

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 30th March 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, A Williams & D Williams.

In Attendance: PC F Simmons. No members of the public

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

Absent: Cllr A Pullen

ITEM	MINUTE	VOTE / ACTION
FC.19. 2309	APOLOGIES FOR ABSENCE	
	Apologies were received from District Councillors J Lean & C Young. IT WAS RESOLVED that the apologies be noted.	All in Favour.
FC.19. 2310	DECLARATIONS OF INTEREST and DISPENSATIONS	
	There were no declarations of interest or dispensations.	
FC.19. 2311	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 23.2.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC.19. 2312	OPEN MEETING	
	No questions were received.	
FC.19. 2313	UPDATE FROM THE POLICE	
	PC Simmons provided an update on the staffing in the neighbouring areas over the last 5 years. He advised that between January & March 2023-45 crimes have been reported in the Frampton area, out of 21,397 throughout Avon. There has been a change in policing since covid and the way the	

	<p>Police operate and there is a huge demand relating to mental health issues. Previously police officers have been pulled away from primary roles to deal with other areas.</p> <p>The Future:-</p> <ul style="list-style-type: none"> • A new PCSO has been appointed and is currently undergoing training, the intention is that she will engage with young people and the schools and will be the contact point for the community. • Community speed watch to operate again in specific areas. • The Police would like people to be confident again to contact the Police to advise them where to target. • PC Simmons is to be located at the Broomridge Centre every 4 weeks until the end of the year, dates to be advertised to the public- via posters, Facebook, website, Frome Valley Voice etc. • Ideally he will attend one Parish Council meeting per year. • Community tension monitoring forms introduced for Council's to advise the Police & SGC of any areas of concern-. Please provide as much information as possible- times, dates, days of the week, but don't put yourself at risk, you don't need to take photos. • If Police leave call cards at any resident's home, please check CCTV or ring doorbells to assist the Police in identifying any perpetrators. • Report issues via 101, as they record them online and generates a crime record- if not reported it doesn't highlight there is a problem. "It is always worth reporting." <p>Action:-</p> <ul style="list-style-type: none"> • Chairman to provide Explorer contact details to PC Simmons via the Clerk • Clerk to provide all councillors with PC Simmons email & telephone number, any contact via text is preferable, However if it is a criminal/anti-social behaviour issue report via 101 to ensure it is dealt with appropriately to allow for days off/shift patterns. • Community Tension forms- to be circulated to all councillors & staff for them to be completed & collated by the Clerk each month. <p>The Chairman and Councillors thanked PC Simmons for attending the meeting.</p>	Clerk
FC19. 2314	CHAIR'S REPORT	
	The Chairman reminded Councillors that if they wanted to continue to be a councillor for the Parish Council, the last day for submitting nomination papers for the election in May was Tuesday the 4 th April 2023.	
FC19. 2315	DISTRICT COUNCILLOR REPORT	
	<p>Bus Service Withdrawals and Demand Responsive Transport (DRT)</p> <p>In the last year, following the withdrawal of the financial support the government provided bus companies during the pandemic and its aftermath, we have seen swinging cuts to bus services across the West of England. This has been driven by sharp increases in the cost of fuel, lower passenger numbers due to unreliable services, as well as a chronic shortage of drivers due to better contracts being available in the haulage industry. There are currently 250 vacancies for bus drivers across the region.</p> <p>The Y3 and Y4 services were withdrawn in October. Now the West of England Combined Authority (WECA) has been forced to cut the number of supported, commercially unviable bus services from the start of the 2023/24 financial year. This is because the budget from the transport levy, provided by the three constituent local authorities (South Gloucestershire Council, Bristol City Council and Bath & North East Somerset Council), has not kept up with the high rate of inflation in the public transport sector. The Stagecoach 622 and 626 services, as a consequence of this, will be withdrawn on 2nd April. The villages of Iron Acton, Engine Common, Rangeworthy and Tytherington will not have access to any bus service.</p>	Cllr Clark

There have been calls for WECA to explore bringing the regional bus network back under public control via bus franchising. Last year Bristol City Council passed a motion calling for franchising to be examined. A recent report for the Cabinet of Bath & North East Somerset Council recommended formally asking Dan Norris, the West of England Metro Mayor, to commission an independent review of options for bus franchising in the West of England. Franchising would take years to establish nor would it, by itself, resolve the driver shortage but the collapse of the regional bus network underlines the vital importance of such a review.

