

# Frampton Cotterell Parish Council



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

An **ORDINARY MEETING** of the **PARISH COUNCIL** was held on **Thursday 27<sup>th</sup> October 2022** at **7.00 pm** at the **Brokeridge Centre** and was attended by the following:

Chairman: Cllr L Williams

Parish Councillors: Cllrs M Bolton, I Davidge, D Goodwin, T Niblett, E Pennell, A Pullen, J Selman & D Williams

District Councillor: C Young (7.05)

In Attendance: No members of the public

Clerk/CEO & RFO- Minute Taker: Mrs L Squire

ITEM	MINUTE	VOTE / ACTION
<b>FC.19. 2236</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllrs T Clark, M Hemmings, D Hockey, P Hockey, A Williams and District Cllr J Lean submitted their apologies IT WAS RESOLVED that the apologies be noted.	All in favour
<b>FC.19. 2237</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	There were no declarations of interest or dispensations.	
<b>FC.19. 2238</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 29.9.22 be approved as a true and accurate record of the meeting.	Proposed; All in Favour. Clerk
<b>FC.19. 2239</b>	<b>OPEN MEETING</b>	
	No questions were received	
<b>FC.19. 2240</b>	<b>CHAIR'S REPORT</b>	
	The Chair mentioned that the Events Committee and staff have done an excellent work organising the remembrance parade and arranging the council logo on the centre on the poppy wreath.	

	<p>She asked if any councillors wanted to lay the poppy wreath instead of herself at the remembrance service, no councillors volunteered, so it was agreed that the Chairman will lay the wreath. Action: The Council Office Administrators will circulate the times of the remembrance service and parade to all councillors.</p>	Office Administrators
<b>FC19. 2241</b>	<b>FRAMPTON FESTIVAL ACCESS TO THE CENTENARY FIELD</b>	
	<p>Council were advised that SGC were happy with the vehicle measurements that were recently provided and will arrange for a design to be issued to the Parish Council for a new entrance. District Councillors Young advised she had received an update from SGC that the design would be provided free of charge and that the price of the work had previously been sent to the parish. The Clerk advised that she had not seen a price and Cllr Young stated that she would chase this up with SGC.</p> <p>It was noted that once the price is received, (which may need to be updated due to the increase in materials and labour) that utilities may need to be moved, which will mean further cost and that the allotment association will need to be consulted.</p> <p>IT WAS RESOLVED that :-</p> <ul style="list-style-type: none"> <li>• Cllr Young will contact SGC regarding the price they referred to submitting to the Parish Council.</li> <li>• The Clerk to keep the Festival updated on progress.</li> </ul>	All in Favour. CY Clerk
<b>FC19. 2242</b>	<b>DISTRICT COUNCILLOR REPORT</b>	
	<p><b>Redundancies Touted to Address Budget Shortfall</b></p> <p>Files published for the October meeting of South Gloucestershire Council’s Conservative cabinet show that the council’s budget gap is set to reach £29.3 million next year as the deteriorating financial situation is impacting its expenditure.</p> <p>A key report attributes the shortfall to global events, rising inflation and increasing demand for services. Surging energy costs will add £2 million and inflation is expected to add another £10 – 15 million to running costs, with the nationally negotiated pay offer requiring the council to find an extra £6.4 million per annum. Rapidly growing demand on services, including adult social care, means that, despite South Gloucestershire Council adding an Adult Social Care Precept to council tax rises for many years, the cost of delivering existing services is also likely to go up by £8.5 million every year. Additionally, capital costs – for building roads, schools and other one-off projects – have already escalated and may continue to grow if inflation is not brought under control.</p> <p>The report, which was discussed by the Cabinet on Monday 10<sup>th</sup> October, flags that the council is having to look for possible service changes or reductions, some of which may result in redundancies at the council. Proposals for service reductions and income opportunities will be presented to Cabinet in December. A one per cent rise in Council Tax generates £1.6 million. Councils are allowed to increase rates by 1.99 per cent without holding a referendum and it is assumed that a further 1 per cent adult social care precept will be permissible for 2023/24. The report can be found at <a href="https://council.southglos.gov.uk/ieListDocuments.aspx?CId=134&amp;MIId=16022">https://council.southglos.gov.uk/ieListDocuments.aspx?CId=134&amp;MIId=16022</a>).</p> <p>At the meeting of the Conservative Cabinet Cllr Young asked whether the administration would be engaging, as they have done in similar situations before, with town and parish councils about the budget shortfall. Nina Philippidis, SGC’s Head of Financial Services,</p>	

confirmed that SGC will be writing to town and parish councils to outline the scale of the budget shortfall and to discuss how it could work with town and parish councils to mitigate the impact of budget cuts on their parishioners.

