 74 Station Road, Sandford | Change of use of dwelling to 10 bed House of Multiple Occupation (HMO) (sui generis) with bin storage and cycle parking. |
| 22/P/0227/OUT | Land To The South Side Of Greenhill Lane And North Of Greenhill Road Sandford | Outline planning application with all matters reserved, except access, for demolition of existing structures on site (75 Greenhill Road) and subsequent residential led mixed-use development comprising of up to 49no. residential dwellings (Class C3) and a change of use of land for education use (Use Class F1), along with associated infrastructure and works including landscaping, servicing, parking, new accesses, and a new access road. |

Withdrawn Applications

| | | |
|---------------|---|--|
| 23/P/0651/FUL | F Sweeting And Sons, Station Road, Sandford | Demolition of existing industrial buildings and erection of 9no. dwellings |
|---------------|---|--|

223. TO RECEIVE A REPORT FROM, AND TO APPROVE THE MINUTES AND RECOMMENDATIONS FROM A MEETING OF THE EMPLOYMENT FINANCE AND POLICIES COMMITTEE HELD ON 15TH APRIL 2024 (Agenda item 13)

a. To approve the minutes as a correct record of the meeting

Resolved – That the minutes of the committee meeting held on 15th April 2024 were approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous of those present with 5 abstentions due to absence). The minutes of the meeting would be signed by the Chair as a correct record.

- b. *It is recommended that some funds in the 95-day notice account with Hampshire Trust Bank account are placed under 95-day notice and re-invested in the Redwood bank 95-day notice account taking the total amount invested with that bank to £80,000.***

Resolved: With Redwood Bank currently offering preparational interest rates (4.55%) over Hampshire Trust Bank (0.75%) , £45,000 should be placed under notice from Hampshire, and transferred to Redwood (via the pc nominated bank account).

The resolution was correctly proposed and seconded (unanimous).

- c. *Members to consider the findings of a review and accept the effectiveness of the system of internal control that has been in place for 2023/2024 for the Parish Council.***

The Parish Council is responsible for reviewing the Annual Governance Statement, reviewing, and approving other aspects of the Council's governance framework and for approving, monitoring, and reviewing the outcome of audit activity. The review was reported to be about the effectiveness of internal control rather than the process and based on the assurance of the Parish Council internal controls and management of risk along with the Accounts and Audit (England) Regulations 2015 and the requirement to review the system of internal control. The review of subject areas covered by the internal audit report and risk assessment of financial systems of internal controls along with previously reported external auditor opinion from visits through 2023/24 was considered and accepted by the council.

Resolved: The council reviewed and accepted the effectiveness of the system of internal control. The resolution was correctly proposed and seconded (unanimous)

- d. *To review and accept budget summary reports for 2023/2024 at year end.***

Copies of the bank reconciliation and a summary of budget expenditure along with other financial reports had been made available to members along with agenda meeting papers. A further paper detailing sub-heads for budgets and expenditure incurred along with budget over/under spends for the financial year had been considered by members at the committee meeting. Areas of income and expenditure where set budgets had been exceeded or significantly underspent had previously been reported to and agreed by members.

Resolved: Members accepted the budget summary reports for 2023/20234

The resolution was correctly proposed and seconded (unanimous)

- e. *BDO LLP had been appointed as external auditor for the Limited Assurance Regime 2023-24 – to confirm no/any conflicts of interest due to this appointment.***

No known conflicts of interest were declared, and the auditor should be notified accordingly.

- f. *To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council has previously invested monies.***

All Town and Parish Councils with investments over £100,000 must have and publish an Investment Strategy. Guidance defines investments as all financial and non-financial investments. Cash in bank qualifies as an investment for these purposes and therefore Winscombe and Sandford Parish Council must adopt and publish such a policy as required under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities. The current adopted Investment Strategy and Policy had been circulated to members in advance of the meeting.

Parish Council funds were currently invested in institutions covered under the Financial Services Compensation Scheme and balances are maintained below the required threshold.

Resolved: The Parish Council had reviewed and would re-adopt, with minor amendment, the Investment Strategy and Policy, being the manner in which the Parish Council had previously invested monies.

The resolution was correctly proposed and seconded (unanimous)

- g. *To consider and re-adopt a General Reserve Policy***

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows and contingency funds to offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. The generally accepted JPAG recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the

figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

Resolved: A General Reserve Policy had been prepared and previously adopted by the council and this was re-adopted with the level of General Reserves to be held by the Parish Council set at between three and six-months expenditure.

The resolution was correctly proposed and seconded (unanimous)

- h. Annual Governance and Accountability Return 2023/2024 Part 3, p3 – Annual Internal Audit Report 2023/2024 had been completed and the end of year report/financial risk assessment is presented to the meeting for acceptance.**

Internal audit inspections for the period 1st April 2023 to 29th February 2024 had previously been reported to council through meetings. A report for the final period to 31st March 2024 had been carried out with the Internal Auditor having access to the Parish Council accounting package, along with meeting minutes and other reports. There were no recommendations or matters arising from the final inspections that the Internal Auditor wished to make the Council aware of.

It was drawn to the attention of the council that fidelity insurance cover should be reviewed at next insurance renewal (August 2024) to reflect an increasing precept and general reserve.

Resolved: The council noted and accepted the Annual Internal Audit Report along with the letter reports of the audit visits for the 2023/2024 financial year and the financial risk assessment.

The resolution was correctly proposed and seconded (unanimous)

- i. Section 1 - Annual Governance Statement 2023/2024, Box 1 - 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A. To be considered by the meeting and approved.**

Resolved: Section 1 - Annual Governance Statement 2023/2024, Box 1 - 8 of the Annual Governance Statement was completed as 'yes' and with box 9 (relating to Trust funds) completed as N/A and should be duly signed by the Chair and Clerk.

