



THE ANNUAL MEETING of the PARISH COUNCIL was held on Thursday 18th May 2023 at 7.15pm 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
A Lankester, T Niblett, A Williams & D Williams.

In Attendance: No members of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 18/05/ 2023-1	ELECTION OF CHAIRMAN	
	Cllr L. Williams was nominated. There were no other nominations. IT WAS RESOLVED that Cllr L. Williams be the Chairman for the coming year Cllr L. Williams accepted the position and signed the Chairman's declaration of office.	Proposed; DH, Seconded DW All in favour
FC. 18/05/ 2023-2	ELECTION OF VICE-CHAIRMAN	
	Cllr Clark was nominated. There were no other nominations. IT WAS RESOLVED that Cllr Clark be Vice-Chairman for the coming year. Cllr Clark accepted the position.	Proposed; LW, Seconded DW All in favour
FC. 18/05/ 2023-3	APOLOGIES FOR ABSENCE	
	Apologies were received from Cllrs E Pennell and A Pullen. IT WAS RESOLVED that the apologies be noted. <i>Cllr D Hockey left the meeting (19.18, due to another commitment)</i>	All in Favour

FC. 18/05/ 2023-4	DECLARATION OF ACCEPTANCE OF OFFICE- EXTENSION DATE TO SIGN	
	Council considered extending the date for signing the Declaration of Acceptance of Office for Councillors E Pennell and A Pullen . IT WAS RESOLVED to extend the date until the 1 st of June 2023 for the declaration of acceptance to be signed.	All in Favour
FC. 18/05/ 2023-5	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Clark advised the Council for item 23-Planning applications that as he is a member of the South Gloucestershire Development Committee, that he is still permitted to speak and vote on planning items and issues and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest. Cllr P Hockey declared an interest in item 23 Planning applications- the land at Mill Lane.	
FC. 18/05/ 2023-6	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 27.4.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 18/05/ 2023-7	OPEN MEETING	
	No questions were received.	
FC. 18/05/ 2023-8	CHAIR'S REPORT	
	The Chairman welcomed Cllr Alan Lankester to the Parish Council, introductions were made by all councillors. The Chairman reminded all councillors that if they had not already done so, that they should provide profile information to the Clerk for it to be included on the Council's website. All councillors were reminded to complete the SGC Election expense form even if it is a nil return and return it to SGC by the 1 st June 2023.	Cllrs Cllrs
FC. 18/05/ 2023-9	DISTRICT COUNCILLOR REPORT	
	Local Election Results and Council Negotiations Following the recent elections in South Gloucestershire on Thursday 4 th May the composition of 61 member South Gloucestershire Council will be 23 Conservative, 20 Liberal Democrats, 17 Labour and 1 Independent. No political party has achieved a majority of 31 or more councillors meaning the council is in a state of 'no overall control'. Preliminary discussions between the parties have commenced. Under the current cabinet system the alternatives are a minority executive administration with formal agreement between at least two of the parties (such as a 'confidence and supply' agreement) or a joint administration consisting of at least two of the parties. The respective leaders of the Conservative and Labour groups stood down at the election. The Liberal Democrat group re-elected Cllr Claire Young as group leader whilst the new Conservative group leader is Cllr Sam Bromiley and the new Labour group leader is Cllr Ian Bolton. In May 2017, the Conservative administration lead by Councillor Matthew Riddle formally adopted the executive cabinet model for its governance structure as a replacement for the committee system. Under the cabinet system the majority of decisions are taken either a) collectively by the	Cllr Clark