More information on the proposals will be shared through the autumn, and residents are being asked to help shape the council's future plans. An initial public consultation has started (<https://consultations.southglos.gov.uk/budget23/>) and will close on 15<sup>th</sup> January 2023. Further information on potential savings shall be announced in early December. The draft budget that has been published does not pre-empt or assume the outcome of the funding settlement expected from the government later in the year, which could improve the outlook, but after the council has received that updated information, it will publish detailed four-year budget proposals for further public comment. Final budget decisions will be made by the Council in February 2023.

IT WAS NOTED that this will be discussed at the next Finance & Governance Committee meeting in November

F & G  
Committee  
Clerk

### **Update on Local Plan Timetable**

Papers published for the Cabinet meeting on Monday 10<sup>th</sup> October outlined an updated timetable for the adoption of South Gloucestershire Council's new Local Plan. Due to the pre-election period before the local elections in May 2023 the next public consultation on the draft Local Plan is now expected to occur sometime between July and October 2023. This would allow the incoming council administration time to review the draft proposals and all the data that underpins it before that draft goes out for public consultation. The finalised plan would be submitted for public examination in August 2024 with the aim of getting the plan successfully adopted by July 2025.

### **Cost of Living Assistance**

Many residents, following the fallout from the Chancellor of the Exchequer's recent contentious "mini-budget", will be concerned about the cost of living this winter. There is funding available locally to help, as well as expertise and information to assist residents in applying to national schemes and funds.

Community Resilience Fund – The community resilience fund can help those whose income or outgoings have been impacted. There is emergency and long term financial support available through this fund. Read more and apply for the community resilience fund at <https://beta.southglos.gov.uk/community-resilience-fund>.

Pension Credit – Pension Credit gives residents extra money to help with their living costs if they are over State Pension age and on a low income. Pension Credit can also help with housing costs such as ground rent or service charges. Residents may be entitled to extra help if they are a carer, severely disabled, or responsible for a child or young person. Pension Credit is separate from the State Pension. Residents can get Pension Credit even if they have other income, savings or own their own home. Further information is available at <https://www.gov.uk/pension-credit>.

For further information about other help available to support people who are struggling, including energy payment discounts, Universal Credit and pensioner cost of living payments. This can be found at <https://helpforhouseholds.campaign.gov.uk/>

	<p><u>Contact the council</u> – If residents are struggling or are not sure if they are eligible for support, pop into one of the council’s One Stop Shops in Yate, Kingswood or Patchway or give the customer contact team a call on 01454 868009 for advice. They can help people understand which grants they may be eligible for and help them apply. They have both emergency and long-term financial support available. Residents do not have to be on means-tested benefits to qualify for some of the support packages available during this time. For more information visit <a href="http://www.southglos.gov.uk/CostofLiving">www.southglos.gov.uk/CostofLiving</a>.</p> <p><b>Planning Service Report Published</b>  South Gloucestershire Council has published a report following a non-statutory, independent peer review of SGC’s planning department back in May. Two recommendations within the report relate specifically to frustrations raised by town and parish councils during their brief 30 minute remote meeting with the inspectors. The first of these recommendations is that there are regular meetings between council officers and the Town &amp; Parish Council Forum to allow its members to raise any pressing issues that have arisen. The second is that South Gloucestershire Council provide an annual programme of planning training for town and parish councils. This would allow town and parish councillors to gain a deeper understanding of key planning terms and policies as well as enabling them to engage more fully with the various issues for planning applications in their parish.</p> <p><b>Potential Replacement for Y3/Y4 Bus Services</b>  The West of England Mayor Dan Norris, after being sent a third email from Cllr Young, has finally replied to us. Unhelpfully, the response denies there was any operator interest in a Y3/Y4 replacement and ignores Claire’s request in previous emails for a meeting to take the Eurotaxi proposal forward:</p> <p><i>“As with all services withdrawals that First Bus made on the 9<sup>th</sup> October, the Combined Authority have been working with all operators within the region and some outside to find suitable alternatives. The combined authority has managed to find replacements for over half the routes in the region. But there was no interest in a direct or alternative replacement for services Y3 or Y4. The Combined Authority will continue to work with operators to try to find a solution”</i></p> <p>Claire has written back calling again for a meeting to push forward the Eurotaxi proposal. We will keep residents and parish councils updated should there be progress with these discussions.</p> <p><b>Autumn Covid Booster</b>  This month the NHS starts the next phase of the Covid-19 vaccination programme with those most vulnerable and the oldest receiving their jab first so that they are protected this winter. Residents do not need to contact their GP as the NHS will contact people when it is their turn. Find out more at <a href="https://www.england.nhs.uk/2022/08/nhs-to-roll-out-variant-busting-booster-jab-from-september-ahead-of-winter/">https://www.england.nhs.uk/2022/08/nhs-to-roll-out-variant-busting-booster-jab-from-september-ahead-of-winter/</a>.</p>	
<b>FC.19. 2243</b>	<b>FINANCE AND ACCOUNTS</b>	
i	<b>Internal Auditor mid year Report 2022/23</b> Council considered the verbal update as the auditor report had not been received. IT WAS RESOLVED to :-	All in favour

