

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF FRAMPTON PARISH COUNCIL EXTRA ORDINARY REMOTE MEETING HELD 30th July 2020

PRESENT: Cllrs L Williams (Chair), T Clark, S Tubey, E Pennell, D Goodwin, P Hockey, D Hockey, A Allan, P Crocker, M Bridgland

APOLOGIES: Cllrs S Walters

IN ATTENDANCE: 2 members of Zeus Explorers, A Durn (Clerk)

FC.19.1722 To receive apologies for absence

The apologies were received and approved.

FC.19.1723 To receive any Declarations of Interest and any requests for Dispensation

Cllr L Williams – repair of wall

FC.19.1724 To agree the co-option of councillors to the Parish Council

Applications had been received from two parishioners which were considered by Council. It was RESOLVED to co-opt M Bridgland and P Crocker as Parish Councillors. The Declaration of Office was signed and the Chair welcomed them both to the Parish Council.

FC.19.1725 To approve the Minutes of the Parish Council meeting of 13th July 2020

The following amendments were proposed:

FC.19.1704.g – to add ‘commencing on 3rd August to 15th September 2020 and publish the Notice on the Council website and noticeboards’

FC.19.1704.j – to amend ‘agree’ to ‘review’

FC.19.1706 – to add ‘Four tenders were received and opened as per Financial Regulations and Standing Orders. The tenders were reviewed against set criteria by the Project Manager and the Council considered the recommendations’

FC.19.1714 – to amend ‘Whalleys’ to ‘Whatleys’

FC.19.1720 – to add ‘at a cost of £119.90’

It was RESOLVED to accept the proposed amendments and approve the Minutes of 13th July 2020.

FC.19.1726 To receive the Chair’s announcements

There was no report given

FC.19.1727 To receive submissions from members of the public

Two representatives of Zeus Explorers Club (a Leader and an Explorer) gave a report on the Club, its members, and the forecast growth in membership. There is a need to find an alternative venue due to the Mafekin Hall being closed for building works. The Explorer explained the benefits of being part of the Club and how important it was to her. There followed a discussion with councillors on the use and availability of the Pavilion. It was noted that the Scouts use the room on a Monday, Wednesday, and Thursday. It was thought that there may be use by the Youth Club on a Friday or Saturday.

Cllr L Williams left the meeting

FC.19.1728 To discuss the request to repair the wall at The Park and agree response

There was a lengthy discussion on the request and possible actions in response. It was noted there were many properties neighbouring The Park and any actions taken may also affect them.

It was RESOLVED to review the Deeds to The Park and bring back to Full Council for discussion.

FC.19.1729 Planning

a. To ratify the planning decisions made with delegated powers due to impact of COVID-19

It was RESOLVED to agree and ratify the decision made under delegated powers due to COVID-19.

b. To review planning applications and agree a response:

i. P20/09143/O – Land at Bens Tiles, 119 Bristol Road – Demolition of commercial buildings. Erection of 13 no. dwellings (C3) and creation of storage facility (B8) (Outline) with access, layout, and scale to be determined, all other matters reserved

It was RESOLVE to object on the following grounds:

- It would constitute overdevelopment of the site.
- The site lies outside the defined settlement boundary of Frampton Cotterell and does not meet any of the four types of residential development permitted in the open countryside. If the case officer recommends approval with conditions:
- The Parish Council disputes the applicants' proposal to only supply 10% affordable housing rather than the 35% required in the Core Strategy. With the current level of house prices in Frampton Cotterell it is dubious to suggest that, for this application to become economically viable, the applicants can only build a third of the affordable homes they are expected to provide.
- All properties should be carbon neutral to comply with the targets that South Gloucestershire Council aspired to when it signed the Climate Emergency Declaration (e.g. using ground source heat pumps OR air source heat pumps instead of gas to heat the properties, using a minimum size (suggest 4 kW) of solar panels and battery storage cells to minimise the use of electricity from the national grid, etc.).
- All properties should come with electric vehicle charging points as standard.

ii. P20/11817/F – 147 Beesmoor Road – Erection of 1.65m high fence in front of existing dwelling (retrospective)

It was RESOLVED to give no objection

c. To discuss possible projects to propose to South Gloucestershire Council for consideration for potential S106 contributions arising from public open space requirements in respect of planning application for a development of 13 dwellings at Land at Bens Tiles, 119 Bristol Road (P20/01943/O) if permission is granted (without prejudice)

There was a discussion on possible projects that would meet the S106 criteria.

