

Frampton Cotterell Parish Council



Clerk/CEO to the Council
The Brokeridge Centre
Woodend Road
Frampton Cotterell
Bristol
BS36 2LQ

An ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 25th November 2021 at 7.00 pm at the Brokeridge Centre and was attended by the following:

Chairman: Cllr T Clark,

Parish Councillors: D Goodwin, M Hemmings D. Hockey, P. Hockey, T. Niblett, A Pullen, J Selman, D. Williams.

In Attendance: 1 member of the public

Clerk/CEO- Minute Taker: Mrs L Squire

ITEM	MINUTE	VOTE / ACTION
FC.19.2068	APOLOGIES	
	Cllr Pennell, Cllr Semenenko and Cllr L Williams IT WAS RESOLVED that the apologies be noted.	All in favour
FC.19.2069	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllrs Goodwin & Hemmings stated that they intended taking part in the Frampton Globe Trot and queries if they needed to declare an interest or request a dispensation. They were advised that they could still be involved in the discussion and vote relating to the Globe trot and no dispensation was required.	
FC.19.2070	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 28.10.21 be approved as a true and accurate record of the meeting and be signed by the Chairman. Clarification was requested relating to accessing and receiving copies of the minutes, the Clerk advised that she believed she was following the practice set up by the Locum Clerk but would investigate this.	All in Favour. Clerk Clerk
FC.19.2071	OPEN MEETING	
	A representative from Frampton Cotterell Cricket Club advised that they will be celebrating one hundred years of cricket in 2024 and would like to engage with the Council to work together to mark this notable event. When questioned the representative advised that the planning was at any early stage, however a celebrity cricket match has been discussed and it may be more than one event but will discuss this with the Council in the future. He referred to the irrigation project and that FCPC were financially supporting them with this and that they had been successful in obtaining SGC Member awarded funding (MAF) funding towards this, however they were restricted from applying for some funding	

	<p>opportunities as their tenure is only on a year-by-year basis and a longer-term tenure was required.</p> <p>He stated that this had been raised with a previous clerk and legal advice was obtained and provided to the club, but the cricket club did not know what questions had been asked, for the lawyers to respond to.</p> <p>Councillors stated that this did not just affect the cricket club it is a long-standing issue that applies to all sports clubs using the park.</p> <p>Councillors confirmed that they were happy to work with the sports clubs to resolve this subject to the area being a public open space and the public being able to use it freely and believed that there is a clause in the covenant indicated this. Any future tenure would not specify exclusive use, other than when there was training or games/matches were being played.</p> <p>IT WAS RESOLVED that the: -</p> <ul style="list-style-type: none"> • Clerk obtain the questions issued to the lawyer and the advice and circulate this to all councillors, all staff and all sports clubs • Clerk obtain legal advice to produce new leases/agreements ideally from April 2022 • Clerk check with other parishes if they have agreed a period of tenure, so sporting organisations can gain tenure and access funding opportunities. • Council would not sign any agreement/lease which would enable a sports club or organisation to mortgage the park. 	All in Favour. Clerk
FC.19.2072	CHAIR'S REPORT	
	<p>The Chairman advised that he had seen the Facebook video relating to the Christmas Tree delivery in preparation for the Carols around the tree event on the 3rd December 2021 and wanted to minute the Council's thanks to Frampton Garage for assisting with the delivery and installation of the Christmas tree.</p>	All in Favour
FC.19.2073	DISTRICT COUNCILLOR REPORT	
	<p>District Councillor Tristan Clark reported:</p> <p>A4174 'Through-about' Junction Improvement Bid Paused</p> <p>Plans for junction improvements along the A4174 ring road, with the creation of a series of through-about, have been paused to allow time to monitor and evaluate the recently opened Wraxall Road through-about.</p> <p>Following a 12-week public consultation, the council say they have listened to residents' feedback and decided not to submit a bid for funding to government for now. Out of the 888 responses just under 84% either strongly opposed or somewhat opposed the proposals. By contrast just over 12% either strongly supported or somewhat supported the plans. Roughly 81% thought that the scheme would not improve their journeys along the A4174 in future years. Amongst the reasons given for opposing the scheme were:</p> <ul style="list-style-type: none"> • The traffic disruption caused during the construction. • The incompatibility of the scheme with South Gloucestershire Council's Climate Emergency Declaration. • The negative impact the scheme would have on both carbon emissions and air quality in the area. • The lack of clarity about the benefits of the scheme. <p>The decision on whether to submit a funding bid to central government to implement revised proposals will be reviewed in a year after further work and assessment. The Consultation Feedback Report is found at https://consultations.southglos.gov.uk/A4174Improvements/.</p>	Cllr Clark

