**Present** Cllrs Andrew Fletcher (Chair), Jonathan Good, Elaine Burgin, Nic Stanford & Clare Garratt

**Apologies** Cllt John Jennings, Incoming Clerk Jane Clark

**In Attendance** Nominee-Cllr Martyn Davies & CBPC Clerk & RFO Nige Mayglothling

**SM24/01` Opening Remarks**

The Chair welcomed all to the meeting and outlined the schedule. Three topics were tabled for discussion, each deferred from the March Parish Council Meeting to allow fuller time for discussion. The intention was for each topic to be afforded 40 minutes for discussion, or if discussion had concluded moved to a vote / statement of policy or action before that allowance.

The meeting was designated as a strategy meeting / Working Group of Councillors as it was scheduled outside the window (post 6pm) for holding Full Council meetings.

**SM24/02 Topic One RBC Model Development Plan Consultation**

Cllr Stanford reported that the RBC Plan was not intended to be village-specific. More information on content (design recommendations, etc) are still awaited from RBC. Cllr Stanford recommended that this item be deferred until that information became available and then discussed at Full Council ro draw up Council’s response / comments to the RBC draft proposals. The meeting supported this recommendation.

**SM24/03 Topic Two Colston Bassett Parish Council Standing Orders**

Ahead of the meeting Councillor Good had shared a draft version of the proposed CBPC Standing Orders, highlighting areas for updating / revision. The proposed 2024 Standing Orders are based on the NALC Model template, but will also require an additional Appendix to facilitate inclusion of some CBPC specific operations.

Councillor Good was thanked for his work on this scheme and comments invited. It was noted that inclusion of the Internal Auditor (eg appointment, responsibilities, attendance at FAG) should be included as these have functional, legal and audit implications. References to Committees should probably be relabelled as Working Groups (as that was how CBPC functioned due to capacities and the inclusion of non-Councillor volunteers), and including the capacity for Councillors to raise urgent items at meetings should also be considered. It was noted that AOB is not a legitimate Agenda item.

It was recommended that the 2024 Standing Orders Appendix should contain such items as the Appointment of Portfolio Leads at the Annual Parish Council Meeting, and also confirmation listing of what those Portfolios were (currently Finance, Planning and Environment, but perhaps a need for “Safety / NWS” and for “Volunteers” portfolio leads too?) The role and responsibilities of FAG (and of the Internal Auditor) also probably needed inclusion in the Appendix.

**It was agreed that pending consideration of meeting comments that a revised version of the 2024 Standing Order proposals be presented to the APCM in May for discussion and adoption.**

The current FAG Standing Orders have also been draft-reviewed by Cllr Burgin (Finance Lead) and these potential revisions were passed to Cllr Good for consideration / review / inclusion as appropriate.

**SM24/04 Topic Three Colston Bassett Conservation Area Review**

Cllr Stanford reported that he was still updating the template document and would circulate proposals within the next fortnight. The meeting noted that the Conservation Area document is not a policy document, more a guidance document on what village characteristics parishioners valued and wished retained. The corresponding policy document on this topic is the adopted Colston Bassett Neighbourhood Plan, so it remains important that the views of parishioners as espoused in that document carry through and appropriately reflected in the Conservation Area Review. This might include mention of “protected areas” and valued views, the historic Park area, recognisable (Lord of the Manor led) styles of housing around the village and tree protection and replanting aims (including recognised viewsm screening and valued stands of woodland around the village).

In terms of process, once approved by Council the document will be passed to RBC who will analyse it for conformity with the RBC Local Plan (Parts One and Two). RBC will then look to host an Open Meeting for Parishioners to pass their comments / offer approval for adoption of the draft document.

Cllr Stanford was thanked for his work on this project, and a draftvdocument will be circulated for Council approval asap.

**SM24/05 Other Matters**

Cllr Fletcher enquired as to Councillors views on the installation of “Village Gates” potentially on Harby Lane and Hall Lane. An open-style “entrance” could be adopted so as not to totally obscure vision-lines, with the gateways also offering potential benefits as visual speed-reduction aids on the main village approaches.

This suggestion received support from the meeting. Cllr Fletcher will research further and bring this item to the May Council Meeting.

**SM24/06 Meeting Closure**

There being no further business Cllr Fletcher closed the meeting with thanks to all.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/2024