It was RESOLVED to propose the following sites:

- The Park facilities
- Centenary Fields
- Glebelands/Meadow Mead
- Mill Lane Allotments

FC.19.1730 To receive the offer of a donation of play equipment from Silverhill School and agree actions

The Council had been contacted by Silverhill School. The school was to close, and it was enquiring if the Parish Council was interested in some nearly new play equipment which was being offered as a donation. The Council would have to arrange its own dismantling and installation of the equipment. The Council considered this offer in detail.

It was RESOLVED to:

- Have a ROSPA inspection on the suitability of the equipment for public use
- Receive estimated costs of the dismantling and installation of the equipment to meet standards
- Review timescales and budgets
- Hold a consultation with residents in Ridings Road
- Bring back to an Extra Ordinary meeting of Full Council if required
- Cllrs Walters and Goodwin to support the Office if required

FC.19.1731 To receive reports from District Councillors

The District Councillors gave the following report:

Libraries Reopening

Libraries in South Gloucestershire will reopen in two phases with Emersons Green, Kingswood, Patchway Thornbury and Yate Libraries opening with bookable services on 6th July and the rest following on 13th July. The opening hours will be 10 a.m. until 4 p.m. on weekdays when the library would be open. Saturday morning opening times will vary according to the branch. Due to the need to observe social distancing customers will not be able to just drop in to visit a library and use the services at any time. Instead customers need to book in advance so the safety of staff and our customers can be ensured.

The service will be offering a click and collect service for books, DVDs and audiobooks. Library members will need to select an appointment online or call the libraries **01454 865022**. Members will need to provide some basic information (such as title, genre, author, etc.), a time they can collect and the library they wish to use. Members will need to call **01454 868006** to book an appointment to either use a computer or a designated area to access the free wi-fi with their own device. Sessions will be limited to one hour to manage demand.

For those who are unable to make alternative arrangements (e.g. family, using Click and Collect) the Home Library Service will continue to provide support using both staff and volunteers. During the last three months this has continued to deliver services to over 600 vulnerable people and families who are reliant on reading for their wellbeing.

Revisions to the Planning System in South Gloucestershire

Following a review of the operation of the planning committee and delegation arrangements, to assess changes introduced in September 2018, proposed revisions to the current system were discussed at the virtual meeting of South Gloucestershire Council on 15th July. A number of significant revisions were adopted. Firstly, town and parish councils will be allotted their own 5 minutes to present arguments to members of the planning committees. At present they must share a maximum of 5 minutes with any residents wishing to speak. The number of district councillors required to refer an planning application from the Circulated Schedule to one of the planning committees has been reduced from three to one although the Chair of the planning committee in question, after discussion with opposition Lead Members, will have the power to veto the referral to committee if, in their opinion, it does not meet a set of criteria (which are yet to be determined). Finally, when the Development Management Committee (DMC) is not determining a 'major application' (as defined by statute), they will be able to overturn the case officer's recommendation without that decision needing to go before the Spatial Planning Committee for confirmation or rejection. In those circumstances the only way that applicants could reverse the decision of the DMC would be to lodge an appeal with the Planning Inspectorate and successfully convince a Planning Inspector that it was unsound. The Conservative administration successfully voted down a Liberal Democrat amendment, supported by both opposition groups, that would have restored the right of residents to speak at Site Inspections.

