

**Minutes of the Meeting of Frampton Cotterell Parish Council**  
**5<sup>th</sup> September 2018**  
**Held at the Brockeridge Centre, Woodend Road, Frampton Cotterell**

**Present:** Councillors Mrs Williams, (*Chair*), Beecher, S. Clark, D. Hockey, Pat Hockey, Mrs Pennell, Mrs Stickland, Underhill, and Mrs Walters

**Also Present:** Kim Jefferies (*Deputy Clerk*), Debbie Poole (*Support Officer*), Richard Drew (*The Voice*)  
*BRPFMC Representatives:* Kath Aldom, Nick Talbot, Kate Colechin, M Tovey, Julie Tovey

**Apologies:** Cllrs Mrs Allan, Susan Tubey

**1275 Apologies for Absence**

Apologies from Cllrs Mrs Allan and Susan Tubey were noted.

**1276 Evacuation Procedure**

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

**1277 Declarations of Interest and Dispensations**

Cllrs Dave 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.

**1278 Confirmation of Minutes – 18<sup>th</sup> July 2018**

The minutes were approved as an accurate record.

**1279 Reports from Committees, Working Groups and the Clerk: -**

**iii. Update from Frampton Cotterell Playing Fields Committee (Beesmoor Road) (Appendices 3-4 and Pages 14-16)**

At the request of the Playing Fields Committee this item was brought forward.

The Minutes of the Committee and letter of assurance regarding the play equipment were noted. Kath Aldom spoke on behalf of the Committee and said that they wish to put previous issues behind them and move forward. There is a problem that no-one wishes to join the Committee whilst the knotweed debt is hanging over them.

The Committee would like the Council to undertake the grass cutting; play equipment routine and ROSPA inspections; emptying of dog bins and to provide copies of Risk Assessments so that they can adapt them. They would also like the knotweed debt to be waived as point 6 in the letter from the Solicitor states that the Council own the land and are responsible for anything on it. The Chair stated that tonight's meeting was to establish a good relationship between the Council and the Committee, to agree to go ahead to Stage 2 with the solicitor and agree to the Clerk's recommendations. The Deputy Clerk reiterated the need to know of any further questions for the solicitor and that the recommendations are for the interim period until Stage 2 is complete. She also informed the meeting that a planning enquiry was submitted today for the play equipment. Kate Colechin explained that they are unable to proceed with the play equipment without the release of funds. Councillor Dave Hockey said that Council should provide reassurance and commitment of support as far as it is able to and should go ahead with the Clerk's recommendations.

**ACTION:** The Deputy Clerk to speak with HR about adding to the Caretaker's Job Description. It was **RESOLVED:** unanimously that the Letter of Assurance from the Committee be accepted. It was further **RESOLVED:** to accept the Clerk's recommendations of the Council resuming the grass cutting and the deferment of the knotweed re-payments for the interim period with the addition of visual checks of the play equipment as long as this is agreed with HR.

Kate Colechin asked for the release of funds. Councillor Mrs Williams said this would be progressed as soon as possible.

1279 Councillor Dave Hockey advised the Committee that he would be able to help them with MAF  
 Cont funding so that they can proceed with the solar panels.  
 Councillor Pat Hockey queried points 21 and 22 of the Solicitor's letter and asked that clarification is sought from the Solicitor.  
 It was unanimously **RESOLVED**: to proceed with Stage 2 with the Solicitor; to ask the questions outlined by the Clerk with the addition of seeking clarification on points 21 and 22 and the addition of a specific question to the Solicitor on who is responsible for the knotweed costs.  
 Nick Talbot advised Council that the Committee are looking to become a CIO in order to protect personal liability. He will forward a copy of this to the Clerk.  
**ACTION**: The Clerk to send this with the Committee Constitution with the Trust Deed to the Solicitor

1280 **Matters of Report Arising from the Minutes not otherwise included on the Agenda**  
 There were none.

1281 **Submissions from the Public**  
 There were none received.

1282 **Submissions from Members**

Cllr Pat Hockey advised that she had attended the ALCA South Glos. Area Group AGM. She further raised the issue of Fair Trade and discussion ensued about whether Frampton Cotterell Parish Council wished to be Fair Trade accredited. Cllr Dave. Hockey said that Thornbury have a sign saying they are Fair Trade.

**ACTION**: The Clerk to write to the Clerk at Thornbury to see how they are progressing and how they have found the process

Cllr Dave Hockey raised the subject of the Council's Vision and that some Councillors have submitted their views, but it has not progressed.

**ACTION**: The Clerk to add this as an item to the next agenda

1283 **Request from BT Openreach to install 6 metres of duct on Council property**

The Deputy Clerk reported that it is feasible to have the duct installed over ground rather than underground as requested. This would alleviate any potential problems when carrying out the proposed drainage work on the field.

It was unanimously agreed and **RESOLVED**: that the duct be installed over ground across Council property and to report this to BT Openreach.