	Leader of Council and a cabinet of 8 executive members or b) as delegated decisions, taken by an executive member in conjunction with officers, within one of the cabinet portfolios. If it proves impossible to form a stable and lasting executive administration the governance structure of the council may need to be re-examined. When a council changes its governance structure it cannot change it again for a period of 5 years without undertaking a referendum; once a period of 5 years has elapsed, however, an authority can change its governance structure following the completion a governance review and a vote at full council. The earliest date at which the governance structure of South Gloucestershire Council could be changed would be the 2024 Annual Meeting that occurs in May.																	
FC. 18/05/ 2023- 10	GENERAL POWER OF COMPETENCE																	
	As the Council meets the criteria for eligibility for the General Power of competence, namely two thirds elected (or uncontested) members and have a CILCA qualified Clerk. IT WAS RESOLVED from the 4 th May 2023 until the next relevant Annual Meeting of the Council in 2027 that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012 to adopt the General Power of Competence In accordance with a request the Clerk will re-circulate the explanation on the General Power of Competence.	All in Favour. Clerk																
FC. 18/05/ 2023- 11	ELECTION OF COMMITTEE MEMBERS FOR THE COMING YEAR																	
	Committees and groups membership lists IT WAS RESOLVED :- <ul style="list-style-type: none"> to approve the election of councillors to the committees as specified below <table border="1" data-bbox="204 1220 1292 1966"> <thead> <tr> <th>Committee</th> <th>Members</th> <th>Substitutes</th> <th>Non-Voting</th> </tr> </thead> <tbody> <tr> <td>Climate & Nature</td> <td>David Goodwin Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Alan Lankester</td> <td></td> <td>Daisy Finnear (Officer) Frampton Floral Friends Village Action group D Hanks- Frampton Cotterell Nature group</td> </tr> <tr> <td>Finance & Governance</td> <td>David Williams Tim Niblett Linda Williams Tristan Clark</td> <td>David Goodwin Matt Hemmings</td> <td>Clerk</td> </tr> <tr> <td>Parks & Recreation (PARC)</td> <td>Tim Niblett Matt Hemmings Tristan Clark David Williams Linda Williams Morgan Bolton Alan Lankester</td> <td></td> <td>Kim Jefferies (Officer)</td> </tr> </tbody> </table>	Committee	Members	Substitutes	Non-Voting	Climate & Nature	David Goodwin Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Alan Lankester		Daisy Finnear (Officer) Frampton Floral Friends Village Action group D Hanks- Frampton Cotterell Nature group	Finance & Governance	David Williams Tim Niblett Linda Williams Tristan Clark	David Goodwin Matt Hemmings	Clerk	Parks & Recreation (PARC)	Tim Niblett Matt Hemmings Tristan Clark David Williams Linda Williams Morgan Bolton Alan Lankester		Kim Jefferies (Officer)	All in Favour.
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Planning	Tristan Clarke Matt Hemmings Tim Niblett David Williams Alan Lankester	David Goodwin	Clerk
Staffing	David Williams Linda Williams Tim Niblett Dave Hockey Edwina Pennell	Pat Hockey	Clerk
Youth Services	Tristan Clark David Goodwin David Williams Edwina Pennell Antonia Williams	Linda Williams	Clerk

IT WAS RESOLVED:-

- to approve the election of councillors to the working groups and task & finish groups as specified below

All in Favour

Working Groups

Working Group	Members	Non-Voting
Communication working group	Tim Niblett Matt Hemmings Pat Hockey Linda Williams Morgan Bolton	Dani Wolfgang-James (Officer) Clerk
Events Working group	Matt Hemmings Edwina Pennell David Goodwin Tim Niblett	Jill Allen Jan Webb (Officers)
Pavilion working group	Tim Niblett David Goodwin Tristan Clark David Williams Linda Williams Morgan Bolton	Kim Jefferies (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)
Play area Development/Strategy working group	Tim Niblett David Williams Linda Williams Morgan Bolton Tristan Clark (substitute)	Kim Jefferies (Officer)
The Courts Development Working Group	Matt Hemmings Tristan Clark Tim Niblett Linda Williams Alan Lankester David Goodwin (substitute)	Kim Jefferies (Officer)

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Pavilion External Lighting	Tristan Clark David Goodwin Tim Niblett David Williams	Kim Jefferies (Officer) Steve Bassett (Officer)						
FC. 18/05/2023-12	TERMS OF REFERENCE FOR COMMITTEES							
	<p>The Council considered the Terms of reference for the following committees:-</p> <ol style="list-style-type: none"> a) Finance & Governance Committee. b) Planning Committee. c) Staffing Committee. d) Youth Services Committee . e) Climate & Nature Committee. f) Parks & Recreation Committee <p>IT WAS RESOLVED to:-</p> <ul style="list-style-type: none"> • approve the terms of reference, altering the number of representatives on the Committee as agreed earlier in the election of committee members • for each committee to review their terms of reference within the next 6 months. 	All in Favour						
FC. 18/05/2023-13	TIMING AND FREQUENCY OF COUNCIL & COMMITTEE MEETINGS							
	<p>Council considered the timing & frequency of Council and committee meetings for the 2023-2024 year.</p> <p>IT WAS RESOLVED that the meetings will be in the evening, (other than the Staffing Committee) and that :</p> <ul style="list-style-type: none"> • Council will continue to meet face to face on the last Thursday in the month for 10 months (excluding August & December). • Committees (excluding August) <ul style="list-style-type: none"> ▪ Finance & Governance- Monthly normally 2nd Thursday- face to face ▪ Climate & Nature- Wednesday as & when required- minimum 4 per year- a mixture of face to face & zoom ▪ Parks & Recreation-Tuesday as and when required- minimum of 4 per year-a mixture of face to face & zoom ▪ Planning- Monthly- variable dependant on availability of members, where possible this will be on the same night as another Committee or Council meeting ▪ Staffing- As & when required- held in the day- face to face 	All in Favour						

