

**MINUTES OF MEETING OF FRAMPTON COTTERELL PARISH COUNCIL HELD ON THE 25 APRIL 2018
AT 7.00 PM AT THE BROCKERIDGE CENTRE, WOODEND ROADFRAMPTON COTTERELL**

PRESENT: Councillors Mrs Williams (Chair), Mrs Allan, Beecher *(part)*, Farbrother *(part)*, D Hockey *(part)*, Pat Hockey *(part)*, Mrs Pennell *(part)*, Mrs Stickland, Susan Tubey, Mrs Walters and Underhill.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clothier, Georgiou and Wells.

1152 EVACUATION PROCEDURE

The Chair drew attention to the emergency evacuation procedure.

Councillors Pat Hockey, D Hockey, Mrs Pennell and Farbrother entered the meeting.

1153 DECLARATIONS OF INTERESTS 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.

1154 REVIEW OF PARISH COUNCIL DOCUMENTS

(a) Staff Contract

The proposed staff contract having been updated by the Parish Council's HR advisor, endorsed by the Staffing Working Group and previously circulated to Members was discussed.

RESOLVED That the Staff Contract (*Appendix 1*) be approved and adopted by the Council.

1155 (b) Probationary Policy

The proposed Probationary Policy having been updated by the Parish Council's HR advisor, endorsed by the Staffing Working and previously circulated to Members was discussed.

Councillor Beecher left the meeting.

RESOLVED

The proposed Probationary Policy (*Appendix 2*) be approved and adopted by the Council.

1156 (c) Managing Employee Performance Procedure

The proposed Managing Employee Performance Procedure (*Appendix 3*) having been updated by the Parish Council's HR advisor, endorsed by the Staffing Working Group and previously circulated to all Members was discussed.

It was felt that the Performance Procedure should be a function of a Staffing Committee (with formal terms of reference and delegated powers) rather than the Full Council.

RESOLVED

The proposed Managing Employee Procedure be approved and adopted by the Council to ensure continuity, but urgent steps be taken to establish a Staffing Committee at the forthcoming Annual Council Meeting and the Procedure be amended accordingly and re-presented for formal approval.

1157 (d) Managing Ill Health

The Proposed Managing Ill Health Policy (*Appendix 4*) having been updated by the Parish Council's HR advisor, endorsed by the Staffing Working Group and previously circulated to all Members was discussed.

It was felt that the Managing Ill Health Policy should be a function of a proposed Staffing Committee (with formal terms of reference and delegated powers) rather than Full Council.

RESOLVED

The proposed Managing Ill Health Policy be approved and adopted by the Council to ensure continuity, but urgent steps be taken to establish a Staffing Committee at the forthcoming Annual Parish Council Meeting and the Policy be amended accordingly and re-presented for formal approval.

1158 APPOINTMENT OF PARISH CLERK

A request was received from the Staffing Working Group for delegated powers to appoint the best person interviewed to the position of Clerk to Frampton Cotterell Parish Council.

The Acting Parish Clerk entered the meeting.

Discussion took place as it was not clear whether a task Working Group could be given delegated powers to appoint staff.

RESOLVED The request for delegated powers be declined and a Special Parish Council meeting be called for Wednesday 2 May 2018 at 7pm with one Agenda item to receive recommendations from Staffing Working Group on the appointment of Parish Clerk.

The Chair closed the meeting at 7.30 pm and thanked everyone for attending.

1159 Next Extra Ordinary meeting of the Council – Wednesday 2nd May 2018 at 7.00pm

The Chair
Signed:



Dated:

9/5/18.

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

Present: Councillors, Mr Beecher (*Chair*), Mrs Allan, D Hockey, Pat Hockey and Mrs Pennell

Also Present: Sara De-Barros, parishioner

Apologies: Councillors Clothier, Clark, Farbrother, Mrs Stickland, Susan Tubey, Mrs Walters, Wells, Mrs Williams and Underhill

1160 Election of Chair

Following a proposal by Cllr Mrs Pennell, seconded by Cllr Mrs Allan it was

RESOLVED: Cllr Beecher assume the Chair

1161 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

1162 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.
- Cllr Mrs Pennell declared an interest in PT18/1600/F and took no part in the discussion or decision

1163 Confirmation of Minutes –11 April 2018

It was moved by Cllr Mrs Allan, seconded by Cllr Mrs Pennell that with the following amendment to *Minute 1136*, “*Mrs Curtis attended a site visit at 216 Woodend Road*” ... and a correction to the spelling of Cllr G Georgiou that it was

RESOLVED:

- That the minutes of the meeting of the Parish Council held on 11 April 2018 be confirmed and signed.

1164 Planning Applications

RESOLVED:

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

1165 Date of Next Extra Ordinary Meeting of the Council 2 May 2018 at 7pm

The Chair
Signed:

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Dated:

5/5/18

Frampton Cotterell Parish Council Observations

Appendix 1

To accompany the Council minutes of
25 April 2018

Year	No	Type	No/Name	Road Name	Proposed Development	Observation	Observation Detail
PT17	3576	O	2	Frampton End Road	Erection of 1no. single storey dwelling (Outline) with all matters reserved. Erection of 1no. detached single storey dwelling	Objection	The Parish Council reiterates its previous decision and supports the views of the Conservation Officer
PK18	1534	CLE	Lamorna	Heathcote Drive	Application for a Certificate of Lawfulness for existing use as residential dwellings, 3 bedroom semi detached house and 1 bedroom semi detached bungalow with individual front and back access.	Objection	There is inadequate parking provisions. The Parish Council support the response made by Westerleigh Parish Council.
PT18	1452	RVC	The Milking Barn Grange Farm	Old Gloucester Road	Variation of condition no. 1 attached to planning application PT17/4636/F to substitute plan with drawing 6341-01F and removal of condition no. 2 planting scheme.	Objection	Due to the vastly increased massing of the roof and domination over other buildings. It is a change in character and effects the building in a listed building curtilage. Due to inaccuracies by the applicant the Parish Council are unable to advise on the drawings supplied. The Parish Council object to the removal of Condition 2.
PT18	1601	F	52	Bell Road	Erection of two storey side and rear extension to form additional living accommodation and erection of front porch.	No Objection	

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PT18	1261	F	63	Park Lane	Demolition of existing porch, side extension and rear conservatory. Erection of front, side and rear extensions to provide additional living accommodation and garage	No Objection	
PT18	1600	F	27	Clyde Road	Erection of two storey side extension to form additional living accommodation and erection of single storey front extension to form porch.	No Objection	
PT18	1185	LB	369	Church Road	Internal and external works to include removal of fireplace, relocate kitchen, replace rooflight, install flue to rear lean to replace living room window to doors and alteration to some windows.	No Objection	The Parish Council has no objection subject to the satisfaction of the Conservation Officer.
PT18	1708	F	22	Sunnyside	Demolition of existing garage. Erection of two storey side and single storey rear	Objection	This is over development of the site. The Parish Council supports the Transport Officer's comments.
PT18	1241	F	1	Western Coach House Bristol Road	Erection of 1 no dwelling with parking and associated works	No Comment	

Shelley