

Frampton Cotterell Parish Council



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

AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 30th November 2023 at 7pm at the Brokeridge Centre and was attended by the following:

Chairman: L Williams

Parish Councillors: Cllrs, D Goodwin, M Hill, D Hockey, P Hockey A Lankester, J Trollope & D Williams

In Attendance: 3 members of the public

Clerk/CEO & RFO- Mrs L Squire

Minute Taker:

ITEM	MINUTE	VOTE / ACTION
FC. 30/11/ 2023-1	APOLOGIES FOR ABSENCE	
	Apologies were received from Parish Cllrs T Clark, E Pennell & A Williams and District Councillors C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 30/11/ 2023-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FC. 30/11/ 2023-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Parish Council meeting held on 26.10.23 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 30/11/ 2023-4	OPEN MEETING	
	No questions raised; the members of the public advised they attended to observe the council proceedings	
FC. 30/11/ 2023-5	CO-OPTION OF COUNCILLOR	
i	Co-option application received	Clerk

	One co-option candidate application form had been received. The Chairman thanked the candidate for applying and the candidate was given 5 minutes to speak about himself and to respond to any questions from the councillors' present.	
ii	Exempt Item	
	As per the Co-option Policy, prior to consideration of the application received for the office of a Parish Councillor, councillors were 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 the candidate	All in Favour.
iii	Co-option Candidate	
	Council considered and discussed the merits of the co-option candidate	
iv	Co-option of Councillors	
	IT WAS RESOLVED to co-opt Tim Snaith as a Councillor. Tim Snaith completed and signed the Declaration of Acceptance of Office form, which included an undertaking to abide by the Parish Council's Code of Conduct. The Chairman advised that there was Essential Councillor training on the 6 th December if Tim wanted to attend, he should advise the Clerk.	All in Favour. Clerk Cllr TS
FC. 30/11/ 2023-6	CHAIR'S REPORT	
	The Chairman reminded councillors of the Carols around the tree event on the 1 st December and that the Live & Let live planning application will be considered again at the SGC Development Committee on the 7 th December and that she was willing to attend if no other councillor could. The Chairman reminded Councillors to respond to the Clerk as soon as possible on the proposed pathways at the park, as only one response has been received.	All
FC. 30/11/ 2023-7	DISTRICT COUNCILLOR REPORT	
	Local Plan Phase 3 Consultation Document Published South Gloucestershire Council has published its draft Local Plan Phase 3 consultation document ahead of a Cabinet meeting on Monday 13 th November. The council will be asking for feedback from residents before final decisions are made on its content. If the proposals to Cabinet are approved this final phase of public consultation would commence on Monday 4 th December and close at the end of January. It is vital that residents, town/parish councils and community groups use this opportunity to register their views, support those parts of the plan they feel are correct, and suggest where the final plan can be improved. The draft plan sets out how South Gloucestershire could meet its expected housing demand without embarking on large-scale building projects to create entirely new freestanding communities in the countryside. Development should instead be focussed on the urban fringe and, where appropriate, to have small schemes in rural communities. And where necessary, improvements will need to be made to existing services for new and existing residents. The updated Local Plan Delivery Programme timetable envisages that the final draft of Local Plan will be submitted to the Secretary of State for Levelling Up, Housing & Communities in October 2024. It will, following a public examination at the start of 2025, ultimately be assessed by the Planning Inspectorate to ensure it meets its legal requirements. Following the publication of the Inspector's Report the aim would be for the council to formally adopt the Local Plan in the Autumn of 2025.	Cllr Clark

Alongside the updated draft Local Plan, new policies on a range of issues managed through the council's planning process are also being published. These include draft policies on:

- Providing space for renewable energy generation
- Supporting the council's commitment to net zero covering: renewable and low carbon energy systems, climate change mitigation, adaptation and resilience, embodied carbon, energy management in new development, community energy
- Provision for Gypsy/Traveller and Travelling Show people communities
- Affordable Homes policy
- Economy and jobs policy
- Town centres policy

The draft consultation document can be found at

<https://council.southglos.gov.uk/documents/s149021/Appendix%20A%20-%20New%20Local%20Plan%20-%20Phase%203.pdf>

Planning

The planning application to redevelop the site of the former Live & Let Live public house on Clyde Road (P21/08109/F), including the construction of a new retail store, will be determined by South Gloucestershire Council's Development Management Committee on Thursday 7th December. The application was originally deferred at the DMC meeting on 9th November to allow officers to clarify the information presented within the two retail impact assessments. Cllr Lean will address the committee as one of the three ward councillors for Frampton Cotterell. If residents wish to contact him about the meeting they can do so on 07562 437594 or by emailing Jon.Lean@southglos.gov.uk

Consultations

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/librarysavings/>. The consultation closes on 10th January.