	<ul style="list-style-type: none"> ▪ Youth- Quarterly-Face to face, normally the same night as the Finance & Governance Committee 																					
FC. 18/05/2023-14	APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES																					
	<p>Outside Body Representatives</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to approve the council representatives on the outside bodies as specified below • the Clerk to advise the relevant outside body who the council representative is. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th style="text-align: left;">Outside Body</th> <th style="text-align: left;">Members</th> </tr> </thead> <tbody> <tr> <td>Frampton Festival Committee</td> <td>Tim Niblett</td> </tr> <tr> <td>Beesmoor Road Playing Fields Management Committee</td> <td>Edwina Pennell</td> </tr> <tr> <td>Community Engagement Forum</td> <td>Dave Hockey Pat Hockey Tristan Clark David Goodwin Dani Wolfegang-James (Officer)</td> </tr> <tr> <td>Parish and Town Council Forum</td> <td>Clerk & (if on-line- Tristan Clark)</td> </tr> <tr> <td>SGC M4 Junction 18a Briefings</td> <td>David Williams</td> </tr> <tr> <td>Over 50s Computer Group</td> <td>Clerk</td> </tr> <tr> <td>FC District Community Association</td> <td>David Goodwin Alan Lankester</td> </tr> <tr> <td>Climate Emergency Steering group</td> <td>Daisy Finnear (Officer) David Goodwin</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Outside Body	Members	Frampton Festival Committee	Tim Niblett	Beesmoor Road Playing Fields Management Committee	Edwina Pennell	Community Engagement Forum	Dave Hockey Pat Hockey Tristan Clark David Goodwin Dani Wolfegang-James (Officer)	Parish and Town Council Forum	Clerk & (if on-line- Tristan Clark)	SGC M4 Junction 18a Briefings	David Williams	Over 50s Computer Group	Clerk	FC District Community Association	David Goodwin Alan Lankester	Climate Emergency Steering group	Daisy Finnear (Officer) David Goodwin			All in Favour Clerk
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FC. 18/05/2023-15	STANDING ORDERS- ANNUAL REVIEW																					
	<p>Council considered the Standing Orders which were revised in March 2023.</p> <p>IT WAS RESOLVED to approve the standing orders and monitor if any changes are required during the year.</p>	All in Favour																				
FC. 18/05/2023-16	FINANCIAL REGULATIONS & RISK MANAGEMENT POLICY-ANNUAL REVIEW																					
i	<p>Council considered the Financial Regulations which were revised in March 2023 and decided to monitor if any changes are required during the year.</p> <p>IT WAS RESOLVED to approve the financial regulations</p>	All in Favour																				
ii	<p>Council considered the revised Risk Management Policy taking into account the alterations recommended by the Clerk/CEO & RFO.</p> <p>IT WAS RESOLVED to approve the revised Risk Management Policy</p>	All in Favour																				

ii	Van Insurance Council considered the 3 quotations received for the Council's van insurance policy. IT WAS RESOLVED to approve the Zurich insurance quotation at a cost of £532.02.						All in Favour
FC. 18/05/2023-19	FINANCE AND ACCOUNTS						
a	Payments for approval						
	Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
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	
07/05	GB-1479000065-2023-40452	"	Toilet cleaner	13.32	2.67	15.99	
08/05	GB3UU4PABEI	"	Hand soap	30.23	6.05	36.28	
09/05	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	2200.00	440.00	2640.00	
12/05	1429	CJH Energy	Legionella tests	50.00		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	"	Bench Repairs	44.14	8.83	52.97	
18/05	1369136633	"	Step ladder	74.99	15.00	89.99	
19/05	1367773156	"	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	
IT WAS RESOLVED that the payments above be approved							All in Favour

