

Minutes of the Annual Meeting of Frampton Cotterell Parish Council
15th May 2019 at 19:30
Held at the Brockeridge Centre, Woodend Road, Frampton Cotterell

Present: Councillors Mrs Allan, T. Clark D. Hockey, P. Hockey, and Mrs Walters

Also Present: Naomi Bibi (*Clerk*) and three members of the public.

Members elected Cllr D. Hockey to preside as Chair in the absence of both the Chair and Vice Chair

1481 Election of Chair and Declaration of Acceptance of Office

Council **RESOLVED:** to re-elect Cllr Linda Williams as Chair of Council *in absentia*.

1482 Election of Vice Chair

Council **RESOLVED:** to re-elect Cllr Susan Tubey as Vice Chair of Council *in absentia*.

1483 Evacuation Procedure

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

1484 Apologies for Absence

Apologies for absence were received from Cllrs E. Pennell, Susan Tubey, and Mrs Williams.

1485 Declarations of Interest and Dispensations

None were made.

1486 Confirmation of Minutes –The Annual Parish Meeting held on 17th April 2019, and the Full Council Meeting held 24th April 2019

Each set of minutes were approved as a true and accurate record.

1487 Chair's Announcements – *for information only*

There were none.

1488 Submissions from the Public

i. Request from the Scouts to host a tethered balloon event

Council **RESOLVED:** to allow this event to take place on the proviso that if the weather is wet, no vehicles will be permitted onto the park.

ii. Request from Frampton Festival Committee to change venue of this year's festival

Committee members from the Festival explained to Council that due to the collapsed wall on Mill Lane, there was no way for the festival lorries to turn into the Mill Lane allotment carpark and access the Centenary Field. They asked members therefore to consider allowing them to hold the festival at the Park instead.

Members agreed that South Glos Council should be contacted again urgently with regards to the collapsed wall now actually causing an obstruction by preventing access to the Centenary Field. It was also agreed that the festival was a hugely important event for the village, and that it was too late in the day to expect the Festival Committee to try to find another suitable venue in the village. However, concern was expressed with regards to potential damage that might be caused to the pitches, particularly in the case of bad / wet weather.

1488 Submissions from the Public Cont...**Cont** Members **RESOLVED**:

- a. To work with South Glos Council and the Festival Committee to find a way for the festival to go ahead either at the Centenary Field, or the Park.
- b. To engage with Streetcare at South Glos, and with South Glos District Councillors, to call an urgent site visit to Mill Lane to see if it would be possible to make a temporary fix that would allow vehicular access and hence for the festival to take place at the Centenary Field.
- c. That the Festival Committee should submit a formal application to the Council with regards to holding the Festival at the Park (the Clerk to forward a copy of the "application to use green spaces" form to committee members), should the festival need to be held at the Park.
- d. To delegate authority to the Clerk to make the decision as to whether to go with option b or c (above), depending on the outcome of the site visit with South Glos, and satisfactory completion by the Festival Committee of the Council's "application to use green spaces" form, which would ensure no damages would be caused at the Park.

1489 Submissions from Members

None received.

1490 Parish Council Vacancies – to consider co-options to Council

Mr David Goodwin put himself forward for co-option. He gave a brief presentation to Council about himself and his desire to contribute to the local community. He expressed an interest in sustainability and the environment in particular, but also said that he was an experienced planner and organiser. In his professional role as an engineer, he also had experience managing budgets, estimations, and carrying out risk assessments.

Members **RESOLVED** to: co-opt Mr Goodwin to Frampton Cotterell Parish Council.

Council members welcomed Mr Goodwin to Council and then introduced themselves to him.

1491 Annual Report – for information only

The Annual Report was noted.

Cllr Allan requested that the attendance be amended to reflect that Council had given her dispensation for a prolonged period of absence.

It was noted that Cllr Pennell was in West Ward, and not East as stated in the Annual Report.

1492 To Approve and adopt:-

- i. **Standing Orders** – Council **RESOLVED** to: approve and adopt the Standing Orders.
- ii. **Financial regulations** – Council **RESOLVED** to: approve and adopt the Financial Regulations.
- iii. **Council Policies and Procedures** – Council **RESOLVED** to: approve and adopt the Council's Policies and Procedures.

1493 Review of Inventory and Land Assets

Council **RESOLVED** to: accept the inventory and list of land assets with the following amendments to be made:

- Page 21 – 12: to read "Harris Barton" only.
- Page 22 – 3: to be changed to "Watermore School".
- Page 22 – 6: Change to "Junction with Church Lane".
- Page 22 – 7: Change to "Outside house number X". (RFO to check relevant house number.)

It was queried whether "the Piggeries" should be added to the asset register. The Clerk to check whether the Council is the legal land owner.

