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21<sup>st</sup> April 2023

**AN ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 27<sup>th</sup> April 2023 at 7.00pm at the Brockridge Centre and the following business will be transacted. All Councillors are summoned to attend.**

Kind Regards

*L Squire*

Linda Squire  
Clerk/CEO & RFO to the Parish Council

#### AGENDA

**1 APOLOGIES**

MOTION: To note any apologies for absence.

**2 DECLARATIONS OF INTEREST / DISPENSATIONS**

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their register of interests as required and request any dispensations under the Localism Act 2011.

**3 MINUTES OF THE PREVIOUS MEETING**

MOTION: Council to approve and sign the minutes of the previous meeting held on the 30th March 2023

**4 OPEN MEETING**

Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

**5 REPORT FROM THE CHAIR**

MOTION: Council to receive a report from the Chair.

**6 DISTRICT COUNCILLOR REPORT**

MOTION: Council to receive a report from District Councillor Tristan Clark.

**7 FINANCE AND ACCOUNTS**

i) MOTION: Council to consider and approve the invoices for payment since the agenda was issued

- ii) MOTION: Council to consider and approve the updated March financial accounts
- iii) MOTION: Council to approve the Clerk/CEO & RFO submitting urgent payments for authorisation by 2 councillors prior to the Annual Council meeting in May and prior to the first Finance & Governance Committee meeting in June.

**8 INTERNAL FINANCIAL CONTROLS**

MOTION: Council to consider the internal financial controls quarterly checklist for 1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023 & year end.

**9 ASSET REGISTER**

MOTION: Council to consider the Council's Asset Register

**10 COMMITTEE MEETING MINUTES and WORKING GROUP NOTES**

**Committees**

**a) Planning Committee**

MOTION: Council to note the minutes of the Planning Committee meeting held on 30.3.2023 including acceptance and ratifying the responses to planning applications.

**b) Youth Services Committee**

MOTION: Council to note the minutes of the Youth Services Committee meeting held on 20.4.2023 including acceptance and approval of recommendations.

**c) Finance & Governance Committee**

MOTION: Council to note the minutes of the Finance & Governance Committee meeting held on 20.4.2023 including acceptance and approval of recommendations. Which include ratifying and approving :-

- The transfer of funds from the 2022-23 financial year to specific Earmarked reserves.
- Approving basketball activities at the Brockeridge Centre
- Update on ceiling costs from the Diocese

**Working groups**

**d) Communication Discussion group**

MOTION: Council to note the notes of the Communication discussion group held on 5.4.2023 including acceptance and approval of recommendations. Which include :-

- Council to consider the survey results action plan and the progress to date.
- Council to consider and approve the quarterly newsletter update proposals.
- Chairman & Committee Chairman to provide succinct quarterly news updates to be included in the newsletter by specified dates.
- All councillors to provide profile information to be included on the website.

**e) Play Equipment Working group.**

MOTION: Council to consider the notes of the Play equipment working group held on 25.4.2023 including acceptance and approval of recommendations

**11 COUNCIL OPEN DAY**

MOTION: Council to consider the Council Open Day previously suggested by the Events Committee and agree a date.

**12 PARK- CAR PARK & LIGHTING**

MOTION: Council to consider the correspondence received relating to the Car park and Lighting at the Park and decide what action to take.

**13 RESPONSE FROM FOUR TOWNS TRANSPORT RELATING TO PARKING AT THE PARK**

MOTION:- Council to consider the response received and any action required.

**14 REQUEST TO USE THE CENTENARY FIELD**

MOTION:- Council to consider the request to use the Centenary Field for the Frampton Festival In the Summer of 2024

**15 UPDATE ON THE MEETING WITH A CLUB REGARDING THE USER AGREEMENT 2022-23**

MOTION:- Council to receive an update on the meeting and consider any future actions, If required.

**16 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA**

MOTION: Council to note correspondence received.  
GDPR Complaint

**17 DATE OF NEXT MEETING**

Annual Council Meeting Thursday 18<sup>th</sup> May 2023, at 7.00 pm at the Brockeridge Centre..

**Members of the General Public and Press Welcome**

If you require a copy of any of the non-confidential items please contact [clerk@framptoncoterrell-pc.gov.uk](mailto:clerk@framptoncoterrell-pc.gov.uk)

**Agenda Item 16 – Correspondence & Circular**

Emails Received:

- SGC- Planning weekly lists & circulated schedules (Emailed)
- SGC- updates/news (Emailed: All)
- West of England- newsletter updates- (Emailed:All)
- Heritage news- (Emailed:All)
- SGC-Information and updates for South Glos businesses (Emailed: All)
- NALC- Chief Executive’s Bulletin--(Emailed All)
- NALC Newsletter (Emailed All)
- SGC- Follow Up to Landscape Character Assessment Pop-Up meeting 20 April 2023 --(Emailed All)