b	Payments for approval – invoices received since the agenda was issued.							
	Ref	Invoice Number	Company	Description	Net £	VAT £		Gross £
	22/05	CUS-01004119	PPL PRS	Music licence	297.93	59.59		357.52
	23/05	553	HGM Plumbing	Repairs to taps at Pavilion/Brockridge	390.70	78.14		468.84
	24/05	12436	GB Sport & Leisure	Repairs to Play equipment	1475.98	295.20		1771.18
	25/05	3878	CPS Grounds Ltd	Grounds maintenance all sites	2706.28	641.06		3246.34
	25/05	CN-3931	“	Missed grass cuts to all sites	-124.93	-24.99		-149.92
	26/05	3932	“	Addition to contract (fortnightly grass cuts to play area, The Park)	53.34	10.67		64.01
	27/05	BK209910-1	SLCC	TN Public Play Spaces webinar	35.00	7.00		42.00
	28/05	BK209881-1	“	DW Public Play Spaces webinar	35.00	7.00		42.00
IT WAS RESOLVED that the payments above be approved.						All in favour Clerk		
c	Councillors to authorise payments Volunteers were requested to authorise the payments through the bank. IT WAS RESOLVED that Cllrs I Williams and T Clark will authorise the payments this month						All in favour.	
d	Revised March accounts Council considered the revised March accounts and updated bank statements. Bank statements-Balances on bank accounts as at 31st March 2023 Current Account £34,825 Deposit Account £126,907 CCLA Deposit Fund £200,000 The Cambridge BS £100,433 Nationwide BS £100,961 IT WAS RESOLVED to approve the accounts and bank statements.						All in favour.	
e	VAT return quarter 4, 2022-23 IT WAS RESOLVED to note the VAT return for the quarter.						All in favour.	
f	Ear marked reserve Council considered the transfer of the small balance from the 2022-23 financial year to an ear marked reserve. IT WAS RESOLVED to approve the transfer of £1,142 to the EMR for play equipment.						All in favour.	
FC. 18/05/ 2023- 20	HOSTED TELEPHONY PROPOSAL							
	Council considered the quotation to approve the hosted telephony system as SGC will no longer provide the service from the 1.6.2023.							

	It was noted that SGC had advised the Council with less than 1 months' notice to identify a solution and that a provider had been recommended that had been through SGC's procurement process. IT WAS RESOLVED to approve the Tel Group quotation for a modern VOIP phones system that runs over the internet, with upfront costs to include handsets, installation, training, programming, site test & router of £589.00 and recurring charges of £23.50 per month (£282 per annum) on a 24 month contract.	All in favour. Clerk
FC. 18/05/ 2023- 21	HEATING & HOT WATER UPGRADE AT THE BROCKERIDGE CENTRE	
	The Council were advised of the heating and hot water problems experienced at the Brockeridge Centre over the last few months. Various repairs have taken place, but an upgrade of the system is now required. The quotations were considered. IT WAS RESOLVED to approve the quotation received from HGM Plumbing services Ltd at a cost of £1,066.43 plus VAT.	All in favour. Clerk
FC. 18/05/ 2023- 22	COMMITTEE MEETING MINUTES	
	IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 27.4.2023	All in favour. Clerk
FC. 18/05/ 2023- 23	PLANNING APPLICATIONS	
	Council considered 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. IT WAS RESOLVED to respond to SGC Objecting:- Due to disproportional addition to the building which is in the green belt and is contrary to CS5 -Location of development,& PSP7 Development in the Green Belt	All in favour. Clerk
	P23/01415/F 480 Church Road -Creation of dropped kerb onto classified road. IT WAS RESOLVED to respond to SGC stating the Parish Council have no objection	All in favour. Clerk
	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. IT WAS RESOLVED to respond to SGC stating the Parish Council have no objection	All in favour. Clerk
	<i>Cllr P Hockey declared an interest in the next planning application and did not participate in the discussion.</i>	
	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. IT WAS RESOLVED to respond to SGC stating the Parish Council has no comment	Majority in favour. Clerk
FC. 18/05/ 2023- 24	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence was noted.	

	The Clerk advised that there have been concerns raised regarding the gate at the play area at The Park by parishioners, however it has not been identified as an issue by the monthly play inspector contractor or the yearly ROSPA check. Various options were discussed and the gate will be closely inspected to see if any improvements can be made.	Clerk
FC. 18/05/ 2023- 25	EXEMPT ITEM Councillors passed the following resolution: 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.	All in favour
FC. 18/05/ 2023- 26	USER AGREEMENT 2022-23 CORRESPONDENCE	
	Council considered the response to the user agreement and additional addendum; it was noted that the response was not what had been expected. IT WAS RESOLVED that :- <ul style="list-style-type: none"> • a reply is sent to the Club Secretary, advising that the content of the addendum is not appropriate to be attached to a user agreement, which is a contractual and legally binding document. • a letter from the Council will accompany the user agreement for 2022-23 to provide some clarity. • the reply and letter will be agreed by the 3 councillors and the Clerk who previously met with the club representatives. • a deadline of 3 weeks' time for the signed user agreement to be returned to be specified , otherwise further action will be considered and that the 2023-24 user agreement will not be issued until the signed 2022-23 user agreement is received. 	All in favour Clerk
FC. 18/05/ 2023- 27	DATE OF NEXT MEETING	
	Extraordinary Full Council meeting Thursday 8 TH June 2023 (time to be determined) at the Brockridge Centre and the monthly Full Council meeting Thursday 29 th June 2023 at 7pm.	Clerk

The meeting closed at 9.14pm

Chairman Date:

Abbreviations

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