

Birdlip Parish Council



MINUTES

Minutes of the Inaugural meeting of Birdlip Parish Council held on the 10th May 2023, commencing 7.30pm

Venue: St Mary's Church, Birdlip,

Present: Councillors Dawn Collings, Julian Lavington, Eileen McKay and David Partridge

Attendees: Ruth Waller (Presiding Clerk and Minute taker)
Two members of the Public

23.05.10.01 To elect a Chairman of the Parish Council, including signing of Acceptance of Office form
Cllr McKay proposed Cllr. Lavington as Chairman. This was seconded by Cllr. Partridge.
ALL AGREED.

Councillor Lavington was elected as Chairman and the Acceptance of Office form duly signed.

23.05.10.02 To elect a Vice-Chairman of the Parish Council, including signing of Acceptance of Office form
Cllr Lavington proposed Cllr. McKay as Vice-Chairman. This was seconded by Cllr. Collings.
ALL AGREED.

Councillor McKay was elected as Vice-Chairman and the Acceptance of Office form duly signed.

23.05.10.03 To receive and consider apologies for absence and confirm the meeting is quorate
Apologies were received from Councillor Peter Ritchie due to a pre-booked holiday.
The Clerk confirmed that the meeting was quorate.

23.05.10.04 To witness signing of Acceptance of Office forms from Members of the Council
Acceptance of Office forms were duly signed in the presence of the Clerk.

23.05.10.05 To receive comments from members of the public – no decisions will be made on issues raised, items requiring decisions will be added to the agenda for the next meeting
No comments.

23.05.10.06 To receive Declarations of Interest for items on the agenda below, including Disclosable Pecuniary Interests
None declared.

23.05.10.07 To adopt Standing orders for Birdlip Parish Council
Council **RESOLVED** to adopt Standing Orders for Birdlip Parish Council.

23.05.10.08 To adopt Financial Regulations for Birdlip Parish Council
Council **RESOLVED** to adopt Financial Regulations for Birdlip Parish Council.

23.05.10.09 To adopt the Code of Conduct for Members of Birdlip Parish Council

Council **RESOLVED** to adopt the Code of Conduct for Birdlip Parish Council.

23.05.10.10 To approve the Risk Management Policy and agree actions

Council **APPROVED** the Risk Management Policy for Birdlip Parish Council.

23.05.10.11 To approve the Asset Register and agree inspection schedule

Council **APPROVED** the Asset Register for Birdlip Parish Council.

It was **AGREED** that all assets would be inspected on a monthly basis.

The defibrillator would continue to be checked on a weekly basis.

23.05.10.12 To accept Transparency Code for Smaller Authorities

Council **RESOLVED** to accept the Transparency Code for Smaller Authorities

23.05.10.13 To consider Schedule of Policies for adoption at next Council meeting and agree actions

The following Policies were recommended for adoption at the next meeting:

- Data Protection
- Complaints Policy
- Internal Controls
- Grants Policy

23.05.10.14 To confirm PATA Payroll as Payroll Bureau for the Parish Council

Council **AGREED** that Pata Payroll would act as Payroll Bureau for Birdlip Parish Council.

The monthly fee for this service, with one employee, is £8.60.

23.05.10.15 To confirm subscriptions to other bodies

Council **AGREED** the following subscriptions:

GAPTC membership and Annual Subscription at cost of £74.19

Community Heartbeat Trust as Maintenance provider for Defibrillator of £151.20

23.05.10.16 Finances – documents circulated prior to the meeting

a) To confirm current bank account signatories

Cllrs Collings, Lavington, McKay and Ritchie were confirmed as current signatories.

All other Cllrs. would be added in due course.

Clerk advised that all Councillors should be signatories if possible.

b) To approve the May 2023 Payment List and to note receipts

Council **APPROVED** the payment to GAPTC for £74.19 and Community Heartbeat Trust for £151.20.

23.05.10.17 To confirm arrangements for insurance cover in respect of all insured risk

Four quotes had been requested by the Clerk. Only two had been obtained.

Councillors had reviewed the two quotes prior to the meeting.

It was recommended to consider Zurich as Insurance Provider, undertaking a 3-year contract for £314.04 p.a.

It was confirmed that this Policy provided cover for all risk to the Parish Council and its assets.

Council **APPROVED** the payment to Zurich for £314.01.

23.05.10.18 To confirm appointment of Temporary Parish Clerk

Council **CONFIRMED** the appointment of Elaine Lavington as Temporary Parish Clerk and RFO.

Clerk recommended that the appropriate rate for this Council was SCP 18 as per the NALC Salary Scales.

23.05.10.19 To confirm advertisement of permanent position of Clerk and RFO and agree actions

The advertisement for permanent Clerk and RFO was discussed at length, including the details for Salary and hours.

Council **AGREED** to advertise the position for 5 hrs a week as SCP 13 -18 as per the NALC Salary Scales. This would be advertised immediately on the GAPTC website and village noticeboard, with a two-week deadline for applications.

Action: Clerk to draft proposed advert and circulate this Councillors for agreement prior to it being published on the GAPTC website and the village noticeboard.

23.05.10.20 To note confirmation from Cotswold District Council that the Parish Council may now Co-opt two Councillors

This was noted and will be added to the agenda for the next Council meeting.

23.05.10.21 To receive an update relating to Assets for Birdlip Parish:

- i. It was noted that the bus shelters, defibrillator and kiosk, benches and village gateway signs have been inspected.
- ii. It was noted that the Compulsory Purchase of Bus Shelter on A417 by National Highways was in progress.

