

FRAMPTON COTTERELL PARISH COUNCIL

**MINUTES OF FRAMPTON PARISH COUNCIL HELD 29th JANUARY 2020 AT 7.30PM AT THE BROCKERIDGE CENTRE,
WOODEND ROAD, FRAMPTON COTTERELL**

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

APOLOGIES: District Cllrs C Young and J Lean; J Marshall

IN ATTENDANCE: A Durn (Interim Clerk). K Jefferies (Deputy Clerk and RFO), 1 member of the Festival Committee

Cllr Tubey took the Chair

FC.19.1614 To receive and accept apologies for absence

There were no apologies.

FC.19.1615 To receive any Declarations of Interest and any requests for Dispensation

Cllr Goodwin – volunteer Globe Trot event.

FC.19.1616 To approve the Minutes of the Council meeting of 27th November 2019, 11th December 2019, and Extra Ordinary Council meeting on 14th January 2020

The Minutes were reviewed. THE RFO asked for clarification on which fund the £5k reserves were to be transferred from, councillors did not provide a response. This would need to be clarified before the closedown of the financial accounts.

It was RESOLVED to agree to the Minutes of the 27th November 2019, 11th December 2019, and 14th January 2020 as a true and correct record.

FC.19.1617 To consider the applications for co-option to be a Parish Councillor and agree co-option to the Parish Council

It was RESOLVED to defer consideration of the application as the applicant was not available to attend.

FC.19.1618 To receive the Chair's announcements

There were none given.

Cllr Tubey vacated the Chair. Cllr Williams joined the meeting and took the Chair.

FC.19.1619 To receive any submissions from members of the public

A representative from the Frampton Cotterell Committee raised the following queries:

- Current status of access the Centenary Field
- Current status of the Working Group
- Current status of The Park

The Festival is planned for 11th July 2020 with a set up on 10th July 2020 and clearing away on 12th July 2020. The Festival needs to know the venue.

The Council explained there was a major drainage project taking place over the Summer 2020 and the implications and mitigating actions for the clubs using the whole of the Park. There was also a Football Club anniversary event taking place on the Park being held in July not affected by the drainage project.

The background of the problems caused by the collapsed wall in Mill Road and the access to the Centenary Fields were also explained and options for solutions and their implications were discussed.

It was RESOLVED to ask the Office to arrange a meeting with South Gloucestershire Council Officers and Councillors, Parish Councillors, affected landowners, householders, and other interested parties to seek options for solutions and bring back to Council.

FC.19.1620 To receive reports from District Councillors

The following joint report was given:

Joint Spatial Plan

North Somerset Council recently announced their intention to withdraw from the Joint Spatial Plan drafting process in order to concentrate on thoroughly redrafting their next Local Plan. North Somerset Council discussed and voted on withdrawing the Joint Spatial Plan at their meeting on Tuesday 7th January; the motion to formally withdraw from the examination process was passed.

It has subsequently been announced that the remaining three councils will also vote on withdrawing the JSP from the examination process. Bath & North East Somerset Council will vote at their meeting on 16th January, South Gloucestershire Council on 12th February and Bristol City Council is yet to announce the date of their vote. A spokesperson for South Gloucestershire Council told the Yate & Sodbury Gazette:

“We will not be using any new process to simply re-present all of the proposals that were looked at through the JSP unchanged. We want our entire community to be involved in the development of the new Local Plan and we remain committed to plan-led development designed to meet local needs”

Officers at South Gloucestershire Council intimated that, whilst the immediate focus will shift to preparing the new Local Plan, the council remains committed to cooperating with neighbouring authorities to deliver strategic spatial planning. In practice this seems to mean that the West of England Combined Authority, under the auspices of the Mayor of the West of England, will replicate some of the functions of the Joint Spatial Plan under the Mayor’s own regional plan, which is due to be produced in the next few years. Some elements of the Joint Spatial Plan will therefore survive in the Metro Mayor’s Spatial Development Strategy (SDS) which we will hear more about in the months and years to come.

Latest Assessment of South Gloucestershire Council’s Housing Land Supply

South Gloucestershire Council has published its latest assessment of the Housing Land Supply within the authority. The council currently has a Housing Land Supply of 5.36 years; 7,833 homes are due to be built between 1st April 2019 and 31st March 2024. In comparison 1,573 homes were built between 1st April 2018 and 31st March 2019. South Gloucestershire Council, at present, stands a reasonable chance of successfully defending against planning appeals as its planning policies are not deemed to be out of date. Housing developers, however, will use such appeals to try and erode that Housing Land Supply figure.