	<p>Beesmoor Road Closure</p> <p>A section of Beesmoor Road between Manor Close and Badminton Road is closed, eastbound only, for up to 21 days. This is so that the pavement on the north side of the road can be reconstructed. Drivers can still travel westbound (away from the traffic lights) and pedestrians can use the southern pavement.</p> <p>Residents and ward councillors only received notification the day before work commenced. Cllr Young asked officers why, when the Park Lane/Badminton Road junction works are still not finished, they were doing this work at such short notice. Officers replied:</p> <p><i>“Thanks for contacting us and please accept our apologies for the delayed notification. These are important works to the northern footway and we have done what we can to minimise congestion on the main A432 Badminton Road by leaving the traffic lights unaffected (westbound). The southern footway remains in use. The closed section will be reopened where possible overnight. We will work with the residents/properties that are directly affected to maintain access when we can.</i></p> <p><i>The reason for the works being undertaken now is a change in the resourcing programme in order to use SGC own labour force for the works. This will result in a saving of costs. [...] It is expected that the works will be complete during week ending 26th November”.</i></p> <p>When pressed further on the Park Lane/Badminton Road junction works officers said:</p> <p><i>“We’ve been advised that Park Lane should be open [by 19th November], following street lighting works associated with the new [Blackberry Park] development. However, if this weren’t to happen as expected, then it would have delayed starting Beesmoor Road works if we’d run them sequentially”.</i></p> <p>South Gloucestershire Council’s Budget for 2022/23</p> <p>South Gloucestershire Council has published its draft budget for 2022/23. The proposals, which opened to public consultation on Monday 18th October 2021 to Sunday 9th January 2022, include increases in funding to children’s services worth more than £10 million over the next four years, as part of the Council’s focus on supporting South Gloucestershire residents as the country emerges from the Covid-19 pandemic.</p> <p>The budget proposes a 1.99 % increase in council tax with an additional 2% increase ringfenced as an Adult Social Care Levy (which will contribute towards the Council meeting the increasing demand for social care services). This overall increase of 3.99% in 2022/23 compares to overall council tax increases of 4.99% in 2021/22 (with 3% as a Social Care Levy) and 3.99% in 2020/21 (with 2% as a Social Care Levy). Next year’s council tax increase would happen at the same time as the government introduces its new, controversial Health and Social Care Levy. This latter Levy will take the form of a 1.25% increase in employee national insurance contributions (which in 2021/22 was paid by all those who earned more than £9,568).</p> <p>The consultation process forms an important part of how the Council budget gets approved, with residents’ feedback being presented in the decision-making report to Councillors. The consultation on next year’s budget went live on 18th October and can be found at https://consultations.southglos.gov.uk/Budget202223/.</p>	
FC.19.2074	FINANCE & ACCOUNTS	
	Payments for approval	

IT WAS RESOLVED that the following payments be approved:								Proposed: TC Seconded: JS. All in favour Clerk
Re f:	Payee	Invoi ce /Acct .	Description	Net	Vat	Gross	Power to Spend	
09 11	LGRC	CN22	Refund of Deposit	-6,330.00	-1,266.00	-7,596.00	LGA 1972, S 112	
10 11	D Bamfield	433	Part 2 Conservatio n Contract- The Park	1,375.00	-	1,375.00	Open Spaces Act 1906, ss 9 & 10	
		433	Tree work to canopies over bench – The Park	400.00	-	400.00	Local Government and Rating Act 1997, s 31	
11 11	Advanced Security Systems Ltd	3746/21	Installation x 2 panic alarms – The Brockeridge Centre	250.00	50.00	300.00	LGA 1972, S.111	
12 11	Amazon Business	1207 8804 1	Cleaning Supplies	9.37	1.88	11.25	LG (Miscellaneous Provisions) Act 1976, s.19	
13 11	Amazon Business	1350 1072 1	Crafts for Christmas Event	5.82	1.17	6.99	LGA 1972, S.111	
14 11	Amazon Business	1614 0926 25	Crafts for Christmas Event	25.68	5.13	30.81	LGA 1972, S.111	
15 11	Amazon Business	1001 4713 1	Basketball Chain Replacemen ts	39.96	8.00	47.96	LGA 1972, S.111	
16 11	Amazon Business	1175 7722 1	Cleaning Supplies	24.99	5.00	29.99	LG (Miscellaneous Provisions) Act 1976, s.19	
17 11	KCS Professional Services	KPS2 1138 8	Photocopier rental 31/5/21 – 31/08/21	45.07			LGA 1972, S.111	
		KPS2 1138 8	Photocopy charges	146.86	38.39	230.32	LGA 1972, S.111	
18 11	Lightweigh t Tool Hire Ltd		Estates Hire of Equipment	24.00	4.80	28.80	LGA 1972, S.111	
19 11	Pegasus Window Cleaning Services	0911 21	Window Cleaning Services	30.00	-	30.00	LGA 1972, S.111	
20 11	Sapling	12	HR Services	80.00	-	80.00	LGA 1972, S.111	
21 11	SGC	3804 7851 56	Payroll charges 01/07/21 – 30/09/21	79.00	15.80	94.80	LGA 1972, S.112	

