



**AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 26th October 2023 at 7pm at the Bickeridge Centre and was attended by the following:**

Chairman: L Williams

Parish Councillors: Cllrs, T Clark, M Bolton (now Hill), D Goodwin, A Lankester, E Pennell, J Trollope & A Williams

In Attendance: 1 member of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 26/10/ 2023-1	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Parish Cllrs D Hockey, P Hockey & D Williams and District Councillors C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 26/10/ 2023-2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
FC. 26/10/ 2023-3	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Parish Council meeting held on 28.9.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 26/10/ 2023-4	<b>OPEN MEETING</b>	
	No questions raised.	
FC. 26/10/ 2023-5	<b>ZION NEW MINISTER</b>	
	The Chairman welcomed the new Zion Minister, Reverend Sharon Lovelock to the Parish and the meeting. The Reverend outlined her background and advised she had officially started her role on the 1 <sup>st</sup> September 2023 and is looking to work in partnership. She intends to attend the Carols around the tree event on the 1 <sup>st</sup> December 2023.	Clerk

	She advised she is happy for the Clerk/CEO & RFO to circulate her email to all councillors and happy to highlight to her parishioners that there are vacancies for Councillors.	
<b>FC. 26/10/ 2023-6</b>	<b>CHAIR'S REPORT</b>	
	The Chairman reminded Councillors that the Scarecrow voting results will be announced at the Floral Friends Autumn Fayre this Saturday the 28 <sup>th</sup> October 2023.	
<b>FC. 26/10/ 2023-7</b>	<b>DISTRICT COUNCILLOR REPORT</b>	
	<p><b>Cabinet to Consult on Budget Challenges</b></p> <p>Earlier this month South Gloucestershire Council's Cabinet considered outline proposals for next year's budget. The papers included details of 'incredibly difficult' decisions to reduce spending and increase charges. The outline budget for 2024/25, which will be subject to formal public consultation in the autumn, does not yet propose to make new savings. It does, however, provide further details of cost-cutting that was approved by the previous Conservative administration in their 2023/24 budget, prior to this year's local elections, which are due to be implemented in the coming years. Cabinet met on Thursday 5<sup>th</sup> October to discuss the outline proposals and approve the public consultation. Feedback from residents will then be presented to Cabinet ahead of final decisions on the budget in February.</p> <p>Since last year's budget was approved the financial situation for SGC has deteriorated by a predicted £3 million next year (2024/25) and a further £2 million in 2025/26. It will place further stress on the SGC's budget and force the authority to consider further savings if additional funding is not provided by Government. This mirrors the pressures being experienced by other councils across England; the Local Government Association (LGA) recently published an analysis which showed that, just to keep services standing still, councils face a funding gap of almost £3 billion nationwide. The outline budget, through use of the Council's remaining reserves and assuming all of the planned-for savings are made in full, would deliver a balanced position for the coming year. Some of these savings, including changes to the Local Council Tax Reduction Scheme and income targets, will be the subject of the coming consultation process.</p> <p>South Gloucestershire will be open and upfront with residents about the extent of the financial challenges and the measures that will need to be considered in order to balance the books. It is also joining other authorities in pressing government ministers to do more to protect the vital services that can be provided through local government. This includes ending competitive processes, cutting the strings from government initiatives, and moving to multi-year settlements to give local councils more flexibility in meeting residents' needs. The initial consultation on the outline budget is now open; it closes on 8<sup>th</sup> December. Further information can be found at <a href="https://consultations.southglos.gov.uk/budget2024/">https://consultations.southglos.gov.uk/budget2024/</a>.</p> <p><b>Consultations</b></p> <p>South Gloucestershire Council is asking residents for their views on the locations of polling stations and if they are accessible. The council has a statutory duty to undertake a full review of all polling districts and polling places for the whole of the district to ensure they have accessible and convenient facilities to vote from. This has no impact upon the current boundaries of Westminster constituencies, council wards or parish boundaries. Residents can find additional information at <a href="https://consultations.southglos.gov.uk/Polling23/">https://consultations.southglos.gov.uk/Polling23/</a> and they have until 30<sup>th</sup> October to submit comments.</p> <p>Due to inflation and the rising costs of social care South Gloucestershire Council needs to find £50 million in the next four years to address shortfalls in the budget. One of the ways it has identified is to close One Stop Shops in Yate, Patchway and Kingswood at times when they are used least. SGC asked about this during its annual consultation on the council budget at the end of 2022 and local</p>	Cllr Clark

people agreed this was a reasonable way of reducing our overall spend. Relatively few people visit One Stop Shops early in the morning and in the late afternoon. SGC is therefore suggesting changing the opening hours to 9.00 until 16:30 Monday to Friday (current hours are 8.45 – 17.00 Monday to Wednesday 8.45 –16.30 Thursday to Friday).

