**FRAMPTON COTTERELL PARISH COUNCIL**

**MINUTES OF FRAMPTON PARISH COUNCIL HELD 11th DECEMBER 2019 AT 7.30PM AT THE BROCKERIDGE CENTRE, WOODEND ROAD, FRAMPTON COTTERELL**

**PRESENT:** Cllrs L Williams (Chair), S Walters, T Clark, D Goodwin, E Pennell, P Hockey, D Hockey, A Allan, A Walker, S Tubey

**APOLOGIES:** Cllr P Halliday

**IN ATTENDANCE:** A Durn (Interim Clerk).

1. **To receive and accept apologies for absence**

Apologies above were received and noted.

Cllr Allan joined the meeting.

1. **To receive any Declarations of Interest and any requests for Dispensation**

None received.

1. **To approve the Minutes of the Council meeting of 27th November 2019**

To be circulated and deferred to the next meeting.

1. **To consider requests and agree membership of committees**

 It was RESOLVED for Cllr P Halliday to be a member of the Finance and Governance Committee.

1. **To receive the Chair’s announcements**

The Chair thanked all those who organized and supported the Christmas Lights Switch-on event on 29th November 2019, it was very well attended.

1. **To receive any submissions from members of the public**

No submissions were received.

1. **To receive reports from District Councillors**

The following joint report was given:

 **Joint Spatial Plan**

The West of England Partnership has still not published its response to the planning inspectors’ second letter listing, in detail, the flaws within the current Joint Spatial Plan. Cllr Toby Savage had suggested, at the meeting of South Gloucestershire Council on 16th October, that there would be further information to report at the next council meeting on 11th December by which time WEP’s official response should have been published. That December meeting of South Gloucestershire Council has subsequently been cancelled as we have entered a purdah period due to the general election being held on 12th December. The purdah period means that there will be no announcements from WEP about the future of the JSP or from South Gloucestershire Council about the future of the South Gloucestershire Local Plan 2018 - 2036 until after the general election.

**General Election Purdah Period**

As mentioned above we have now entered a pre-election purdah period. The prevents central and local government from announcing new policies or decisions which could influence the outcome of the election. In practice this has minimal effect on the day-to-day work of parish councils; larger town councils may need to review their work. Meetings of South Gloucestershire Council, the Cabinet and various committees that were due to meet during this period have been reviewed and cancelled where appropriate. Community Engagement Forums have been cancelled until the election has concluded.

**Ash Dieback**

Following a query from a Tytherington parish councillor we have written to Cllr Steve Reade, as Cabinet member for Planning, Transport & Strategic Environment, to ask whether the Conservative Cabinet are discussing additional support that South Gloucestershire Council can provide town and parish councils dealing with the impact of Ash dieback on land they own on behalf of their communities. We also asked whether South Gloucestershire Council have considered assisting town and parish councils replace trees lost to the disease. South Gloucestershire Council declared a Climate Emergency earlier this year and carbon capture, in the form of planting trees, will play a vital role if it is to meet its target of being carbon neutral by 2030.

In his response Cllr Reade assured us that Ash dieback is high on his agenda and that he will write back to us with further information once the election purdah period has ended.

**Consultations**

South Gloucestershire Council is still consulting on its budget proposals for 2020/21 ([https://consultations.southglos.gov.uk/consult.ti/Budget20](https://consultations.southglos.gov.uk/consult.ti/Budget20/)). These include a Council Tax rise of 1.99% and an 2% increase in the Adult Social Care Precept. This roughly equates to an additional £59.22 per year on the Council Tax bill of a band D household. This consultation ends on 5th January 2020 with the final budget due to be voted on at the February meeting of South Gloucestershire Council.

The Council thanked District Cllr Clark for the report.

1. **To receive reports from Parish Councillors**

It was requested that hard copies of the agenda and reports for meetings be available. The Clerk asked councilors to let her know when required so arrangements can be made for those councillors to pick them up from the office.

Some councilors stated that they were having problems with accessing their Council email account.

A Motion was PROPOSED to commission an IT surgery from the IT consultant at £40 per hour to work with those councilors having problems. A vote was called.

It was RESOLVED not to commission the IT contractor.

A Motion was proposed to accept Cllr A Walker’s offer to hold a surgery with those councilors having problems. A vote was called.

It was RESOLVED to accept Cllr A Walker’s offer to work with those councilors having problems to sort out the issues.

