

Minutes of the Meeting of Frampton Cotterell Parish Council  
10 January 2018  
Held at the Brockridge Centre, Woodend Road, Frampton Cotterell

**Present:** Councillors: Clothier (Chairman), Mrs Allan, Clark, Farbrother (part), D Hockey, P Hockey, Mrs Pennell, Mrs Stickland, Susan Tubey, Underhill (part), Mrs Walters and Mrs Williams

**Apologies:** Councillors Mr Beecher and Cllr Wells

**In Attendance:** Jen Dunford, Ternaya Cummings and Councillor Sarah Blackmore (Westerleigh)

1041 **Evacuation Procedure**

The Chair drew attention to the emergency evacuation procedure.

1042 **Declarations of Interest and Dispensations**

- Cllrs D Hockey and 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.

1043 **Confirmation of Minutes 13 December 2017**

It was moved by Cllr Mrs Williams seconded by Cllr Mrs Stickland

**Resolved:**

- That the minutes of the meeting of the Parish Council held on 13 December 2017 be confirmed and signed.

1044 **Questions/Comments from Members of the Public**

**Youth Services**

Jen Dunford asked the Parish Council to show support for the Youth Club at Frampton Cotterell and to keep the Youth Club open. It was explained that the Youth Club was under review due to the concerns regarding Anti-Social Behaviour (ASB) around Youth Club nights and that the review ended on the 10 January 2018.

The Chairman thanked Jen Dunford for her contribution.

The Chairman brought forward item 9 on the agenda

1045 **Youth Services – review period**

Ternaya Cummings from Southern Brooks Community Partnership was invited to give a report on the Youth Club following the review period.

*Row Williams*

Ternaya Cummings reported that they had met with PC Simmons and discussed action plans for tackling ASB where there would be session around ASB in the Youth Club and the Police will attend the Youth Club when on duty. The staff ratio in the club is 1 to 15 Youth members and so once this ratio is met no more will be admitted to the Youth Club. Additional risk assessments have been completed with restrictions in place when the kitchen is in use.

It was reported that ASB workshop will be embedded in a couple of youth sessions and that Ternaya had met with the Director of SBCP to discuss the youth work in both Frampton Cotterell and Patchway and agreed a lead worker, level 3 qualified will run both nights at Frampton Cotterell.

They will look to train youths age 14 to 16 in a Youth Leadership program.  
There are 3 new volunteers that are awaiting DBS checks.

In the Summer months the Youth Club would like to use the outside space such as Beesmoor Road or The Park where there is a lot more room for activities.

Cllr Blackmore from Westerleigh Parish Council reaffirmed support for the Youth Club and suggested the use of the Manor Field in Coalpit Heath for use in the summer months. Cllr Blackmore also stated that Westerleigh Parish Council had allocated £3000 from their budget towards the Youth Club at Frampton Cotterell.

Cllr Mrs Allan in her capacity as Manor Hall manager confirmed that the hall would not be available for use as it is fully booked on a Tuesday and Thursday.

Cllr D Hockey reported that Winterbourne Parish Council's Finance committee would be meeting on the 22 January 2018 to discuss possible contribution to the Youth Club.

**Resolved:**

- that the Youth Club be reviewed by the Youth Services Management Group on the 17 January 2018.

**Youth Services – Room costs**

Cllr D Hockey explained that Winterbourne Parish Council had questioned the room costs when the Youth Clubs is on and explained that the rooms are used free of charge.

Cllr Allan reported that the commitment of Frampton Cotterell Parish Council is more than financial and that the use of the room is a hidden cost to the Parish.

**Resolved:**

- that Winterbourne Parish Council be informed of the room costs to Frampton Cotterell Parish Council. Before the Finance Committee meeting of the 22 January 2018.

Cllr Farbrother joined the meeting

Cllr Underhill left the meeting

1046 **Planning Applications**

**RESOLVED:**

- That the comments attached at Appendix 1 be referred to SGC for consideration.

*Rowell*

1047 **Planning Decisions**

**RESOLVED:**

- That the planning decisions at Appendix 2 be noted.

1048 **Planning Appeals and Alleged Breach of Planning Consent**

Cllr P Hockey reported that the property at Grange Farm, Bristol Road had been demolished and that it looked like 2 properties were being built.

**RESOLVED:**

- that the planning Enforcement Officer at SGC is informed regarding Grange Farm.
- That the planning appeal had been noted for PT17/0264/F

1049 **Wessex Regional Flood and Coastal Committee Strategy**

The report was noted and the Clerk explained that an invitation had been extended to the Environment Agency to attend a meeting and was waiting for a reply.