Before making this change the council wants to talk to people who visit our One Stop Shops to check this doesn't cause them significant issues. Residents can find more information on the consultation at [https://consultations.southglos.gov.uk/OSS\\_opening\\_times/](https://consultations.southglos.gov.uk/OSS_opening_times/). The consultation closes on 23<sup>rd</sup> November.

Savings agreed in last year's budget include reductions in spending on the authority's library services. A consultation has now launched to ask for residents' views on how they might be implemented to minimise the impact on users and maintain the widest possible service. The budget requires an annual saving of £473,000 in spending on libraries, as costs continue to rise and government funding continues to fall in real terms. None of the options include the closure of any libraries; residents are invited to suggest where changes to opening hours, for example, would have the least and most impact.

Overall, in order to meet the savings target, the proposals would reduce staffed library opening hours from 351 to 285, a reduction of 19 per cent, with more hours covered by Open Access. They also include:

- Removing staffed access over lunch time in eight of the 12 libraries: Cadbury Heath, Downend, Filton, Hanham, Kingswood, Patchway, Staple Hill, Winterbourne
- Staffed hours ending in all libraries at 5.00pm
- A further one day reduction in staffed access at three libraries: Cadbury Heath, Patchway and Winterbourne.

More information can be found at <https://consultations.southglos.gov.uk/librarisavings/>. The consultation closes on 10<sup>th</sup> January.

FC.  
26/10/  
2023-8

## FINANCE AND ACCOUNTS

i

### Retrospective Payments for approval since the last meeting

Retrospective approval						
Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
289	SI-1856	C R Fencing	Fencing at the Park	3679.00	735.80	4414.80
0910		Room Hire Brockeridge ctre	Room Deposit Refund	39.00		39.00

IT WAS RESOLVED that the retrospective payments be approved.

All in  
Favour

ii

### Payments for approval

Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
1110	HH0053	Hedgehog Rescue	Hedgehog talk	65.00		65.00
1210	FRAMP001	SLCC	National Conference	150.00	30.00	180.00
1310	1421218380	Trade UK	Maintenance supplies	18.76	3.75	22.51
1410	1423096223	Trade UK	Dulux paint	41.66	8.33	49.99
1510	1423518969	Trade UK	Micropoly Sleeve	6.25	1.25	7.50

