



An ORDINARY MEETING of the PARISH COUNCIL was held by web conference due to COVID-19 on Thursday 25th March 2021 at 7.00 pm and was attended by the following:

Chairman: Cllr L. Williams

Parish Councillors: Cllr T. Clark, Cllr D. Williams, Cllr T. Niblett, Cllr M. Bridgland, Cllr E. Pennell, Cllr D. Hockey, Cllr P. Hockey, Cllr D. Goodwin

In Attendance: 5 members of the public

Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FC.19.1937	APOLOGIES	
	None received.	
FC.19.1938	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Niblett – 5c) Land – as owner of the fence.	
FC.19.1939	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Extraordinary Parish Council meeting of 03.03.21 be approved as a true and accurate record of the meeting and be signed by the Chairman at the next face-to-face meeting with the following amendment: 1932 – ‘D. Hockey’ be changed to ‘D. Williams’. D. Hockey was appointed as a substitute.	Proposed: MB. Seconded: EP. All in favour Clerk
FC.19.1940	CO-OPTION OF COUNCILLORS	
	One co-option interest had been received. Matthew Hemmings gave a short speech as to why he wished to become a Parish Councillor. IT WAS RESOLVED to co-opt Matthew Hemmings as a councillor. Due to the pandemic and the virtual meeting, Matthew will sign his Registrable Interest and Undertaking of Compliance forms after the meeting and will not become a councillor until the forms have been signed.	Proposed: LW. Seconded: DH. All in favour Clerk
FC.19.1941	OPEN MEETING	
i.	Submissions from the public	
	None received.	
FC.19.1942	PRESENTATIONS FROM THE PUBLIC	

a.	Isolation and Community Inclusion Project	
	Proposed project information had been received from Southern Brooks Community Partnerships that focuses on supporting people over 50 who are likely facing loneliness and social isolation in the area. IT WAS RESOLVED that Southern Brooks Community Partnerships be asked to contact the Chair to discuss further.	Proposed: LW. All in favour Clerk
b.	Tennis Court Improvements	
	A report had been received from two residents proposing improvements to the court. Following questions it was confirmed that: <ul style="list-style-type: none"> The group are liaising with the Tennis Club and the Netball Club. Outline proposals to be sent to the Netball Club. A detailed costed report for further improvements will be submitted to Council. Further information needs to be presented as to whether the court usage should remain free of charge, whether to have a booking system, and whether gates should be installed. 3 quotes need to be obtained for all works. IT WAS RESOLVED that, in principle, the PC give their support to the proposed improvements subject to receiving a full detailed costed proposal. Three quotes to be obtained for all proposals. A Working Group consisting of Cllr Niblett, Cllr Bridgland, Netball Club, and Tennis Club be formed. Thanks were given to all involved for their work carried out so far.	TN Proposed: LW. All in favour TN
c.	Boundary Wall and Resident's Fence near Park Row	
	The residents who own the fence where a tree had fallen had sent a detailed report giving two options to the PC, one to carry out maintenance, or two, for the resident to purchase the strip of land. IT WAS RESOLVED that the PC do not wish to consider selling the strip of land as open spaces are so valuable to all residents and it would set a precedent. IT WAS RESOLVED that the office investigate the h&s issues. IT WAS RESOLVED that a working group consisting of Cllr P. Hockey, Cllr D. Williams, Cllr Pennell, and LGRC to be formed to investigate further options with regards to the fence issue. A report to be brought back to the next meeting.	Proposed: PH. Seconded: EP. All in favour Proposed: LW. Seconded: TC. All in favour. Clerk Proposed: LW. Seconded: TC. All in favour. PH, DW. EP. Clerk
FC.19.1943	CHAIR'S ANNOUNCEMENTS	
	No announcements to report.	
FC.19.1944	FINANCE & GOVERNANCE COMMITTEE & STAFFING COMMITTEE MEMBERS	
	IT WAS RESOLVED that Cllr D. Hockey be a substitute for the Staffing Committee. No changes to be made to the Finance & Governance Committee.	Proposed: LW. All in favour Clerk
FC.19.1945	FINANCE & GOVERNANCE COMMITTEE & STAFFING COMMITTEE MINUTES	
	Minutes of the Staffing Committee meeting held on 04.03.21 – NOTED. Minutes of the Finance & Governance Committee meeting held on 11.03.21 – NOTED.	
FC.19.1946	DISTRICT COUNCILLORS REPORT	
	A report had been received and circulated to all containing details of: <ul style="list-style-type: none"> Call for Sites from SGC information published. Call for Sites – Frampton End Farm. 	

