



An ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 24th June 2021 at 7.20 pm at Crossbow House and was attended by the following:

Chairman: Cllr T. Clark

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

In Attendance: 2 members of the public

Clerk / Minute Taker: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FC.19.1991	APOLOGIES	
	Cllr L. Williams – personal. IT WAS RESOLVED that the apology be accepted.	Proposed: TC. All in favour
FC.19.1992	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Niblett – Item 17) Fence at 4 Park Row – as owner of the fence.	
FC.19.1993	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 06.05.21 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 amendments: FC.19.1981 i) Add Cllr Clark to the Planning Committee. FC.19.1981 ii) Remove Cllr D. Hockey from the Finance & Governance Committee. FC.19.1989. Change the last sentence to 'Cllr Clark, as FC ward councillor, will attend any SGC Planning Committee meetings to ensure that FCPC are included'.	Proposed: MB. Seconded: TC. All in favour Clerk
FC.19.1994	OPEN MEETING	
i.	Planting of tree on the verge opposite the Rising Tree	
	A resident requested that an oak tree be planted opposite the Rising Sun. The resident had posted on Facebook and reported there was a lot of support from residents for the tree. It was recognised that an oak may cause issues due to its size but this would not be for many years. Councillors responded that Highways have advised in the past that a large tree should not be planted here as it would restrict visibility when it matures at the junction. Councillors advised that the request would be passed to the Climate & Nature Committee who are currently considering tree planting, and Highways to be contacted for their opinion and confirmation as to whether there is a constraints license.	Clerk

FC.19.1995	CO-OPTION OF COUNCILLORS	
i.	Co-option applications received	
	Two co-option candidate application forms had been received. Each candidate was given 5 minutes to speak about themselves.	
ii.	Exempt Item	
	As per the Co-option Policy, prior to consideration of the applications received for the office of a Parish Councillor, councillors were 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 motion on the grounds that its consideration would involve the disclosure of exempt information if discussing the merits of candidates.	Proposed: TC. All in favour
iii.	Co-option Candidates	
	Council considered and discussed the merits of the two co-option candidates.	
iv.	Co-option of Councillors	
	IT WAS RESOLVED to co-opt Julian Selman and Peter Semenenko as Councillors. Julian completed and signed a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct. Peter left the meeting so the forms will be forwarded to him for completion following the meeting.	Proposed: TC. Seconded: MB. All in favour Clerk
FC.19.1996	PROJECT MANAGEMENT METHODOLOGY	
	<p>A discussion took place as to whether the PC should adopt a method for managing significant projects. The software can be beneficial as Officers and Members can view what the agreed project stages are and when contribution is required. Council are currently investigating improvements to the pavilion and such software may be a methodology for managing the project. It was advised that Yate Town Council use such software effectively and operate a protocol that identifies the respective roles of Members and Officers in managing projects.</p> <p>IT WAS RESOLVED that the Project Officer liaise with Cllr D. Hockey and Cllr Goodwin. Yate Council to be contacted to ask what project software they use and benchmark against them, and to discuss their protocol for project management in view of their successful implementation of many projects over the last 30 years. A fully detailed costed report to be presented to Council for consideration.</p>	Proposed: MH. Seconded: TC. All in favour Clerk / DH / DG
FC.19.1997	F2F MEETING RISK ASSESSMENT DURING THE PANDEMIC	
	A draft face-to-face meeting risk assessment during the pandemic had been circulated to all. IT WAS RESOLVED to adopt the face-to-face meeting risk assessment during the pandemic.	Proposed: TC. Seconded: TN. All in favour Clerk
FC.19.1998	DAMAGE TO WHEELCHAIR	
	<p>A complaint had been received from a resident who damaged their wheelchair on a leg stand of the temporary fence alongside the path adjacent to the new pitch. The resident has incurred £119 repair costs and is asking for £150 to cover the cost of the damage.</p> <p>A discussion took place. There was concern on how the damage occurred as the path there is wide. There are liability signs erected on the pavilion.</p> <p>IT WAS RESOLVED that Council accept no liability for any damage caused to the wheelchair. The insurers to be contacted to ascertain the excess. If the excess is higher than £119 then an ex gratia payment of £119 be made to the resident. If the excess is lower than £119 then an insurance claim be made.</p>	Proposed: MH. Seconded: TC. All in favour Clerk
FC.19.1999	COMMITTEE AND GROUP MEMBERS	

An updated list of Committee and group members had been circulated to all. IT WAS RESOLVED to accept the revised committee and group member list. The list to be circulated to the new councillors to advise the Clerk which committee(s) and group(s) they wish to be part of.

