

# 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> April 2023** at **7.00 pm** at the **Brokeridge Centre** and was attended by the following:

Chairman: L Williams

Parish Councillors: Cllrs M Bolton, T Clark, D Goodwin, M Hemmings, D Hockey, P Hockey  
T Niblett, E Pennell, J Selman & D Williams.

In Attendance: 1 member of the public (19.34)

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

Absent: Cllr A Pullen

ITEM	MINUTE	VOTE / ACTION
<b>FC.19. 2326</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Cllrs D Goodwin & A Williams and District Councillors J Lean & C Young. IT WAS RESOLVED that the apologies be noted.	All in Favour.
<b>FC.19. 2327</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	There were no declarations of interest or dispensations.	
<b>FC.19. 2328</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 30.3.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
<b>FC.19. 2329</b>	<b>OPEN MEETING</b>	
	No questions were received.	
<b>FC19. 2330</b>	<b>CHAIR'S REPORT</b>	
	The Chairman advised that she had attended and presented the Parish community awards and volunteer cream tea event the previous Saturday and it had been fantastic, she relayed her thanks	

to everyone involved in organising it. She advised it will be promoted by the Marketing & Communications Officer, once individuals have been contacted for feedback and the appropriate permissions obtained.

The Chairman thanked those councillors that submitted the election nomination papers to remain as a Parish Councillor, this has meant that as there were 13 uncontested nominations that the Parish Council will be able to adopt the General Power of Competence, which has not been possible for several years.

The Chairman thanked Councillor Selman (who will no longer be a councillor after the 4<sup>th</sup> May 2023) for his contribution to the Council and advised he has certainly made a difference and wished him all the best for the future.

Councillors were reminded of the Bioblitz event taking place on the weekend.

**FC19. 2331 DISTRICT COUNCILLOR REPORT**

**Demand Responsive Transport (DRT) Begins**  
 Westlink, the two year DRT trial being funded by the West of England Combined Authority’s (WECA) Bus Service Improvement Programme funding, began on 3<sup>rd</sup> April. Under DRT residents will book a journey (online, through an app or by telephone 0117 457 8561) and be given a pickup time from a nearby bus stop. Journeys can be anywhere within one of WESTlinks DRT zones and passengers are able, at the same time, to book a return journey later in the day. The North Zone covers Thornbury, Yate, and Chipping Sodbury as well as the wards of Frampton Cotterell, Charfield, Boyd Valley, Severn Vale and Pilning & Severn Beach; it will operate Mon – Sat from 7 a.m. to 7 p.m.

More information on the zones map, how Westlink will operate and how journeys can be booked can be found at <https://travelwest.info/westlink>.

**Wessex Water 2025 – 30 Plan Meeting**  
 Residents are rightly concerned about pollution in our local rivers. Now there is an opportunity to ask Wessex Water questions on their detailed plan for 2025 – 30 at an online event on 28<sup>th</sup> April (10 – 11.30 a.m.). The 'Your water, your say' meeting is an opportunity for residents to hear how their plan has been developed and to ask them questions about it. More information about the event and how residents can book a place can be found at <https://www.eventbrite.co.uk/e/your-water-your-say-tickets-585687606397>.

Cllr Clark

**FC.19. 2332 FINANCE AND ACCOUNTS**

i **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.

Ref:	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend
30/04	Amazon	BB-133821031-2023-31201	Copier paper	18.32	3.67	21.99	LGA 1972,s.111
31/04	“	GB3ULRVAB EI	Stationary	30.99	6.19	37.18	“
32/04	“	GB3ULRXAB EI	“	2.33	0.47	2.80	“
33/04	L Squire		Expenses	167.99		167.99	“
34/04	L Squire		Mileage claim	11.70		11.70	“