It was also queried who was the legal land owner of the land next to the Park (on the way through from School Road to the Park).

1494 Review of Risk Assessments

Members noted the risk assessment document and requested that the RFO provide the Finance and Governance Committee with a more thorough verbal explanation at a future meeting.



1495 Confirmation of Insurance Documents

These were noted.

1496 Meeting Dates for 2019/20

These were approved.

1497 Appointment of Committee Members, Working Groups and Outside Bodies:-

- i. **Finance and Governance Committee – to affirm Terms of Reference and appoint members**
Members asked for clarification on page 39, point 1.7 with regards to the term “management”.

It was **RESOVLED** to: affirm the Terms of Reference and that the following members would join the Finance and Governance Committee: Cllrs Allan, Clark, D. Hockey, P. Hockey, Walters.

Cllrs Tubey and Williams were added in absentia.

Council **RESOLVED** to: elect Cllr Walters as Chair of the Finance and Governance Committee. No Vice Chair was elected.

- ii. **Staffing Committee – to affirm terms of reference and appoint members**

It was **RESOVLED** to: affirm the Terms of Reference and that the following members would join the Staffing Committee: Cllrs Allan, P. Hockey, Walters

Cllr Williams were added in absentia.

Council **RESOLVED** to: elect Cllr Walters as Chair of the Staffing Committee. No Vice Chair was elected.

- iii. **Representatives on committees, working groups, and outside bodies – to appoint members**

Council adjourned this item.

1498 Reports from Committees, Working Groups and the Clerk: -

- i. **Approve quotes for ecological survey and management plan for the Centenary Field**

Council **RESOLVED** to: accept the recommendation made by the Project Officer in the report, which was **Consultancy A**.

- ii. **To review and approve Youth Services in light of new information presented – Clerk to report**

The clerk updated members that the current youth service provider had been notified that Council had resolved at its previous meeting to use the current youth service provider for one centre-based session per week (for the younger youth) only, whilst an alternative youth organisation would be appointed to run the older “outreach” sessions using Yate Town Council’s Urbie bus. The clerk was duly informed by the current youth service provider that following this resolution therefore, Council would no longer be eligible for the funding that it had previously understood it would be, given that in fact this funding was only to be used for the older youth in the village, and therefore could not be applied to running the centre-based session for the younger youth.

In light of this, Council **RESOLVED** to: delegate authority to the Clerk to arrange for another youth service provider to run the centre-based session for the younger youths, and to not necessarily enter into a new contract with the current youth service provider given that there would not now be funding available.

*Council **RESOLVED** to: suspend Standing Orders to enable the meeting to continue as the meeting surpassed the maximum time limit stipulated for meetings.*

- iii. **Report from the Deputy Clerk / RFO on the Pavilion Kitchen Project – for information only**

The report was noted and members thanked the Deputy Clerk / RFO for her work on the kitchen at the Pavilion.

- iv. **Minutes from Frampton Cotterell Playing Fields Management Committee – for information only**

The minutes were noted.

- v. **Notes from Environmental Link Group Meeting held on 19th March 2019 – for information only**

The minutes were noted.

- vi. **Minutes from Frampton Festival Committee Meeting held on 7th May 2019 – for information only**

The minutes were noted.



1499 Consultations

Noted with no member comments.

1500 Finance: -**i. Expenditure for March – *for information only***

Noted

ii. Quarter 4 Accounts – *for information only*

Noted

iii. Approval of the Annual Governance Statement 2018/2019

Council **RESOLVED** to: approve the Annual Governance Statement 2018/2019

iv. Approval of the Annual Accounting Statements 2018/2019

Council **RESOLVED** to: approve the Annual Accounting Statements 2018/2019

1501 Planning: -**i. Planning Schedule – See attached schedule.****ii. Feedback to date – *for information only* Noted.****1502 Date of next Meetings**

Wednesday 29th May 2019 at 7:30pm in the Brockeridge Centre

The Chair closed the meeting at 10.25pm.



SOUTH GLOS. REF/	APPLICATION	EXPIRY DATE	COMMENTS	DECISION
P19/3722/F	47 Lower Chapel Lane Installation of raised platform to the front elevation of existing garage.	21.05.19		No Objection
P19/4487/F	185 Park Lane Frampton Demolition of existing utility room and part demolition of existing garage. Erection of a two-storey side extension to form additional living accommodation. Creation of new vehicular access.	31.05.19		No Objection
P19/4677/F	8 Mill Close Demolition of existing garage and utility room. Erection of a single storey side extension to form additional living accommodation. Installation of 1 no. rear dormer to facilitate loft conversion.	24.05.19	The council has no objection subject to there being adequate parking.	No Objection