	<table><tr><td>1610</td><td>11488</td><td>Green Trees Surfacing</td><td>Re-surfacing</td><td>1534.00</td><td>306.80</td><td>1840.80</td></tr><tr><td>1710</td><td>631</td><td>HGM Plumbing</td><td>Water Fountain checks</td><td>142.68</td><td>28.53</td><td>171.21</td></tr><tr><td>1810</td><td>K8042</td><td>KDJ</td><td>Replace light sensor</td><td>95.00</td><td>19.00</td><td>114.00</td></tr><tr><td>1910</td><td>K8043</td><td>KDJ</td><td>Pavilion lights</td><td>4465.00</td><td>893.00</td><td>5358.00</td></tr><tr><td>2010</td><td>3805393644</td><td>SGC</td><td>Payroll</td><td>120.00</td><td>24.00</td><td>144.00</td></tr><tr><td>2110</td><td>3805393110</td><td>SGC</td><td>Commercial waste</td><td>349.31</td><td></td><td>349.31</td></tr><tr><td>2210</td><td>163991401-2023-35250</td><td>Amazon</td><td>Hand towels</td><td>34.92</td><td>6.98</td><td>41.90</td></tr></table>	1610	11488	Green Trees Surfacing	Re-surfacing	1534.00	306.80	1840.80	1710	631	HGM Plumbing	Water Fountain checks	142.68	28.53	171.21	1810	K8042	KDJ	Replace light sensor	95.00	19.00	114.00	1910	K8043	KDJ	Pavilion lights	4465.00	893.00	5358.00	2010	3805393644	SGC	Payroll	120.00	24.00	144.00	2110	3805393110	SGC	Commercial waste	349.31		349.31	2210	163991401-2023-35250	Amazon	Hand towels	34.92	6.98	41.90	All in Favour Clerk														
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iii	<b>Additional invoices since the agenda was issued</b> <table><tr><th>Ref</th><th>Invoice Number</th><th>Company</th><th>Description</th><th>Net £</th><th>VAT £</th><th>Gross £</th></tr><tr><td>2310</td><td>22316</td><td>ALCA</td><td>Councillor Training</td><td>40.00</td><td></td><td>40.00</td></tr><tr><td>2410</td><td>TPC10999</td><td>DCK</td><td>Accounting services</td><td>395.16</td><td>79.03</td><td>474.19</td></tr><tr><td>2510</td><td>12737</td><td>Jon Gilbert</td><td>Brockeridge Floor</td><td>1997.50</td><td>399.50</td><td>2397.00</td></tr><tr><td>2610</td><td>3805401510</td><td>SGC</td><td>Drop Kerbs</td><td>161.00</td><td>0.00</td><td>161.00</td></tr><tr><td>2710</td><td>851</td><td>Capricorn</td><td>New Guttering</td><td>1729.17</td><td>345.83</td><td>2075.00</td></tr><tr><td>2810</td><td></td><td>Jubilee Plot 29</td><td>Allotment deposit refund</td><td>100.00</td><td></td><td>100.00</td></tr><tr><td>2910</td><td>MEM245767-1</td><td>SLCC</td><td>Clerk membership</td><td>392.00</td><td></td><td>392.00</td></tr><tr><td>3010</td><td>MEM245990-1</td><td>SLCC</td><td>Project Officer's membership</td><td>222.00</td><td></td><td>222.00</td></tr></table>	Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £	2310	22316	ALCA	Councillor Training	40.00		40.00	2410	TPC10999	DCK	Accounting services	395.16	79.03	474.19	2510	12737	Jon Gilbert	Brockeridge Floor	1997.50	399.50	2397.00	2610	3805401510	SGC	Drop Kerbs	161.00	0.00	161.00	2710	851	Capricorn	New Guttering	1729.17	345.83	2075.00	2810		Jubilee Plot 29	Allotment deposit refund	100.00		100.00	2910	MEM245767-1	SLCC	Clerk membership	392.00		392.00	3010	MEM245990-1	SLCC	Project Officer's membership	222.00		222.00	All in Favour
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iv	<b>Nominate two councillors to authorise the payments through the bank</b> IT WAS RESOLVED that Cllr T Clark & Cllr L Williams will authorise the payments through the bank this month.	All in Favour																																																															
v	<b>SLCC Membership</b> IT WAS RESOLVED to approve the SLCC membership for the Clerk/CEO & RFO at a cost of £392 And the Projects Officer at a cost of £222.	All in Favour																																																															
vi	<b>Donation to the Poppy Appeal</b> IT WAS RESOLVED to approve the donation of £100 to the Poppy Appeal, which is an increase of £25.	All in Favour																																																															
vii	<b>Valuation Officer's charges to value the old changing block at the Park</b> The Council considered the charges to value the old changing rooms at the Park and were advised that the Frampton Cotterll & District Community Association had been contacted to establish what amount they would accept for the changing rooms and if they were prepared to pay towards the valuation cost. The response received stated they will consider this at their next meeting in December. IT WAS RESOLVED to defer this item until the Association's response has been received.	All in Favour																																																															
FC. 26/10/ 2023-9	<b>COMMITTEE MEETING MINUTES</b>																																																																
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- to delete the Pavilion External Lighting task and finish group.

<b>Committee</b>	<b>Members</b>	<b>Substitutes</b>	<b>Non-Voting</b>
Climate & Nature	David Goodwin (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Jonathan Trollope		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	Clerk
Parks & Recreation (PARC)	Tristan Clark (Vice-Chairman) David Williams Linda Williams Morgan Bolton Alan Lankester Jonathan Trollope		Kim Jefferies (Officer)
Planning	Tristan Clark (Chairman) David Williams Alan Lankester	David Goodwin	Clerk
Staffing	David Williams (Chairman) Linda Williams (Vice-Chairman) Dave Hockey Pat Hockey Edwina Pennell		Clerk
Youth Services	Tristan Clark (Chairman) David Goodwin (Vice-Chairman) David Williams Edwina Pennell Antonia Williams	Linda Williams	Clerk