	22 11	SGC	3804 8071 28	Grass cutting All Sites	788.94	157.79	946.73	Open Spaces Act 1906, ss 9 & 10	
	23 11	SGC	3804 8108 27	Localism Charges Qtr 3	3070.20	614.05	3684.25	Localism Act 2011 and Litter Act 1983 , subsections 5 & 6	
FC.19.2075	SLCC MEMBERSHIP								
i	Council considered the SLCC Membership for the: <ul style="list-style-type: none">• Projects and Support Officer at a cost of £262• Clerk/CEO Principal Membership for the Professional Development Scheme (PDS) at an additional cost of £55. IT WAS RESOLVED to approve both memberships.								Proposed: DH. Seconded: PH All in favour Clerk
FC.19.2076	GRANT REQUEST								
	Council considered the application received from 2 nd Frampton Cotterell Scout Group. IT WAS RESOLVED that more information is required before making the decision, namely: - <ul style="list-style-type: none">• the exact number of noticeboards, storage units they have, what they are currently used for and request photographs• the number of new noticeboards and storage units they require and how many will be used for the scouts and how many for FACE• whether other clubs also have access to these noticeboards.• Once this information is provided the council would like a site visit to take place with Cllr David Williams, Cllr Tim Niblett and an officer from the Council. When this information is requested, the Council want to relay their apologies for the grant application being misplaced and this apology will be included in the council minutes.								All in favour Clerk
FC.19.2077	COMMITTEE MEETING MINUTES AND WORKING GROUP NOTES								
	IT WAS RESOLVED that Council approve the following committee meeting minutes and working group notes, along with the recommendations and decisions made, with any alterations specified below: <ul style="list-style-type: none">• Minutes of the Finance & Governance Committee meeting held on 11.11.2021, including acceptance and approval of recommendations. The Chairman of the Finance & Governance Committee requested an alteration to the recommendation on the virement from general salaries to a new budget for professional services to cover the locum clerk to revise this from £47,700 to £20,000. He indicated that this would provide a clearer explanation on the expenditure.• Minutes of the Staffing Committee meeting held on the 18.11.2021 including acceptance and approval of recommendations.• Minutes of the Planning Committee meeting held on the 22.11.2021, including acceptance and approval of recommendations.• Minutes of the Youth Committee meeting held on the 22.11.2021 including acceptance and approval of recommendations.• Notes of the Pavilion Working Group meeting held on 04.11.21. A query was raised on whether the results of the straw poll to find out the balance of opinion on whether the provision of a lift to the first floor of the pavilion should								All in favour Clerk Proposed: DW Seconded TC All in favour

	<p>be treated as a matter of very high priority had been passed to the Chairman of the Pavilion working group and if legal advice has been obtained</p> <p>Council were advised that the responses had not been passed to the Pavilion Chairman and legal advice had not been obtained as the authority to enable this was part of the changes to the financial regulations later in the agenda.</p> <p>The accuracy of the working group meeting notes were queried and it was stated that in future any actions would be clarified at the meeting, also that if any representatives noticed any changes were required to the notes the chairman of the meeting should be advised as soon as possible.</p> <ul style="list-style-type: none"> Minutes of the Frampton Cotterell Playing Fields Committee (Beesmoor Road) for the meetings held on the 12th October (AGM & general meeting) and 9th November 2021 <p>A query was raised about the plans for the Platinum Jubilee and Council were advised it depended on the Council decision relating to renaming the Park which was later in the agenda.</p>	All in favour
FC.19.2078	AMENDMENT TO FINANCIAL REGULATIONS	
	<p>Council were advised that the proposed changes would make the financial regulations clearer and provide committees with the delegated authority to approve expenditure within their specific revenue budget, earmarked reserve or a specific amount approved by Council.</p> <p>IT WAS RESOLVED to increase the limits in the Financial Regulations 4.1 to the following: -</p> <ul style="list-style-type: none"> the council for all items over £10,000; The Finance and Governance Committee items over £500 and up to £10,000; or the Clerk, in conjunction with Chairman of Council or Chairman of the Finance and Governance committee, for any items below £1,000. The Clerk in an emergency in conjunction with the Chairman, where possible, for any items below £3,000. <p>IT WAS RESOLVED to revise the Financial Regulations to: -</p> <ul style="list-style-type: none"> delegate authorising revenue expenditure to Committees up to a specified amount within the Committee budget and that the individual Committee's terms of reference are revised accordingly. to authorise the Clerk to obtain legal advice (when required) up to a value of £1,000 per enquiry. 	All in favour. Clerk
FC.19.2079	REQUEST TO USE THE CENTENARY FIELD FOR THE FRAMPTON GLOBE TROT	
	<p>Council considered the email request and application form to use the centenary field for the finish for the Frampton Globe Trot and for the gate to be opened for access between 9.30am until 1pm on the 2nd April 2022.</p> <p>IT WAS RESOLVED providing the organisers liaised with the Climate & Nature Officer to ensure any planting was not damaged to approve the request.</p>	All in favour Clerk
FC.19.2080	SURVEY RESULTS FOR THE PROPOSAL TO RENAME THE PARK	
	<p>Council considered the survey results for the proposal to rename the park.</p> <p>IT WAS RESOLVED to take the responses into account and: -</p>	Proposed: Seconded JS. All in favour Clerk