1284 **Reports from Committees, Working Groups and the Clerk: -**

**i. Revised Report on Renewable Energy Options (Pavilion and Bockeridge Centre) (Appendix 1)**

The Support Officer confirmed that once the water was heated, any excess energy would be sold back to the grid and that the proposed works fully complies with South Gloucestershire Council's grant funding policy. It was unanimously agreed and **RESOLVED**: that Quote 2 (out of three) for two new boilers at the Bockeridge Centre at a cost of £4,992.49 be approved and that Quote 1 (out of 2 with one contractor not responding) for a solar i-boost device and two heating elements for the Pavilion be approved at a cost of £1,050 and the works go ahead.

**ii. Notes from the Finance Working Group – 24<sup>th</sup> July 2018 (Pages 11-13 and Appendix 2)**

Re the Pavilion Enhancement (point 4) – The recommendations were accepted unanimously.

**ACTION**: Councillors Mrs Williams; Dave Hockey, A Beecher; Mrs Walters to form a Working Group

Re Grant Funding (point 6) – The Deputy Clerk reported that if all applications were approved this would leave £960 in the budget.

**ACTION**: Representation on the Frampton Festival Committee be added to the next agenda.

**ACTION**: The Clerk contact the Festival Committee to ascertain how applicants apply and are chosen for donations.

1284

It was **RESOLVED**:

1. **Above & Beyond** – a donation of £184 be granted
2. **The West of England MS Therapy Centre** – a donation of £50 be granted
3. **Jubilee Allotment Holders Association** – a donation of £200 be granted
4. Council adjourned the decision on the **Frampton Cotterell Playing Fields Committee (Beesmoor Road)** grant application due to pending unbudgeted expenses and waiting on information from the solicitor.
5. **Four Towns and Vale Link Community Transport** – a donation of £100 be granted along with an assurance that all businesses within the parish are used when catering for their events.
6. **Frampton Festival Committee** – a donation of £400 be granted
7. **Yate and District Heritage Centre Trust** – a donation of £25 be granted
8. **Wilmotts Way** – a donation of £200 be granted providing the group provides the Council with how parishioners may benefit from these sessions, as previously requested.
9. **Citizens Advice Bureau** – a donation of £325 be granted under *Section 142 (2A) Local Government Act 1972*
10. **St. Peter's Church** – a donation of £50 be granted under *Section 2 of the Parish Councils Act 1957*

Re CIL Projects and Neighbourhood Plan (point 8) – the recommendations were accepted

Re Asset Register Review (point 11) – It was **RESOLVED**: to delete the words “in three months’ time”

Re Review of Hire Charges at the Brockeridge Centre (point 12) – this item was adjourned.

**ACTION**: add Hire Charges to next agenda

Re Swift (point 13) – It was **RESOLVED**: unanimously that Swift Group be charged one term at the reduced rate whilst work is carried out on the review of Community Hire Charges.

Re Grant Funding Application (point 14) – It was **RESOLVED**: that deadline for applications be changed to end of February each year and six monthly thereafter.

**ACTION**: Councillor Beecher to amend the policy and send to the Clerk for referring back to Council.

Re Correspondence Received (point 16) – **ACTION**: Mr and Mrs Ambrose’s request for extra litter/dog bin on Frampton End Lane be passed to SGC for consideration.

### iii. Update from Frampton Cotterell Playing Fields Committee (Beesmoor Road)

See 1279 above

### iv. Report for Cost of Van Trackers for Council Van (Page 17)

It was **RESOLVED**: that the recommendation of Quote 4 (out of 4 quotes) be approved at a cost of £12.99 per month.

### v. Centenary Field – Appointment of new Working Group / Feedback to Festival Committee

**ACTION**: Councillors Mrs Williams, Mrs P Hockey, and Mrs Walters to form a Working Group and the Support Officer to invite absent Councillors for one more member.

Councillor Mrs Walters left the meeting.

**ACTION**: The Support Officer to advise the Festival Committee that it was a fantastic event and submit feedback.

1285 **Finance:-**

### Expenditure for May, June and July (Pages 18-22)

The Chairman 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

**RESOLVED**:

- i. That the list of payments be approved.
- ii. **Pension Fund Policy - RESOLVED**: its policy re Membership of Local Government Pension Fund “As of 2018, all current and future employees are designated as eligible to become members of the Local Government Pension Scheme.”
- iii. Website/IT updates – referring to min 1240, Council **RESOLVED** that a virement of £3.5k be met from Reserves

- 1285 iv. **WWI Commemoration Update (page 23) –**  
 Re The “There But Not There” Figure - The Deputy Clerk showed Council the figure. It was agreed that securing it to a wall would be the best course of action and that the Royal British Legion would be a suitable site.  
**ACTION:** The Support Officer to ask the Royal Bristol Legion where they would like to site the figure and report back to Council.  
 Re The Noticeboard - It was **RESOLVED** that option 2 (out of 4 options) for the Noticeboard be approved at a cost of £1,481.75.  
 Re The Suffragette Garden - it was agreed to await the response expected from the WI following their meeting on 18<sup>th</sup> September.

1286 **Consultations (page 24) – Noted, no comments**

1287 **Planning:-**

- i. **Feedback to date – Noted**
- ii. **Planning Schedule – see attached schedule**

1288 **Any Other Items the Chair Decides are Urgent - None**

1289 **Date of next Meeting**

Wednesday 3<sup>rd</sup> October 2018 at 7.30pm

The Chair closed the meeting at 21:40

Susan T. Tubey  
 3 Oct 2018