For a two year period, starting on 3rd April, the West of England, working in partnership with Via and WeDRT, will be trialling Demand Responsive Transport (DRT) under the name WESTlink. This minibus trial is being funded from £105m of funding awarded to the West of England and North Somerset Council, by the Department for Transport, for their Bus Services Improvement Plan (BSIP). Due to the conditions attached to the BSIP funding it must be used to fund new services and cannot be used to support existing bus routes. Under DRT residents will book a journey, either through an app or by telephone, 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. DRT is not allowed to compete with existing services nor will journeys follow a fixed route. They will, however, connect rural villages to major transport hubs (e.g. Yate, Thornbury, etc.) and facilitate longer journeys across the West of England.

Cllr Clark, at a meeting of the West of England Combined Authority Oversight & Scrutiny Committee on 14th March, pressed Dan Norris on the fact that, with very little time before the launch day for DRT there is no dedicated website for it; residents cannot see the extent of the three DRT zones nor find out how they can book journeys online or on the phone. The Mayor replied that WECA officers were working flat out to have DRT ready for the 3rd April but there would inevitably be some teething problems before the service was operating as intended. The DRT companies were focused on recruiting drivers in time for the launch date but, at present, there were still vacancies to fill. The Mayor's response brings into question whether the DRT companies will be able to fully staff their fleet of vehicles in time.

Last week South Gloucestershire Council ran online briefing sessions on the roll out of DRT for Town and Parish Councillors.

The DRT website now has a zone map and telephone number, this will be available from the 3rd April 2023.

Action:- Cllr Clark to email the Marketing & Communications Officer with the information to publicise.

Cllr Clark

5G Phone Mast Installation in Coalpit Heath

A new, larger 5G phone mast has been installed at the Woodside Road/Badminton Road junction, in place of the old one. Unfortunately, the government changed permitted development rights governing phone masts in April 2022. This explains why a planning application has not been submitted; the 5G mast is within the permitted limits that companies can install without needing to seek prior approval from the local planning authority.

Pre-election Purdah Period Commences

The pre-election period started on Friday 24th March 2023. From the start of this period local authorities must comply with restrictions outlined in Section 2 of the Local Government Act 1986. The Act states that local authorities should "*not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party.*" The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election. should not be published unless expressly authorised by statute.

