

Minutes of the Meeting of Frampton Cotterell Parish Council
20 February 2019 at 19:30
Held at the Bockeridge Centre, Woodend Road, Frampton Cotterell

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

Also Present: Mrs K Jefferies (*Deputy Clerk*) and one member of the public.

1421 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Tom Clothier and Underhill and Susan Tubey for lateness

1422 Evacuation Procedure

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

1423 Confirmation of Minutes – 6th February 2019

The minutes were approved as a true and accurate record with the following amendments – *min 1416i* it was '**RESOLVED to form a working group in July to organise the event in time for October**' and an amendment to P19/0360/O to clarify '*the existing house will lose all off-street parking spaces entirely*'...is reported to the planning officer.

Cllr Susan Tubey joined the meeting

Cllrs D and P Hockey joined the meeting

1424 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.

1425 Matters of Report from the Clerk

The Clerk reported on the recent water leak at the Cricket Pavilion and that steps had been taken to make a claim on the Councils' insurance, engage a plumber, electrician and builder to repair the recent damage caused from the leak. The recent resignation of the Caretaker and steps that had been taken to engage a cleaner and handyman in the interim and recent enquires about the Urbie bus.

1426 Chair's Announcements – *for information only*

Mrs Williams announced that the new member of staff had commenced training and officially started on reception 18th February. A handyman had been sourced by the Deputy Clerk and would be used in the interim period until recruitment of a new caretaker takes place at a cost of £15 per hour. A cleaner had also been sourced for the Pavilion at a cost of £15 per hour and SGC had been engaged to empty all parish owned litter/dog bins and perform a litter pick twice weekly of The Park and once a week at the Centenary field. She asked members if they were happy with the forms issued by the Clerk to enable members to table requests at meetings as per standing orders. Whilst some members didn't agree that the form should be imposed on them and that it should have been suggested to them, it was agreed that it be used. Clarification was conveyed members that had been received from Rachael Robinson, Learning Partnership West and members requested a meeting of the Youth Management Working Group take place before the next Council meeting and that the Deputy Clerk circulate the email to all councillors.

1427 Submissions from the Public

A request had been received to install a bin near the fields in Frampton End Road. Members agreed



that there was a need and **RESOLVED:** that the Clerk make the necessary arrangements to install a bin at the agreed location and notify SGC in order that it can be added to the localism contract.

Submissions from Members

Request from Councillor D Hockey for Council to consider: -

i. Proposed Section 106 agreement for Land East of Park Lane

Members received a summary of the funding allocated within the document. Cllr D Hockey informed members that the Section 106 Officer, Mr Davey – SGC had confirmed that the Parish Council would be invited along with the two other applicants named in the document to apply for a share of the funds allocated to Open Spaces. He confirmed that the provision of women's changing rooms would qualify as a project.

The Deputy Clerk informed members of a meeting that had been arranged with the Scout District Commissioner to discuss the licence between them and the Parish Council. Cllr Susan Tubey felt that members needed to be more informed before a meeting takes place and that it should be postponed. Cllr Mrs Allan stated that she was unaware of the licence and would like the opportunity to read the licence.

Cllr P Hockey proposed that the Park Development Working Group meet and consider the priorities as a matter of urgency. Cllrs D Hockey and Mrs Susan Tubey suggested architects that the Council should consider using namely Quattro Design Architects Ltd and Margaret Cavanagh and it was **RESOLVED:** that a meeting of the Park Developments working group is convened to include clerical support but that in the meantime the required business plan for 106 monies be completed and submitted to SGC.

Request from Cllr Mrs Williams for Council to consider: -

ii. Membership of the Staffing Committee

Cllr Mrs Williams requested the Council consider enlarging the membership of the Staffing Committee to six from five with a quorum of four instead of three and an amendment is made to read ...Councillors 'shall be' appointed 'normally' at the Annual Meeting...

It was unanimously **RESOLVED:** to make all the amendments presented above and to elect Cllr Mrs Allan to the committee.

Request from Cllr Susan Tubey for Council to consider: -

iii. Meeting with SGC Officers

Cllr Susan Tubey requested the Council consider delegating authority to her, Cllr Mrs Williams and D Hockey to meet with SGC Officers to discuss the current lease for Ridings Road play space and whether there is an opportunity to purchase the land. **RESOLVED:** to grant permission for the above councillors to meet with SGC officers and report back thier findings to the Council.

