



AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 29th June 2023 at 7pm at the Brokeridge Centre and was attended by the following:

Chairman: L Williams

Parish Councillors: Cllrs M Bolton, T Clark, M Hemmings, D Hockey, P Hockey
A Lankester, A Williams & D Williams.

In Attendance: No members of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 29/06/ 2023-1	APOLOGIES FOR ABSENCE	
	Apologies were received from Parish Cllrs E Pennell & D Goodwin and District Councillors C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 29/06/ 2023-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	There were no declarations on interest or dispensations.	
FC. 29/06/ 2023-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS	
i	IT WAS RESOLVED that the minutes of the Parish Council meeting of 18.5.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
ii	IT WAS RESOLVED that the minutes of the Extraordinary Parish Council meeting of 8.6.2023 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 29/06/ 2023-4	OPEN MEETING	
	No questions were received.	

FC. 29/06/ 2023-5	CHAIR'S REPORT	
	The Chairman advised the Council that Tim Niblett had resigned as a Parish Councillor. She wanted to relay the Council's thanks to Tim for all his hard work, that it was very much appreciated, particularly his enthusiasm for the Park	All in Favour.
FC. 29/06/ 2023-6	DISTRICT COUNCILLOR REPORT	
	<p>New Council Administration</p> <p>At the Annual Meeting of South Gloucestershire Council on Wednesday 24th May, following the successful conclusion of negotiations between the Liberal Democrat and Labour groups, a new joint administration was formally approved with Cllr Young as its leader.</p> <p>The new cabinet consists of the following portfolios:</p> <p>Leader of South Gloucestershire Council and Cabinet Member for Council Governance – Cllr Claire Young (Liberal Democrat) Co-Leader of South Gloucestershire Council and Cabinet Member for Education, Skills, Employment and Business – Cllr Ian Boulton (Labour) Cabinet Member for Planning, Regeneration, and Infrastructure – Cllr Chris Willmore (LD) Cabinet Member for Cost of Living, Equalities and Public Health – Cllr Alison Evans (Lab) Cabinet Member for Climate and Nature Emergency – Cllr Louise Harris (LD) Cabinet Member for Children and Young People – Cllr Maggie Tyrell (LD) Cabinet Member for Adults and Homes – Cllr John O'Neil (LD) Cabinet Member for Resources – Cllr Adam Monk (Lab) Cabinet Member for Communities and Local Place – Cllr Leigh Ingham (Lab)</p> <p>On non-executive committees Cllr Lean has been appointed as Chair of the Audits and Accounts Committee whilst Cllr Clark has been appointed as Chair of the Development Management Committee.</p> <p>Threatened 84/85 Bus Service Extended</p> <p>South Gloucestershire Council (SGC) and Gloucestershire County Council (GCC) have worked in partnership to enable an 84/85 bus service to continue for a further three months whilst a longer-term solution is explored. A replacement 84/85 service will be delivered by the bus operator The Big Lemon, and from Monday 5th June will operate to a limited timetable, every two hours in each direction.</p> <p>This service will ensure communities in South Gloucestershire and Gloucestershire served by the route remain connected and provides time for a more permanent solution to be investigated. SGC will work with GCC, the West of England Combined Authority (WECA) and neighbouring authorities Stroud District Council, Wotton Under Edge Town Council, as well as the parish and town councils served by these routes, to develop a long-term plan to continue to deliver the service.</p> <p>Due to the emergency arrangement, it has not been possible to update the existing bus timetable information, however, it will be available soon and will also be featured on https://travelwest.info/. At this stage it wasn't possible to find an exact like-for-like replacement for the previous 84/85 timetable, so the councils have focused on retaining a service. It is hoped the recently launched demand responsive transport will be able to help cover any gaps.</p> <p>These negotiations could also be used as a starting point for retaining vital rural bus routes and to eventually restoring lost services. The Bus Service Improvement Plan (BSIP) funding that WECA was awarded cannot be used to support threatened routes. The government has, however, announced</p>	Cllr Clark

Bus Service Improvement Plan Plus (BSIP+) and Bus Service Operators Grant Plus (BSOG+) schemes will distribute the £300 million of funding that has been allocated to directly supporting bus services in England. If the terms of BSIP funding are subsequently relaxed to match the less restrictive terms of BSIP+ this could potentially lead to WECA recommissioning some services that have been cancelled in the last few years.

Cllr Clark advised of the ongoing strike by SUEZ workers will continue until September, SGC are looking at how it can mitigate the impact. As there are also strikes in Bristol and Somerset there are a limited number of agency workers available.