	<p>What this means for South Gloucestershire Council:</p> <ul style="list-style-type: none">• The primary restriction is on proactive publicity by the council which particularly relates to candidates and other politicians involved directly in the election.• The council can still issue media releases on factual matters provided that these do not identify individual councillors or groups of councillors.• Individual councillors can issue their own statements, write letters to local newspapers for publication, contact the media directly or say what they like in a stated personal capacity, but must not use council resources to do so.• The Leader and Chief Executive introduction to the weekly email for residents will be removed but the council will continue to issue weekly updates so that residents can keep up to date with information on services.• The council will not contribute to the weekly columns in local media, and will advise media of this, though these opportunities may still be taken up by councillors in an individual capacity. <p>All content issued by the council will only require officer approval during this period.</p>																																																																																									
FC.19.2316	FINANCE AND ACCOUNTS																																																																																									
i	<p>Payments for approval included in the appendix of the agenda. IT WAS RESOLVED that the payments listed below be approved.</p> <table><tr><th>Ref:</th><th>Payee</th><th>Invoice/ Account</th><th>Description</th><th>Net £</th><th>VAT £</th><th>Gross £</th><th>Power to Spend</th></tr><tr><td>19/03</td><td>Amazon</td><td>2130875235 -2023-7168</td><td>Warm spaces supplies</td><td>11.66</td><td>2.33</td><td>13.99</td><td>LGA 1972,s.111</td></tr><tr><td>20/03</td><td>“</td><td>1592682085 -2023-231</td><td>First aid equipment</td><td>5.82</td><td>1.17</td><td>6.99</td><td>LGA 1972 s133</td></tr><tr><td>21/03</td><td>“</td><td>1791081715 -2023-13090</td><td>“</td><td>5.42</td><td>1.08</td><td>6.50</td><td>“</td></tr><tr><td>22/03</td><td>“</td><td>GB3LRMRAB EI</td><td>“</td><td>15.79</td><td>3.16</td><td>18.95</td><td>“</td></tr><tr><td>23/03</td><td>“</td><td>GB3LAA2AB EI</td><td>“</td><td>9.65</td><td>1.93</td><td>11.58</td><td>“</td></tr><tr><td>24/03</td><td>“</td><td>175415431- 2023- 105646</td><td>“</td><td>8.32</td><td>1.67</td><td>9.99</td><td>“</td></tr><tr><td>25/03</td><td>“</td><td>GB3LAA6AB EI</td><td>“</td><td>4.16</td><td>0.83</td><td>4.99</td><td>“</td></tr><tr><td>26/03</td><td>Trade UK</td><td>1356692176</td><td>Building repairs</td><td>27.42</td><td>5.48</td><td>32.90</td><td>LGA 1972,s.111</td></tr><tr><td>27/03</td><td>“</td><td>1357601913</td><td>Tools</td><td>18.32</td><td>3.66</td><td>21.98</td><td>“</td></tr><tr><td>28/03</td><td>SGC</td><td>3805222825</td><td>Refuse collection</td><td>349.31</td><td></td><td>349.31</td><td>Public Health Act 1875 s164</td></tr></table>	Ref:	Payee	Invoice/ Account	Description	Net £	VAT £	Gross £	Power to Spend	19/03	Amazon	2130875235 -2023-7168	Warm spaces supplies	11.66	2.33	13.99	LGA 1972,s.111	20/03	“	1592682085 -2023-231	First aid equipment	5.82	1.17	6.99	LGA 1972 s133	21/03	“	1791081715 -2023-13090	“	5.42	1.08	6.50	“	22/03	“	GB3LRMRAB EI	“	15.79	3.16	18.95	“	23/03	“	GB3LAA2AB EI	“	9.65	1.93	11.58	“	24/03	“	175415431- 2023- 105646	“	8.32	1.67	9.99	“	25/03	“	GB3LAA6AB EI	“	4.16	0.83	4.99	“	26/03	Trade UK	1356692176	Building repairs	27.42	5.48	32.90	LGA 1972,s.111	27/03	“	1357601913	Tools	18.32	3.66	21.98	“	28/03	SGC	3805222825	Refuse collection	349.31		349.31	Public Health Act 1875 s164	All in favour Clerk
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ii	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
	29/03	CJH Energy Assessors	1405	Legionella testing	50.00		50.00	Public Health Act 1936 s87
	30/03	HGM Plumbing	536	Replace radiator valves	136.35	27.27	163.62	LGA 1972 s133
	31/03	Trade UK	1358822352	Repair bench	21.19	4.23	25.42	“
	32/03	“	1360512519	Decorating equipment	76.27	15.24	91.51	“
	33/03	“	1358426775	Tools & fire sign	62.89	12.57	75.46	“
	34/03	“	1360512527	Radiator	88.33	17.66	105.99	LGA 1972,s.111
	35/03	“	1358426783	Paint	21.67	4.33	26.00	LGA 1972 s133
FC.19. 2317	ENERGY CONTRACT							
	The information relating to a proposed new energy contract was not received prior to the meeting, therefore could not be considered.							
FC.19. 2318	CYBER INSURANCE RENEWAL							
	The Council considered the renewal cost for the cyber insurance policy. IT WAS RESOLVED to approve the Cyber insurance renewal with Gallagher at a cost of £417.36.							All in favour. Clerk
FC.19. 2319	COMMITTEE MEETING MINUTES AND WORKING GROUP NOTES							
i	COMMITTEE RECOMMENDATIONS- OPEN SESSION 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:-							All in favour
A	Finance & Governance Committee meeting held on the 16.3.2023, the minutes were noted and the recommendations were considered:- <ul style="list-style-type: none"> Rugby club reimbursement- due to unavailability of the training/second pitch IT WAS RESOLVED to approve either refunding the additional cost incurred of £1311.36 or provide the rugby club with a credit note against next season’s pitch hire costs. This will be funded from the Earmarked reserve for the Pitch Improvement. Risk registers revisions. IT WAS RESOLVED to approve the revised risk registers. 							All in favour. Clerk
B	Parks & Recreation Committee meeting held on the 21.3.2023, the minutes were noted and the open session recommendations were considered:- <ul style="list-style-type: none"> Conservation areas at the Park- changes to the plan for The Park Council were advised that a meeting with a nominated Rugby Club representative and Nature Officer has taken place on-site to discuss and define areas of concern. There appeared to be some misunderstanding on where the conservation area started and ended 							All in favour