All in favour  
 Clerk

	35/0 4	Gordon Playground inspections	0244	Play inspections	150.00	30.00	180.00	Public Health Act 1875 s164	
	36/0 4	HGM Plumbing	543	Service filling stations	215..12	43.02	258.14	Public Health Act 1936 s125	
	37/0 4	Initial	60365373	Pavilion Hygiene	58.27	11.65	69.92	"	
	38/0 4	FACE	1252	Youth work Q4 2022-23	8750.00		8750.00	LGA 1976 s19	
	39/0 4	Rialtas	SM27624	Data back-up service	187.50	37.50	225.00	LGA 1972 s151	
	40/0 4	Sprint Print	26523	Mesh banner	65.00	13.00	78.00	LGA 1972,s.111	
ii	<b>Updated March accounts</b> -The Clerk advised that the updated March financial accounts were not available as the external accountant was visiting the council offices on the 28.4.2023								
iii	<b>Urgent payments-prior to the Annual Council meeting in May &amp; Finance &amp; Governance Committee in June.</b> IT WAS RESOLVED to prevent any unnecessary delays that the Clerk/CEO & RFO will submit any urgent payments for authorisation by 2 councillors prior to the Annual Council meeting on the 18 <sup>th</sup> May 2023 and prior to the first Finance & Governance Committee on the 8 <sup>th</sup> June 2023.								
	<b>FC.19. 2333 INTERNAL FINANCIAL CONTROLS</b>								
	Council considered the internal financial controls quarterly checklist for the 1 <sup>st</sup> January 2023 to the 31 <sup>st</sup> March 2023 and the recommendations and comments made. IT WAS RESOLVED to approve the recommendations and to thank Cllr Bolton for carrying out these checks to a high standard.								
	<b>FC.19. 2334 ASSET REGISTER</b>								
	Council considered the Asset Register and noted the altered list which now reflected the agreed de minimus figure. IT WAS RESOLVED to approve the restated Asset Register.								
	<b>FC.19. 2335 COMMITTEE MEETING MINUTES AND WORKING GROUP NOTES</b>								
i	COMMITTEE RECOMMENDATIONS- 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:-								
A	<b>Planning Committee</b> meeting held on 30.3.2023, the minutes were noted and the decisions ratified.								
B	<b>Youth Committee</b> meeting held on the 20.4.2023 the minutes were noted.								
C	<b>Finance &amp; Governance Committee</b> meeting held on the 20.4.2023, the minutes were noted and the recommendations were considered:- <ul style="list-style-type: none"> <li>The transfer of funds from the 2022-23 financial year to Earmarked reserves.</li> </ul>								

D	<p>The Clerk/CEO &amp; RFO advised that the £16,768 (206 1001) related to Community Benefit- Grange Farm should be transferred to the EMR 327 Solar Income- Community grants to reflect the conditions of the funding.</p> <p>IT WAS RESOLVED that the following should be transferred to Ear Marked Reserves</p> <ul style="list-style-type: none"> <li>○ £8,750 for Youth, unless the last quarter payment is included in the final year-end figures</li> <li>○ £10,000 into EMR 324 Play equipment</li> <li>○ £11,234 into EMR 323 Building Property Fund &amp;</li> <li>○ £16,768 into EMR 327 Solar Income- Community grants</li> </ul> <ul style="list-style-type: none"> <li>● approving basketball activities at the Brockeridge Centre</li> </ul> <p>IT WAS RESOLVED to approve basketball activities at the Brockeridge Centre providing that it is supervised by FACE representatives, locked away when the youth club are not at the building and that a sign is installed stating “ No Unauthorised Ball Games”.</p> <ul style="list-style-type: none"> <li>● Update on ceiling costs from the Diocese.</li> </ul> <p>IT WAS RESOLVED to note that the ceiling costs were as expected, namely £1500 for the Diocese &amp; £1500 for the Diocese legal fees.</p> <p><b><u>Working Groups</u></b></p> <p><b>Communications Discussion Group</b> meeting held on the 5.4.2023.</p> <p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"> <li>○ To note the notes of the meeting, the progress on the survey results action plan and the future plans.</li> <li>○ To approve the Parish Council quarterly newsletter, which will include photographs and succinct quarterly updates from the Chairman and Chairman of the Committees. It was noted that the newsletter will be mainly online with approximately 50 paper copies being available at local venues, doctors, dentists, takeaways, churches, voluntary groups etc.</li> <li>○ To reiterate the need for councillor profile information to be on the Council’s website at the May Annual council meeting and for councillors to think about the content required..</li> </ul>	<p>All in favour</p> <p>All in favour</p> <p>All in favour</p> <p>All in favour</p>
E	<p><b>Play equipment working group</b> meeting held on the 25.4.2023.</p> <p>IT WAS RESOLVED to note the notes of the meeting and noted that the council is waiting for plans to be returned from the potential contractors.</p>	<p>All in favour</p>
FC.19. 2336	<b>COUNCIL OPEN DAY</b>	
	<p>Council considered the Council Open Day previously suggested by the Events Committee, the intention was for it to be held during the Summer and attended by all staff and councillors. Committees can highlight what they do via banners, what’s been done and what’s planned for the future (2 sides of A4 only)and consider any queries raised by the public. Voluntary groups and organisations will also be invited.</p> <p>There could also be a team building session with both staff and councillors before the event.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>○ to circulate potential dates on a Saturday in the summer months to all staff and councillors</li> <li>○ The Events working group to plan the event.</li> </ul>	<p>All in favour. Clerk</p>
FC.19. 2337	<b>PARK- CAR PARK &amp; LIGHTING</b>	
	<p>Council considered the correspondence received from the Frampton Cotterell and District Community Association (FCDCA) advising of the increasing number of complaints from visitors to the Park regarding the deteriorating state of the car park and lack of lighting.</p>	