Proposed: MH.
Seconded: TC. All in favour
Clerk / JS / PS

Committee & Group Membership

Committees

Committee	Members	Substitutes	Non-Voting
Climate & Nature	David Goodwin (Chair) Linda Williams Tristan Clark Pat Hockey Dave Hockey		Daisy Finnear (Officer) Julian Selman Frampton Festival rep Frampton Floral Friends Village Action
Communications & Community Engagement	Margaret Bridgland (Chair) Linda Williams Tim Niblett Matt Hemmings		
Events	Edwina Pennell (Chair) David Goodwin Matt Hemmings		
Finance & Governance	David Williams (Chair) Tim Niblett (Vice Chair) Linda Williams Tristan Clark	Margaret Bridgland David Goodwin Matt Hemmings	
Planning	Matt Hemmings Dave Hockey Tim Niblett David Williams Tristan Clarke	David Goodwin	Julian Selman
Staffing	Margaret Bridgland (Chair) Linda Williams David Williams Edwina Pennell	Dave Hockey Tim Niblett	
Youth Services	Tristan Clark (Chair) Matt Hemmings Dave Hockey David Goodwin Edwina Pennell	Linda Williams David Williams	

Working Groups

Working Group	Members	Non-Voting
Community Safety	Tim Niblett Dave Hockey David Williams Tristan Clark	
Pavilion	Tim Niblett David Goodwin Tristan Clark David Williams Dave Hockey	Kim Jeffries (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)
Policy	Pat Hockey Tim Niblett Tristan Clark	

	David Williams	
Strategic Planning	Linda Williams Tristan Clark David Williams Tim Niblett David Goodwin	
Tennis Court Improvements	Tim Niblett Margaret Bridgland	Tennis club Netball club

Task & Finish Groups

Task & Finish Group	Members	Non-Voting
Boundary Wall & Residents Fence nr Park Row	Pat Hockey David Williams Edwina Pennell	Bruce Poole
Village Design Statement Update	Pat Hockey Dave Hockey	Julian Selman

Steering Groups

Steering Group	Members	Non-Voting
Pitch Improvement	D Goodwin (Chair) Tristan Clark Dave Hockey Tim Niblett	Daisy Finnear (Officer)

Outside Body Representatives

Outside Body	Members
Frampton Festival Committee	Dave Hockey
Beesmoor Road Playing Fields Management Committee	Edwina Pennell
Community Engagement Forum	Dave Hockey Pat Hockey
Parish and Town Council Forum	Clerk
Over 50s Computer Group	
FC District Community Association	

FC.19.2000 ELECTRICAL INSTALLATION CONDITION REPORT (EICR)

The EICR report that had been circulated to all was noted.

Three quotes had been obtained to carry out the suggested works following the EICR report. IT WAS RESOLVED that quote B at a cost of £2,795 + VAT be approved and that the installation of two double sockets at the pavilion be added. Total contract to not exceed £3,000. The office to liaise with Cllr Niblett who had some queries.

Proposed:
TN.
Seconded:
DG. All in favour
Clerk

FC.19.2001 FRAMPTON RANGERS BRACKET INSTALLATION

Frampton Rangers have requested permission to install two brackets on the side wall of the pavilion next to the cricket frames to allow them to tie/lock their metal goalposts to the side of the building when not in use.

IT WAS RESOLVED that Frampton Rangers be granted permission to install two brackets to the wall of the pavilion to secure their goalposts to the side of the building. The club to be informed that they are referring to the pavilion as opposed to the Crossbow.

