

Minutes of the Meeting of Frampton Cotterell Parish Council
20 June 2018
Held at the Bockeridge Centre, Woodend Road, Frampton Cotterell

Present: Councillors Mrs Williams, (*Chair*), Beecher, S. Clark, J. Farbrother, G. Georgiou, D. Hockey, P. Hockey, Mrs Stickland, Susan Tubey (*Vice Chair*), Underhill, and Mrs Walters

Also Present: Naomi Bibi (*Clerk*)

Apologies: Cllrs Mrs Allan, Clothier, Mrs Pennell and Wells

1228 Apologies for Absence

Apologies from Cllrs Mrs Allan, Clothier, Mrs Pennell and Wells were noted.

1229 Evacuation Procedure

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

1230 Declarations of Interest and Dispensations

Cllrs D 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.

1231 Confirmation of Minutes – 6th June 2018

The minutes were approved as an accurate record.

1232 Matters of Report Arising from the Minutes not otherwise included on the Agenda

It was advised by Councillor Sue Walters that at the last Annual Parish Meeting, Cllr Tom Clothier stated that he no longer wanted to be on any working groups (other than the Park Development Working Group); confirmation of this was to be sought.

1233 Submissions from the Public

There were none received.

1234 Submissions from Members: Proposal from Cllr D. Hockey to discuss: “What kind of a Parish Council would we like?” and to agree the vision for the Council

Cllr D. Hockey asked that fellow councillors put forward three ideas or themes that could cumulatively become the aim and vision of the Parish Council.

It was agreed that this was an excellent idea, but that the vision would need to be agreed by whole council in order to work. The idea was clarified as a vision as to how the Parish Council should be, and that this vision could then be used to drive and achieve future projects.

ACTION: The Clerk to research other Town and Parish Vision Statements and to also circulate the Parish Council Charter to Full Council.

1235 Reports from Committees, Working Groups and the Clerk:-

i. Frampton Cotterell Playing Fields Committee – Minutes from the AGM 6th March: The minutes from the 17th April had been circulated.

Cllr Walters informed those present that the Big Picnic had to date raised over £1.5k and she extended congratulations to all involved.

ii. Notes from the Security Provision Working Group – 31st May 2018: It was agreed unanimously that following the recommendations made by PC Simmons and the Crime Prevention Officer, the new door entry system should be installed (provided that suitable quotes were obtained and were within budget).

Window locks should also be investigated for security, but also in consultation with the Fire Warden.

Concerns were raised over the fact that the external kitchen door is labelled a fire exit, but is actually cordoned off by locked metal gates at each end.



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ACTION: The Clerk to seek advice from Fire Warden with regards to window locks (and fire safety implications) and the kitchen door being used as a fire door.

- iii. **Notes from the Finance Working Group – 29th May 2018:** Re. Point 3 of the notes, it was recommended that a column be added to show not only what was paid at time of purchase, but also to show what any replacement costs would be.

ACTION: The Clerk to add a column to the asset register to allow both price paid and replacement costs.

Re. point 7, it was noted that it should read “This will enable *people* to re-fill...” rather than “This will enable *sports* to re-fill”.

A discussion ensued about CIL money and how it could be spent. It was suggested not to remove Floral Friends of Frampton’s bench, but to instead enquire about putting a new bench inside the churchyard, or at the bus stop. It was unanimously agreed though and **RESOLVED:** that a bench and a “there but not there” statue be purchased, and where exactly they should be put decided accordingly.

ACTION: The Clerk to speak to the Church to see if they would like the bench put in their churchyard and if so, how this could be achieved.

With regards to the water fountains, it was agreed that whilst there were other locations where water fountains would be welcomed, the Council should see how well it works at Crossbow before considering installing others. It was queried whether a combination water fountain / war memorial was a possibility.

The Suffragette Garden was discussed but Council were unable to agree on a location and so it was decided to open this up to public consultation with the suggested locations being advertised on the Council’s website, Facebook page, and even in the From Valley Voice, asking for comments / suggestions of other pieces of land that could be used.

ACTION: The Clerk to advertise possible pieces of land to be used for the Suffragette Garden on the website, the Facebook group and with From Valley Voice, and to request community comment.

It was queried whether CIL money could be used to fund a biodiversity survey as part of the Centenary Field research ongoing.

It was also queried whether CIL money could go towards installing a lift in the Pavilion (or indeed any other accessibility projects).

ACTION: The RFO to look into these as possible options.

The possibility of installing segregated recycling bins across Frampton was also discussed.

ACTION: The Clerk to speak to Kristy Spindler (Waste Manager at South Glos) for advice regarding this.

With regards to Finance recommendation no. 4 (to purchase a noticeboard), this was unanimously agreed.

- iv. **Update on the Youth Management Working Group:** The Clerk updated Councillors as to the recent Youth Meeting held on 13th June 2018. It was agreed by Council that the contract between Southern Brooks and Frampton Cotterell be signed subject to minor amendments requested by Southern Brooks and the Council. It was requested that the terms on which Southern Brooks are paid should be worded exactly the same in both the contract and the SLA.

- v. **Update from the Clerk on the Broukeridge School Site:** The Clerk informed Council that the application to Historic England had now been referred to an advisor and there should be a clear decision as to whether the application was successful or not by the auction date of 28th June. The advisor commented that the application had been marked as a “hot case” given the imminent auction date.

Regarding the option for FCPC to place a bid on the building itself, following advice from Deborah White at ALCA and strict guidelines from the Public Works Loan Board, the Clerk advised that at this stage it would not be possible to proceed with making an offer, most notably given the lack of sufficient time to carry out necessary public consultation. Council agreed unanimously not to take the attempt to purchase the old Broukeridge School forward therefore, but to instead focus efforts on getting the building nationally listed.