As South Gloucestershire Council's waste and recycling collection contract with Suez is due to expire in 2025 it is consulting residents about the future provision of these services in the authority. The council is also proposing some changes to these services to address inflationary pressure on its budget. The purpose of these changes is to:

- Make it easier for people to recycle more,
- Reduce the carbon footprint of waste in South Gloucestershire, and

	<ul style="list-style-type: none">Reduce our costs, so that our funding covers the cost of delivering the service. <p>Over the next three years the council wants to roll out a weekly collection of flexible plastics for recycling to all households with a kerbside collection and introduce further measures which make it easier for residents to recycle more of what they currently throw away. If recycling rates increase the council intends to consider how often non-recyclable waste is collected (looking at options for a three or four weekly collection).</p> <p>More information can be found at https://consultations.southglos.gov.uk/waste_less/. The consultation closes on 7th January.</p> <p>As Cllr Clark was not in attendance any questions regarding the update should be raised with Districts Cllrs Tristan Clark, Claire Young or Jon Lean.</p>																																																																																																																															
FC. 30/11/ 2023-8	FINANCE AND ACCOUNTS																																																																																																																															
i	Retrospective Payments for approval since the last meeting There were no retrospective payments to approve.	All in Favour																																																																																																																														
ii	Payments for approval <table><tr><th>No.</th><th>Invoice Number</th><th>Company</th><th>Description</th><th>NET</th><th>VAT</th><th>GROSS</th></tr><tr><td>1211</td><td>783657945-2023-2756</td><td>Amazon</td><td>Cork Board</td><td></td><td></td><td>19.49</td></tr><tr><td>1411</td><td>TPC11045</td><td>DCK Accounting Solutions</td><td>Accounting Services</td><td>287.10</td><td>57.42</td><td>344.52</td></tr><tr><td>1511</td><td>18801031747</td><td>Dyno rod</td><td>Clear gullies</td><td>2280.00</td><td>456.00</td><td>2736.00</td></tr><tr><td>1711</td><td>202307</td><td>Frenchay Christmas Tree Farm</td><td>Christmas Tree</td><td>208.33</td><td>41.67</td><td>250.00</td></tr><tr><td>1811</td><td>1324</td><td>FACE</td><td>Youth Service Contract-2nd quarter</td><td>9634.50</td><td></td><td>9634.50</td></tr><tr><td>1911</td><td>KPS314689</td><td>KCS</td><td>Photocopier Contract</td><td>108.25</td><td>21.65</td><td>129.90</td></tr><tr><td>2011</td><td>KPS322083</td><td>KCS</td><td>Photocopier Contract</td><td>88.12</td><td>17.62</td><td>105.74</td></tr><tr><td>2111</td><td>2849</td><td>M & G Countryside Developments</td><td>Installation of Pond</td><td>1500.00</td><td>300.00</td><td>1800.00</td></tr><tr><td>2311</td><td>98</td><td>Simply cleaning</td><td>Cleaning Contract Oct</td><td>350.00</td><td></td><td>350.00</td></tr><tr><td></td><td>97</td><td>Simply cleaning</td><td>Cleaning Contract Sept</td><td>350.00</td><td></td><td>350.00</td></tr><tr><td></td><td>96</td><td>Simply cleaning</td><td>Cleaning Contract Aug</td><td>395.00</td><td></td><td>395.00</td></tr><tr><td>2411</td><td>1434055205</td><td>Trade UK</td><td>Tools</td><td>71.63</td><td>14.31</td><td>85.94</td></tr><tr><td>2511</td><td>1434733777</td><td>Trade UK</td><td>Grout & trowel</td><td>10.82</td><td>2.16</td><td>12.98</td></tr><tr><td>2611</td><td>1435661990</td><td>Trade UK</td><td>Concrete, Resin & Rake</td><td>30.07</td><td>6.00</td><td>36.07</td></tr><tr><td>2711</td><td>1435662008</td><td>Trade UK</td><td>Drill Bit</td><td>4.83</td><td>0.96</td><td>5.79</td></tr><tr><td>2811</td><td>Ref 126324/0014 (waiting for invoice)</td><td>Stone King LLP</td><td>Legal fees</td><td>500.00</td><td>100.00</td><td>600.00</td></tr><tr><td>3311</td><td>4973</td><td>CPS Grounds Ltd</td><td>Conservation Contract October</td><td>220.75</td><td>44.15</td><td>264.90</td></tr></table>	No.	