Watermore Primary School and Surrounding Area Waiting Restrictions

We have been informed, following enquiries made to the South Gloucestershire Council officer overseeing the proposals, that no revisions were made following the public consultation. They have been passed onto the council’s legal team to carry out the required three week public advertisement. This shall run from the end of February to early March. Officers are unable, at present, to give an approximate date for the final implementation of the restrictions; the council has a statutory obligation to answer any objections they receive during those three weeks and can only start implementation once that has satisfactorily occurred. No reason was given for the delays that have transpired thus far.

Ash Dieback

Now that the general election purdah period has ended Cllr Steve Reade, as Cabinet member for Planning, Transport & Strategic Environment, has written back to us regarding South Gloucestershire

Council's response to Ash dieback. At present the council does not have spare funds to provide town and parish councils with substantial levels of support. Officers are working on updating the council's website to provide more information about where professional advice and services can be obtained. Officers are also working up the idea of forming two commercial teams who can be contracted to assist with Ash dieback; an inspection and assessment service as well as a tree work and removal service. These, however, will not be available for at least six months.

We have asked Cllr Reade to request that officers look for additional sources of funding to expand existing tree planting schemes like the recent campaign for Tree Week run by Woodland Trust and South Gloucestershire Council. By engaging with town and parish councils at an early stage local government can help identify depopulated areas within the authority that can benefit from replanting.

Temporary Road Closure

Road resurfacing work is scheduled to take place on Latteridge Road and the junction of Bristol Road from 3rd to 18th February. The resurfacing work will take place overnight, from 8 p.m. until 6 a.m. the following morning, to minimise any disruption to road users. Diversions will be in place for the duration of the work.

Consultations

South Gloucestershire Council is consulting on revisions to its over-subscription criteria, for admissions to Community and Voluntary Controlled Schools, for the school year 2021-22 (https://consultations.southglos.gov.uk/consult.ti/School_admissions21). The amended criteria would apply to Frampton C of E, Watermore and The Manor primary schools. The consultation runs from Friday 13th December 2019 to Friday 31st January 2020.

Residents have three weeks left to submit their views on South Gloucestershire Council's new Alcohol Strategy 2020 – 2025 (<https://consultations.southglos.gov.uk/consult.ti/AS20/>). The closing date is 21st February.

Community Engagement Forum (CEF)

The next CEF will be held on 18th February 2020 at 7pm at the Greenfields Centre.

The Council thanked District Cllr Clark for the report.

FC.19.1621 To receive reports from Parish Councillors
There were no reports given.

FC.19.1622 To note the Minutes from Committees:

- a. Finance and Governance Committee**
- b. Staffing Committee**
Noted.

FC.19.1623 Planning:

- a. To review the Planning applications schedule and agree responses:**
 - i. P20/00975/F 39 Meadow View: Demolition of existing detached garage.**
 - ii. Erection of two storey side extension and single storey side and rear extension to form additional living accommodation (amendment to previously approved scheme P19/3873/F).**

It was RESOLVED to make no objection.
- b. To note South Gloucestershire Council feedback on decisions, breaches, and appeals**
Noted

FC.19.1624 Finance

- a. **To review and approve the finance reports for Quarter 3 2019/20**
The Quarter 3 reports were noted, there were no questions or comments.
It was RESOLVED to approve the Quarter 3 finance reports.
- b. **To discuss the Interim Internal Audit report and agree actions**
It was RESOLVED to implement the recommendations of the Internal Audit report as soon as possible.
- c. **To agree the councillor internal checker of quarter 3 accounts and process**
It was RESOLVED for Cllr Goodwin to check the Quarter 3 accounts and process.
- d. **To review quotes and agree the replacement dishwasher for the Brockeridge Centre**
It was RESOLVED to delegate the replacement of the dishwasher to the Clerk with a budget of £1300 and a specification for it to be of a good energy efficiency rating.
- e. **To agree the renewal of the CPRE subscription for 2020**
It was RESOLVED to agree to the renewal of the CPRE subscription with a budget limit of £120.
- f. **To discuss and approve the 2020/21 budget and precept**
There was a discussion on the report and the need to prioritise projects.
It was RESOLVED to approve the budget and to request the precept of £340,959 for 2020/21

FC.19.1625 To note the training opportunities, conferences, and information events and confirm attendance
The training schedule was noted.
It was RESOLVED for councillors to contact the staff if interested in training opportunities.

FC.19.1626 To agree the date for the Annual Parish Meeting and proposed content for this event
It was RESOLVED to hold the meeting w/c 18th May 2020 depending on venue availability. It was proposed that all community groups and grant recipients should be invited, and young people encouraged to attend.

