



12th May 2023

An ANNUAL MEETING of the PARISH COUNCIL will be held on Thursday 18TH May 2023 at 7.15pm at the Brokeridge Centre and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards

L Squire

Linda Squire

OPEN SESSION

1 ELECTION OF CHAIRMAN

MOTION: That Council elect a Chairman for the coming year and to receive the Chairman's Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

MOTION: That Council elect a Vice-Chairman for the coming year

3 APOLOGIES

MOTION: To note any apologies for absence.

4 DECLARATION OF ACCEPTANCE OF OFFICE -EXTENSION DATE TO SIGN (if required)

MOTION: Council to consider approving an extension for councillors not present at this meeting to sign their Declaration of Acceptance of Office

5 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.

6 MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the previous meeting held on the 27th April 2023

7 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.

8 REPORT FROM THE CHAIR

MOTION: Council to receive a report from the Chair.

MOTION: All Councillors to provide profile information for the Council's website

9 DISTRICT COUNCILLOR REPORT

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

10 GENERAL POWER OF COMPETENCE

MOTION: Council to agree that the Parish Council meets the criteria for eligibility for the General Power of Competence (two thirds elected (uncontested) members and a CILCA qualified Clerk).

MOTION: To agree to adopt the General Power of Competence

11 ELECTION OF COMMITTEE MEMBERS FOR THE COMING YEAR

MOTION: That Council elect the Finance & Governance Committee members.

MOTION: That Council create a Planning Committee and elect members.

MOTION: That Council elect the Staffing Committee members.

MOTION: That Council elect the Youth Services Committee members.

MOTION: That Council elect the Climate & Nature Committee members.

MOTION: That Council elect the Parks & Recreation Committee members

MOTION: That Council elect the Working group and task & finish group representatives

12 TERMS OF REFERENCE FOR COMMITTEES

MOTION: Council to consider and approve the Terms of reference for the following Committees

- a) Finance & Governance Committee.
- b) Planning Committee.
- c) Staffing Committee.
- d) Youth Services Committee .
- e) Climate & Nature Committee.
- f) Parks & Recreation Committee

13 TIMING & FREQUENCY OF COUNCIL & COMMITTEE MEETINGS

MOTION: Council to consider and decide timings and frequency of Council and Committee meetings for the 2023-24 year.

14 APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

MOTION; Council to appoint council representatives on the outside organisations for the 2023-2024 year

15 STANDING ORDERS – ANNUAL REVIEW

MOTION: Council to review its Standing Orders and decide whether any amendments are required.

16 FINANCIAL REGULATIONS & RISK MANAGEMENT POLICY – ANNUAL REVIEW

MOTION: Council to review its Financial Regulations and decide if any amendments are required.

MOTION: Council to consider and agree the Risk Management Policy and decide if any amendments are required

17 ADOPTION & RE-ADOPTION OF GENERAL POLICIES AND STRATEGIES

MOTION: Council to consider adopting the SGC recommended Code of Conduct

MOTION: Council to consider the re-adoption of the General policies and strategies of the Council.

18 INSURANCE ARRANGEMENTS

a) Main insurance

MOTION: Council to consider the quotations received for the Council's Main insurance Policy and approve the successful company effective from the 1st June 2023 for either a 1 year term or 3 year term

b) Van insurance

MOTION: Council to consider the quotations received for the Council's Van insurance Policy and approve the successful company effective from the 3rd June 2023.

19 FINANCE AND ACCOUNTS

a)MOTION: Council to consider approving the invoices for payment listed in Appendix 1 below.

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

c)Motion: Council to nominate councillors to authorise the payments through the bank for this month.

d)MOTION: Council to consider and approve the revised March financial accounts

e)MOTION:-Council to note the VAT return submitted for the quarter 4 financial year 2022-23

f)MOTION:-Council to approve the transfer of the small balance from the 2022-23 financial year to an Ear marked reserve.

20 HOSTED TELEPHONY PROPOSAL

MOTION: Council to consider and approve the hosted telephony proposal, as SGC are no longer providing the service.

21 HEATING AND HOT WATER UPGRADE AT THE BROCKERIDGE CENTRE

MOTION: Council to consider and decide whether to approve the quotations to improve the heating and hot water at the Brockeridge Centre.