1050 **Biodiversity Action Plan**

The report was noted

1051 **Community Engagement Forum Minutes**

Cllr Williams reported a misquote from Cllr Hockey regarding the Beesmoor Road, Knotweed removal where it was reported that the "*removal of the Knotweed had to paid for by the Park Management Committee*".

The Council also discussed the need for the Trust Deeds to be read by a solicitor competent in reading Trust Deeds.

**Resolved:**

- that the Clerk contact the Community Engagement Forum with the correction to the minutes "*Frampton Cotterell Parish Council has paid for the removal of the Japanese Knotweed at Beesmoor Road Playing Fields*"
- that the Clerk contact NALC to obtain a specialist solicitor in reading Trust Deeds and obtain quotes to have the Trust Deed read and interpreted in plain English.

1052 **Project List**

The Council discussed the projects and prioritised the following projects

- Grounds improvement to The Park Area
- New Play Equipment Beesmoor Road
- Equality Act (2010) Compliance at the Pavilion, The Park

**Resolved:**

- that the Clerk investigate if the Pavilion is Equality Act (2010) compliant
- that once the scope of the projects has been agreed investigate if a project manager is required.

*AOW Williams*

1053 **Green Britain Foundation**

The Clerk reported on the availability of grant funding that has been made available to the Parish since the Wind Turbines at Alveston have begun operating.

The members discussed the possibility of applying for grants to cover projects and ensure that the grant funding information had been advertised.

**Resolved:**

- that the Clerk apply for funding for the Centenary Field scarifying and seeds / plug plants.
- that the Clerk investigate if a grant can be applied for insulation at the Pavilion and apply for funding if appropriate.
- that the Clerk contact Beesmoor Road Playing Field Committee and Floral Friend to consider a joint application to the fund to have the wall at Woodend Road repaired.

1054 **Royal Garden Party**

**Resolved:**

- that the Clerk complete the raffle application for the Chairman, Tom Clothier, to attend the Royal Garden Party on the 5 June 2018.

1055 **Approve BACS as a payment method**

**Resolved:**

- that the Parish Council approve the use of BACS or CHAPS as a payment method.

1056 **Correspondence**

The Clerk read correspondence that congratulated the Parish Council for the Christmas street lights.

1057 **Items for future meetings**

**Newsletter**

The members would like to have a Parish Council newsletter to be published in the Frome Valley Voice in February 2018 detailing the what has been completed by the Parish Council.

**Resolved:**

- that the Clerk produce a Newsletter for publication that will be proof read by the members of the Parish Council.

**Flooding**

The members would like to invite a member of the Environment Agency to a Parish meeting, the Clerk informed the Council that he had invited the Environment Agency and was waiting for a response.

**Resolved:**

- that the Clerk chase up the Environment Agency for a date of the visit

*Howell*

## Beesmoor Road Playing Field Committee

Cllr P Hockey informed the members that a new committee had been formed and that there was no agenda item to report on at Parish Council for the Parish Council representative.

### Resolved:

- that the Clerk include an agenda item for the representative.

## Frome Valley Voice

Cllr Stickland reported an inaccuracy in an article in January 2018 issue (no 55) where it had been reported that there had been an agenda item to have the twinning signs removed from Frampton Cotterell.

### Resolved:

- that the Clerk contact Frome Valley Voice and request a retraction.

## 1058 Date of next meeting

WEDNESDAY 24 JANUARY 2018 AT 7.30PM AT THE BROCKERIDGE CENTRE

*Exclusion of press and public under Standing Order 1(c) "That in view of the confidential nature of the business about to be transacted, it is advisable that in the public interest that the public and press be temporarily excluded and they are instructed to withdraw"*

The Clerk left the meeting

## 1059 Items considered urgent by the Chairman

Councillor Tom Clothier, Chair of the Council, indicated that he had an urgent issue he would like to raise in relation to the meeting of the Staffing Working Group held earlier in the day.

The meeting was presented with issues arising at the Staffing Working Group meeting held on the 10 January 2018. Discussion took place.


### RESOLVED that:

- The Chair's action in inviting an HR Consultant from South Gloucestershire Council's HR department to the Staffing Working Group earlier in the day was endorsed together with costs involved.
- Dependent on outcome of meeting scheduled to be held week commencing 15 January 2018 and possible timescales involved this matter be referred to Members, either at the next scheduled Full Council Meeting or should issues require more urgent decisions at an earlier Special Parish Council Meeting.

RESOLVED The meeting returned to open session

The Chair closed the meeting and thanked everyone for attending.

The Chair  
Signed:



Dated:

