

# Frampton Cotterell Parish Council



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

**An EXTRAORDINARY MEETING of the PARISH COUNCIL was held on Thursday 8<sup>th</sup> June 2023 at 7.30pm at the Brockridge Centre and was attended by the following:**

Chairman: Cllr L Williams,

Parish Councillors: M Bolton, T Clark, D Goodwin, D. Hockey (7.33), P Hockey(7.33), A Lankester, T Niblett, E Pennell & D. Williams,

In Attendance: No members of the public

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

ITEM	MINUTE	VOTE / ACTION
<b>EC. 8/6/2023-1</b>	<b>APOLOGIES</b>	
	Apologies were received from Cllr A Williams & M Hemmings IT WAS RESOLVED that the apologies be noted.	All in favour
<b>EC. 8/6/2023-2</b>	<b>DECLARATIONS OF INTEREST / DISPENSATIONS</b>	
	Cllr Lankester declared an interest in item 8 relating to drainage issues.	
<b>EC. 8/6/2023-3</b>	<b>OPEN MEETING</b>	
	No members of the public present.	
<b>EC. 8/6/2023-4</b>	<b>CHAIR'S REPORT</b>	
	The Chairman advised that Andy Pullen was no longer a councillor and relayed the Council's thanks for his contribution to the Council. The Chairman advised that a resident had cleared weeds on council land and this would be included as an agenda item at the next Council meeting.  <i>Cllrs P &amp; D Hockey arrived</i>	Clerk
<b>EC. 8/6/2023-5</b>	<b>INTERNAL AUDIT YEAR- END REPORT</b>	
	The Council considered the Internal Audit year-end report and noted that it was a very positive report with just one recommendation namely:- <ul style="list-style-type: none"> <li>the risk register should include a specific reference to the risks around open spaces and play areas and the steps taken by Council , such as regular inspections to mitigate those risks.</li> </ul> Council thanked the staff for their sterling efforts which have resulted in this excellent audit report.	

	IT WAS RESOLVED to note the Internal audit report and monitor the action relating to the risk register for the open spaces and play areas.	All in favour Clerk
<b>EC. 8/6/2023-6</b>	<b>ANNUAL STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2023</b>	
<b>i</b>	<b>Annual Internal Audit report section of the AGAR 2022/23</b> Council considered the Internal Audit report of the AGAR for 2022/23 where no issues have been raised. IT WAS RESOLVED to approve the Internal Audit report for 2022-23.	All in favour Clerk
<b>ii</b>	<b>Annual Governance Statement 2022/23</b> IT WAS RESOLVED that Council approve Section 1 – Annual Governance Statement 2022/23 of the Annual Governance and Accountability 2022/23.	All in favour Clerk
<b>iii</b>	<b>Annual Accounting Statements 2022/23</b> IT WAS RESOLVED that Council approve Section 2 – Accounting Statements 2022/23 of the Annual Governance and Accountability 2022/23.	All in favour Clerk
<b>iv</b>	<b>The dates for the Exercise of Public Rights</b> IT WAS RESOLVED to note the dates for the period for Public Rights and Publication of the Unaudited AGAR will commence on 20 June 2023 and will end on the 31st July 2023	All in favour Clerk
<b>EC. 8/6/2023-7</b>	<b>LAWN TENNIS PROPOSAL</b>	
	The Clerk advised that unfortunately the costings had not been received from the Lawn Tennis Association (LTA). Council considered the information they had received so far and discussed whether charges should be made, whether it should be free or a combination of both with specific days/times allocated. Also if it was free how it will be maintained and how the sinking fund would be funded. It was identified that further information is required to establish the commitment the Council is being asked to make, as a condition of the funding.  IT WAS RESOLVED :- <ul style="list-style-type: none"> <li>• to ask the Lawn Tennis Association for the terms and conditions that would apply to the funding.</li> <li>• To try to obtain the tennis courts survey results that Thornbury Town Council have recently undertaken</li> <li>• If any councillors wanted any other questions to be raised with the LTA to advise the Clerk.</li> </ul>	All in favour Clerk
<b>EC. 8/6/2023-8</b>	<b>CORRESPONDENCE FROM A RESIDENT RELATING TO DRAINAGE ISSUES</b>	
	<i>Cllr Lankester declared an interest in this item.</i> Council considered the correspondence, photos and video received from a resident relating to drainage issues at Mill Lane. It was noted that the Parish Council did not have any liability for this, however further investigation will take place to try to assist in resolving this issue. IT WAS RESOLVED to contact SGC for their advice to recommend a drainage expert who can identify what is required.	Majority in favour 1 Abstention Clerk
<b>EC. 8/6/2023-9</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday 29 <sup>th</sup> June 2023 at 7.00pm at the Brockeridge Centre	All in favour Clerk

The meeting closed at 8.11pm.

Chairman .....

Date: .....

*SGC – South Gloucestershire Council*  
*PC – Parish Council*