

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF FRAMPTON PARISH COUNCIL REMOTE EXTRA ORDINARY MEETING HELD ON 25<sup>th</sup> FEBRUARY 2021 AT 7pm

**PRESENT:** Cllrs L Williams (Chair), T Clark, D Hockey, M Bridgland, D Williams, T Niblett, D Goodwin, P Hockey, E Pennell

**APOLOGIES:** None from Parish Councillors. District Cllr J Lean

**IN ATTENDANCE:** 2 members of the public, District Cllr Young, A Durn (Clerk)

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**FC.19.1898 To receive and accept apologies for absence.**

There were none received from Parish Councillors. District Cllr Lean gave his apologies.

**FC.19.1899 To receive any Declarations of Interest and any requests for Dispensation**

There were none received.

**FC.19.1900 To approve the minutes of the Parish Council meeting held on 28<sup>th</sup> January 2021.**

It was RESOLVED to approve the Minutes of the Parish Council meeting on 28<sup>th</sup> January 2021 as a true and fair record.

Cllr D Goodwin joined the meeting

**FC.19.1901 To receive submissions from the public:**

- a. To receive thanks from the following organisations for grants awarded:**
- i. Beesmoor Road Playing Fields Management Committee**
  - ii. Together for Fromside Poverty Action Group**
  - iii. Green Community Travel**

The thank you correspondence from the above organisations was received and noted.

**FC.19.1902 To receive the Chair's announcements.**

The Chair reported that it was a full agenda and items may be moved or deferred.

**FC.19.1903 To note the resignation of Cllr P Crocker.**

The resignation of Cllr Crocker was noted with regret.

**FC.19.1904 To agree to Cllr D Hockey being the Vice Chairman of the Youth Services Committee**

It was RESOLVED to vote Cllr D Hockey to be Vice Chair of the Youth Services Committee.

**FC.19.1905 To note the Minutes from Committees:**

- a. Finance and Governance Committee held on 11<sup>th</sup> February 2021 (draft)**  
**b. Youth Services Committee held on 11<sup>th</sup> February 2021 (draft)**

The Minutes were noted.

**FC.19.1906 To receive the District Councillors' report**

The following report was noted:

**The Current Spread of Covid-19 and New Testing Site in Yate**

The 7 day infection rate within South Gloucestershire, between 9th and 15th February, was 132.9 per 100k. This was a 22.3% decrease on the rate between 2nd and 8th February. Cases amongst residents aged 60 and older have now started to fall. Residents, however, are being urged to remember that the vaccine is not fully effective until you have received two doses and, even then,

there is no evidence that they cannot pass on the virus to others. Therefore, it is crucial we all continue to follow guidance on hands, face, and space. The latest data can be found at <https://beta.southglos.gov.uk/covid-19-dashboard-for-south-gloucestershire/> and at <https://coronavirus.data.gov.uk/details/interactive-map> .

**A new Covid-19 testing site**, for residents who are symptomatic, has opened in the car park of Courtside Surgery on Kennedy Way in Yate. This new site replaces a Mobile Testing Unit previously sited at Culvert Avenue which closed on Sunday 21st February. This new site will be a walk-through testing facility. Testing at the new site will operate on a strictly appointment-only basis. Current Government guidance is that only those with symptoms should book a test. This can be done through <https://www.gov.uk/get-coronavirus-test> or by calling 119. Residents must not turn up at the site if they have not booked an appointment beforehand. Anybody who turns up without an appointment will be turned away.

#### **Covid Mutation Detected**

Health officials have recently announced the detection of a cluster of cases in Bristol and South Gloucestershire of a mutated form of the UK Covid-19 variant (which was first identified in Kent). This is not the same variant as identified in South Africa or Brazil. The recent mutation (E484K) will be reviewed by the national variant technical group, which may recommend that the Bristol and South Gloucestershire cluster should be included in the national programme for further in depth investigation alongside additional action such as enhanced contact tracing, epidemiological mapping, additional testing and genome typing.

Although this news of the new mutation is concerning official advice remains same. It is imperative that residents continue to observe social distancing guidelines and abide by the restrictions in place. It is important that we stay at home unless it is absolutely essential to go out. This includes working from home if you can.

