



22<sup>nd</sup> September 2023

**AN ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 28<sup>th</sup> September 2023 at 7.00pm at the Brockridge Centre and the following business will be transacted. All Councillors are summoned to attend.**

Kind Regards

*L Squire*

Linda Squire  
Clerk/CEO & RFO to the Parish Council

**AGENDA**

**1 APOLOGIES**

MOTION: To note any apologies for absence.

**2 DECLARATIONS OF INTEREST / DISPENSATIONS**

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their register of interests as required and request any dispensations under the Localism Act 2011.

**3 MINUTES OF THE PREVIOUS MEETINGS**

MOTION: Council to approve and sign the minutes of the previous Council meeting held on the 27<sup>th</sup> July 2023

MOTION: Council to approve and sign the minutes of the previous Additional Council meeting held on the 31<sup>st</sup> August 2023

**4 OPEN MEETING**

Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

**5 CO-OPTION OF COUNCILLORS**

MOTION: Council to receive written applications for the office of Parish Councillor and to consider co-opting the candidates to fill the existing vacancies, plus receive oral submissions from the co-option candidates to a maximum of 5 minutes per person.

MOTION: EXEMPT ITEMS. As per the Co-option Policy, prior to consideration of the applications received for the office of a Parish Councillor, councillors are invited to pass 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 if discussing the merits of candidate.

MOTION: Council to consider and decide if they wish to discuss the merits of the co-option candidates.

MOTION: Council to vote on the co-option applications received.

MOTION: That councillors co-opted at this meeting complete and sign a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct.

## **6 REPORT FROM THE CHAIR**

MOTION: Council to receive a report from the Chair.

## **7 DISTRICT COUNCILLOR REPORT**

MOTION: Council to receive a report from District Councillor Tristan Clark.

## **8 FINANCE AND ACCOUNTS**

i) MOTION: Council to note the External Auditor Report 2022/23

ii) MOTION: Council to note the payment of invoices and transfer during August & September under the Clerk's delegated power

iii) Council to consider approving the invoices for payment listed in Appendix 1 below

iv) MOTION: Council to consider and approve the invoices for payment since the agenda was issued

## **9 COMMITTEE MEETING MINUTES**

a) MOTION: To review the Committees and attendees of Committees & Working Groups

### **Committees**

#### **b) Planning Committee**

MOTION: Council to note the minutes of the Planning Committee meetings held on 1.8.2023 & 31.8.2023 including acceptance and ratifying the responses to planning applications.

#### **c) Climate & Nature Committee**

MOTION: Council to note the minutes of the Climate & Nature Committee meeting held on 2.8.2023 including acceptance of recommendations.

#### **d) Staffing Committee**

MOTION: Council to approve the recommendations of the Staffing Committee meeting held on 21.8.2023 which include acceptance of the following recommendations:-

- revised Staffing Committee's Terms of Reference
- current HR Policies revisions
- i) Staffing Policy review method
- ii) Absence Policy
- iii) Appraisal, Supervision & Training Policy  
Revised Appraisal template
- iv) Company Mobile Phone Policy
- v) Employee Handbook
- vi) Employee Health & Safety Policy
- vii) Grievance Policy including Bullying & Harassment
- viii) Home Working Policy
- ix) Job Share Scheme
- x) Leavers Policy

- xv) Managing Employees Performance & Disciplinary
- xvi) Probationary Policy
- xvii) Recruitment & selection guide
- xviii) Time of work & leave Policy
- New Policy-
  - Menopause
- Employment Risk Register

**10 TENNIS COURTS REFURBISHMENT**

MOTION: Council to consider and approve the press release in relation to this project.

MOTION: Council to consider confirming the court paint colours.

**11 THE PARK- PROPOSED PATHWAYS**

MOTION: Council to consider The Park- Proposed pathways report and decide on the next steps that should be taken.

**12 FESTIVAL COMMITTEE PROPOSED PLANS FOR 2024**

MOTION: Council to consider and decide whether to approve the proposed risk assessments, event plan & festival layout for 2024.

**13 JUBILEE ALLOTMENT FENCING & GATES**

MOTION: Council to consider 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.

