

Minutes of the Meeting of Frampton Cotterell Parish Council
12 December 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, Mrs Walters, and Underhill.

Also Present: Naomi Bibi (*Clerk*).

1368 Apologies for Absence

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

1369 Evacuation Procedure

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

1370 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.

1371 Confirmation of Minutes – 7th November 2018

The minutes were approved as a true and accurate record (two minor typos had been noticed and amended ahead of the meeting).

1372 Matters of Report Arising from the Minutes not otherwise included on the Agenda

- The Clerk updated Councillors that the purchasing of the Suffragette planter would need to wait until closer to the Spring following the advice of the FFF and the groundsman that trying to move the two roses (currently in situ where the trough would go) would likely be unsuccessful in the cold weather, and that it was also too cold and dark presently to plant the trough with the youth group members during the evenings.
- The Clerk informed Councillors that the website was nearly ready to go live, and would appreciate feedback before this and so would be circulating the link to the website again for comments.
- The Clerk said that Mr Andrew Walker of Frampton Community Projects had asked for feedback following the previous meeting which he had live-streamed. Council agreed that whilst they didn't want to have every meeting live-streamed, they would welcome Mr Walker streaming the Annual Assembly, and meeting which might be of particular interest to residents, such as those with controversial planning applications. It was requested that the Clerk circulate a link of the footage to Full Council, as well as with The From Valley Voice, and also post the link of the Parish Council website.
- The Clerk notified Council that the Beesmoor Road Management Committee had submitted a Programme of Events which highlighted when work was due to commence, which should be early February 2019.
- The Clerk also informed Council that with regards to the bins at Oldlands Avenue / Willow Way, once this land is adopted by Merlin Housing, the Parish Council will save on the localism charges as Merlin will take over the emptying of the bins.

1373 Submissions from the Public

There were none received.

SWF

1374 Submissions from Members

- i. Proposal by Cllr D Hockey, seconded by Cllr Jane Stickland: "To choose a colour which will go well with our logo on all future Parish Council equipment to be installed on our property or grounds."

Council members agreed unanimously to have an official colour for all Parish Noticeboards, but took no formal decision with regards to specific colours at the meeting (although Kingfisher turquoise was considered) as they wanted more time to look at options available. They also agreed that the Parish Council logo needed to be reconsidered and simplified.

ACTION: The Clerk to look into different noticeboard options with colours.

ACTION: It was requested that the possibility of installing a bus shelter at Heather Avenue be added to the January agenda.

Cllr Tubey raised an issue with the dog bin in the park by Park Row, which sits on the gate post. She said that children currently rest their hands on the top of the bin to steady themselves as they go through the gate which is very unhygienic for them. She therefore requested that the bin be moved over slightly.

ACTION: The Clerk to request that the groundsman investigate and if possible, to move the bin.

1375 Reports from Committees, Working Groups and the Clerk: -

- i. Notes from the Finance Working Group – *with recommendations*

It was noted the notes recorded Cllr Mrs Stickland as present, however she had sent in her apologies.

Point 4d should read "project" instead of "property".

There was a typo in point 9 that should read "Services".

Re. the recommendations, Council made the following comments:

- 4 a, b, c, d – *Approved*
- 5 e – *Approved*
- 11 f – *to be referred to the Staffing Committee Meeting in early January.*
- 14 g – *to increase the proposed amount to £25,000, but this to include mentoring and outreach work too.*
- 14 h, i, j – *Approved*
- 15 – *Council noted that the renting of the van for this extended period would put them over budget, but accepted the necessity of the situation and agreed that the expenditure could be met from reserves.*
- 16 k – *to increase the proposed amount to £15,000.*
- 20 l – *Approved*

A discussion was had with regards to the Pavilion (re. Finance Note 14) and the Clerk informed Members that the Parish Council was still eligible for the South Glos funding, totalling £30,500, which could be spent on the Pavilion at the Park (provided the money was spent on those items included in the original application). In light of this, it was unanimously agreed, and Council **RESOLVED:** to appoint a public buildings specialist to visit the pavilion and produce some plans for the Pavilion. Officers would liaise with the architects so that they were aware of the grant stipulations and what was necessary to be included in the plans to remain eligible for the South Glos. funding.