23.05.10.22 Planning:

To consider planning application: 23/01233/FUL Erection of 1 ½ storey detached double garage annex | Birdlip View Cirencester Road Birdlip Gloucestershire GL4 8JL

The Chairman gave a detailed history regarding this planning application.

Following discussion, Council **RESOLVED** to **OBJECT** to this application with the following reasons:

- Over-development/Overcrowding of the Site
- Impact on the Form, Character and Appearance of the Area
- Overshadowing of adjacent Properties
- Highways access and Safety
- Environmental Impact
- Drainage
- Unlawful Development on Highways Verge

The full comment regarding this application can be found in Appendix A.

Action: Clerk to submit comment via Cotswold District Council Planning Portal.

23.05.10.23 Agree date and expenditure for the Annual Parish Meeting

Council **AGREED** a budget of £25 for the Annual Parish meeting.

The date of the Annual Parish Meeting was confirmed as Tuesday 30th May 2023.

23.05.10.24 The following agenda items were noted for the next Parish Council Meeting:

- Co-option of two Councillors
- Schedule of Policies to be adopted (see minute ref. 23.05.10.13)
- Budget review
- Appointment of Clerk
- A417 update

- Anti-social behaviour
- Noticeboard

23.05.10.25 To confirm date of next meeting Wednesday 7th June 2023.

The Chairman thanked those in attendance and closed the meeting at 8.45pm.

APPENDIX A

Full objection comment by Birdlip Parish Council to Planning Application : **23/01233/FUL Erection of 1 ½ storey detached double garage annex | Birdlip View Cirencester Road Birdlip Gloucestershire GL4 8JL**

Over-development/Overcrowding of the Site

The Parish Council believes that the garage annex represents a serious over-development of what is already a constrained site and a large reduction in outdoor amenity space for a 5 bedroom property. Such over-development is not typical of properties in the Cotswolds AONB and is not representative of other properties in the hamlet of Parsons Pitch.

Impact on the Form, Character and Appearance of the Area

The Planning Officer has already acknowledged that Birdlip View is outside the non-principle settlement of Birdlip. The 6 properties that make up Parsons Pitch are Rose Cottage, Birdlip View, The Old Pike House, Hillcot, Welwyn and The Cottage. This Parish Council has counselled all the residents of these properties and all have asked their Parish Council to object to this application.

Policy EN1 of the Local Plan states that new development will, where appropriate, promote the protection, conservation and enhancement of the historic and natural environment by:

a. ensuring the protection and enhancement of existing natural and historic environmental assets and their settings in proportion with the significance of the asset;

The Parish Council contends that this garage annex will contravene EN1 a. because:

- a. The building will visually obtrude on the skyline of the escarpment of Hawcote Hill when viewed from the south. The applicant has made no attempt to mitigate the impact on this important local vista either in terms of the design, the height and the large areas of glass that will be clearly visible.
- b. The design has the appearance of a new residence e.g a Coach House as the building is a dominant rather than a subservient feature when considered with the main residence. The external staircase is not in keeping with the style of other buildings in the hamlet of Parsons Pitch.

Overshadowing of adjacent Properties

The proposed development will overshadow both the adjacent residence 'The Cottage' and Rose Cottage opposite because of its elevated position. The ridge of the garage annex will be perpendicular with the bedroom windows of The Cottage and for Rose Cottage, which faces south, the sun will be obscured for 7 months of a year as is already evidenced by Birdlip View other than in the summer months.

The applicant claims precedent by virtue of a 'large' previous building on the site and the 'redundant and degraded' state of the site. The previous building was a single storey chicken shed with a low ridge. The site was previously a

productive vegetable plot that allowed the previous owner, a vegetarian, to be largely self sufficient, The applicant has degraded this site itself by the use of large construction plant and storage of building materials.

Highways access and Safety

The proposed vehicle access is at the narrowest part of the road and there is no proper provision for turning a vehicle on site – we understand that it is necessary to be able to enter and leave a property in a forward gear which is not possible technically. Consequently the potential need to reverse a vehicle out on to the road which has a 60 mph speed limit is considered an unacceptable highway risk. The road is used for access to both commercial and residential properties and is now far busier since Jays Timber commenced trading with many commercial vehicles per hour.

Environmental Impact

The Parish Council notes that the CDC has not requested an Environmental Impact Assessment to be submitted. However this Parish Council is of the opinion that the development on this elevated site which is some 2 to 3 metres above road level is likely to require significant excavations to enable vehicle access to the proposed garage. The spoil will need to be removed by many lorry movements through the village of Birdlip and past the school. The Parish Council believes this represents a significant environmental impact which could be avoided as the applicant still has vehicle access and parking at the front of Birdlip View including planning permission for a car port and bin store. The proposal pays no regard to 'Green' sustainability.

Drainage

The proposal for the discharge of surface water is through soakaways and the applicant's own technical advice is that soakaways must be at least 5m from a building which also accords with the Code of Practice for drainage. The distance between the front of the proposed building and the rear of Birdlip View is approximately 10m which means that soakaways **CANNOT** be located on the site and therefore the site **CANNOT** be drained – there is no public surface water sewer in the adjacent highway. The Application is technically flawed.

Unlawful Development on Highways Verge

The applicant shows a new driveway for vehicles and construction of an external staircase over the current verge owned by Highways. This is evidenced by the verge that currently contains BT service ducts and BT inspection chambers which are outside of the line of the current boundary but appear to be inside of the boundary line of the applicant's plans. The Planning Officer is advised to compare the site plan in the proposed application with the site plan in the application for the extension of Birdlip View where the boundaries are shown as different.

