

**Minutes of the Annual Meeting of Frampton Cotterell Parish Council**  
**23 May 2018**  
**Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell**

**Present:** Councillors Clothier (*in part*), (*Chairman*), Mrs Allan, Beecher, Farbrother (*in part*), Georgiou, D Hockey, Pat Hockey, Mrs Pennell (*in part*), Susan Tubey, Underhill, Mrs Walters, Wells and Mrs Williams

**Also Present:** Naomi Bibi (incoming Clerk to Frampton Cotterell Parish Council)

**Apologies:** Cllrs Clark and Mrs Stickland

**1188 Election of Chairman of the Parish Council**

Cllr Clothier invited nominations for the position of Chairman of the Parish Council for the ensuing year.

On a proposal from Cllr Clothier, seconded by Cllr D Hockey, it was unanimously **RESOLVED:** that Cllr Mrs Williams be Chairman of the Parish Council for the ensuing year.

*Cllr Mrs Williams made and signed her Declaration of Acceptance of the Office of Chairman of the Parish Council and assumed the Chair.*

*Cllr Clothier left the meeting*

**1189 Election of Vice-Chairman of the Parish Council**

Cllr Mrs Williams invited nominations for the position of Vice Chairman of the Parish Council for the ensuing year and nominated Cllr Susan Tubey. Cllr Mrs Walters indicated to the meeting her intention to stand for Vice Chairman.

On a proposal from Cllr Mrs Allan, seconded by Cllr Farbrother with 8 votes in favour it was **RESOLVED:** that Cllr Susan Tubey be Vice-Chairman of the Parish Council for the ensuing year.

Cllr Mrs Walters withdrew her nomination.

*Cllr Susan Tubey made and signed her Declaration of Acceptance of the Office of Vice -Chairman of the Parish Council.*

**1190 Evacuation Procedure**

The Chairman drew attention to the emergency evacuation procedure.

**1191 Declarations of Interest and Dispensations**

- Cllrs D and Pat Hockey declared that the participation of those Parish Councillors who are also members of South Gloucestershire District Council in both the debate and any subsequent vote on matters contained in the agenda would be on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views until they were in full possession of all relevant information both for and against.

**1192 Confirmation of Minutes – 2<sup>nd</sup> May 2018**

It was moved by Cllr Wells and seconded by Cllr D Hockey and **RESOLVED:** that the minutes be confirmed and signed.

**1193 Confirmation of Minutes – 9<sup>th</sup> May 2018**

**RESOLVED:** that the minutes be confirmed and signed subject to the following amendments

Min 1184 should read ‘31<sup>st</sup> May’

Min 1183 should read ‘*The Parish Council financed the refurbishment of the Cricket Club*’

Min 1177 should read ‘*Tim Bowles*’

Min 1177 option 3 should read ‘*a mixture of inside and outside any development should be ‘minor’*’

Appendix 1 – PT18/1818/TRE should read ‘*refer to tree officers impending report*’

Appendix 1 should be titled ‘*Cotterell*’ and not Cotterill

**1194 Public Participation Session/comments registered via the website**

There were none.

**1195 Review and approval of the Standing Orders for Frampton Cotterell Parish Council**

The Acting Clerk brought to the attention of Members that item 2 (b) should read ‘May’ only, *Local Government Act 1972, schedule 12 paragraph 7(2)*

Following a proposal by Cllr Wells, seconded by Susan Tubey it was

**RESOLVED:** to amend item 2 (b) in the Councils’ Standing Orders and that the next review takes place within the next 12 months.

*Cllr Farbrother left the meeting*

**1196 Review and approval of the Financial Regulations for Frampton Cotterell Parish Council**

It was agreed and **RESOLVED:** that the document is approved with the deletion of all references to ‘*Wales*’ and ‘*Senior*’ officers and the document is reviewed within the next 12 months.

**1197 Review and approval of the Internal Control Policy for Frampton Cotterell Parish Council**

It was agreed and **RESOLVED:** that the document is approved and is reviewed within the next 12 months.

**1198 Review and approval of the Code of Conduct for Frampton Cotterell Parish Council**

It was agreed and **RESOLVED:** that the document is approved and reviewed within the next 12 months.