	<ul style="list-style-type: none"> • Covid vaccination programme and concessionary bus passes changes. • Covid vaccination for residents with learning disabilities. • New Badminton Road cycle lane to extend Yate Active Travel corridor. • SCG budget for 2021/22. • Major investment to prevent flooding on local roads. 	
FC.19.1947	PLANNING	
a.	Planning Applications Received	
	<p>P21/01075/F. 396 Church Road. Installation of 2 no. front and 1 no. rear dormer to facilitate loft conversion, and conversion to existing garage into annex ancillary to main dwelling. IT WAS RESOLVED to respond to SGC with no observations.</p> <p>P21/01029/PDR. 18 St Saviour's Rise. Erection of single storey rear extension to form additional living accommodation. IT WAS RESOLVED to respond to SGC with no observations.</p> <p>P21/01164/F. 45a Church Road. Erection of 1 dwelling with associated works (resubmission of refused application P20/20738/F). IT WAS RESOLVED to respond to SGC with the same objections as per the last application.</p> <p>P21/01140/F. 9 Sunnyside. Erection of a two storey side and single storey rear extension to form additional living accommodation. IT WAS RESOLVED to respond to SGC with no objections but subject to clarification that there will be a minimum of 2 car parking spaces.</p> <p>P/21/01398/F. 188 Woodland Road. Erection of single storey rear extension to provide additional living accommodation. IT WAS RESOLVED to respond to SGC with no observations.</p> <p>P21/01624.F. Land at Perrinpit Farm, Perrinpit Road. Construction of a 49.99MWp ground mounted solar farm for a temporary period of 40 years including associated infrastructure, substation, transformer stations, internal access road, security fencing and CCTV cameras. IT WAS RESOLVED that Cllr Clark send contact details to the Clerk so a letter can be sent to the developer asking for further details and confirmation of the £20k community benefit fund. To respond to SCG stating that the PC is in support in principle but all rights of way must remain accessible and be maintained at all times, and preferably upgraded.</p> <p><u>To Ratify:</u></p> <p>P21/00843/F. 11a School Road. Erection of single storey front extension to form additional living accommodation. No objection.</p> <p>P21/00882/F. 5 West Ridge. Creation of first floor extension and erection of two storey front extension to form additional living accommodation. Installation of 2 front dormers, and front first floor balcony. Erection of single storey front/side extension to form garage. (Resubmission of P20/20085/F). Objection – The PC reiterated its concerns about the scale of this application and that it constitutes overdevelopment of the site.</p> <p>P/21/00997/F. 153 Park Lane. Erection of 2 storey rear extension to form additional living accommodation, erection of detached garage and 1.8m high wall. Alteration to the front porch (amendment to previously approved scheme P20/09669/F). No objection.</p>	<p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour Clerk</p> <p>Proposed: LW. All in favour</p>

	<p><u>Permission:</u></p> <p>P21/00554/F. 23 Southview. Erection of single storey detached garden room and canopy.</p> <p>P21/00366/PNH. 71 Meadow View. Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5m, for which the maximum height would be 3.8m, and for which the height of the eaves would be 2.4m. Prior approval not needed.</p> <p>P20/23506/F. 181 Church Road. Erection of detached dwelling with associated works. Approved with conditions.</p>	
b.	Planning Breaches, Appeals, and Enforcement Complaints	
	None received.	
c.	Call for Sites for the Local Plan by South Gloucestershire Council	
	IT WAS RESOLVED to add details of the Plan to the PC Frome Valley article and to reassure residents that nothing is set in stone with regards to development.	Proposed: LW. All in favour Clerk
FC.19.1948	PLAY AREAS	
a.	Play Area Repairs	
	The park inspection had identified the need to replace the bearings on the Twizzler bars on the Wickstead Play equipment at the Park. Many companies were asked to quote but only two could be obtained. IT WAS RESOLVED that the play area repairs be carried out by GB Sport & Leisure UK Ltd at a cost of £1,475.98 + VAT.	Proposed: MB. Seconded: LW. All in favour Clerk
b.	Inspection Progress Reports	
	Inspection progress reports were received for the play areas in the Park, Ridings Road, and the Brokeridge Centre. IT WAS RESOLVED to ascertain why works are not being carried out by the contractor.	Proposed: LW. All in favour Clerk
FC.19.1949	PITCH IMPROVEMENT PROJECT	
a.	Update Report from Drainage Steering Group	
	Report noted. Quotes are required for the cabling. IT WAS RESOLVED that the outstanding invoice for the ducting – associated tree works for £1,605.80 be paid.	Proposed: LW. All in favour Clerk
b.	Project Status and Financial Report	
	IT WAS RESOLVED to accept the reports.	Proposed: LW. All in favour
c.	Water Irrigation Contract	
	IT WAS RESOLVED to defer the item until three quotes have been received.	Proposed: LW. All in favour Clerk
FC.19.1950	CENTENARY FIELDS	
a.	Centenary Fields Management Plan	
	It was confirmed that the specification states that grass cuttings must be removed from site and not placed on the compost heap, however, spreading would be accepted. IT WAS RESOLVED to split the specification between grass mowing and maintenance / planting due to contractors not being able to fulfil both. Quotes to be obtained for each.	Proposed: DG. Seconded: LW. All in favour

