

Minutes of the Meeting of Frampton Cotterell Parish Council
7 November 2018 at 19:30
Held at the Brockridge Centre, Woodend Road, Frampton Cotterell

Present: Councillors Mrs Williams (*Chair*), D. Hockey, P. Hockey, Mrs. Pennell, Mrs Stickland, Susan Tubey, Underhill, Mrs Walters and Wells

Also Present: Naomi Bibi (*Clerk*), Two leaders from Frampton Scouts / Cubs / Beavers Group, one member of public.

Apologies: Cllrs Mrs Allan and Beecher

1332 Apologies for Absence
 Apologies from Cllr Mrs Allan and Beecher were noted.

1333 Evacuation Procedure
 The Chair drew attention to the emergency exits and evacuation procedure.

1334 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.

1335 Confirmation of Minutes – 3rd October 2018
 The minutes were approved as an accurate record.

1336 Matters of Report Arising from the Minutes not otherwise included on the Agenda
 The Chair informed council that regarding Minute 1316, and the resolution to allow the office to purchase a stone trough and plaque up to a total cost of £500, which could then be planted with the Youth Group and FFF in Suffragette colours, there was actually CIL money available which had previously been agreed to be used to fund something commemorative for the Suffragettes. Reviewing this, Council therefore **RESOLVED** to: increase the amount the office could spend to £1000, using the CIL money as had previously been agreed.

1337 Submissions from the Public
 Two leaders from Frampton's Scout / Cub / Beaver group came to talk with regards to point 8ii on the Agenda – *Notes from the Finance Working Group* – and in particular on the recommendations made by the Finance Working Group with regards to the installation of a new kitchen and adequate storage space.

The leaders said that they currently meet Mondays, Wednesdays and Fridays and carry out the vast majority of their activities (such as games, crafts, map reading, woodwork etc.) at the Pavilion. It was confirmed that an average of 20-25 children attend on each of these evenings, and that there is currently a waiting list of about 24 children who they were unable to accommodate due to a shortage of leaders.

They said that they desperately needed more storage solutions as this was lacking, and what existed was already fully used and they had no access to. It was also stated that the kitchen area definitely needed to be worked on (although currently is used mainly for drinks and some cooking, however this might change if the kitchen was more suitable to use). They recommended a stainless kitchen akin to the one at the Brockridge Centre as being more suitable, with a hot water urn, and the fridge being moved to a more sensible place.

It was also raised that since the leak, there is still some insulation waste that needs to be cleared, and they asked if it would be possible to have access to the bins outside (either by being given a key or the combination to the padlock).

ACTION: The Clerk to notify the caretaker about the waste and to also enquire about access to the bins.

The Scout leaders requested Council consider allowing two of their members use some space at the pavilion for their radio station. The Clerk requested that they put this in writing so that it can be officially added to an agenda and discussed by Council to make a decision.



1338 Submissions from Members

i. Suggestion to assist local schools with a "Park and Stride" (Cllr Mrs Allan)

Although Cllr Mrs Allan had sent her apologies, Councillors considered the suggestion to assist local schools with a park and stride scheme. It was agreed that this would be something good to try and achieve given the congestion around the schools at drop-off and pick-up times.

ACTION: The Clerk to make contact with local schools to see if it would be possible to collaborate on a park and stride scheme, to identify possible locations for parking / striding and to obtain copies of the schools' travel plans where possible.

ii. Suggestion for Frampton Cotterell to erect a Blue Plaque in honour of local author Dick King Smith (Cllr Mrs Walters)

Cllr Walters felt that there should be some acknowledgement to author Dick King Smith in the village given the reference to Frampton in his books, be that in the form of a blue plaque or having a street named after him or one of his characters. Cllr Walters informed council that it was not necessary to go through the Society in order to obtain a plaque. It was noted that a lot of the book references bordered with Westerleigh Parish Council and it was therefore recommended and **RESOLVED** to: speak to Westerleigh Parish Council to see if they would be interested in a joint plaque, for example on Nightingale Bridge, where the boundaries meet.

1339 Reports from Committees, Working Groups and the Clerk:-

i. Minutes from the Extraordinary Staffing Committee - *for information only*

These were noted.

ii. Notes from the Finance Working Group – *with recommendations:*

Re. **Recommendation 1:** In light of the report put together regarding additional radiators required at the Brockeridge Centre, Council voted to not accept this recommendation.