#### **Potential for EV Charging Station in Frampton Cotterell Ward**

South Gloucestershire Council is exploring the potential for an Electric Vehicle Charging Station in Frampton Cotterell ward. The two locations being considered are the car parking spaces outside the shops on Lower Stone Close and the Coalpit Heath Village Hall (a.k.a. the Miners Social Club). Officers intend to consult with stakeholders (including Frampton Cotterell Parish Council and Westerleigh Parish Council) and residents in the coming months.

#### **Covid Vaccination Programme and Concessionary Bus Passes Changes**

There are currently 19 GP surgeries, 2 hospital hubs and the mass site at Ashton Gate delivering vaccinations across Bristol, North Somerset, and South Gloucestershire.

The roll out has expanded in the last week to include pharmacies and employer hubs who are large providers of care. Billings Pharmacy in Kingswood, Ellacombe Pharmacy in Longwell Green and Boots Pharmacy at The Mall have joined the programme so far, but it is hoped that more pharmacies will shortly follow suit.

The West of England Combined Authority (WECA) and North Somerset Council, to help residents get to and from vaccination centres, have removed the time restrictions on the use of concessionary bus passes. Passes will now be valid at all times up to Friday 26th February in South Gloucestershire, Bath & North East Somerset, Bristol and North Somerset.

The vaccine roll-out is great news, but we must still do our bit to stop the spread by staying at home (except for specific essential reasons), following the Hands, Face, Space advice when out, and self-isolating and getting a test when necessary. Useful information about testing, self-isolation and vaccinations can be found at <https://beta.southglos.gov.uk/testing/> as well as <https://bnssghealthiertogether.org.uk/covid-19-mass-vaccination/> .

#### **Phase 1 Consultation on South Gloucestershire Local Plan**

The Phase 1 Consultation is an elementary exercise exploring and discussing the issues, challenges and approaches that could inform our new Local Plan. The consultation will run for 12 weeks from Friday 27th November 2020 until Monday 1st March 2021. Due to Covid-19 and the current national lockdown this consultation will be entirely digital for the early part of December although his situation will be kept under close review should circumstances significantly improve.

This consultation we seek people's views on:

- the issues and priorities that should shape the Council's plans for the next 15 years

- how the Council determines its choices (e.g., where to locate large numbers of new homes and jobs, how to protect and enhance our built and natural environment, which areas to protect from adverse growth/change, etc.).
- how to approach growth and change in our existing urban areas
- how we can start considering growth and change in our rural communities
- the range of planning policies to be included in the new Local Plan
- early drafts of some policies (e.g., climate change, design, parking, etc.)

This first consultation will not address the overall housing requirement or where major development will be directed. Nor will it suggest any revisions to the Green Belt or defined settlement boundaries. It is about early ideas, discussions and suggested approaches which will inform subsequent drafting stages. The consultation documents and supporting information are available at [www.southglos.gov.uk/newlocalplan](http://www.southglos.gov.uk/newlocalplan) .

#### **Library Services During Lockdown**

In line with government guidance, the South Gloucestershire Library Service is now providing click and collect, home delivery services to existing users and digital services. Find out more about the what services are being provided in an alternative form during lockdown at <https://www.southglos.gov.uk/leisure-and-culture/libraries/changes-to-library-services-during-covid19/> .

#### **Hover's Lane – Frampton End Road Bridlepath Bollards**

Earlier this month South Gloucestershire Council installed retractable bollards at both ends of the Hover's Lane – Frampton End Road Bridlepath to address the recurring problem of fly tipping along it. Unfortunately, sometime between 1 and 1.30 p.m. on Saturday 13th February, one of the bollards was vandalised. Cllr Young has reported this to officers. We will continue raise the issue of fly tipping prevention across Frampton Cotterell ward with officers.