FC. 29/06/2023-7 FINANCE AND ACCOUNTS

i **Payments for approval**

Amendment of Bank details		New account	Sort code			
	Bamfield Tree Services Ltd	34694996	040333			
Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
2906	GB35501ABEY	Amazon	Hot water signs	12.07	2.43	14.50
30/06	8523	Dynamic Signs	No unauthorised ball signs sign	25.00	5.00	30.00
3106	569	HGM Plumbing	Legionella training	249.99	50.00	299.99
3206	20726	Festive Lighting	Hire of Xmas lights	6,238.31 & Carriage £300.00	1,307.66	7,845.97
3306	2940	Netwise	Website- premium plus, support & maintenance	520.00	104.00	624.00

IT WAS RESOLVED that the payments and alterations of bank details listed above be approved.

All in Favour Clerk

ii **Additional invoices since the agenda was issued**

Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
3406	TPC10811	DCK accounting	Accountancy fees	467.60	93.52	561.12
3506	000193	Foxie Security	Annual Key holding Call out 11 th May & 17 th May	160.00 30.00 30.00		160.00 30.00 30.00
3606	1461	CJH Energy	Legionella checks	50.00		50.00
3706	011	Bamfield Tree Services Ltd	Removal of soil & woodchip delivery	680.00	136.00	816.00
3806	8445	Safety Test UK Ltd	PAT testing	214.20	42.84	257.04
3906	NV-GB-1225245355-2023-135	Amazon Business	Sanding discs	14.15	2.83	16.98
4006	NV-GB-1479000065-2023-49677	"	Refreshments	19.65		19.65
4106	DS-ASE-INV-GB-2023-220472797	"	Pressure washer gun	33.00		33.00

	4206	INV-GB-1502248885-2023-12202	Amazon Business	Refreshments	36.32	7.26	43.58	
	4306	INV-GB-410737615-2023-435	“	Washer jet	12.07	2.41	14.48	
	4406	INV-GB-133821031-2023-39706	“	Stationery	17.65	3.53	21.18	
	4506	INV-GB-1579645635-2023-2411	“	Cordless sander	117.92	23.58	138.95	
	4606	GB34YGYABEY	“	Refreshments & stationery	20.39	0.96	21.35	
	4706	INV-GB-27499085	“	Signage	8.98	1.80	10.78	
	4806	KPS300456	KCS Procurement services	Photocopier charges	116.43	23.29	139.72	
	4906	12801	GB Sport & Leisure	Play equipment alterations	678.00	135.60	813.60	
	5006	572	HGM Plumbing	Legionella checks- Allotment sites	330.00	66.00	396.00	
	5106	0293	Gordon Playground inspections Ltd	Play area monthly checks	150.00	30.00	180.00	
	<p>IT WAS RESOLVED that :-</p> <ul style="list-style-type: none"> the payments listed above be approved. Cllrs L & D Williams agreed to authorise the payments through the bank. 							All in Favour Clerk
iii	<p>External Auditors Conflict of Interest form Council considered the conflict of interest form for External Auditors BDO LLP, which needs to be considered and completed annually. IT WAS RESOLVED that the Council did not have any conflict of interest with BDO LLP and the Chairman signed the form confirming this. This includes all councillors and staff.</p>							All in Favour Clerk
FC. 29/06/2023-8	JUBILEE ALLOTMENTS							
	<p>Council considered the request from the Jubilee Allotment Holders Association to enhance the security at the site by installing new fencing and gates and the quotations obtained for this. IT WAS RESOLVED:</p> <ul style="list-style-type: none"> that the Clerk should contact the Solicitors who compiled the lease for the allotments asking for the Landowners to approve the replacement fence and gates and if they will attend a meeting to discuss extending the lease for a longer period or an alternative solution. The allotment holder’s association to be advised of the actions being taken. 							All in Favour Clerk
FC. 29/06/2023-9	THE BROCKERIDGE CENTRE FOYER FLOORING							
	<p>Council considered the quotations for the Brockeridge Centre Foyer floor which is over 20 years old and is showing wear and tea, thinning and splitting in places. There was a choice of Marmoleum (Lino) , which would last 20 years or Luxury Vinyl Tile (LVT), which would last 10 years. It is intended that this will be installed in October half term.</p>							