Re. **Recommendations 2-6:** It was agreed that in light of the additional information and feedback provided by the Scout leaders, full costings for a new kitchen (domestic and industrial), along with storage solution options should be presented to full council, along with how much of the CIL money remains once all other CIL projects have been taken into account.

ACTION: The Clerk to obtain costings for a new kitchen and storage solutions at the Pavilion, and provide table with what the CIL money to date is allocated for. The Clerk to also clarify with the RFO when the earmarked amount for the Pavilion was reduced to £20k, as some members recalled it being £40k. A précis should be put together with relevant minute numbers provided to clarify confusion.

It was generally agreed that the Pavilion Working Group and Pavilion Task and Finish Group should be merged, that the finance needed clarifying, and that the Terms of Reference needed to be ratified by Council.

Re. **Recommendations 7-10:** Council approved these recommendations.

Re. **Recommendation 11:** Council approved this recommendation.

ACTION: The Clerk to contact CCLA to arrange for a representative to present at Council. The Clerk to also speak to Dave Perry at South Glos to find out who they use for investments.

Re. **Recommendation 12:** Council accepted this recommendation and requested that specifically with leasing a van, what extras were included such as insurance, road tax, MOT etc.

Re. **Recommendations 13-14:** Council accepted these recommendations.

Re. **Recommendation 15:** Council agreed that CCTV needed to become more of a priority for both the Brockeridge Centre and the Pavilion, and that these costings should go into the budget for the next year.

Re. **Recommendation 16:** IT was queried whether the cost could be justified and argued that perhaps the money could be put to better use, but Council ultimately accepted the recommendation.

Re. **Recommendation 17:** The Chair clarified the recommendation to read that the RFO should produce a budget showing the items that Council need to feed into / may have input for, rather than standard payments.

ACTION: The Clerk would discuss this with the RFO to see if it would be possible to produce a budget paper with selective information on it and report accordingly.

Re. **Item 9:** The Council accepted this recommendation.

The Chair commented that moving to a Finance Committee, on which all members sat, would be a more efficient way for all matters financial to be discussed, and would streamline the process without decisions needing to be referred to Full Council.



- 1339 **iii. Notes from the Centenary Field Working Group – with recommendation**
Cont Council approved the recommendation.
- 1340 **iv. Minutes from the Frampton Cotterell Playing Fields Committee (Beesmoor Road) General Committee Meeting held on 2nd October 2018 – for information only**
 These were noted. Cllr Pennell also updated Council saying that two new Chairs had been appointed (to share the role), along with a new treasurer, and that the situation was very positive. She also informed Council that a new contract with the football team was being drawn up, which was also a very good step.
- 1341 **v. Report from the Clerk on the SLCC's National Conference**
 The Clerk's report was noted and the Chair thanked the Clerk for providing an interesting update.
- 1342 **vi. Report from the RFO re. the Installation of the Boilers at the Brockeridge Centre**
 Council approved the recommendations to delegate authority to the clerk to commission the work.
- 1343 **Recommendation from PC Finbar Simmons re. securing the Jubilee Allotments**
 Council suggested putting in a quick growing hedge and gave Pyracantha (Firethorn) as an example. It was raised that the allotments are only leased and so contact needed to be made with the landowners to seek approval.
ACTION: The Clerk to write to the landowners to seek permission to put a hedge in with a view to protecting the boundary of the Jubilee allotments.
- 1344 **Finance: Months 5 and 6 Expenditure – for information only**
 Finance was noted.
- 1345 **Consultations – for information only**
 Consultations were noted.
- 1346 **Planning:-**
i. Feedback to date – Noted
ii. Planning Schedule – See attached schedule
- 1347 **Any Other Items the Chair Decides are Urgent**
 The Chair talked about the Christmas carols around the tree event and said that it would be good to make it a larger event this year. Posters were distributed to be put up around the village and it was requested that councillors sign invitation letters that were to go out. The Chair also called for more volunteers for the event. The purchasing of a new Christmas tree and identifying funds for this and refreshments was talked about with this to be on the agenda for the next meeting.
- 1348 **Date of next Meeting**
 Wednesday 21st November 2018 at 7.30pm

The Chair closed the meeting at 21:20