ACTION: The Clerk to obtain quotes for works at the Pavilion.

ACTION: The Clerk to speak to the District Youth Organiser and seek clarification from South Glos. Council regarding current changes to the Youth Services Provisions.

- ii. Notes from the Youth Management Working Group – *for information only*

The Clerk informed Council that as per the contract between the Parish Council and Southern Brooks, an invoice had been issued to Southern Brooks regarding damages caused. Southern Brooks were disputing the invoice, not accepting responsibility for some of the damage.

Council discussed the case and it was agreed unanimously that the invoice to Southern Brooks be re-issued with one of the charges removed.

ACTION: A revised invoice be sent to Southern Brooks.

1375
Cont

Clr Hockey requested that a statement of aims be provided to the Youth Management Working Group, so that they were clear what considerations needed to be made when looking at potential new youth service providers.

ACTION: The Clerk to provide a statement of aims for the Youth Management Working Group.

iii. **Draft Minutes from the Staffing Committee – for information only**

Members raised some questions over the staff consultation that had recently finished and the office restructure that is currently under way.

It was also discussed that at some point in the future, the Parish Council adopt the “living wage” as a minimum wage.

Thanks were given to the Clerk and HR staff for their management of the restructure.

iv. **Policies for adoption:**

- **FCPC Finance and General Purposes Committee Terms of Reference – for approval and adoption**

These were adjourned until the January meeting.

- **Data retention and Disposal Policy – for approval and adoption**

These were approved and adopted with minor amendments made and a query to be put to the ICO re. how to safely delete records from the computer, and a query to the SLCC re. the keeping of records for tree protection orders.

- **Complaints Procedure – for approval and adoption**

Approved and adopted.

1376 **Request for Additional Tools from the Groundsman**

Council approved this request but asked that the office check for “best price” on the tool kit.

1377 **Consultations – for information only**

Council **RESOLVED** to: endorse the comments of Iron Acton Parish Council, Westerleigh Parish Council, and Villagers Against Local Intended Development with regards to the West of England Joint Spatial Plan.

Council **RESOLVED** to: fully support the South Glos Council Public Space Protection Order re. Dog Fouling.

ACTION: The Clerk to submit comments on these two consultations on behalf of Full Council.

1378 **Planning: -**

- i. **Planning Enforcement Investigation – for information only**

Noted

- ii. **Feedback to date – for information only**

- iii. **Planning Schedule – See attached schedule**

1379 **Any Other Items the Chair Decides are Urgent**

The Chair took the opportunity to wish everyone a very Happy Christmas and New Year.

1380 **Date of next Meeting**

Wednesday 9th January 2019 at 7.30pm

The Chair closed the meeting at 21:50

Susatukey
9 Jan 2019

PLANNING OBSERVATIONS 12 December 2018

SOUTH GLOS. REF/	APPLICATION	EXPIRY DATE	COMMENTS	DECISION
PT18/5080/F	Grange Farm Old Gloucester Road Alterations to roof on northern end of dwelling to form parapet wall and lean-to roof.	18 Dec 2018	This is in the greenbelt on the curtilage of a listed building. The design is in a different format to the original plan on a large scale with alterations to the roof.	Objection
PT18/5316/F	57 Frampton End Lane Installation of 2no front dormers and 1no rear dormer to facilitate loft conversion.	19 Dec 2018	The Parish council has no objection subject to there being adequate parking and that it will not overlook the neighbours.	No Objection
PT18/5151/PNA	Land At Frampton End Road Prior notification of the intention to erect 1 no. agricultural building for the storage of grain and straw.	18 Dec 2018		No Objection