	IT WAS RESOLVED to approve the quotation to install Marmoleum (Lino) flooring from Jon Gilbert carpeting at a cost of £2,947 including VAT.	All in Favour Clerk																				
FC. 29/06/ 2023- 10	EXTRA STORAGE AREAS- THE PAVILION																					
	<p>Council considered the quotations received to provide two extra storage areas upstairs in the Pavilion which would be used by the Scouts and FACE for the youth provision. It was noted that the Scouts had offered to make a contribution but had indicated that there would be conditions attached.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> to approve the quotation from Capricorn Complete Services at a cost of £5,907.62 plus VAT and to try and get this installed before September. to politely decline the offer from the Scouts to contribute towards the cost of the storage that this would be funded from the EMR 341 for the Youth. 	All in Favour Clerk																				
FC. 29/06/ 2023- 11	COMMITTEE MEETING MINUTES																					
a	<p>Committees and groups membership lists</p> <p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"> to revise the councillors on the committees and working groups as specified below <table border="1" data-bbox="204 1010 1291 2045"> <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 (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton</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 (Chairman) Linda Williams Tristan Clark</td> <td>David Goodwin Matt Hemmings</td> <td>Clerk</td> </tr> <tr> <td>Parks & Recreation (PARC)</td> <td>Tristan Clark (Vice-Chairman) Matt Hemmings David Williams Linda Williams Morgan Bolton Alan Lankester</td> <td></td> <td>Kim Jefferies (Officer)</td> </tr> <tr> <td>Planning</td> <td>Tristan Clark (Chairman) Matt Hemmings David Williams Alan Lankester</td> <td>David Goodwin</td> <td>Clerk</td> </tr> </tbody> </table>	Committee	Members	Substitutes	Non-Voting	Climate & Nature	David Goodwin (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton		Daisy Finnear (Officer) Frampton Floral Friends Village Action group D Hanks- Frampton Cotterell Nature group	Finance & Governance	David Williams (Chairman) Linda Williams Tristan Clark	David Goodwin Matt Hemmings	Clerk	Parks & Recreation (PARC)	Tristan Clark (Vice-Chairman) Matt Hemmings David Williams Linda Williams Morgan Bolton Alan Lankester		Kim Jefferies (Officer)	Planning	Tristan Clark (Chairman) Matt Hemmings David Williams Alan Lankester	David Goodwin	Clerk	All in Favour.
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Staffing	David Williams Linda Williams Dave Hockey Pat Hockey Edwina Pennell		Clerk
Youth Services	Tristan Clark David Goodwin David Williams Edwina Pennell Antonia Williams	Linda Williams	Clerk

Working Groups

Working Group	Members	Non-Voting
Communication working group	Matt Hemmings Pat Hockey Linda Williams Morgan Bolton	Dani Wolfegang-James (Officer) Clerk
Events Working group	Matt Hemmings Edwina Pennell David Goodwin David Williams	Jill Allen Jan Webb (Officers)
Hedgehog	Tristan Clark David Goodwin Carolina Echegaray- WPC Jon Lean WPC Carol Goddard WPC Claire Young SGC & members of the public	Daisy Finnear (Officer)
LEAF (Local Environment Action Frampton)	David Goodwin Alan Lankester Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton	Daisy Finnear (Officer)
Pavilion working group	David Goodwin Tristan Clark David Williams Linda Williams Morgan Bolton Alan Lankester	Kim Jefferies (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)
Play area Development/Strategy working group	David Williams Linda Williams Morgan Bolton Tristan Clark (substitute)	Kim Jefferies (Officer)
The Courts Development Working Group	Matt Hemmings Tristan Clark Linda Williams Alan Lankester David Goodwin (substitute)	Kim Jefferies (Officer)

All in Favour

	<p>Strategic Planning- relating to SGC & regional level</p> <p>Linda Williams Tristan Clark David Williams Pat Hockey David Goodwin (substitute)</p> <p>Clerk</p>					
	<p>Task & Finish Groups</p> <table border="1"> <tr> <td>Pavilion External Lighting</td> <td>Tristan Clark David Goodwin David Williams</td> <td>Kim Jefferies (Officer) Steve Bassett (Officer)</td> </tr> </table> <p>Outside Body Organisations-Frampton Festival IT WAS RESOLVED:- that Cllr Linda Williams will be the representative for the Frampton Festival.</p>	Pavilion External Lighting	Tristan Clark David Goodwin David Williams	Kim Jefferies (Officer) Steve Bassett (Officer)		All in Favour
Pavilion External Lighting	Tristan Clark David Goodwin David Williams	Kim Jefferies (Officer) Steve Bassett (Officer)				
b	<p>Committee Minutes</p> <p>Events Committee IT WAS RESOLVED that Council approve the Events Committee minutes for the meeting held on the 30.11.2022</p>		All in Favour			
c	<p>Planning Committee IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 6.6.2023</p>		All in Favour			
d	<p>Finance & Governance Committee-meeting held on the 8.6.2023, the minutes were noted and the recommendations were considered. IT WAS RESOLVED that the Council approve the appointment of the Internal Auditor for a 3 year period.</p>		All in Favour			
e	<p>Climate & Nature Committee- meeting held on the 21.6.2023, the minutes were noted and the recommendations were considered. IT WAS RESOLVED that the Council approve:-</p> <ul style="list-style-type: none"> the quotation from CPS Grounds Ltd at a cost of £2,649 plus VAT for the Park Conservation contract. the increase to the funding for the Pond from the ear marked reserve EMR 332 the quotation from M & G Countrywide Developments at a cost of £1,500 plus VAT (with a potential small increase) for the pond 		All in Favour			
FC. 29/06/2023-12	LEGIONELLA TESTING					
	<p>Council considered the current contract for the legionella testing and noted that the Estates & Amenities Officer is now fully trained to carry out this testing in-house. IT WAS RESOLVED to cancel the contract with the current provider for legionella testing.</p>		All in Favour			
FC. 29/06/2023-13	REQUEST TO USE THE PARK & THE CENTENARY FIELD					
i	<p>Council considered the requests received to use the Park and the Centenary Field for the following activities:- Watermore 10k at the Park IT WAS RESOLVED to approve this regular annual request.</p>		All in Favour			
ii	<p>Donation based Yoga at the Centenary Field IT WAS RESOLVED to approve this request but to advise the organiser that it is likely that there will be dog walkers in the area at the same time.</p>		All in Favour			

