

Sibford Gower Parish Council

Minutes of an extraordinary meeting of the Parish Council held on Wednesday 25th March 2020 at 7:30pm via Zoom video conferencing.

Present: Cllr Pidgeon, Cllr Mallows, Cllr Allen,

In attendance: Alan Berks, Clerk.

1. **Welcome & Introduction** – Cllr Pidgeon opened the meeting.
2. **Apologies** – None.
3. **Declaration of Interests on items on the agenda** – None.
4. **Co-option of new councillor** – It was proposed and agreed to co-opt Alan Berks onto the parish council.
Clerk to provide Alan with the relevant documentation for completion.
5. **To approve the minutes of the Planning Committee meeting held on 21st January 2020** – The minutes were proposed and agreed. **Clerk to get the minutes signed by the chairman when possible once the lockdown period is over.**
6. **Finance**
 - a) Proposal to add the new clerk (Kirsty Buttle) to the bank mandate as a signatory and allow access to online banking – Proposed and agreed.
 - b) Proposal to remove the outgoing clerk (Vanessa Mulley) from the bank mandate once confirmation has been received that the new clerk has access – Proposed and agreed.
7. **Mitigation re COVID-19**
 - a) Proposal to approve a Sibford Gower Parish Council Scheme of Delegation (attached) which gives clarity on what actions can be taken by the clerk outside of meetings including spending between meetings and responding to planning applications – Proposed and agreed. It was noted that the clerk should discuss any financial decisions with Cllr Allen, planning decisions with Cllr Mallows and all other decisions with the Chairman.
 - b) Agreement to postpone the Annual Parish Meeting scheduled for 5th May and delegate power to the clerk to re-arrange this meeting at a later date taking account of government advice and in consultation with the Chairman – Proposed and agreed.
 - c) Agreement to receive and act upon government advice in relation to the Annual Meeting of the Parish Council scheduled for 13th May thereby giving delegated power to the Clerk to make necessary re-arrangements for this meeting in consultation with the Chairman – Proposed and agreed.
8. **Planning applications received**
 - a) 20/00641/F: The Yews, Main Street, Sibford Gower. Raise roof height of bedroom and conservatory; install 10 No solar panels; replace all UPVC windows and doors with timber framed alternatives. **Support. The proposal to raise the roof height on the bedroom and conservatory have minimal impact on adjacent properties. Other actions proposed - discreet positioning of the solar panels on the south elevation; replacing inappropriate UPVC windows and doors with timber – will have a positive and appropriate impact on its location within the Sibfords Conservation area.**
 - b) 20/00672/F and 20/00673/LB: Burdrop Farmhouse, Street Heading North From Acre Ditch, Burdrop. Single storey extension and various internal alterations. New windows and rooflights. **Support. The detailed Historical Building Appraisal Statement (HBAS) submitted with this**

application indicates that the property identifies extensive change both externally (see Indicative Phasing Plan) and internally, notably in the second half of the twentieth century.

Internally, the property appears to have been remodelled on several occasions, as evidenced by the numerous stud partition walls. The proposed internal layout would appear appropriate to the context and character of this listed building.

The HBAS makes reference to a recent Pre-App report (paras 3.7-3.9) which identifies advice offered by the Conservation Officer with regard to possible extension options. The proposed extension to the east elevation, incorporating the demolition of the existing nineteenth kitchen area to create a large double height kitchen/dining area, is proportionate to the substantive property and has minimum impact on nearby properties, thereby demonstrating that this advice has been incorporated within the current proposals.

In summary, the proposals identified within this application sustain the character and appearance of this listed building, enhancing its integrity within the Conservation Area location.

- c) 20/00736/F: Holly Mount, Main Street, Sibford Gower. Loft conversion, including insertion of two dormer windows in front elevation. Support. This property is identified as a non-designated heritage asset, situated within the Sibfords Conservation area.

The application to convert an existing loft space into an additional bedroom with two additional dormer windows to the south elevation is both proportionate and appropriate for the property. There would appear to be a precedent identified through a similar conversion to the adjoining property (Bankside Cottage – planning ref: 03/00857/F).

Meeting closed @ 8pm

Date of next meeting – 13th May 2019

Please note: This meeting may need to be cancelled/rearranged/take place by Zoom video conferencing. Notices will be put out on noticeboards and the website at the appropriate time.