Recycling Collection, Garden Waste Collection and Sort It Centres

Mangotsfield, Thornbury, Little Stoke and Yate Sort It Centres are now all open for *essential use* only; residents can dispose of items that cannot be stored safely at home. Sort It Centres still cannot accept clothing or textiles for recycling as the council's recycling supplier is not currently operating due to coronavirus. From Monday 13th July all Sort It Centres will revert to normal hours (from 8:30 a.m. to 4:30 p.m.). The Re-use Shop at the Thornbury site will remain closed until further notice. More information about waste and recycling services, including the social distancing rules in operation to keep staff and residents safe, can be found at <https://beta.southglos.gov.uk/waste-and-recycling-changes-due-to-coronavirus-covid-19/>.

Consultations

South Gloucestershire Council is consulting on its new Council Plan 2020 (not to be confused with the Local Plan that is due to be drafted). The new Council Plan 2020 will build on and deliver the Council's vision to make South Gloucestershire a great place to live and work. It provides a

framework for what it will focus on and how it will work, and includes an Action Plan which sets out what it plans to do, how it will do it, and how it will measure its performance. The consultation ends on 26th July and can be found at <https://consultations.southglos.gov.uk/consult.ti/CP20>.

South Gloucestershire Council has drafted two new Supplementary Planning Guidance documents. The first is on householder extensions and the second concerns barn conversions. The consultation for these documents closes on 18th October. Further information can be found at https://consultations.southglos.gov.uk/consult.ti/SPD_HH_20/ and https://consultations.southglos.gov.uk/consult.ti/SPD_BC20.

The Statement of Community Involvement (SCI) sets out the way South Gloucestershire Council will involve the local community, stakeholders, and statutory bodies in the preparation of new planning policy documents and in consultation on planning applications.

The SCI was last updated in January 2015. A refresh of the 2015 SCI is in the process of being undertaken, which takes account of updated regulations, new digital solutions, benchmarking of other authorities and the COVID-19 pandemic. This consultation ends on 18th October and can be found at <https://consultations.southglos.gov.uk/consult.ti/SCI2020>

Planning

South Gloucestershire Council have announced they are undertaking a 'call for sites' for the preparation of the South Gloucestershire Local Plan 2018-36. The Local Plan will allocate sites for the new homes, jobs, infrastructure, services, and facilities that will be needed within South Gloucestershire. The purpose of the 'call for sites' is to provide an opportunity for people to identify sites they think may have the potential for development (for housing or economic purposes) through the Local Plan. It is important to note any landowner can submit a site for consideration; this does not indicate that a site is capable of being developed. The call for sites closes on 20th October. Details about the call for sites can be found at https://consultations.southglos.gov.uk/consult.ti/Call_for_sites_2020

The Chair thanked District Cllr Clark for the report.

FC.19.1732

Finance:

- a. To approve the Internal Audit report for the 2019/20 AGAR**
Item c was noted and that the Council will improve for 2020/21.
It was RESOLVED to approve the Internal Audit report for the 2019/20 AGAR
- b. To approve the grant application for the COVID-19 Emergency Fund – Red Cross £500**
It was RESOLVED to approve the application of £500 to the Red Cross from the COVID-19 Emergency Fund
- c. To approve the renewal of the IT contract**
It was RESOLVED to approve the renewal of the IT contract with lonet.
- d. To approve the risk assessments for play areas, open spaces, pavilion, toilet, and agree opening**
The Chair thanked Cllr Allan and the Deputy Clerk and Administration Officers for their hard work. It was noted that the guidance was constantly changing and the risk assessments would need to be updated when required.
It was RESOLVED to approve of the risk assessments, and noted that the play areas and toilet had opened and that the Brackenridge Centre would open to the public in September and the Pavilion when Government guidance allowed.
- e. To agree to the police request to cut back undergrowth at The Park**
It was RESOLVED to agree to the Police request to cut back undergrowth and under trees in The Park to help deter antisocial behaviour.
- f. To respond to the Avon Pension Fund consultation on the Investment Strategy Statement 2020**
There was a discussion on the consultation. It was felt that more time needed to be spent on the possible responses.
It was RESOLVED for councillors to send comments to the Clerk by 9th August 2020 so she could collate and respond to Avon Pension Fund.

g. To agree to a hiring agreement with the Zeus Explorers and the 2nd Frampton Cotterell Scouts unites for the use of the Pavilion

It was RESOLVED to set up a hiring agreement with the Zeus Explorers for a Tuesday evening at the Pavilion to commence when COVID-19 restrictions allow. The Chairman of the Youth Services Committee stated he looked forward to discussing youth services and use of the Pavilion with the Explorers and the Scouts.