FC.19.1627 To discuss the holding of a VE Day event on 8th May 2020 and agree actions
There was a discussion on possible content of the event plus what other events were being planned for the area.
It was RESOLVED that Cllr Walters would Chair the Events Working Group and membership would include Cllrs Allan, Pennell, Tubey, Williams plus representatives from community groups including Village Action, the Frampton Cotterell History Society, Floral Friends of Frampton. The first meeting date to be confirmed.

FC.19.1628 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
It was RESOLVED that Cllr Clark and the Project Officer will give a presentation at the next South Gloucestershire Climate Emergency Community Engagement meeting on 20th February 2020.

FC.19.1629 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
It was RESOLVED to approve the application for the Frampton Globe Trot event on 28th March 2020 at Centenary Fields.

FC.19.1630 Drainage Project:

- a. **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**
The update was noted. A vote of thanks was given to the Deputy Clerk for ensuring good management and maintenance of the pitches.
- b. **To receive an update from the site visit to Yate Outdoors Sports Centre**

The update was noted. The Project Officer was thanked for arranging the site visit and it was agreed that it should be standard to visit other sites to benchmark against and learn from others' experiences not just for this project but for all future projects.

c. To discuss the setting up of a Drainage Project Working Group and the Terms of Reference and agree actions

The draft Terms of Reference was discussed. It was agreed that the Chairman of the Project Group should be a councillor.

It was RESOLVED that Cllrs Halliday, Williams, Walters, Walker, Hockey, Allan would be the councillor members and representatives from the 4 Sports Clubs be co-opted. The quorum for the meeting would be 3 councillors. The group would be named the Drainage Project Steering Group. The office resources would be the Project Officer supported by the Deputy Clerk.

FC.19.1631 To discuss the Death of a Senior National Figure protocol and agree actions

It was RESOLVED that Cllr Tubey and the Clerk would work together on the draft protocol and bring back to Council for discussion and approval.

FC.19.1632 To agree to the review, refresh, and the setting up of the following working groups and their terms of reference:

a. Environment and Biodiversity

It was RESOLVED to defer to a future meeting

b. Events

It was RESOLVED to form a Working Group (as per Minute ref: FC.19.1627) to include the Festival, VE Day, Scarecrow Trail, Christmas Lights etc). The Group to draft a Terms of Reference for approval at Council.

c. Youth

It was RESOLVED to defer to a future meeting

d. Youth School Parking

It was RESOLVED to form a Working Group with a membership of Cllrs Walker, Allan, and Clark plus other interested parties. The Working Group to draft a Terms of Reference for approval at Council.

It was RESOLVED to suspend Standing Orders to allow completion of the agenda.

FC.19.1633 To note the Youth Provision survey <https://www.surveymonkey.co.uk/r/2NHPCKL>

The survey was noted. There is to be a drop-in event on 20th February 2020 between 12noon at 2om at the Brockridge Centre, posters would be circulated and published.

FC.19.1634 To receive an update from the Town and Parish Councils Forum

The update was noted. There is to be an informal meeting with Westerleigh Parish Council to discuss issues and opportunities for shared working. Date to be confirmed.

FC.19.1635 To receive a report on community safety in the parish

A report had been circulated. An update from the Police would be circulated.

FC.19.1636 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.

FC.19.1637 To receive an update from the solicitor and agree actions
The update was noted, all deadlines had been met. Further information from the solicitor would be circulated when received.

FC.19.1638 To note the resignation of the Caretaker/Handyperson and agree the following:

a. To extend the contract with South Gloucestershire Council to include the emptying of bins and carry out litter picking
It was RESOLVED to extend the contract with South Gloucestershire Council for bin emptying and litter picking.

b. To agree to review the duties of the posts of Caretaker/Handyperson and alternative service provision to report back to Council
It was RESOLVED to review the duties of the Caretaker/Handyperson/Groundsperson post and the opportunities for alternative service provision to ensure value for money for the Council and its parishioners. A report would be brought back to Council.

The Interim Clerk left the meeting. The Deputy Clerk took the following Minutes.

FC.19.1639 Parish Clerk recruitment:

a. To review the applications received for the Parish Clerk vacancy and agree shortlisting
It was RESOLVED: to write to the applicants that have applied and advise that the post would be re-advertised but that their application would be retained for the next round.

b. To discuss re-advertising the post and agree actions:
It was RESOLVED that the Deputy Clerk provide a report to the next Council meeting advising on the following:

- Review the Council's recruitment policy with HR advice;
- Provide job advert for approval including an opening and closing date;
- Advice and costings from South West Councils about support with recruitment and process;
- Agree interview date at the next Council meeting
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FC.19.1640 To consider the extension of the current contract for the Interim Clerk and agree actions
It was RESOLVED to offer an extension to the contract until 31st May 2020.

The meeting closed at 10.36pm