	<ul style="list-style-type: none"> to not rename 'The Park' and consider other jubilee celebrations; to provide feedback thanking the resident for taking part and advising of the Council decision and to remind residents the full council survey is due to close soon on the 30th November and that there was still time to complete it. The Events Committee meeting to be arranged to discuss the jubilee celebrations and possible venue, Cllr Hemmings Chairman of this committee to consider If a response is not received from SGC soon regarding the access to the Centenary field, the three SGC Councillors to be asked to approach the SGC officer direct to facilitate a quicker response. 	
FC.19.2081	ROSPA- THE PARK- FOOTPATH SAFETY REVIEW	
	<p>Council considered the ROSPA Footpath review, which did not produce the feasibility study expected it was more relating to safety. Discussed options and when and where it should be considered.</p> <p>IT WAS RESOLVED that: -</p> <ul style="list-style-type: none"> this will be considered at the Climate & Nature Committee the January Council meeting will propose revising the Climate and Nature Committee title and terms of reference to include Parks matters to rectify the gap where parks matters can only be considered at a Council meeting. 	All in favour Clerk
FC.19.2082	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	<p>Council noted the following correspondence and circulars that have been received:</p> <p>Emails Received:</p> <ul style="list-style-type: none"> SGC- Notification of Public Consultation: Annual Council Budget 2022/23(Emailed: All) Remembrance Parade & road closure (Emailed: All) Quarter 2 FACE Youth provision report (Emailed All) SGC- Streetworks Temporary Lane closure- Beesmoor Road (Emailed: All) SGC- Covid update (Emailed: All) SGC- Community Engagement- equality questionnaire (Emailed: All) Carols around the Tree 3rd December 2021-update- Emailed: All) 	
FC.19.2083	DATE OF NEXT MEETING	
	Thursday 6 th January 2022 at 7.00pm at the Brockeridge Centre for the Budget & Precept	Clerk
FC.19.2084	EXEMPT ITEM	
	<p>Councillors passed the following resolution:</p> <p>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</p>	
	COUNCIL TO CONSIDER THE RECOMMENDATIONS FROM THE STAFFING COMMITTEE	
	<p>Council considered the recommendations from the Staffing Committee.</p> <p>IT WAS RESOLVED: -</p> <ul style="list-style-type: none"> That the Clerk would remain in the room whilst these recommendations were considered. the first Team Building event should be for all the staff, in December. 	All in favour Clerk

	<ul style="list-style-type: none"> • Staff & Councillor team building event to be arranged in 2022 once the covid levels have decreased • A Staff 'one off appreciation recognition to be approved. • That the events and appreciation recognition should be funded from the Chairman's allowance and training budgets. • That all the staff should be thanked for the work they have carried out throughout the pandemic and wished Happy Christmas. • That the Marketing and Communications Officer should investigate carrying out promotional work on what work officers carry out and how hard everyone works. 	
	ITEMS FOR FUTURE AGENDAS (not already in these minutes): <ul style="list-style-type: none"> • Budget & Precept- January 2022 • Annual Standing Orders Review & all policies – May 2022 	Clerk

The meeting closed at 8.52pm.

Chairman

Date:

SGC – South Gloucestershire Council

PC – Parish Council

LGRC – Local Governance Resource Centre

SWC – South West Councils