Invoice Number	Company	Description	NET	VAT	GROSS	1211	783657945-2023-2756	Amazon	Cork Board			19.49	1411	TPC11045	DCK Accounting Solutions	Accounting Services	287.10	57.42	344.52	1511	18801031747	Dyno rod	Clear gullies	2280.00	456.00	2736.00	1711	202307	Frenchay Christmas Tree Farm	Christmas Tree	208.33	41.67	250.00	1811	1324	FACE	Youth Service Contract-2 nd quarter	9634.50		9634.50	1911	KPS314689	KCS	Photocopier Contract	108.25	21.65	129.90	2011	KPS322083	KCS	Photocopier Contract	88.12	17.62	105.74	2111	2849	M & G Countryside Developments	Installation of Pond	1500.00	300.00	1800.00	2311	98	Simply cleaning	Cleaning Contract Oct	350.00		350.00		97	Simply cleaning	Cleaning Contract Sept	350.00		350.00		96	Simply cleaning	Cleaning Contract Aug	395.00		395.00	2411	1434055205	Trade UK	Tools	71.63	14.31	85.94	2511	1434733777	Trade UK	Grout & trowel	10.82	2.16	12.98	2611	1435661990	Trade UK	Concrete, Resin & Rake	30.07	6.00	36.07	2711	1435662008	Trade UK	Drill Bit	4.83	0.96	5.79	2811	Ref 126324/0014 (waiting for invoice)	Stone King LLP	Legal fees	500.00	100.00	600.00	3311	4973	CPS Grounds Ltd	Conservation Contract October	220.75	44.15	264.90	
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	IT WAS RESOLVED that the payments listed above be approved.							All in Favour Clerk								
iii	Additional invoices since the agenda was issued															
	Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £									
	3511	53861	Frampton Garage	Nearside rear & offside front tyres	187.70	37.54	225.24									
	3611	51863	"	Battery	100.56	20.11	120.67									
	3711	54452	"	Puncture repair	15.00	3.00	18.00									
	3811	56728	"	Class IV MOT test	39.95		39.95									
	IT WAS RESOLVED that the payments listed above be approved.							All in Favour								
iv	Transfer from the Unity Trust Deposit Bank Account to the Current Account IT WAS RESOLVED to approve the transfer of £50,000 from the Unity Deposit account to the Unity Current account.							All in Favour								
v	Nominate two councillors to authorise the payments through the bank IT WAS RESOLVED that Cllr D Williams & Cllr D Goodwin will authorise the payments through the bank this month.							All in Favour								
vi	Request for reimbursement from Mill Lane Allotment Association Council considered the request for reimbursement of the £10 fee charged by the Mill Lane allotments association’s insurers for the addition of an endorsement to exclude the Climate and Nature Group from their policy. IT WAS RESOLVED to reimburse the Mill Lane Allotment Association the £10 fee.							All in Favour								
FC. 30/11/ 2023-9	COMMITTEE MEETING MINUTES															
a	Committees and groups membership lists IT WAS RESOLVED :- <ul style="list-style-type: none">to revise the councillors on the committees and working groups as specified below <table><tr><th>Committee</th><th>Members</th><th>Substitutes</th><th>Non-Voting</th></tr><tr><td>Climate & Nature</td><td>David Goodwin (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Jonathan Trollope Tim Snaith</td><td></td><td>Daisy Finnear (Officer) Frampton Floral Friends D Hanks- Frampton Cotterell Nature group</td></tr></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 Jonathan Trollope Tim Snaith		Daisy Finnear (Officer) Frampton Floral Friends D Hanks- Frampton Cotterell Nature group	All in Favour. Clerk
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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 Tim Snaith	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