Thanks were extended to Cllr Susan Tubey who had brought this to the Council’s attention initially, and also to Cllr Andy Beecher and his wife, Stella, who had done much invaluable preliminary research on the old School, as well as to the Clerk for getting the application submitted within such a short timeframe.

ACTION: The Clerk to write formally to Ian Gething (Conservation Officer at South Glos) to thank him on behalf of whole Council for his contribution to the form.

U. Willson

- 1235** **ACTION:** The Clerk to write a piece for the From Valley Voice regarding the school and the application to have it listed as well as the fact that all proceeds from the school's sale must go into providing education for children of the village, as per the original trust deeds.

1236 Other Reports / Consultations

The Clerk recommended that these consultations were not to be discussed at length at Council meetings, but rather councillors were advised to read the relevant documentation ahead of the meetings and either make comments as individual councillors, or to come prepared with comments they would like to put to Full Council to then be sent on Full Council's behalf.

- i. **South Gloucestershire Council Proposed Changes to Healthwatch:** There was no Full Council Comment.
- ii. **South Gloucestershire Council Scrutiny Commission Gypsy and Traveller Task and Finish Group:** The Chair put forward comments which Council accepted.
ACTION: The Clerk to submit these comments on behalf of Full Council.
- iii. **Notice from South Gloucestershire Council re. the use of Chemicals:** Council confirmed happy to "opt-out" (no action needed).
ACTION: The Clerk to see that this information of added to FCPC's website for information.
- iv. **South Gloucestershire Council Review of Community Infrastructure Levy (CIL) (all wards):** *For Information only.*

1237 Public Space Protection Orders – Statement put forward by Mr Andrew Edgington (resident of Coalpit Heath) requesting: South Glos. Council introduce a Public Space Protection Order (PSPO) requiring dog walkers to carry "poo" bags

It was **RESOLVED:** that Council support Mr Edgington's request.

ACTION: The Clerk to write to South Glos. Council encouraging them to introduce a PSPO requiring dog walkers to carry "poo" bags. This letter should also be circulated to other Town and Parish Councils in the area for them to send from themselves onto South Glos.

1238 Bus Franchising – Request for support from Timsbury Parish Council regarding a franchised bus service

Council discussed the request and it was **RESOVLED:** that whilst interested in the views of Timsbury Parish Council, FCPC would rather wait and participate in the upcoming consultation of the Metro Mayors Bus Strategy.

ACTION: The Clerk to write back to Timsbury Parish Council explaining this.

1239 Christmas Tree – Offer of a Living Christmas Tree from AHA Member

Following a visit to see the Christmas Tree by Cllr Sue Walters and Groundsman Russell Keyte, it was advised that the tree (a Norway Spruce) was healthy and had a good shape and could be moved. The AHA Member was happy to wait until September / October to have the tree removed from his garden.

ACTION: The Clerk to write and formally accept the offer.

1240 Website: Changing the Council's Domain to .gov rather than .org (as advised by SLCC and NALC following government guidelines)

The Clerk updated Council that it had been advised by the SLCC and NALC that Town and Parish Councils should be using a .gov rather than .org domain. In light of this, the Clerk recommended reviewing the whole website and having a new website designed which was more user friendly for the public and Council alike.

It was **RESOLVED** by Council that £3.5k could be used at the Clerk's discretion for the redesign of the website and to resolve current IT issues for staff in the office, with a report back to Council if it looked like this budget was to be exceeded.

1241 Information from the Clerk on Working Groups vs. Committees

The Clerk highlighted the length of the meeting's agenda and suggested it might be possible for the Council to run more effectively and efficiently if committees were appointed (rather than just working groups as per the current situation). A brief discussion was had over the pros and cons of both Committees and Working Groups.

ACTION: The Clerk to provide a more in-depth proposal and explanation at a future meeting date.

Rowell

1242 Brief GDPR Update from the Clerk, plus advice from Deborah White (ALCA) re. Councillors Storing Private Data at Home

The Clerk updated Council that measures to ensure GDPR compliance were under way and staff were currently working on the Council's Privacy Policy which would be advertised on the website shortly. The Clerk also updated Councillors that as per NALC advice, any councillor who processes personal data on a computer (e.g. names and addresses of residents contacted about planning matters, or for election canvassing is a data controller separate from the council), would have to pay the Data Protection fee of £40 directly to the ICO. A councillor who does not process personal data or does so without using a computer is not required to pay the fee.

ACTION: The Clerk to circulate email from Deborah White with further information regarding this.

1243 Training: Confirm date for Councillor Training / Update on Chair Training

ACTION: Dates to be circulated to Full Council.

1244 Finance:-

i. **Expenditure for April – For Information Only.**

ii. **Grant Applications – Adjourned to Finance Meeting on 24th July 2018.**

1245 Planning:-

i. **Feedback to date – Noted**

ii. **Planning Schedule – See attached schedule**

iii. **Planning Appeals – Noted**

1246 Any Other Items the Chair Decides are Urgent

The Chair raised concerns over the road works caused by Wessex Water and queried why the problem had not been suitably fixed initially causing the road to be dug up again. She suggested the Council write to Wessex Water and South Glos. Council to complain and ask why the problem wasn't rectified the first time, and to also query with the Council why they granted permission for the road to be dug up again.

ACTION: The Clerk write to Wessex Water and South Glos on behalf of the Council.

1247 Date of next Meeting

Wednesday 4th July 2018 at 7.30pm

The Chair closed the meeting at 21:40