Proposed:
TC. All in favour
Clerk

FC.19.2002 GDPR TRAINING

	All Officers need GDPR training, and all but one Members need the training. Quotes for online training for a group session and individual online training had been obtained. IT WAS RESOLVED that all Officers and Members who need GDPR training carry out the online training with Highspeed Training at a cost of £22.50 per person by 24 th August 2021. Anyone who needs assistance is to contact the Office who will assist them at the Brockridge Centre to complete the training.	Proposed: TC. Seconded: DG. All in favour Clerk/All																
FC.19.2003	2021/22 BUDGET and 3-YEAR PROJECT PLAN																	
	A revised 2021/22 budget and 3-year project plan had been circulated to all with suggested priorities, timescales for projects, and responsibility for each project. IT WAS RESOLVED that the revised 2021/22 budget and 3-year project plan be adopted. Committees to look at the suggested timescale and responsibility for each project and report back to the Clerk of any suggested amendments. Once the resident survey has been analysed in August any resident suggestions can be presented to Council for consideration to add to the plan and budget.	Proposed: TN. Seconded: MB. All in favour Clerk/All																
FC.19.2004	ROTTEN BENCH AT THE PARK																	
	The wooden bench in the Park adjacent to Court Road is rotten and not repairable. There is also evidence of anti-social behaviour and substance misuse at that location. IT WAS RESOLVED that the rotten wooden bench at the Park be removed. Quotes to be obtained for a replacement and the new bench to be sited further around the Park so it has more visibility from Court Road to try and help alleviate misuse. The focus to be that the bench be used by residents for viewing sports matches.	Proposed: MB. Seconded: MH. All in favour Clerk																
FC.19.2005	FINANCE AND ACCOUNTS																	
i.	Internal Auditor Report 2020/21																	
	The internal auditor report for the 2020/21 audit had been circulated to all. IT WAS RESOLVED that Council approve the internal auditor report for the 2020/21 audit.	Proposed: TC. Seconded: EP. All in favour																
ii.	AGAR Section 1																	
	IT WAS RESOLVED that Council approve Section 1 – Annual Governance Statement 2020/21 of the Annual Governance and Accountability 2020/21 Part 3.	Proposed: TC. Seconded: DG. All in favour. Clerk																
iii.	AGAR Section 2																	
	IT WAS RESOLVED that Council approve Section 2 – Accounting Statements 2020/21 of the Annual Governance and Accountability 2020/21 Part 3.	Proposed: TC. Seconded: MB. All in favour Clerk																
iv.	Hearing Equipment Grant																	
	IT WAS RESOLVED that Council note that Cllr Lean and Cllr Young of SGC have awarded a grant for the purchase of hearing equipment agreed last meeting, and acoustics ceiling devices for the Brockridge Centre to a value of £1,873.86.	Proposed: TC. All in favour. Clerk																
v.	Payments & Transfers																	
	IT WAS RESOLVED that Council note the payments and transfers: Invoices for ratification	Proposed: TC. All in favour																
	<table border="1"> <thead> <tr> <th>Ref:</th> <th>Payee</th> <th>Invoice/ Acct</th> <th>Description</th> <th>Net</th> <th>VAT/IPT</th> <th>Gross</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ref:	Payee	Invoice/ Acct	Description	Net	VAT/IPT	Gross	Power to Spend									
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0106	Came & Co	507411976	Van Insurance	599.57	71.95	671.52	LGA 1972, s111
0206	Initial	60182570	Hygiene Units	54.86	10.97	65.83	Public Health Act 1936, s87
0306	Staff		Mileage	20.16	-	20.16	LGA 1972, s111
0406	Manor Hall	1058	Room Hire	26.00	-	26.00	LGA 1972, s111

Invoices for Approval

0506	Simply Cleaning Solutions	22	Cleaning Contract-The Pavilion	390.00	-	390.00	Public Health Act 1936, s87
0606	Simply Cleaning Solutions	23	Cleaning – Staff Cover	60.00	-	60.00	Public Health Act 1936, s87
0706	Staff	-	Expenses Claim	91.80	-	91.80	LGA 1972, s112
0806	Amazon Business	782595-135-2021-130	Stationery	9.16	1.83	10.99	LGA 1972, s111
0906	Amazon Business	258048910	Stationery	16.76	3.35	20.11	LGA 1972, s111
1006	Trade UK	1162382481	Uniform	76.63	8.33	84.96	LGA 1972, s111
1106	Trade UK	1166405583	Machinery	99.99	20.00	119.99	LGA 1972, s111
1206	Lock Stuck & Barrels	351405	Repairs to changing room lock	55.00	11.00	66.00	LGA 1972, s111
1306	KCS	1901000146	Photocopier Charges	228.71	45.74	274.45	LGA 1972, s111
1406	CJH Energy Assessors	753	Legionella Monthly check	50.00	-	50.00	Public Health Act 1936, s87
1506	Amazon Business	507974195-2021-56899	Supplies	10.99	-	10.99	LGA 1972, s111
1606	Amazon Business	1226506075-2021-57289	Supplies	15.82	3.17	18.99	Public Health Act 1936, s87
1706	Amazon Business	803647805-2021-59040	Supplies	4.99	1.00	5.99	LGA 1972, s111
1806	LGRC	1115	Professional Services	6254.05	1250.81	7504.86	LGA 1972, s112
1906	SLCC	BK202351	Staff Training	60.00	12.00	72.00	LGA 1972, s111
Chq 300141	Cash		Top up Petty Cash	250.00	-	250.00	LGA 1972, s111