- Increase the Council's fidelity insurance to up to £1million, there was no additional cost for this mid-year change but that there will be an increase of approximately £50 on an annual basis.
- Nominate Cllr Morgan Bolton to carry out the quarterly checks on the financial processes and to ask Councillors not present, if they were willing to also carry out these checks so it can be split between two councillors.
- To note that the full report will be submitted to the next Finance & Governance Committee meeting.

ii **Payments for approval included in the appendix of the agenda**  
IT WAS RESOLVED that the payments listed below be approved.

All in favour  
Clerk

Ref:	Payee	Invoice/ Account	Description	Net	VAT	Gross	Power to Spend
1410	Amazon	GB26JCDFDZ AEUI	Computer speakers	12.49	2.50	14.99	LGA 1972,s.111
1510	"	GB10939579 4	Pens	4.16	0.83	4.99	"
1610	Mendip District Council	3129169	Legal fees	4896.00	979.20	5875.20	"
1710	Signet Signs	54881	Braille & tactile door signs	238.40	47.68	286.08	LGA 1972,s.133
1810	Bamfield Tree Services	20223-088	Priority tree work	2350.00	470.00	2820.00	Public Health Act 1875 s164
1910	Wilkin Chapman	2545420	Data Protection advice	1200.00	240.00	1440.00	LGA 1972,s.111
2010	Acoustic Advice Ltd	90270	Balance of Acoustic panels & installation	1632.00	326.40	1958.40	LGA 1972,s.111

iii **Payments for approval – invoices received since the agenda was issued**

IT WAS RESOLVED that the following payments be approved for the invoices received after the agenda was issued

All in favour  
Clerk

Ref:	Payee	Invoice /Acct.	Description	Net	Vat	Gross	Power to Spend
2110	Simply Cleaning	67	Pavilion cleaning	460.00		460.00	LGA 1972,s.111
2210	CJH Energy	1269	Legionella checks	50.00		50.00	Public Health Act 1936 s87
2310	Screwfix	1301714518	Maintenance materials	9.72	1.94	11.66	LGA 1972,s.133
2410	Amazon	125515251- 2022-5918	Juggling balls	22.89	4.58	27.47	LGA 1972,s.111
2510	Festive Lighting	20189	Xmas display lights	6538.31	1307.6 6	7845.97	"
2610	DCK	TPC10420	Accounts	250.75	50.15	300.90	LGA 1972,s151