Cllrs P Hockey and D Hockey joined the meeting.

1. **To note the Minutes from Committees:**
	1. **Finance and Governance Committee**
	2. **Staffing Committee**

These would be circulated.

1. **Planning:**
	1. **To note South Gloucestershire Council feedback on decisions, breaches, and appeals**

Noted

* 1. **To review the Planning applications schedule and agree responses:**
		1. **P19/17299/RVC 69a Park Lane (Aura Retreat)**

**Variation of conditions 2 (Area used as hairdresser/beauty salon) and 3 (Permitted working hours) attached to planning permission PT14/4902/F. Change of use of dwelling from Residential (Class C3) to sui generis to allow part of ground floor to be used as a hair and beauty salon. Extensions and alterations to raise the roofline to provide additional living accommodation at first floor level.**

It was RESOLVED to comment: Objection due to:

Adverse impact on the green Belt

Unacceptable impact on residential amenity of neighbours.

PSP8 due to: Extending Parking

Extending Business hours

Increase noise impact on neighbours

Extending business into garden.

Adverse impact on Frome Valley Walkway (site of nature conservation interest) - PSP19 wider biodiversity.

Opening hours are out of alignment with other smaller businesses in the area.

Prefer the business operated as per the decision notice of the previous application PT14/4902/F

* + 1. **P19/17617/F 43 Rectory Road**

**Demolition of existing single storey front extension and erection of two storey front extension to form additional living accommodation.**

It was RESOLVED to comment: No objection.

* + 1. **P19/16149/F 41 Robel Avenue**

**Installation of 1 No front and 1 No. rear dormer to facilitate loft conversion in existing dwelling. Erection of 1 No. attached dwelling, with parking and associated works**

It was RESOLVED to comment: Objection due to it is within the Green Belt and outside The Settlement Boundary. There is concern over safety of access.

1. **To discuss the proposal from the Chair on changing dates of Council meetings and agree actions**

There was a lengthy discussion on the impact on councillors. The Chair has difficulties to meet meetings on a Wednesday due to a change of work commitments, at least 2 councillors could not be present on a Thursday evening including a new councillor who was able to apply for co-option as the schedule of meetings showed they were held on a Wednesday.

It was RESOLVED to compromise and trial a change to the schedule of meetings from Wednesday to alternate Wednesdays and Thursdays for both the Full Council and Finance and Governance Committee meetings starting with Finance and Governance Committee changing to 16th January 2020 and Full Council to 27th February 2020. This will be reviewed at the Annual Meeting of the Council in May 2020.

1. **To agree to the recommendation from the Finance and Governance Committee for the formation and membership of a Budget Working Group and its Terms of Reference**

It was RESOLVED to agree to the formation of a Budget Working Group and the following Terms of Reference:

* To review the budget for 2020/21 and make proposals to the Finance and Governance Committee and Full Council.
* The membership to consist of the following councillors:
	+ Linda Williams (elected Chair)
	+ Sue Walters
	+ Andrew Walker
	+ Peter Halliday
	+ Susan Tubey

It was agreed for the Budget Working Group to meet on the 9th and 10th January 2020 at 11am at Brockeridge Centre.

1. **To agree to the IT upgrade of the Council office**

The report was presented and discussed.

It was RESOLVED to support the staff with improving the efficiency of the office and to agree to the IT upgrade with a budget of £5k vired from the Capital Reserves delegated to the Clerk.

It was requested that the Council reviews a proposal to purchase tablets for councilors as part of the 2020/21 budget discussions.

1. **To respond to Consultations:**
2. **South Gloucestershire Council budget and savings programme consultation 2021**

It was RESOLVED to respond to the consultation as individuals.

1. **NALC: Strengthening police powers to tackle unauthorized encampments**

It was RESOLVED to respond to the consultation as individuals.

1. **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.**

It was RESOLVED to agree to exclude the public and the Press.

1. **To receive a staffing report and agree actions**
	1. Stress Action Plan.

It was RESOLVED to agree to the Action Plan and to review it quarterly to ensure the actions and targets are being met and there are positive outcomes.

* 1. Legal Topic Note 22: Disciplinary and Grievance arrangements

The NALC update was noted. This will be reviewed against the Council policy and brought back to Council.

* 1. Employment Tribunal Claim. This has been sent to the insurance company.
	2. The update on staffing matters and office closures for the Christmas and New Year was noted.

 The meeting closed at 9.50pm