	<p>and the herbaceous plants intended.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> -not to amend the Conservation Plan and to proceed with obtaining quotations for the contract. -commission an external provider to produce a precise plan of the conservation area at the Park and the pitches/cricket area 	<p>All in favour C & N Officer</p>
C	<p>Climate & Nature Committee meeting held on the 22.3.2023.</p> <p>IT WAS RESOLVED to note the minutes and decisions made.</p>	<p>All in favour</p>
D	<p><u>Working Groups</u></p> <p>Leaf (Local Environment Action Frampton) Working Group</p> <p>IT WAS RESOLVED to note the notes of the meeting held on the 8.3.2023.</p>	<p>All in favour</p>
ii	<p>EXEMPT ITEM</p> <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>	<p>All in favour</p>
iii	<p>COMMITTEE RECOMMENDATIONS- CLOSED SESSION</p>	
a	<p>Parks & Recreation Committee meeting held on the 21.3.2023, the closed session recommendations were considered:-</p> <ul style="list-style-type: none"> Rugby club utilising the 11 a side football pitch providing 3 mini rugby pitches until the end of the season and Council to agree if there should be a charge for this. <p>Council considered the rugby club request.</p> <p>IT WAS RESOLVED to approve the request and that the rugby club will be charged the same rate that the football club had been charged from the 1st of April 2023 and that this will be subject to an annual review.</p>	<p>All in favour. Clerk</p>
b	<p>User agreements-Any User Agreements for 2022/23 that remain unsigned and not returned to the Council, the Council to consider terminating the hire of its facilities to the relevant club/organisation.</p> <p>Council were advised that there was now only one club that had not returned the signed user agreement for 2022/23 and this club have asked for a meeting with council representatives to discuss the issues and have requested additional information, relating to covenants and the previous purchase.</p> <p>Council considered this matter in detail.</p> <p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"> To meet with the club concerned before the next Council meeting and that the council representatives will be Cllrs. D Williams, T Niblett P Hockey and the Clerk. That the club will be asked to provide any documents they have. To provide the club with a copy of the Covenant with the invite to the meeting For the Clerk to locate the purchase agreement. 	<p>All in favour. Clerk</p>
FC.19. 2320	<p>STANDING ORDERS REVISION</p>	
	<p>Council considered the revision to Standing Orders relating to contracts to reflect Government Procurement level changes.</p> <p>IT WAS RESOLVED to approve the revised Standing Orders.</p>	<p>All in favour. Clerk</p>

FC.19. 2321	FINANCIAL REGULATIONS REVISION	
	Council considered the proposed revisions to the Financial regulations. IT WAS RESOLVED to approve the revisions to the handling of petty cash and to reflect when the Clerk/CEO & RFO is absent.	All in favour. Clerk
FC.19. 2322	KINGS CORONATION CELEBRATION- RESPONSE FROM THE PUBLIC	
	Council considered the response to the survey on whether the public wanted the Parish Council to hold an event to celebrate the King's coronation. Only 41 responses had been received, 22% were not interested, 22% were a maybe and overall only 24 parishioners said they would definitely be interested. It was noted that the King does not want beacons or fireworks to protect the environment. IT WAS RESOLVED:- <ul style="list-style-type: none"> • That the Council will not hold an event and the results of the survey will be provided in the feedback on social media and the Council's website and the population of the area will be included. • That it will be advertised that the Council are willing to consider grants from organisations holding coronation events. • That the Council will plant a Royal Oak tree to commemorate the King's coronation 	All in favour Clerk
FC.19. 2323	RESPONSE FROM THE DIOCESE REGARDING THE COVENANT	
	Council were advised that a response has not been received yet from the Diocese.	
FC.19. 2324	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence was noted. Council were advised that the Subject Access Request response has been issued.	
FC.19- 2325	DATE OF NEXT MEETING	
	Thursday 27 TH April 2023 at 7.00pm at the Bockeridge Centre	Clerk

The meeting closed at 8.55pm

Chairman Date:

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