#### **Consultations**

To support the production of the forthcoming Local Plan 2020, as well as provide evidence for the review of planning policies CS8 and PSP11, South Gloucestershire Council has produced the first drafts of 71 Data and Access Profiles (DAPs). They are updated versions of the Sustainable Access Profiles (SAPs) that formed part of the abandoned Joint Spatial Plan and Local Plan 2018-36. They cover both urban and rural settlements. DAPs should contain pertinent factual information about these settlements from a planning perspective; they are designed to function as part of the evidence base for Phase Two of the Local Plan (due out towards the end of 2021) and the final draft of Local Plan document that aims to be submitted for adoption in 2023.

This consultation allows residents to review the DAPs and submit comments/corrections for officers to review. Residents can highlight any omissions or errors within the DAPs so they can be amended prior to the forthcoming stages the Local Plan. All of the DAPs can be found at <https://consultations.southglos.gov.uk/consult.ti/DAPS2020/> . The consultation opened on 27th November 2020 and closes on 1st March 2021.

An enforcement complaint concerning unauthorised development in a field to the west of Park Lane has been sent in to Planning Enforcement referring to planning application PT17/0126/F.

The District Councillors' were thanked, and the report was noted.

**FC.19.1907**

#### **Planning:**

**a. To review the planning applications schedule and agree responses.**

**P21/00547/F: 456 Church Road: Erection of a single storey front and single storey rear extension to form additional living accommodation.**

It was RESOLVED to make no objection.

**P21/00599/CLP: 26 Walter Road: Loft conversion with the installation of 4 no. rear and 1 no. front Velux roof lights**

It was RESOLVED to make no objection subject to clarification that there are sufficient parking spaces if there is a fifth bedroom

**P21/00554/F: 23 Southview: Erection of single storey detached garden room and canopy.**

It was RESOLVED to make no objection

**P21/00616/F: 12 Rockside Gardens: Erection of a single storey side and rear extension to form garage and additional living accommodation.**

It was RESOLVED to make no objection subject to clarification that there are sufficient parking spaces if there is an extra bedroom. It is requested that an EV charging point is installed in the garage.

**P21/00733/CLE: 8 - 10 Perrinpit Road: Continued use of the site for urgent plant deliveries as required on a 24 hour 7 day a week basis.**

It was RESOLVED to make no objection

**DOC21/00048: Watermore School: Discharge of condition 1 (Material Specification) attached to planning permission P20/15208/RVC. Variation of condition 10 attached to 19/13690/RM9 added by P20/12478/NMA) to substitute plan numbers 3002 P3, 3001 P4, 2001 P4 and 1102 P8 with 1102 P9 (proposed site plan), 1103 P2(proposed site plan - ground floor), 1104 P6 (proposed typical house floor plans), 2001 P6 (proposed typical house elevations), 3001 P6 (proposed section a-a) and 3002 P4 (proposed section b-b). Demolition of existing school buildings. Erection of 5 No dwelling with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PT18/0930/R30). Hybrid application for Watermore School (currently split site) including a full planning application for a new 420 Place Primary School with associated playingfield, car parking, MUGA, landscaping and demolition of the existing school building on the Meadow site and outline planning for new residential development on Meadow site (0.14ha/ 5 units) and on the Orchard site (0.55ha/22units), only access and layout reserved.**

It was RESOLVED to make no objection.

- b. To note the planning feedback to date including breaches, appeals, and enforcement complaints.**

Noted

- c. To discuss the sale of the former public house known as 'Live and Let Live' and agree actions**

It was reported that the former public house known as Live and Let Live had been put on the market for sale as a pub or development opportunity. There was a discussion on its history and comparisons with other historic public houses in the area.

It was RESOLVED to write to South Gloucestershire Council Planning Team to note that the building is for sale, that it is locally listed and a heritage asset with local features which should be retained and taken into consideration. If the property is not to continue as a pub then it should have a similar outcome to that of the Former Horseshoe pub at Coalpit Heath.

It was RESOLVED to publish the letter on the website and to send to the local history society.

- FC.19.1908 To receive the Motion from Cllr P Hockey to consider requesting the South Gloucestershire Public Rights of Way Officer to provide the Parish Council with a plan of the route of the Frome Valley Walkway through the field on the left of Nightingale Bridge walking towards Winterbourne together with an explanation of why no statutory procedures took place for the recent re-routing**
- Cllr P Hockey reported on the history of the route and explained that parishioners had complained about the re-routing of the public right of way and that the new route was very muddy.
- It was RESOLVED to request the South Gloucestershire Council Public Right of Way Officer to provide a plan of the route of the Frome Valley Walkway through the field on the left of Nightingale Bridge towards Winterbourne with an explanation of the statutory procedures followed.