	Unity Trust Deposit Account	Bank trnsf to top up Current Account	60,0000	-	60,000	LGA 1972, s111	
vi.	I.T. Support Contract						
	IT WAS RESOLVED that Council approve the Ionet I.T. support contract renewal for the coming year at a cost of £900 + VAT.						Proposed: DW. All in favour Clerk
FC.19.2006	DECORATION OF CHAIN LINK FENCE AT THE BROCKERIDGE CENTRE						
	<p>The Youth Council have requested that they decorate the chain link fence at the Brockeridge Centre. Ideas for chain link fence weaving were suggested and they have considered a few possible designs for the fence at the end of the carpark, and the one by the play area so they can brighten up the area and hopefully create a good piece of work that will make the community smile. Contacts of hot air balloon companies that donate old balloons to youth projects has been suggested to obtain the materials but other material research is continuing. IT WAS RESOLVED that Council approve the Youth Council request to decorate the chain link fence at the Brockeridge Centre.</p> <p>Council gave thanks to the Youth Council for the idea and would welcome any further suggestions.</p>						Proposed: TC. Seconded: DH. All in favour Clerk
FC.19.2007	4 PARK ROW – DAMAGED FENCE						
	<p><i>Cllr Niblett left the meeting.</i></p> <p>A further meeting has been held between the Clerk, Bruce Poole (LGRC), and the owner of 4 Park Row. It has been ascertained that the fence adjacent to 4 Park Row is the responsibility of the Parish Council. Council need to consider and decide on action e.g. repair the fence, replace the fence, plant a hedge, leave it as is, other. If the fence is to be repaired or replaced then part of it or all of it?</p> <p>Groundworks have started to take place to remedy the other problems Council have agreed. Confirmation has been received that the electricity cables have been cut so it is now safe to continue the groundworks, which are in hand. The area has been taped off for safety in the meantime. The Climate & Nature Committee have been asked to consider if it would be beneficial for the hedge to be extended.</p> <p>IT WAS RESOLVED that a Task & Finish Group be created with the members being Cllr, D. Williams, Cllr Pennell, Cllr P. Hockey, and Bruce Poole from LGRC. The group was given delegated powers to consider all documentation such as boundary plans and agree a response to the owners of 4 Park Row with regards to a request to replace the fence.</p> <p><i>Cllr Niblett re-joined the meeting.</i></p>						Proposed: TC. Seconded: DW. All in favour Clerk / DW / EP / PH
FC.19.2008	CABLING AT THE PARK FOR FLOODLIGHTS						
	<p>The existing permanent floodlights and proposed new eco LED portable floodlights for use at The Park require electric cables to be pulled through the ducts to power them. The ducting is already in place with draw pits for the cables. The works will take place before the pitch project is complete, therefore it is recommended that the Project Manager (GLDM) take the lead on the installation works. Also, due to electricians being involved and risks associated with this, the Project Manager will be best suited to ensuring all relevant regulations and procedures are followed. The quotes received by the Project Manager for the cabling work including their appraisal and recommendation will be added to the next agenda for approval.</p> <p>Project Management Costs - The Project Manager has provided a quotation for the project management of the cabling and electrical works. To provide the specification / brief for installing the cables, seek quotations from three approved contractors, review submissions and</p>						