		DG
b.	Local Nature Reserve Status	
	IT WAS RESOLVED to work with Natural England and SGC to obtain Local Nature Reserve Status for the Centenary Fields. Thanks were given to Cllr Clark and the Project Officer for all their hard work on the projects.	Proposed: DG. Seconded: LW. All in favour DG
FC.19.1951	CLIMATE AND NATURE	
a.	Pavilion Heating	
	A heat loss report was noted for the Pavilion. <ul style="list-style-type: none"> • Air-source pump heating has been investigated. • Shower usage needs to be confirmed. • Does downstairs need to be heated too? • Cloud based controls are being investigated so heating can be controlled remotely. An internet connection will be needed. • Consideration needs to be given with regards to whether the heating could be re-used if development work is carried out on the Pavilion. • Location of the pump needs careful consideration. • More specialist advice is needed. IT WAS RESOLVED that further information and quotes are required.	Proposed: LW. All in favour DG, MH, Clerk
b.	Climate Emergency Group Meeting	
	Notes from the Climate Emergency Group meeting of 17.03.21 - NOTED.	
FC.19.1952	BIN AUDIT	
a.	Consolidation of Dog and Litter Bins	
	An audit of the PC owned dog and litter bins had been carried out and details circulated to all. Discussion: <ul style="list-style-type: none"> • It was suggested that some bins should be painted by the children as what has happened to some of the SCG owned bins. The PC could work with the school to achieve this. The children who painted the bins could judge the next designs. • An animal character bin should be considered for the play area. IT WAS RESOLVED that the bins be consolidated, an animal character bin be sourced for the play area, and a dialogue is started with regards to children painting some of the bins.	Proposed: DH. Seconded: PH. All in favour DW
b.	Standardisation of Bins	
	IT WAS RESOLVED to standardise the bins to Sentinel, or where appropriate, the Sherwood bin.	Proposed: LW. All in favour DW
c.	Branding of Bins	
	IT WAS RESOLVED to brand the bins with the PC identity and message.	Proposed: LW. All in favour DW
d.	Beesmoor Road Playing Field bins	
	IT WAS RESOLVED to discuss with Beesmoor Road Playing Fields Management Committee the possibility of reducing the number of bins on their site.	Proposed: LW. All in favour DW
e.	Programme of Works	

	IT WAS RESOLVED to undertake the programme in 2021/22 as per the recommendations in the report for approval by the Finance & Governance Committee.	Proposed: LW. All in favour DW
f.	Annual Review of Bin Stock	
	IT WAS RESOLVED to carry out an annual review of the bin stock and recommendations from the Finance & Governance Committee for further consolidation and replacement.	Proposed: LW. All in favour DW
FC.19.1953	FINANCE	
a.	Clerk Access to the Bank Accounts	
	IT WAS RESOLVED that the Clerk, or Interim Clerk if no Clerk in post, to have view and submit, transfer of funds authorisation on the Council's bank accounts.	Proposed: LW. Seconded: MB. All in favour Clerk
	Suspension of Standing Orders	
	IT WAS RESOLVED to suspend Standing Orders due to the meeting over running the allotted two hours.	Proposed: LW. All in favour
b.	Internet Banking Policy	
	Suggested changes: <ul style="list-style-type: none"> • All references to the 'Project Officer' be changed to 'Clerk'. • No authorisation of payments by any officer. • BACS payments are preferred as opposed to cheques. IT WAS RESOLVED that the Clerk review the proposed Internet Banking Policy and refer to the Finance & Governance Committee who were given delegated powers to approve via email.	Proposed: LW. All in favour Clerk
c.	Councillor Annual Reconciliation Check	
	Cllr Goodwin had kindly carried out the annual reconciliation check on the accounts – report NOTED. Thanks were given to Cllr Goodwin.	
FC.19.1954	EXEMPT ITEMS	
	IT WAS RESOLVED that 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 remaining items of business on the grounds that its consideration would involve the disclosure of exempt information.	Proposed: LW. All in favour DW
FC.19.1955	PROFESSIONAL CONTRACTED SERVICES BUDGET AND VIREMENT	
	IT WAS RESOLVED that a budget and virement for Professional Contracted Services be set up, with a breakdown of sub-headings such as legal, finance, HR.	Proposed: LW. Seconded: DG. All in favour Clerk
FC.19.1956	LEGAL ADVICE RECEIVED	
a.	The Park and Pavilion	
	IT WAS RESOLVED that the Local Government Resource Centre give clarification on the Deeds and covenants and report back to Council.	Proposed: LW. All in favour Clerk
b.	Data Protection	
	IT WAS RESOLVED that Local Government Resource Centre work with the Pavilion Sub-committee and solicitors and bring a report back to Council.	Proposed: LW. All in favour

		Clerk
	DATE OF NEXT MEETING	
	Thursday 29 th April 2021 at 7.00pm. To be held via web conference due to COVID-19.	Clerk
	ITEMS FOR FUTURE AGENDA (not already in these minutes): <ul style="list-style-type: none"> • Annual Standing Orders Review & all policies – May • Budget / Precept – November or December • Poppy wreath – July • Retract Delegation of Powers from Clerk - next face-to-face meeting. • Schedule of meetings 2021/22 - May 	Clerk

The meeting closed at 9.18 pm.

Chairman Date:

SGC – South Gloucestershire Council
PC – Parish Council
EA – Environmental Agency
NHW – Neighbourhood Watch
Text in italics – members of the public or notes

