

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

Present: Councillors Clothier, (*Chairman*), Mrs Allan, Beecher, Clark, D Hockey, Pat Hockey, Mrs Stickland, Susan Tubey, Mrs Walters and Mrs Williams

Apologies: Councillor Farbrother and Underhill

1060 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

1061 Declarations of Interest and Dispensations

- Cllrs D and Pat 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.

1062 Confirmation of Minutes – 10th January 2018

It was moved by Cllr Mr D Hockey, seconded by Cllr Mrs Williams and

RESOLVED:

- That the minutes of the meeting of the Parish Council held on 10th January 2018 be confirmed and signed subject to the amendment of minute 1051 which should read *“The Clerk in conjunction with the Chairman seek a competent solicitor to read conveyances and trust deeds via National Association of Local Councils”*

Cllr Beecher requested it be recorded that although not present at the meeting on 10 January, Item 8 on the agenda relating to that meeting wrongly stated that the Parish Council had raised an Objection to PT17/0264/F and had in fact raised No Objection.

1063 Questions/Comments from members of the public

There were no members of the public present and following discussion it was

RESOLVED:

- To expand the title of this section of the agenda to include *“/comments from the Website”*

1064 Planning Applications

RESOLVED:

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

1065 Planning Decisions

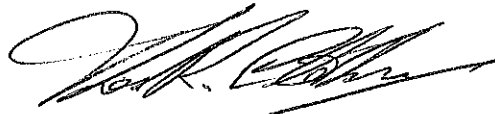
RESOLVED:

- That the planning decisions at Appendix 2 be noted.

1066 Planning Appeals and Alleged Breach of Planning

SGC Enforcement Team had written to confirm that a site visit to Grange Farm, Old Gloucester Road would take place, the findings of which will be reported to the Parish Council shortly afterwards.

This was noted.



1067 Parish Council Email Account

Members heard that SGC would no longer be supporting Parish and Town Councils via their email exchange and that all councils should seek an external provider for their service.

RESOLVED THAT:

- Councillors be provided with a fully costed report in line with its Financial Regulations, including the cut-off date and information whether it is possible that this could be a task related to the future provider of the new website
- To place this item on a future agenda for full consideration

1068 News article

Referring to min 1057, the Clerk presented costings for advertising within the Frome Valley Voice. The Deputy Clerk requested confirmation from Council, referring to min 970, that this article was a one-off exercise due to time constraints. Members requested the Clerk consult with the Responsible Financial Officer as to the budget available when presenting reports as normal practise and

RESOLVED THAT:

- The news article is drafted, presented to the next Council meeting for appraisal and only submitted for print providing it is in the same edition as the retraction requested
- The retraction is on the front page
- The Deputy Clerk ensure that there is a budgeted amount available for the request
- A full page be purchased in the amount of £262 without VAT, subject to the above

1069 Youth Services Management Meeting of 17 January 2018

The Clerk presented the above minutes, a copy attached at Appendix 3 and it was

UNANIMOUSLY RESOLVED THAT:

- The Clerk provides Winterbourne Parish Council with a copy of Southern Brooks Community Partnerships' quarterly report as soon as practicably possible
- Investigations and liaison with the Police take place into the resurrection of the internal CCTV system, gaining full costings to provide four cameras throughout the building
- The Clerk provides a comprehensive report to include all costings and budgetary information to a future Council meeting
- The Clerk liaise with all users of the Centre regarding items left on the premises and the importance of locking cupboards when not on the premises
- The Clerk contacts the young person and thank them for their letter, inviting them to be a member of the interview panel for the new Youth Leader role.
- The Clerk ensures the deletion of the young person's name from the working group minutes before public distribution
- To grant the free use of the Meeting Room for the interviews, charging for any out of pocket expenses only

Members discussed the awaited SLA/Contract from Burroughs Day Solicitors as details regarding the agreement with Southern Brooks Community Partnership were unclear and it was

RESOLVED THAT:

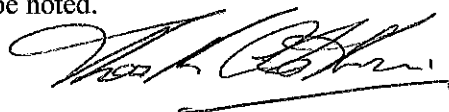
- The Deputy Clerk seek an urgent response from Burroughs Day Solicitors as to when the Council can expect a draft SLA/Contract
- Westerleigh Parish Councils' offer of a £750 donation be accepted immediately

1070 Facebook

The Clerk presented for information, the statistics gathered to date.

RESOLVED:

- That the report be noted.



1071 Payments for November 2017

The Clerk presented the above list for approval and confirmed that, as recommended by the Council's Internal Auditor, the details of the payments had been checked by Cllrs Mrs Stickland and Mrs Williams prior to the meeting.

RESOLVED:

- That the list of payments, as attached at Appendix 4, be approved.

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1072 Annual reports for Thornbury, Winterbourne and Yate Libraries**RESOLVED:**

- To check with the Clerk if a letter has been written to Mrs Dunmur passing on the Councils' thanks for her dedicated work ensuring a copy is provided to the Chair and Vice Chairman.

1073 Oil Painting of Brockeridge Infants School

Whilst members agreed this to be a good idea and that it should be hung at the Brockeridge centre, it felt more details were required and

RESOLVED THAT:

- The Clerk write to Stella Beecher thanking her for her letter
- The Clerk request the artist training and qualifications
- Investigations are sought as to the costs involved, copy rights and funding streams available to the Council as there is currently no budget for this

1074 Electoral Review of South Gloucestershire: Final Recommendations**RESOLVED:**

That this be noted.

1075 The following correspondence was noted:

Electoral Review of South Gloucestershire: Final Recommendations

South West Councils January newsletter

Flood Warden Newsletter Winter 2017/18

Winter 2017/18 edition of the Heritage Hub Newsletter

Citizens Advice Annual Impact Report

1076 Staffing Working Group – Minutes of 24 January 2018

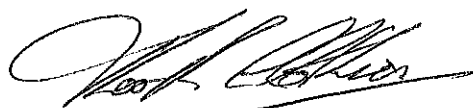
RESOLVED The Minutes of the Staffing Working Group dated 23 November 2017 be approved together with all recommendations contained therein as attached at Appendix 5

RESOLVED *in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they be instructed to withdraw.*

The Chair updated the meeting fully on the current position. The draft correspondence and proposed performance plan prepared by South Gloucestershire HR was circulated. Members discussed all the proposals in full detail.

It was unanimously **RESOLVED** that:-

- All recommendations received from South Gloucestershire Council HR be approved.
- Councillor Mrs Linda Williams to sign the correspondence on behalf of the Council and deliver it to the employee.
- The proposed Performance Plan be implemented.
- The Parish Council continue to use South Gloucestershire Human Resources Department as Parish Council consultants on all issues appertaining to Parish Council staff and related matters.



- The Staffing Working Group be thanked for all their work in connection with this matter.
- The Chair to update those Members absent from the Full Council Meeting.

RESOLVED *The meeting return to open session.*

The Chair closed the meeting and thanked everyone for attending.

1077 Date of next meeting

WEDNESDAY 7TH FEBRUARY 2018 AT 7.30PM AT THE BROCKERIDGE CENTRE

**The Chair
Signed:**



Dated: 24-1-2018