#### **Working Groups**

<b>Working Group</b>	<b>Members</b>	<b>Non-Voting</b>
Communication working group	Pat Hockey Linda Williams Morgan Bolton	Dani Wolfgang-James (Officer) Clerk
Events Working group	Edwina Pennell David Goodwin David Williams	Jill Allen Jan Webb (Officers)

	<table><tr><td>LEAF (Local Environment Action Frampton)</td><td>David Goodwin Alan Lankester Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Jonathan Trollope</td><td>Daisy Finnear (Officer)</td></tr><tr><td>Pavilion working group</td><td>David Goodwin Tristan Clark David Williams Linda Williams Morgan Bolton Alan Lankester</td><td>Kim Jefferies (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)</td></tr><tr><td>Play area Development/Strategy working group</td><td>David Williams Linda Williams Morgan Bolton Tristan Clark (substitute)</td><td>Kim Jefferies (Officer)</td></tr><tr><td>The Courts Development Working Group</td><td>Tristan Clark Linda Williams Alan Lankester Jonathan Trollope David Goodwin (substitute)</td><td>Kim Jefferies (Officer)</td></tr><tr><td>Strategic Planning- relating to SGC &amp; regional level</td><td>Linda Williams Tristan Clark David Williams Pat Hockey David Goodwin (substitute)</td><td>Clerk</td></tr></table>	LEAF (Local Environment Action Frampton)	David Goodwin Alan Lankester Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Jonathan Trollope	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	Tristan Clark Linda Williams Alan Lankester Jonathan Trollope David Goodwin (substitute)	Kim Jefferies (Officer)	Strategic Planning- relating to SGC & regional level	Linda Williams Tristan Clark David Williams Pat Hockey David Goodwin (substitute)	Clerk	
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<b>b</b>	<b><u>Committee Minutes</u></b> <b>Planning Committee</b> IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meetings held on the 5.10.2023.		All in Favour														
<b>c</b>	<b>Finance Governance Committee</b> IT WAS RESOLVED that Council note the minutes of the Finance & Governance Committee held on 5.10.2023 including acceptance of the recommendations, namely:- <ul style="list-style-type: none"><li>• Revisions to the Expenses Policy</li><li>• Whistleblowing Policy</li><li>• The proposals for the D Day celebrations</li><li>• The proposals for the Annual Open Day</li></ul>		All in Favour														
<b>d</b>	<b>Climate &amp; Nature Committee</b> IT WAS RESOLVED that Council note the minutes of the Climate & Nature Committee held on 18.10.2023 including acceptance of recommendations.		All in Favour														
<b>e</b>	<b>Courts Development Working Group</b> IT WAS RESOLVED that Council note the minutes of the Courts Development Working group held on 10.10.2023 including acceptance of recommendations, namely:- <ul style="list-style-type: none"><li>• To request FACE to roll out the survey and approve a fee for them to carry out the work<ul style="list-style-type: none"><li>- The Clerk/CEO &amp; RFO to calculate the cost and advise councillors of the amount</li><li>- Other youth groups, such as scouts to assist with the survey</li></ul></li></ul>		All in Favour														