District Cllr Young joined the meeting

- FC.19.1909 Pitch Improvement Project:**

- a. To receive an update**

An update on the project was reported including the site inspection meeting in March 2021. The Cricket Club had raised concerns about their boundaries outside of the fence and the degradation of the grass due to the increased footfall over the winter period. The clubs will be meeting the Project Manager in the Spring when COVID restrictions allow.

- b. To receive the Minutes of the Steering Group meeting on 18<sup>th</sup> February 2021 and agree actions**

It was RESOLVED to:

- i. Approve the Office to work with clubs and the Project Manager to investigate options for recovering cricket outfield boundaries
  - ii. Aim to install a water irrigation solution ready for the cricket season by mid-April
  - iii. Work with the Cricket Club to agree a satisfactory solution for moving equipment across a muddy outfield if required
- c. To approve payment of the completion invoice from CLS Ltd**  
It was RESOLVED to approve payment of invoice for £3882.41 + VAT.
- d. To fund the replacement of a regulation cricket irrigation system of up to £10,000 with a tank system connecting underground pipes to hydrant boxes on each pitch. The existing pipes should be used if deemed acceptable condition. New pipes to be laid in Area 1 if excessive leakage is present. In the event of no/insufficient underspend from the Pitch Improvement Project, alternative earmarked reserves should be used.**  
It was RESOLVED to agree to fund the replacement of a regulation irrigation system up to £10,000 with a tank system connecting underground pipes to hydrant boxes on each pitch. The existing pipes should be used if deemed acceptable condition. New pipes to be laid in Area 1 if excessive leakage is present. In the event of no/insufficient underspend from the Pitch Improvement Project, alternative earmarked reserves should be used.  
It was RESOLVED to bring a full budget, expenditure and funding report plus a finance report on future works including quotes on the electrical works and project management to the 25<sup>th</sup> March 2021 Council meeting.
- e. To note the resignation of Cllr L Williams from the Drainage Project Steering Group and vote on a replacement councillor**  
It was RESOLVED to vote Cllr T Niblett to be a member of the Drainage Project Steering Group.

**FC.19.1910**

**To discuss the purchase of space in the Frome Valley Voice (FVV) in 2021/22 and agree actions**

There was a discussion on the advantages of using FVV against the production of an annual newsletter, the need to engage more with the community, and the development of a Communications Strategy/Plan.

It was RESOLVED to purchase 6 single pages to be used flexibly, plus 2 double pages for the Annual Report in time for the Annual Parish Meeting, and the Budget per annum. Additional pages would be purchased as required, for example, for the community survey.

It was RESOLVED to review in a year.

**FC.19.1911**

**To discuss the recommendations from the Bin Audit Working Group and agree actions**

- a. Consolidate dog and litter bins where practical and cost effective .
- b. Standardise on either the Sentinel or where appropriate the Sherwood bin.
- c. Brand each bin with the Parish Council identity and message.
- d. Discuss with Beesmoor Road Playing Fields Management Committee the possibility of reducing the number of bins on their site.
- e. Undertake the programme in 2021/22 as per the recommendations in the report for approval by Finance and Governance Committee.
- f. To carry out an annual review of the bin stock and recommendations by the Finance and Governance Committee for further consolidation and replacement.

It was RESOLVED to defer the item to allow further work to be carried out and to report back to Council.

**FC.19.1912**

**To agree the update to the Centenary Fields Management Plan specification**

It was RESOLVED to agree to the update of the specification to allow for a performance break and two year extension.