iii	<p>Air Cadets at both the Park & the Centenary Field</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> to approve the request but to specify that the Map reading training/compass work/treasure hunt is to be carried out at the Centenary Field and all the other activities at the Park. To advise the organiser that they would not have exclusive use of the area as members of the public and their dogs could be there, as well as cricket, football & rugby users. 	All in Favour
FC. 29/06/ 2023- 14	IMPACT ON SEVERE GRASS CUT AT THE PARK BY A RESIDENT	
	<p>Council considered the severe grass cutting that had taken place by a resident on the Park grounds, just outside the resident's property, it was also noted that it was going to be cut again this week, but it was stopped by the Estates & Amenities Officer.</p> <p>IT WAS RESOLVED to write to the resident advising:-</p> <ul style="list-style-type: none"> that this should not be taking place and by carrying out such work they are trespassing on Council land. they are allowed to cut a pathway to their gate which is what other neighbours have done the rest of the area should be left as this is part of the conservation rewilding area at the Park, the plan can be found on the Council's website (Crossbow Park Biodiversity Enhancement Management Plan). If there are any further occurrences of grass cutting on council land then the Council will have to consider additional measures . 	All in Favour Clerk
FC. 29/6/ 2023- 15	UPDATE ON VANDALISM AT THE BROCKERIDGE CENTRE	
	<p>The Clerk provided an update on the vandalism and anti-social behaviour that has been taken place at the Brockeridge Centre which has included throwing pieces of slate over the hedges into residents gardens, using the slate to damage the bench twice, smearing the anti-climb paint from the individual's hands on the Centre's windows, after they have tried to climb over the locked gate at the side of the Centre.</p> <p>Both incidents have been reported to the police and crime numbers provided and these issues have been highlighted on Facebook, the bench is now stored away every night.</p> <p>IT WAS RESOLVED to continue to highlight this through social media, alert FACE and to thank the Estates & Amenities Officer for the actions he has taken to try to remedy this.</p>	All in Favour
FC. 29/06/ 2023- 16	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence was noted.	Clerk
FC. 29/06/ 2023- 17	DATE OF NEXT MEETING	
	Full Council meeting Thursday 27 th July 2023 at 7pm	
FC. 29/06/ 2023- 18	EXEMPT ITEM	
	<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>	All in favour

FC. 29/06/ 2023- 19	LAWN TENNIS PROPOSAL	
	<p>The Council considered all the information received relating to the proposed project for the tennis courts at the Park.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> • That the Council are happy with the Lawn Tennis Association (LTA) proposal to invest into the Frampton Cotterell Tennis Courts, taking into account the terms & conditions • That the Council would like to have the fencing, providing the LTA confirm that the Parish Council can use some of the s106 funding they have been allocated from SGC (clarification is required due to the LTA terms & conditions provided) • To request costings to get the tennis courts flood lit- and if the Council could fund these out of the SGC S106. • to approve the gate and the technology associated with it and this will be funded out of a combination of s106 and Park revenue/reserves/funds • The Council's Finance & Governance Committee will carry out research and consider the amount to charge (it is likely that there will be a free element to this as well) to allow for the maintenance & sinking fund (10 year resurface and to repaint the courts every 5 years), any monies taken to be recorded separately so the Council can demonstrate to the residents what the money is used for. 	All in favour Clerk

The meeting closed at 8.33pm

Chairman Date:

Abbreviations

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