FC.19.1733 Play Area Inspections – to agree actions:

a. To receive the annual reports from ROSPA

The reports were noted

b. To receive the monthly play area inspections reports

It was RESOLVED to delegate to the Clerk to action any health and safety items

Cllr Crocker left the meeting

c. To agree action on the whirlybird roundabout at Ridings Road

It was RESOLVED to:

- remove the roundabout and make the area safe.
- To discuss a replacement item as part of the Ridings Road play area project
- To carry out an effective consultation with the local residents

FC.19.1734 To suspend Standing Order 7a in order to increase the membership of the Staffing Committee from 3 to 5 including the Chair of Council with a quorum of 3

It was RESOLVED to:

- Increase the membership from 3 to 5
- Include the Chair of the Council, currently Cllr Williams
- Vote Cllr Tubey as member in replacement of Cllr Halliday who resigned
- Vote in Cllr M Bridgland as the new member

FC.19.1735 To agree membership and Chair of the Drainage Project Steering Group

It was RESOLVED to vote Cllr Goodwin as the new Chairman. There are vacancies for new councillors.

It was RESOLVED to suspend Standing Order 3x to enable completion of the agenda.

FC.19.1736 To agree to the recording of all decision-making meetings for the benefit of staff, councillors, and local people, to be retained on a rolling year basis

The Clerk advised that any recordings would need to be available to members of the public if requested as per the Freedom of Information Act 2000. She asked the Council if it agreed to having the recording published on the website or the meetings livestreamed onto social media.

It was RESOLVED to ask the Clerk to ask other Councils for their experiences on the recording of meetings and to bring back their response to Full Council.

FC.19.1737 To agree response to the LGA/NALC Code of Conduct consultation

The Clerk gave the background to the consultation which started from the abuse MPs and councillors were receiving from members of the public and then widened into the widespread problem of harassment of bullying of officers. There followed a discussion on the consultation. Council asked for clarification of the terms of 'micromanagement' and 'kangaroo court'.

It was RESOLVED for councillors to send their responses on the consultation to the Clerk by 16th August 2020 for her to collate and respond to the LGA/NALC.

FC.19.1738 To agree a schedule of events for the parish in 2019/20 and for councillors to join the working group

It was RESOLVED to:

- agree to the Motion to hold the Scarecrow event in October and the Christmas event subject to COVID-19 restrictions, budget and financial controls.
- Cllrs Walters and Allan to join the Events Working Group

- Invite members of the community to join the Working Group
- Cllr Allan to do the Risk Assessments
- Terms of Reference to be agreed by Council at its next meeting

FC.19.1739 To consider appointments of representatives on outside bodies

It was RESOLVED for the Clerk to check with outside bodies as to whether they wish to have Parish Council representation

FC.19.1740 To agree the schedule of meetings

There was a discussion on the proposed meetings schedule and amendments made to dates. There would be a Staffing Committee meeting on 13th August 2020 at 2pm. The dates would be published on the website.

It was RESOLVED to agree to the amended Schedule of Meetings and to keep under review.

FC.19.1741 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

It was RESOLVED to agree to exclude the Press and public

FC.19.1742 To consider the Health and Safety contract and agree actions

There was a discussion on the quotes received and services provided and proposed.

It was RESOLVED to terminate the current contract with Peninsula and to award the contract to Outsource Safety with the addition of 2.5 extra support days for one year.

FC.19.1743 To receive a report on the Employment Tribunal Claim

The Employment Tribunal Claim had been revoked by the Claimant and the Tribunal Court informed. The Council conveyed its thanks to the solicitor.

The meeting closed at 10.12pm