The resolution was correctly proposed and seconded (unanimous)

- j. The accounting statements for the 2023/2024 financial year, prepared on a receipts and payments basis. To be considered by the meeting and recommended for acceptance.**

Resolved: The accounts for the 2023/2024 financial year, prepared on a receipts and payments basis were considered and accepted by the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

- k. Section 2 – Accounting Statements for 2023/2024. The completed Accounting Statement is to be considered and recommended for acceptance by the meeting.**

Resolved: The completed accounting statement, having been signed by the Responsible Finance Officer and presented to the council in advance of the meeting, was approved and should be duly signed by the Chair.

The resolution was correctly proposed and seconded (unanimous)

- l. Notification of the dates planned for the exercise of public rights to be confirmed on approval of the AGAR.**

Resolved: The notice for the period for the exercise of public rights was set as 3rd June – 12th July 2024

The resolution was correctly proposed and seconded (unanimous)

Staffing matters

Due to the sensitive and personal nature of the following agenda item, members of the public would be asked to temporarily leave the meeting. There were no members of public present.

- m. To allow staff orderlies to carry forward the equivalent of 2 weeks annual leave to the 2024/25 holiday year?**

Resolved: That Orderlies are permitted to carry forward 2-weeks unused holiday entitlement for the 2023/24 holiday year to 2024/2025.

The resolution was correctly proposed and seconded (unanimous)

Future requests to carry forward holiday entitlement would be assessed on an individual basis.

- n. To consider and approve pay increase for Parish Orderlies**

Resolved: That pay scales for all orderlies should be increased by 5% with effect 1st May 2024

The resolution was correctly proposed and seconded (10 in favour, 1 against, 1 abstention)

- o. **To review, and to consider an increase to fidelity insurance cover at next policy renewal in August 2024.**
Resolved: That fidelity insurance cover should be increased at insurance renewal in August 2024 to the equivalent of year end balance (31st March 2024) plus half precept income.
The resolution was correctly proposed and seconded (unanimous)
- p. **Local Council Award Scheme – parish council to consider registering an interest in taking part in the scheme?**
Resolved: That the parish council should register for the LCAS scheme
The resolution was correctly proposed and seconded (11 in favour, 1 abstention)
224. **TO APPROVE INCREASED HOURS FOR THE WINSCOMBE ORDERLY TO COVER CEMETERY WORKS FOLLOWING RESIGNATION OF CEMETERY ORDERLY (Agenda item 14)**
Resolved: That the hours for the Winscombe Orderly were increased from 2 hours per week to 4 hours per week, plus overtime when required to take on cemetery duties.
The resolution was correctly proposed and seconded (unanimous)
It was noted that cemetery orderly duty works did not include works to the allotment area. These works were negotiated with orderlies separately outside usual hours of work as they did not fall within any orderly job description works.
- The thanks of the Parish Council should be passed onto the current cemetery orderly for her devotion and dedication to the role for the previous 18-years' service.
225. **NSC PARKING AND WASTE CONSULTATIONS – to consider and comment on current consultations (Agenda item 15)**
Waste Consultation – consideration and debate were given to proposals to change the current fortnightly general (black bin) waste collection service to three-weekly collections in efforts by NSC to improve recycling levels.
Resolved: That the collective responses from members, agreed at the meeting are submitted to NSC,
Parking Consultation – having considered the parish council response document, members considered this to be rather complex to agree on a parish council response. Members were encouraged to submit individual responses before the deadline date,
226. **D-DAY CELEBRATIONS – use of Sandford Sports Playing Field for the lighting of a beacon – request from Sandford Village Hall Committee (Agenda item 16)**
Resolved: That with the consent of Sandford Primary School, the Sandford Village Hall Committee be permitted to use the Sandford sports playing field in their use of D-Day Celebrations including the lighting of a beacon, subject to insurance requirements.
The resolution was correctly proposed and seconded (unanimous)
Any damage from the lighting of the beacon would be repaired by the Sandford Village Hall Committee
227. **UNMETERED ELECTRICITY SUPPLY FOR PARISH STREET LIGHTING – to delegate decision on renewal of contract to a meeting of the Chair's Committee (Agenda item 17)**
Resolved: With the renewal of the current contract imminent, end of June 2024, and the haste to accept any new fixed rate contract for the un-metered electricity supply to parish street lighting, decision on a new contract was deferred to a meeting of the Chair's committee to which all members would be invited,
The resolution was correctly proposed and seconded (unanimous)
228. **TO CONSIDER AGE AND ABILITY OF CURRENT WEBSITE AND TO CONSIDER QUOTATIONS TO UPGRADE THIS – further information following decision made by the Parish Council (26/02/24, Agenda Item 19) (Agenda item 18)**
Resolved: A new website provider to be engaged due to costings and suitability to the council.
The resolution was correctly proposed and seconded (unanimous)
Website design hosting and maintenance was awarded to Aubergine, with emails to be managed by Cloudy IT.
229. **MATTERS FOR INFORMATION (Agenda item 19)**
- *Occasional Newsletter* – content was requested for the hardcopy and email newsletter to be issued end of May 2024.
 - NSC – stance on bus lane changes

- *Vandalism* – recent reports had been noted on the Award Land and Recreation Ground.

With no further business, the meeting concluded at 9.10 pm.

Signed..... (Chair)

Date.....

DRAFT

Winscombe and Sandford Parish Council acknowledge the general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity, and disability) Crime and Disorder, Health & Safety and Human Rights.