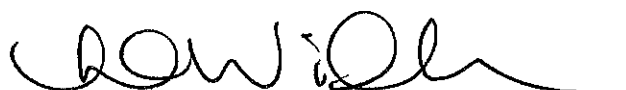
1428 Reports from Committees, Working Groups and the Clerk: -

i. District Valuer

The Deputy Clerk presented costs from the District Valuer to perform a valuation of the Councils' buildings for reinstatement and **RESOLVED:** to accept the quotation received in the amount of £1,750

iv. Lighting provision in the Café and young people's room

The Deputy Clerk presented the costs for additional ceiling lighting, LED lamps for the existing wall lights and emergency lighting in both the café and young people's room as suggested by the electrician. Cllr Susan Tubey requested the view of an expert is sought for the level of lighting required for both rooms before considering options from an electrician. Members asked if it would be possible to have a demo of the proposed lighting but understood that as a scaffold tower would be required that it would be highly unlikely, and it was **RESOLVED:** to seek the advice of an expert.



v. Brockridge Centre landscaping

The Deputy Clerk presented a quotation from its preferred supplier list and one other contractor to tidy up the corner area of the centre nearest the new fencing and it was **RESOLVED**: to delegate the decision to the Clerk to pick a satisfactory quote.

vi. Frampton Cotterell Playing Fields Management Committee – minutes of 22nd January 2019

Cllr D Hockey requested an amendment to the minutes as he attended the above meeting as a South Gloucestershire Council and not a representative of the Parish Council. Members agreed that although the Clerk had been invited to attend the next meeting on 5th March it was agreed that she attend after the report from the Council's barrister had been received. Cllr Mrs Walters felt that a donation previously agreed last year for the village picnic in the amount of £100 had not been paid and that the application for this year hadn't been paid. The Deputy Clerk informed members that she would have to check last year's application but that this year's application, submitted by FCPFMC had been adjourned until clarification was received from the solicitor. It was **RESOLVED**: to pay grant funding of £200 to the village picnic.

[Following this meeting it is confirmed that FCPFMC did not submit a grant application on behalf of the village picnic in 2017 and were awarded £2000 for grasscutting services. FCPFMC applied for grant funding in 2018 (May), this included £100 for the village picnic but was adjourned and min 1284 refers. Mrs Colechin also applied for £100 for the village picnic in 2018 and the application was treated as a duplication of the FCPFMC's application].

vii. Frampton Festival Committee - minutes of 21st January 2019

Cllr Mrs Williams asked if members wished to join the committee. Cllr Susan Tubey felt that the Parish Council should hold a stall at the festival. Cllr Mrs Williams suggested the council consider this at a future meeting.

viii. Finance and General Purposes Committee Term of Reference – for approval

Members agreed that as the Term of Reference composition did not reflect the original agreement that full council would sit on the committee and that the council's new structure had not been decided upon and it was **RESOLVED**: to further adjourn the matter.

ix. Report from the Clerk on the NALC Spring Conference

Cllr Susan Tubey proposed that the Clerk notify the Council of future NALC conferences and it was **RESOLVED**: that in future two council members and one member of staff attend future conferences and that councillor's online membership is checked by the Clerk.

1429 Consultations

Cllr P Hockey informed members about imminent works to Gypsy Patch Lane and railway bridge. Whilst some of the work is due to commence next week most of the work and road closures will commence in June and will result in the road being closed for several months. She advised on the consultation about diverted routes as it did not appear on SGC's website. She also advised on imminent works planned to Church Road and that the information hadn't seemed to have been received by the Parish Council.

It was **RESOLVED**: that the Clerk checks with SGC that their mailing lists are up to date and include Frampton Cotterell Parish Council. In the meantime, the Deputy Clerk should access information on the scheme and advertise it to the parish.

1430 Finance – Expenditure for December – for information only was **NOTED**

1431 Planning: -

- i. **Feedback and Enforcement – for information only was **NOTED**.**
- ii. **Planning Schedule – See attached schedule**

1432 Date of next Meeting

Wednesday 6th March 2019 at 7.30pm

The Chair closed the meeting at 9.40pm