	<ul style="list-style-type: none"> <li>Cricket nets location- adjacent to the tennis courts</li> <li>Section 106 -Capital/Revenue drawdown split- Tennis court refurbishment- <ul style="list-style-type: none"> <li>it was noted that the Capital drawdown had already been decided at the Additional Council meeting on the 31.8.2023.</li> <li>the Revenue drawdown of two years for the sinking fund was approved.</li> </ul> </li> </ul> <p><b>Other organisations</b>  <b>ALCA AGM minutes</b>  IT WAS RESOLVED that Council note the minutes of the ALCA AGM held on the 7.10.2023 and that the FCPC Climate &amp; Nature had carried out a presentation at this meeting.</p>	All in Favour  All in Favour  All in Favour
<b>FC. 26/10/2023-10</b>	<b>ENERGY CONTRACT</b>	
	Council were advised that the quotation has not been received so this could not be considered.	
<b>FC. 26/10/2023-11</b>	<b>ALLOTMENT TRANSFER OF TENANCY</b>	
	<p>Council considered whether to agree the transfer of the allotment tenancy to a relative after the plot holder has passed away. Council were advised that the relative had worked on the allotment on a regular basis previously and currently that there were several allotment vacancies and that there were more vacancies than parish council residents on the allotment waiting list.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>that the relative should be formally allocated the allotment he had previously assisted with.</li> <li>That residents living outside the parish on the allotment waiting list are offered the vacant allotment plot, particularly those in Coalpit Heath.</li> </ul>	All in Favour
<b>FC. 26/10/2023-12</b>	<b>TREE ARBORICULTURAL SURVEY REPORT &amp; COST &amp; TREE COMPLAINT</b>	
<b>i</b>	<p><b>Tree Arboricultural Survey Report &amp; Cost</b></p> <p>IT WAS RESOLVED to approve the quotation for the Tree Arboricultural Survey Report to assess the current condition of the trees received from Silverback Arboricultural Consultancy Ltd at a cost of £1,900 plus VAT.</p>	All in Favour Clerk
<b>ii</b>	<p><b>Tree complaint</b></p> <p>The Council considered the complaint regarding a tree at the Park that overhangs into a resident's garden, the advice provided from the bat ecologist and the previous tree health and safety plan and that the resident was not prepared to pay for the branches to be cut back.</p> <p>IT WAS RESOLVED to advise the resident that :-</p> <ul style="list-style-type: none"> <li>As this tree has not been identified in the tree survey as a health and safety issue that the resident will have to arrange the cutting back of the tree at their own expense and that the Council considers this the end of the matter.</li> <li>If anything is identified in the new tree survey it will be dealt with accordingly.</li> </ul>	All in Favour Clerk
<b>FC. 26/10/2023-13</b>	<b>PARK PATHWAY</b>	

	<p>Council considered the report regarding the park pathway following the site visit which indicated the proposed pathways prior to issuing the options for public consultation and the standard surface.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>- Not to have a path all the way around the tennis courts</li> <li>- Option 1-To have a path from Court Road, down the back of the tennis courts and down to the corner edge of the Park following along to the Rectory Road end of Park Row</li> <li>- Option 2 to have a path from Court Road, towards the tennis courts and then go around the front of the tennis courts and then down to the edge of the Park and follow it along to the Rectory Road end of Park Row.</li> <li>- Sample photographs to be circulated to all councillors to consider and decide on the standard surface.</li> </ul>	All in Favour Clerk/ Projects Officer
<b>FC. 26/10/2023-14</b>	<b>COVENANT UPDATE</b>	
	Council NOTED the update received from the Diocese's solicitors apologising for the delay and that another solicitor will finalise the variation to the covenant.	All in Favour
<b>FC. 26/10/2023-15</b>	<b>FLORAL FRIENDS REQUEST</b>	
	<p>Council considered the correspondence received from Floral Friends regarding the border along Beesmoor Road. Cllr Pennell as the Council representative on the Beesmoor Road Playing Field Committee provided an update that it has been agreed that a 3ft pathway will be cut closer to the border.</p> <p>Council NOTED that the matter had now been resolved.</p>	All in Favour
<b>FC. 26/10/2023-16</b>	<b>CORRESPONDENCE &amp; CIRCULARS NOT COVERED BY THIS AGENDA</b>	
	<p>The correspondence was noted.</p> <p>All Councillors had received correspondence from the Bristol &amp; District CAMRA Pubs Campaigning Group regarding the Live &amp; Let Live planning application. Councillors to respond as individuals if they wanted to reply.</p>	
<b>FC. 26/10/2023-17</b>	<b>DATE OF NEXT MEETING</b>	
	Full Council meeting Thursday 30 <sup>th</sup> November 2023 at 7pm	
<b>FC. 26/10/2023-18</b>	<b>EXEMPT ITEM</b>	
	<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 Clerk
<b>FC. 26/10/2023-21</b>	<b>RIDINGS PLAY AREA REFURBISHMENT</b>	
	Council considered the final figures, the terms and conditions and the grant contribution for the Ridings Road area refurbishment.	

	<p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"><li>- to approve the final cost of £60,849.20 plus VAT.</li><li>- to note the grant funding allocation of £43,700.</li><li>- to note the Member award funding of £500 towards the Welcome to Ridings Road Play area sign and that the Council will pay the balance of £230, including packaging and carriage.</li></ul>	<p>All in Favour</p>
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The meeting closed at 8.25pm

Chairman ..... Date: .....

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