**1199 Approval of the Annual Governance Statement for 2017/18**

Following a proposal by Cllr Wells, seconded by Cllr Georgiou it was

**RESOLVED:** that the Annual Governance Statement for 2017/18 be approved.

**1200 Approval of the Annual Accounting Statements for 2017/18**

Following a proposal by Cllr Georgiou, seconded by Cllr Wells it was

**RESOLVED:** that the Accounting Statements for 2017/18 be approved and signed by the Chairman.

**1201 Councillor Training Programme – provided by Avon Local Councils Association**

Members had previously enquired about training. The Acting Clerk reported that in house training by ALCA would cost £200 but that neighbouring parish councillors could be invited along to help share the cost.

**RESOLVED:** that the Clerk make the necessary arrangements and enquire about Chairman training for the newly appointed Chair.

**1202 Internal Audit Arrangements for Frampton Cotterell Parish Council**

Members noted that a contract is in place with SGC for three years that commenced 1<sup>st</sup> October 2016

**1203 External Audit Arrangements for Frampton Cotterell Parish Council**

Members noted that PKF Littlejohn LLP have been appointed to the Council for five years commencing 1<sup>st</sup> April 2018

**1204 Review of Committee Structures**

Members felt unsure about the advantages and disadvantages of a committee structure. Some Councillors since being elected had been used to operating as Working Groups and didn't necessarily understand the differences between them. Members felt that the incoming Clerk would be best to provide an overall picture of both structures from the benefit of her previous experience and that it would allow her to be part of the process and

**RESOLVED:** to adjourn this subject until the incoming Clerk can provide a full report to the Council.

**1205 Appointment of members to serve on Working Groups**

Councillors re-confirmed their membership except for the changes below:

- Cllr Susan Tubey expressed her wish to resign from The Park Development WG and join both The Play Equipment and The Policy Review Working Groups.

**1206 Appointment of committee members**

This item was adjourned.

**1207 Appointment of Council representatives on Outside Bodies**

Cllr P Hockey reported that the Parish Council was not able to nominate to the Local Access Forum which invites nominations from various sectors to maintain a balance of interests; the SGC Public Transport Forum so longer exists and Public Transport is now a function of the West of England Combined Authority (WECA) and a WECA Public Transport Forum will be set up.

Cllr P Hockey stated that she had previously been a member of the Frampton Cotterell district and Community Association but hadn't been informed of any meetings recently.

Cllr Susan Tubey reported that Winterbourne Library Committee had ceased to exist.

**RESOLVED** That:

- The Clerk write to all existing outside bodies to establish if they are still functioning and require representatives from the Council, to include the Frampton Cotterell district and community association.

**1208 Review of the Asset Register**

Members adjourned the review and agreed to place it on the next Finance Working Group agenda.

**1209 Payments for March 2018**

The Acting Clerk presented the above list for approval and confirmed that, as recommended by the Council's Internal Auditor, the details of the payments had been checked by Cllr Mrs Walters and Cllr Mrs Williams prior to the meeting.

**RESOLVED:**

- That the list of payments, as attached at Appendix 1, be approved.

**1210 Planning Applications**

- That the comments attached at Appendix 2 be referred to SGC for consideration.

**1211 Planning in Principle (PiP) – SGC Briefing Note**

This was noted.

**1212 Planning Decisions**

- That the comments attached at Appendix 3 be referred to SGC for consideration.

**1213 Suspected Breaches of Planning Control**

There were none reported.

**1214 Items Considered Urgent by the Chairman**

To progress staffing recruitment referenced in a confidential report dated 17 May 2018.

**RESOLVED: that the public and press be excluded from the meeting to progress a confidential staffing matter.**

Members were provided with the outcome of recent interviews for the post of Caretaker for Frampton Cotterell Parish Council and **RESOLVED:** that the chosen candidate be contacted immediately by Zoe Pritchard (SGC, HR).

Members were also requested to consider the extension of the Support Officers temporary contract and **RESOLVED:** to extend the contract for six weeks, working days to be Monday and Friday

**1215 Date of next Annual Meeting – Wednesday 15 May 2019 at 7.30pm**

**1216 Date of next Planning Meeting – Wednesday 6 June 2018 at 7.30pm**