**14 VILLAGE ACTION**

MOTION: Council to consider the report received from Village Action to consider a possible way forward, and whether to agree to their proposal relating to their current cash reserves.

**15 SURPLUS CHAIRS AT THE PAVILION**

MOTION: Council to consider whether to dispose of the surplus chairs at the Pavilion.

**16 SURPLUS BLUE SLATE**

MOTION: Council to consider the request from Floral Friends for the Council to donate the surplus blue slate to them and for Floral Friends to then sell the slate as part of their fund raising.

**17 PLANNING APPLICATION- P21/08109/F- Live & let live pub- Clyde Road Sites Inspection visit**

MOTION: Council to consider and decide whether to nominate a councillor to represent the Parish Council at the site visit on the 29.9.2023.

**18 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA**

MOTION: Council to note correspondence received.

**19 DATE OF NEXT MEETING**

Thursday 26<sup>th</sup> October 2023, at 7.00 pm at the Brockeridge Centre.

**CLOSED SESSION**

- 20** MOTION: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 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
- 21** **RIDINGS ROAD PLAY AREA REFURBISHMENT**  
MOTION: Council to consider and approve the contract and revisions to the quotation for the play area refurbishment.

### **Members of the General Public and Press Welcome**

**If you require a copy of any of the non-confidential items please contact [clerk@framptoncoterrell-pc.gov.uk](mailto:clerk@framptoncoterrell-pc.gov.uk)**

#### **Agenda Item 13 – Correspondence & Circular**

##### Emails Received:

- SGC- Planning weekly lists & circulated schedules (Emailed)
- SGC- updates/news (Emailed: All)
- West of England- newsletter updates- (Emailed:All)
- NALC- Chief Executive’s Bulletin-(Emailed All)
- NALC Newsletter (Emailed All)
- NALC-Events (Emailed All)
- National Highways-M5 Almondsbury interchange - junctions 15 and 16, bridge repair work -(Emailed All)
- SGC- Highways update- Emailed All)
- West of England Bus Service Changes - 3 September -(Emailed All)
- SGC-Town and Parish Councils Planning Training Session on Tuesday 12 September 2023-(Emailed All)
- SGC- Consultations-GP Access Survey -(Emailed All)
- SGC-Temporary Closure - Old Gloucester Road & Swan Lane, Winterbourne--(Emailed All)
- SGC- Town and Parish Councils SharePoint Site-(Emailed All)
- SGC-Your local library bulletin for April – June 2023---(Emailed All)
- ALCA September In Short- (Emailed All)
- SGC- Updates for South Glos businesses – September 2023-( Emailed All)

**Payments for Approval by The Parish Council  
28<sup>th</sup> September 2023**

<b>No</b>	<b>Invoice number</b>	<b>Company</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>
2609	1263702055-2023-19378	Amazon	All Purpose Liquid Cleaner Lemon 5L	12.71	2.54	15.25
2709	GB3AC7JABEY	Amazon	First Aid Kit	16.65	3.33	19.98
2809	10797	Parish Noticeboard	Notice Board	898.06	179.61	1077.67
2909	3805367735	SGC	Uncontested parish election fee	525.00	0.00	525.00
3009	126546721-2023-5140	Amazon	Security fire safety tag tamper seals	5.41	1.08	6.49
3109	00422160	BDO LLP	Audit	1260.00	210.00	1260.00
3209	TPC10970	DCK	Account Support	287.10	57.42	344.52
3309		Plot 12A	Return Allotment Deposit	100.00	0.00	100.00
3409	3805374032	SGC	replace dog bin	121.14	24.23	145.37
3509	1411079558	Trade UK	Maintenance equipment	17.57	3.51	21.08
3609	1411511441	"	Exterior Wood stain	14.99	3.00	17.99
3709	1411940695	"	Chainsaw Oil	4.87	0.97	5.84
3809	1414548397	"	Wooden board & Bucket	5.22	1.05	6.27
3909	1414548400	"	Lock Handle & drain unblocker	23.73	4.74	28.47
4009	1414873212	"	Wood stain	22.48	4.50	26.98
4109	1411722434	"	Credit Note	-17.48	-3.50	-20.98
4209	1398795194	"	Lock and tarmac ballast	13.75	2.75	16.50