

Minutes of the Meeting of Frampton Cotterell Parish Council  
21 November 2018 at 19:30  
Held at the Brockeridge Centre, Woodend Road, Frampton Cotterell

**Present:** Councillors Mrs Williams (*Chair*), Beecher, D. Hockey, P. Hockey, Mrs Stickland, Susan Tubey, and Mrs Walters

**Also Present:** Naomi Bibi (*Clerk*), Kim Jefferies (*Deputy Clerk*) two members of Willow Way Neighbourhood Watch, one member of public and Mr Walker who live streamed the meeting.

**1346 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs Allan, Clark, Clothier, Mrs Pennell, Wells and Underhill.

**1347 Evacuation Procedure**

The Chair drew attention to the emergency exits and evacuation procedure.

**1348 Declarations of Interest and Dispensations**

Cllr D Hockey and Cllr P 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.

**1349 Confirmation of Minutes – 7<sup>th</sup> November 2018**

The minutes were approved as a true and accurate record with the following amendments:

*Min 1338* removal of the comma after *Nightingale Bridge*

*Min 1339* should read *Item 9*

*Min 1339* recommendation 16 should read *it* and not *IT*

**1350 Matters of Report Arising from the Minutes not otherwise included on the Agenda**

There were none.

**1351 Submissions from the Public**

Mr Bony explained to Council members that whilst it was his understanding that land identified as 'the green space' between Willow Way/Oldlands Avenue was to be turfed until such time that it could be landscaped. He felt that surrounding fencing should be moved in order that parishioners can access the litter/dog bins.

**RESOLVED That:**

1. The Clerk write to Sarah Durbin, Merlin Housing Association, requesting the developers (Lovell's), move the fencing in order that residents can access the litter/dog bin(s).
2. Timescales are requested for transfer of the land between SGC and Merlin Housing Association and when the original bench, donated by the Parish Council, will be re-instated.
3. The Clerk make enquiries with SGC as to whether the land at Ridings Road could be transferred to the Parish Council for which it currently pays a peppercorn rent.
4. The Council raise awareness of dog fouling throughout the parish.

**1352 Submissions from Members**

Cllr P Hockey reported on the importance of feeding into the Joint Strategic Plan Consultation recently issued with a short timescale attached and requested that it is added to the next agenda in December for Parish Council response. Councillors agreed that Sara de Barros be given the opportunity to attend the next meeting. Cllr D Hockey requested staff members try to make clear the parts of the consultation that affect Frampton Cotterell for ease of reference for parishioners that want to respond. The Clerk adds the consultation to the website and the Council's Facebook page as soon as practicable possible.



**1353 Reports from Committees, Working Groups and the Clerk: -**

The Clerk presented a draft Term of Reference for Finance and General Purposes Committee. Cllrs Beecher and Susan Tubey presented their amendments to the document and the Clerk agreed to present a final document for approval at the next meeting. Discussions took place about the advantages and disadvantages of creating a committee structure and it was **RESOLVED**: that the Council enter a trial period for the Finance and General Purposes committee with the first meeting taking place in January 2019.

**1354 The Chair moved Item 9 to the end of the meeting as the meeting was being live streamed for continuity of filming.**

**1355 Water Fountain for The Park**

The Deputy Clerk presented a report with various options for a water fountain and recommended the Halsey Taylor fountain as it fitted the Councils' original brief. It **RESOLVED** That: delegation be given to the Clerk to purchase the fountain as per the recommendation up to a cost of £4,000 plus any plumbing/building work outside of the Caretakers remit. The fountain should be blue in colour and references be checked from other councils' that have purchased the same. It was noted that the expenditure would be met from CIL funds.

**1356 Suffragette Planter for the Bockeridge Centre**

The Deputy Clerk has presented a report of the costs involved in the stone planter researched by the Support Officer were significantly higher than first thought and the amount Council had set aside for its purchase. It was agreed that the views of FFF should be sought about re-planting the Kelbra Rose in order to accommodate the planter and that whilst previously agreed a plaque be placed next to the planter, that a plaque is also purchased for the Kelbra Rose. It was **RESOLVED**: to purchase the planter with feet and agreed with the recommendations in the report to site it adjacent to the car park and delegation is given to the Clerk to purchase the planter, soil and plants up to a cost of £3,000.

It was noted that the expenditure would be met from CIL funds.

**1357 Litter bin at The Meads**

It was **NOTED**:

The Clerk reported on an exchange between the Deputy Clerk and SGC Officers that whilst the bin was overflowing and presenting a health and safety concern to SGC, it was not the property of the Parish Council and SGC were encouraged to check with Pinnacle Property Management believed to own and oversee emptying of the bin.

**1358 Annual Christmas Festivities at the Bockeridge Centre**

It had previously been agreed that a Carols around the tree take place on Saturday 1<sup>st</sup> December 2018 at 4.30pm. The Clerk confirmed that invitations had been sent out. The Deputy Clerk reported that there is budget of up to £600 for the festivities and it was **RESOLVED**: Cllr Mrs Walters order the Christmas tree up to a cost of £200 and that up to £200 be set aside for refreshments.

**1359 Frampton Festival Committee minutes of 12<sup>th</sup> November 2018**

These were **NOTED**.

**1360 Frampton Cotterell Playing Field Committee minutes of 15<sup>th</sup> October and 6<sup>th</sup> November 2018**

Concerns were raised about a comment within the minutes of 6<sup>th</sup> November 2018 min 4, *"the pc will re-submit the MAF application under their name to avoid the VAT element"*. The Deputy Clerk reported to the Council that this activity would be illegal and that she was currently checking with the funding officer at SGC about the application. It was **RESOLVED**: that the Councils representative Cllr Mrs Pennell reports this back to the management committee at its next meeting on 11<sup>th</sup> December 2018.





## 1361 Policies for Approval

1. FCPC Debt Recovery Policy, it was RESOLVED: To adopt the policy subject to the amendments suggested by Cllr Beecher
2. Health and Safety Policy, it was RESOLVED: To adopt the policy subject to the amendments suggested by Cllr Beecher.
3. Non-standard use of Parish Playing Field & Green Spaces policy and application form  
It was RESOLVED: to adopt the document.

## 1362 Finance

The Clerk presented the list of payments for October for approval and confirmed that, as recommended by the Council's Internal Auditor, the details of the payments had been checked by both Cllrs Mrs Stickland and Mrs Williams prior to the meeting and it was RESOLVED: that the list of payments be approved.

1363 Consultations – *for information only*

Consultations were NOTED.

## 1364 Planning: -

- i. Planning Schedule – *See attached schedule*

## 1365 RESOLVED: That the Public and Press be excluded from the Meeting

Communications between the solicitor and client council which is for the purpose of giving legal advice is protected by legal professional privilege and therefore confidential. While the legal advice is the property of the Council, publicity of it is likely to prejudice the legal position of the council. It was RESOLVED: to accept the Confidential report that would be presented to Counsel, by Loxley Solicitors with minor amendments agreed by Council.

RESOLVED: To re-admit the Public and Press

## 1366 Any Other Items the Chair Decides are Urgent

It was noted that there were none.

## 1367 Date of next Meeting

Wednesday 12<sup>th</sup> December 2018 at 7.30pm

The Chair closed the meeting at 10.00pm