	2710	Gregor Heating	GR-114565-ROH5	Service Brockeridge boilers	150.00	30.00	180.00	LGA 1972,s.133	
iv	<b>SLCC Membership</b> Council considered the SLCC annual memberships for both the Clerk/CEO & RFO and the Projects Officer. IT WAS RESOLVED to approve the costs of £349 and £270, an overall total cost of £619 for both officers.								All in favour
<b>FC.19.2244</b>	<b>COMMITTEE MEETING MINUTES AND WORKING GROUP NOTES</b>								
a	<b>Attendees of Committees &amp; Working Groups</b> Courts Development working group IT WAS RESOLVED to approve Cllr I Davidge joining this group.								All in favour. Clerk
	IT WAS RESOLVED that Council note and approve (where indicated) the following committee meeting minutes and working group notes, along with the recommendations and decisions made, with any alterations specified below:								
b	<b>Planning Committee</b> meeting held on the 29.9.2022, these were noted.								
c	<b>Climate &amp; Nature Committee</b> held on the 5.10.202, the minutes were noted and the recommendations were considered:- IT WAS RESOLVED:- <ul style="list-style-type: none"> <li>To install a pond approximately 15m x 8m with dead and live hedging around it at the Centenary Field.</li> <li>To form a Climate &amp; Nature Emergency Working group, the councillor representatives being Cllr L Williams, T Clark and J Selman and other external representatives.</li> <li>That the group will produce a report to Full Council defining the extent, limits/boundaries and where the Council wants to be in the next 5-10 years and recommending that the Council declares a Climate &amp; Nature Emergency by the end of 2022.</li> </ul>								All in favour. Clerk
d	<b>Parks &amp; Recreation Committee</b> held on the 11.10.2022, the minutes were noted and the recommendation as considered:- IT WAS RESOLVED for Cllr Niblett to draft an outline of what the Council are looking to do with the site, the Clerk will then provide this to Downend Estates and ask them for the exact assurance they require, as their current request could prevent the operation of a café in the future.								All in favour. Cllr T Niblett Clerk
e	<b>Events Committee</b> held on the 18.10.2022 the minutes were noted and the recommendation was considered:- IT WAS RESOLVED that further amendments are required by the Clerk/CEO & RFO to ensure the terms of reference include the new standard information for all committees' terms of reference. These amendments will be circulated to all councillors for approval								All in favour. Clerk
f	<b>Youth Services Committee</b> held on the 20.10.2022 the minutes were noted and the recommendation was considered:- IT WAS RESOLVED to approve the revised terms of reference for the Youth Services Committee								All in favour. Clerk
g	<b>Finance &amp; Governance Committee</b> held on the 20.10.2022 and the minutes were noted and the recommendations were considered:- IT WAS RESOLVED to approve the revisions to both the Safeguarding Children & Vulnerable Adults and Bird Nesting policies.								All in favour. Clerk

h	<b>Courts Development Working Group</b> meetings held on the 27.9.2022 and 13.10.22. It was confirmed that the survey would be available online and paper copies will be available. IT WAS RESOLVED to note the notes of the meetings and approve the draft survey.	All in favour. Projects Officer
<b>FC.19. 2245</b>	<b>S106 FUNDING FROM SGC</b>	
	Council were advised that no match funding opportunities have been identified for the second field pitch renovation. It was noted that there was still funding in a ear marked reserve for pitch maintenance and that the Estates & Amenities Officer has been working on a maintenance plan with the Projects Officer, which will be considered as part of the budget setting process. IT WAS RESOLVED to continue with the surveys for the Courts Development and review the feedback from the parishioners.	All in favour.
<b>FC.19. 2246</b>	<b>SGC STREET CLEANING &amp; MAINTENANCE WORK FOR THE PARISH COUNCIL</b>	
	Council considered the list of possible priority jobs that the SGC team could target. IT WAS RESOLVED that all councillors should provide the Clerk with any suggestions by the 4 <sup>th</sup> November 202, which will then be prioritised with the final list being provided to all councillors for approval before it is submitted to SGC.	All in favour. All Cllrs Clerk
<b>FC.19. 2247</b>	<b>SGC CHAIR'S AWARDS</b>	
	Council considered if they want to nominate anyone for the SGC Chair's awards. Chris Harris from the Scouts was nominated in recognition of his over 30 years in the scouting provision and his dedication to the young people in his scouting group during the covid pandemic lockdown. IT WAS RESOLVED to nominate Chris Harris for the SGC Chair's awards and that Cllr A Williams will write the Eulogy for the submission.	Proposed: LW Seconded: ID All in favour Cllr A Williams Clerk
<b>FC.19. 2248</b>	<b>UNKEMPT ALLOTMENTS &amp; COMPLAINT</b>	
	Council considered the complaint received regarding an allotment holder and the condition of the plot and considered what action should be taken. IT WAS RESOLVED to follow the process specified in the allotment tenancy agreement to its natural conclusion.	All in favour Administrator
<b>FC.19. 2249</b>	<b>CORRESPONDENCE &amp; CIRCULARS NOT COVERED BY THIS AGENDA</b>	
	The correspondence was noted.	
<b>FC.19 2250</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday 24 <sup>th</sup> November 2022 at 7.00pm at the Brockridge Centre	Clerk

The meeting closed at 8.05pm

Chairman ..... Date: .....