22 COMMITTEE MEETING MINUTES

MOTION: Council to note the minutes of the Planning Committee meeting held on 27.4.2023 including acceptance and approval of recommendations

23 PLANNING APPLICATIONS

MOTION: Council to consider the following planning applications:-

[P23/01389/F Land at Applegarth Perrinpit Road](#)

Demolition of 1 no. dwelling and 3 no. outbuildings. Erection of 1 no. dwelling with associated works. Expires 14 May

[P23/01415/F 480 Church Road](#)

Creation of dropped kerb onto classified road. Expires 17 May.

[P23/01207/NMA 6 Rockside Gardens](#)

Nonmaterial amendment to planning permission P21/07674/F to change the roof from a pitched roof to a flat roof. Expires 9th May 2023

[P23/01535/CLE Land at Mill Lane](#)

Land at Mill Lane continued use of land as for sheep grazing and equestrian, including commercial livery and riding arena. No expiry date

[P23/01535/CLE Land at Mill Lane](#)

Continued use of land as for sheep grazing and equestrian, including commercial livery and riding arena-Expiry date not available

24 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA

MOTION: Council to note correspondence received.

CLOSED SESSION

- 25** MOTION: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 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.
- 26** **USER AGREEMENT CORRESPONDENCE**
MOTION: Council to consider the response received relating to the user agreement and consider any action required.
- 27** **DATE OF NEXT MEETING**
Thursday 29th June 2023 at 7.00 pm at the Brockeridge Centre.

.Members of the General Public and Press are Welcome

Agenda Item 24 – Correspondence & Circular

Emails Received:

- SGC- Planning weekly lists & circulated schedules (Emailed)
- SG Heritage Partnership update- (Emailed:All)
- SGC- updates/news (Emailed: All)
- SGC-Frome Valley CEF meeting on Thursday 22 June at 7pm (Emailed:All)
- NALC Events-(Emailed: All)
- NALC newsletters -(Emailed: All)
- NALC Chief Executive’s Bulletin -(Emailed: All)
- The Care Forums Dialogue Team launches South Gloucestershire Ageing Well Groups
- West of England- newsletter updates- (Emailed:All)
- SGC- Business Start-up Programme- (Emailed: All)

Appendix 1

Payments for Approval by Full council 18th May						
Payments VAT	Invoice Number Gross	Company	Description	Net		
1/05	GB-117614261-2023-192875	Amazon	Tablet case x 2	36.73	7.16	42.89
2/05	GB-100147131-2023-119454	"	Basketball Nets	36.47	7.32	43.79
3/05	GB-1400042395-2023-80604	"	Paper towel roll	8.32	1.67	9.99
4/05	GB-1226506075-2023-85445	"	Toilet paper	18.74	3.75	22.49
5/05	GB3VTOHABEI	"	Phone Case	7.48	1.50	8.98
6/05	GB-130051001-2023-58933	"	Paper towels	17.78	3.56	21.34
7/05	GB-1479000065-2023-40452	"	Toilet cleaner	13.32	2.67	15.99
8/05	GB3UU4PABEI	"	Hand soap	30.23	6.05	36.28
9/05	GB-130670421-2023-98710	"	Refuse sacks	15.41	3.08	18.49
10/05	GB-163991401-2023-19453	"	Hand towels	17.46	3.49	20.95
	GB-362753388	"	Credit Note	-13.32	-2.67	-15.99
11/05	30295	Brigstowe Media	FVV Advertising	2,200	440	2,640
12/05	1429	CJH Energy	Legionella tests	50.00	0.00	50.00
13/05	SM28185	RBS	Annual Support	728.22	145.65	873.87
14/05	4412	Signing Works	Interpreter Services	184.00	36.80	220.80
15/05	1367450691	Trade UK(B&Q)	Decorating equipment	9.58	1.92	11.50
16/05	1367773148	Trade UK (Screwfix)	Light bulbs	8.73	1.75	10.48
17/05	1367773164	Trade UK (Screwfix)	Bench Repairs	44.14	8.83	52.97
18/05	1369136633	Trade UK (Screwfix)	Step ladder	74.99	15.00	89.99
19/05	1367773156	Trade UK (Screwfix)	Paint	32.49	6.50	38.99
20/05	549	HGM Plumbing Ltd	Disinfectant/clean & test Brock. Fountain	107.56	21.51	129.07
21/05	2714321	KCS	Photocopier rental	88.12	17.62	105.74