**FC.19.1913**

**To agree to the upgrade of the website**

It was RESOLVED to agree to the upgrade of the website

- FC.19.1914 To agree to the Finance and Governance Committee recommendations:**
- a. **Minute F&G.19.148 – To set the General Reserve limit for 2021/22 at £150,000**
  - b. **Minute F&G.19.149.b – To vire £25,000 from the Earmarked Reserve Building Property Fund to Parish Play Equipment Fund**
  - c. **Minute F&G.19.149.c – To procure the Brockeridge Centre awning using funds from the Earmarked Reserve Building Property Fund**
  - d. **Minute F&G.19.149.d – For any unspent budgets in 2020/21 to be transferred to Earmarked Reserves at the year end.**
  - e. **Minute F&G 19.153 – To delete the items of Council Vision, Code of Conduct, and Council Forward Plan, from the Finance and Governance Committee Terms of Reference and request the Council set up a Policy Working Group to review these items**
  - f. **Minute F&G.19.154 – The Council’s header is added to the document; plus 4.4.1. second bullet ‘The Finance and Governance Committee items over £500 or 11.1g).. subject to Standing Order 16.**
- It was RESOLVED to agree to Minutes F&G.19.148; F&G.19.149.b; F&G.19.149.c; F&G.19.149.d; F&G.19.154
- It was RESOLVED for Minute F&G.19.153 to delete the items for Council Vision, Code of Conduct, and Council Forward Plan from the Finance and Governance Committee Terms of Reference and to set up a Policy Working Group with a membership of the Parish Clerk and Cllrs P Hockey, T Niblett, D Williams, T Clark, and a substitute of Cllr D Goodwin to review all policies against model policies including core documents, Standing Orders, Financial Regulations, and a Policy Review Schedule.
- FC.19.1915 To agree the Scheme of Delegation**
- It was RESOLVED to include the Scheme of Delegation in the review of policies to be carried out by the Policy Working Group
- FC.19.1916 To receive an update of the Internal Audit report**
- The Clerk reported on the process that had been followed by the Internal Auditors and the items on the report which had been brought to Council for consideration.
- It was RESOLVED that an update would be brought to the next Council meeting.
- FC.19.1917 To agree the Operations Bridges Protocol**
- The Clerk reported on Operation Bridges and the work in progress with South Gloucestershire Council and the local churches.
- It was RESOLVED to delegate the protocol and its implementation to the Clerk and the Chair of the Council.
- FC.19.1918 To discuss the date of the Annual Parish Meeting (APM) and agree actions.**
- The Council noted the challenges of holding the APM during the COVID-19 restrictions and current legislation.
- It was RESOLVED to hold an Annual Parish Meeting on 20<sup>th</sup> May 2021 at 7pm subject to the COVID-19 restrictions and legislation.
- FC.19.1919 To note the APF Exit Payment cap update**
- Noted
- The members of public and District Cllr Young left the meeting.
- FC.19.1920 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 exclude the public and Press

**FC.19.1921 To agree the recommendation from the Youth services Committee on the awarding of the Youth Services contract for 2021/22**

There was a discussion on the impact and challenges of the pandemic on youth service provision and procurement. Councillors expressed their satisfaction with FACE Charity youth provision and how they have adapted during the pandemic.

It was RESOLVED to:

- a) Accept the proposals from FACE and award the contract for 2021/22 to FACE.
- b) In the event of South Gloucestershire Council extending their youth offering by two years then, depending on performance and outcomes by FACE in 2021/22, that the Parish Council contract to FACE is extended by two years to be in alignment with South Gloucestershire Council youth service contracts.
- c) To discuss with South Gloucestershire Council and Yate Town Council the development of a model contract and bring back to the Youth Committee in time for a new contract to be drawn up by September 2021.

**FC.19.1922 To receive the quotes for the Interim Clerk contract and award contract**

It was RESOLVED to defer this item to allow for queries to be investigated and an Extra Ordinary Council meeting to be held on 3<sup>rd</sup> March 2021

**FC.19.1923 To agree to the Business Continuity Plan (BCP) and agree to a small working group to test the plan using various scenarios**

The BCP was noted, it was RESOLVED to set up a BCP Working Group with a membership of Cllrs D Williams, L Williams, D Goodwin, T Niblett, and staff to test various scenarios against the BCP to check if any amendment is required.

**FC.19.1924 To agree the Health and Safety schedule**

It was RESOLVED to defer the Health and Safety Schedule and link in with the Business Continuity Plan

Meeting closed at 9.09pm