

Frampton Cotterell Parish Council

**Clerk to the Council**

**The Brockeridge Centre**

**Woodend Road**

**Frampton Cotterell**

**Bristol**

**BS36 2LQ**

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

**PUBLIC AND PRESS ARE WELCOME**

Ameeting of **FRAMPTON COTTERELL PARISH COUNCIL** to be held on **Wednesday 29th January 2020 at 7.30pm** at **The Brockeridge Centre**, Woodend Road, Frampton Cotterell, BS36 2LQ.

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Clerk to Council 24th January 2019

# A G E N D A

1. To receive apologies for absence
2. To receive any Declarations of Interest and any requests for Dispensation
3. To approve the minutes of the Parish Council meetings held on 27th November 2019, 11th December 2019, and the Extra Ordinary Parish Council meeting on 14th January 2020
4. To consider the application for co-option to be a parish councillor and agree co-option to the Parish Council
5. To receive the Chair’s Announcements
6. To receive submissions from the public
7. To receive reports from District Councillors
8. To receive reports from Parish Councillors
9. To note the Minutes from Committees and Working Groups:
   * Finance and Governance Committee
   * Staffing Committee
10. Planning:
    * To review the planning applications schedule and agree responses
    * To note the planning feedback to date including breaches, appeals, and enforcement complaints
11. Finance:
    * To review and approve the finance reports for Quarter 3, 2019/20
    * To discuss the Interim Internal Audit report and agree actions
    * To agree the councillor internal checker of quarter 3 accounts and process
    * To review quotes and agree the replacement dishwasher for the Brockeridge Centre
    * To agree to the renewal of the CPRE subscription for 2020
    * To discuss and approve the 2020/21 budget and precept
12. To note the training opportunities, conferences, and information events and confirm attendance
13. To agree the date for the Annual Parish Meeting and proposed content of the event
14. To discuss the holding of a VE Day event on 8th May 2020 and agree actions
15. To approve the Project Officer and a councillor to undertake a short presentation at the next South Gloucestershire Climate Emergency Community Engagement meeting on 20th February 2020 at the University of West of England to highlight the Parish Council’s climate/environment work to date, and to agree the councillor rep
16. To consider the application from Friends of FCCE School to access and use the Centenary Field on 28th March 2020 for the Frampton Globe Trot event and agree response
17. Drainage Project:
    * To receive an update from the meeting with the Sports Clubs and Project Manager, GDLM on 23rd January 2020, and note the follow up meeting with councillors and Sports Clubs on 5th February 2020 at 7.30pm
    * To receive an update from the site visit to Yate Outdoor Sports Project
    * To discuss the setting up of a Drainage Project Working Group and the Terms of Reference and agree actions
18. To discuss the Death of a Senior National Figure protocol and agree actions
19. To agree to review, refresh, and the setting up of the following working groups and their terms of reference:
    * Environment and Biodiversity
    * Events
    * Youth
    * School Parking
20. To note the Youth Provision survey <https://www.surveymonkey.co.uk/r/2NHPCKL>
21. To receive an update from the Town and Parish Councils Forum
22. To receive a report on community safety in the parish
23. **EXEMPT ITEMS**: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:

Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1.

1. To receive an update from the solicitor and agree actions
2. To note the resignation of the Caretaker/Handyperson and agree the following:
   * To extend the contract with South Gloucestershire Council to include the emptying the bins and carry out litter picking
   * To agree to review the duties of the posts of Caretaker/Handyperson and alternative service provision to report back to Council
3. Parish Clerk recruitment:
   * To review the applications received for the Parish Clerk vacancy and agree shortlisting
   * To discuss re-advertising the post and agree actions to include:
     1. Whether to include previous applicants
     2. Publication of vacancy including advert and sites
     3. Closing date
     4. Recruitment panel and process
     5. Interview date
4. To consider the extension of the current contract for Interim Clerk and agree actions