	advise on appointment, oversee works on site and all statutory undertakings. The cost can be met from the underspend of the Pitch Improvements Project. IT WAS RESOLVED that Council agree to appoint GDLM to oversee the cabling at The Park at a cost of £1,200.	Proposed: DG. Seconded: MB. All in favour Clerk
FC.19.2009	STAFFING REVIEW	
	IT WAS RESOLVED that the Staffing Committee be given delegated powers to make and action decisions made regarding the staffing review so actions can be carried out in a timely manner. IT WAS RESOLVED that Cllr Niblett be a full member of the Staffing Committee, and confirmed that Cllr D. Hockey is a substitute member.	Proposed: TC. Seconded: DG. All in favour Proposed: TC. Seconded: DG. All in favour Clerk
FC.19.2010	COMMITTEE MEETING MINUTES and WORKING GROUP NOTES	
	IT WAS RESOLVED that Council note the notes of the Drainage Steering Group meeting held on 21.04.21, including acceptance of recommendations. IT WAS RESOLVED that Council note the notes of the Climate & Nature Working Group meeting held on 05.05.21, including acceptance of recommendations. IT WAS RESOLVED that Council note the notes of the Pavilion Working Group meeting held on 21.05.21, including acceptance of recommendations. IT WAS RESOLVED that Council note the minutes of the Staffing Committee meeting held on 20.05.21, including acceptance of resolutions. IT WAS RESOLVED that Council note the minutes of the Finance & Governance Committee meeting held on 10.06.21, including acceptance of resolutions. IT WAS RESOLVED that Council note the minutes of the Planning Committee meeting held on 27.05.21, including acceptance of resolutions.	Proposed: TC. All in favour Clerk Proposed: TC. All in favour Clerk Proposed: TC. All in favour Clerk Proposed: TC. All in favour Clerk Proposed: TC. All in favour Clerk Proposed: TC. All in favour Clerk
FC.19.2011	NEW PLANTERS	
	IT WAS RESOLVED that Council note that a site location plan and the license have been returned to SGC for the new village planters. The Estates & Amenities Officer has been liaising with Floral Friends of Frampton and has arranged for the watering of the new planters. The planters are now in situ.	Proposed: TC. All in favour
FC.19.2012	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	IT WAS RESOLVED that Council note the following correspondence and circulars that had been received: Emails Received: <ul style="list-style-type: none"> • NALC. Online training courses (Emailed:All) • Local Government Engagement daily notifications. (Emailed:All, relevant info on website & Facebook) • NALC. Chief Executive bulletins (Emailed:All) • Cadence PR. Confirmation of willingness to negotiate on the proposed solar farm fund, and links to ecology reports (Emailed: All, links on website) • Forest of Avon Trust. Details of grant for trees (Emailed: DG, Project Officer) 	Proposed: TC. All in favour

	<ul style="list-style-type: none"> • JBA Consulting. Commissioned by SGC to update their Local Flood Risk Management Strategy (LFRMS). Deadline for response 22.6.21 (Emailed:All) • NALC. Weekly newsletters (Emailed:All) • FACE. Thank you for funding the Youth uniform. (Emailed:All and asked for permission to place on website and Facebook, asked to report for the next FVV article). • SGC. Local Nature Action Plan webinar 26.5.21 (Emailed: David/Project Officer to attend) • Wessex Flood Resilience Team, Environmental Agency. Details of £200k fund (Emailed:All) • Age UK Bristol. Free bereavement training course (Website, Facebook) • SGC. Confirmation that the trade unions have rejected the 1.5% pay increase offer (they asked for 10%). • Village Action. Village diary of events for May (Emailed:All, website, Facebook) • SGC. Details of a consultation for J4174 improvement scheme. Deadline for response 16.08.21 (Emailed:All) • SW Councils Associate Newsletter May 21 (Emailed:All) • SGC. Highways newsletters (Emailed:All, applicable items on Facebook & Website) • SGC. Agenda for Community Engagement Forum 16.06.21 (Emailed:All, Project Officer) • SGC. Consultation on A4174 improvement scheme (Emailed:All) • SGC. Consultation Joint Health & Wellbeing Strategy 2021-25 (Emailed:All) • SGC. Details of new 'Pedestrians walking in Road' warning signs proposed in Ridgeway. (Emailed:All) • Avon Pickleball Club. Request for tennis court usage/amendments (T Niblett – Tennis Working Group) • GPFA. The Playing Field newsletter Spring 2021 (Emailed:All) • Stars Connecting. Details of free training for bereavement support groups for residents (website, Facebook) • West of England Combined Authority newsletter 10.06.21 (Emailed:All) • Beesmore Road Playing Field Committee minutes, April (Emailed:All) • Bristol Airport. Airport Newsletter June 2021 (Emailed:All) 	
FC.19.2013	DATE OF NEXT MEETING	
	Thursday 29 th July 2021 at 7.00pm. Venue: tba.	Clerk
	ITEMS FOR FUTURE AGENDAS (not already in these minutes):	
	<ul style="list-style-type: none"> • Annual Standing Orders Review & all policies – May • Budget / Precept – November or December 	Clerk

The meeting closed at 9.22 pm.

Chairman

Date:

SGC – South Gloucestershire Council

PC – Parish Council

LGRC – Local Governance Resource Centre

SWC – South West Councils