	<p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>○ To ask a professional contractor to assess what is required to improve the car park</li> <li>○ Liaise with the FCDCA as the car park is owned by them and the Parish Council to assess and agree how the issues can be rectified</li> <li>○ Set up a task and finish group to consider the external lighting required on the Pavilion.</li> </ul> <p><i>A local resident joined the meeting</i></p>	All in favour. Clerk
<b>FC.19. 2338</b>	<b>RESPONSE FROM FOUR TOWNS TRANSPORT RELATING TO PARKING AT THE PARK</b>	
	<p>Council considered the correspondence received from Four Towns Transport relating to parking at the Park and requesting the Parish Council's assistance to encourage SGC to finalise the minibus parking depot location.</p> <p>The local resident was asked by the Chairman to raise his concerns. He advised that he lives on Court Road and the road is filled with parents and children dropping them off to attend clubs at the park, pavilion and cross bow house. Cars are parked blocking driveways and left parked dangerously and children are unloaded into the road. The previous night there were 12 minibuses taking over 18 spaces of the car park. The overflow car park is often locked. This causes conflict between resident and visitors. He wondered if the Council was receiving any benefit or income from the minibuses being parked there. It was confirmed that the Parish Council were not receiving any type of benefit for this.</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> <li>○ To communicate with the clubs advising the visitors not to park across people's drives and to park safely</li> <li>○ Encourage Four Towns Transport to use the overflow car park</li> <li>○ Contact SGC to see if an alternative location can be identified, such as the Yate Park and Ride or Yate B &amp; Q car park previously used by post vans</li> <li>○ Encourage all clubs (not just rugby) to use the overflow car park, providing is locked after their session is finished</li> </ul>	All in favour Clerk
<b>FC.19. 2339</b>	<b>REQUEST TO USE THE CENTENARY FIELD</b>	
	<p>Council considered the request from Frampton Festival to use the Centenary Field In July 2024 for the Frampton Festival.</p> <p>IT WAS RESOLVED to approve the request in principle subject to the Council receiving further details from the Festival Committee and a meeting taking place relating to the conservation areas.</p> <p>Council were reminded that the widening of the Mill Lane allotment gate was due to take place week commencing the 9<sup>th</sup> May 2023 and will take 3 weeks.</p>	All in favour Clerk
<b>FC.19. 2340</b>	<b>CORRESPONDENCE &amp; CIRCULARS NOT COVERED BY THIS AGENDA</b>	
	<p>The correspondence was noted.</p> <p>Council were advised that that a GDPR complaint has been received.</p> <p>Letter received relating to the Tennis Courts.</p> <p>A response is to be sent to the resident advising them that the Council have not received the Lawn Tennis Association funding yet but are in discussion with them which could result in the tennis courts being refurbished.</p>	Clerk
<b>FC.19. 2341</b>	<b>EXEMPT ITEM</b>	
	<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>	

<b>FC.19.2342</b>	<b>UPDATE ON THE MEETING WITH A CLUB REGARDING THE USER AGREEMENT 2022-23</b>	
	<p>Council were provided with a verbal update on the meeting that had taken place earlier that week between members of the club, councillors and the Clerk/CEO &amp; RFO.</p> <p>Suggested additions to the agreement are to be submitted to the Council by the 15<sup>th</sup> May 2023,(it could be adding definitions and clarifications) and will be considered at the next Council meeting on the 18<sup>th</sup> May 2023. The club were advised that the Council did not want to incur any further legal costs and other clubs have signed the same user agreement.</p> <p>IT WAS RESOLVED to note the update.</p>	All in favour Clerk
<b>FC.19-2343</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday 18 <sup>TH</sup> May 2023 at 7.00pm at the Brockeridge Centre	Clerk

The meeting closed at 8.20pm

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

Abbreviations

SGC – South Gloucestershire Council                      PC – Parish Council  
M & C Officer- Marketing & Communications Officer