Working Group	Members	Non-Voting
Communication working group	Pat Hockey Linda Williams Morgan Bolton	Dani Wolfegang-James (Officer) Clerk
Events Working group	Edwina Pennell David Goodwin David Williams	Jill Allen Jan Webb (Officers)
LEAF (Local Environment Action Frampton)	David Goodwin Alan Lankester Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Bolton Jonathan Trollope Tim Snaith	Daisy Finnear (Officer)

d	<u>Other organisations</u> Beesmoor Road playing fields minutes IT WAS RESOLVED to note the minutes received from the Beesmoor Road playing field Committee.	All in Favour																
FC. 30/11/ 2023- 10	DRAINAGE AT THE PARK																	
	Council considered the quotations received to clear a blockage in the drainage at the park. IT WAS RESOLVED to approve the quotation of £1,320 received from Miskella Construction Limited.	All in Favour																
FC. 30/11/ 2023- 11	FINANCIAL REGULATIONS																	
	<p>Council considered the revisions to the financial regulations which include providing more delegation to the Clerk/CEO & RFO and assist with reducing the number of Finance & Governance Committee meetings.</p> <p>IT WAS RESOLVED to approve the revisions to streamline and speed up processes, which include the following monetary changes:-</p> <p>-Financial Regulation 4.1:-</p> <ul style="list-style-type: none">• Finance & Governance Committee items over £2,000 up to £10,000• The Clerk/CEO & RFO, in conjunction with Chairman of Council or Chairman of the Finance & Governance Committee, for any items below £2,000.• The Clerk/CEO & RFO to authorise to obtain legal advice (when required) up to a value of £2,500 per enquiry• The Clerk/CEO & RFO in an emergency in conjunction with the Chairman, where possible for any items below £5,000 <p>Authorisation levels & reporting process for smart working:-</p> <table><tr><th>Authority limit</th><th>Authorised by</th><th>Reporting process</th><th>Criteria</th></tr><tr><td>Above £5,000</td><td>Full Council approval required</td><td>Full council</td><td>3 quotes required</td></tr><tr><td>Above £1,000 and up to £5,000</td><td>Clerk/CEO & RFO OR Project Officer/Climate & Nature Officer in the Clerk/CEO & RFO's absence</td><td>At next Finance & Governance Committee (F & G), minutes to be ratified at the following council meeting</td><td>Strive to obtain 3 quotes</td></tr><tr><td>Under £1,000</td><td>Clerk/CEO & RFO OR Project Officer/Climate & Nature Officer in the Clerk/CEO & RFO's absence</td><td>At next F& G meeting. minutes to be ratified at the following council meeting</td><td>3 quotes not required</td></tr></table> <p>4.5 In cases of extreme risk to the delivery of council services, the Clerk/CEO & RFO may authorise revenue expenditure the limit to increase to £5,000.</p>	Authority limit	Authorised by	Reporting process	Criteria	Above £5,000	Full Council approval required	Full council	3 quotes required	Above £1,000 and up to £5,000	Clerk/CEO & RFO OR Project Officer/Climate & Nature Officer in the Clerk/CEO & RFO's absence	At next Finance & Governance Committee (F & G), minutes to be ratified at the following council meeting	Strive to obtain 3 quotes	Under £1,000	Clerk/CEO & RFO OR Project Officer/Climate & Nature Officer in the Clerk/CEO & RFO's absence	At next F& G meeting. minutes to be ratified at the following council meeting	3 quotes not required	All in Favour
Authority limit	Authorised by	Reporting process	Criteria															
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Under £1,000	Clerk/CEO & RFO OR Project Officer/Climate & Nature Officer in the Clerk/CEO & RFO's absence	At next F& G meeting. minutes to be ratified at the following council meeting	3 quotes not required															

FC. 30/11/ 2023- 12	CLIMATE & NATURE EMERGENCY DECLARATION & ENVIRONMENT POLICY	
	<p>The Chairman paid tribute to all the hard work the Climate & Nature Officer and the Chairman of the Climate & Nature Committee had carried out to produce both the Climate & Nature Emergency declaration and the Environmental Policy which are very important documents and will affect how the Council operates.</p> <p>The Chairman of the Climate & Nature Committee advised the Council will need to pay more to make things environmentally friendly and the Council needs to accept the cost and liability for this. Everything will have the declaration and environmental policy underpinned. He advised it is a working document and it will need to be altered from time to time to resolve any anomalies. An action plan will be developed over the next year to ensure the Council meets its targets for carbon neutrality before 2030.</p>	
i	Climate & Nature Emergency Declaration IT WAS RESOLVED to approve the Climate & Nature Emergency declaration	All in Favour Clerk
ii	Environmental Policy IT WAS RESOLVED to approve the Environmental Policy	All in Favour Clerk
FC. 30/11/ 2023- 13	FCPC INVESTMENT IN RENEWABLE ENERGY CO-OPERATIVE	
	<p>Council considered whether to approve investing in a renewable energy cooperative managed by Ripple Energy. Council were advised by the Finance & Governance Committee Chairman that this would be against the Council's Investment Policy and it would not be deemed to be a secure investment as once it is invested you cannot take it back out and any of the Council's investments should be classed as triple A rated.</p> <p>The Motion was discounted.</p>	
FC. 30/11/ 23-14	SGC -STREET CLEANING & MAINTENANCE WORK FOR PARISH COUNCIL	
	<p>Council considered the potential work that SGC could carry out in the Parish. Cutting back hedges at Frome Vally walkway and South view was raised.</p> <p>IT WAS RESOLVED that all councillors should submit their ideas to the Clerk by the 8th December 2023.</p>	All Cllrs Clerk
FC. 30/11/ 2023- 15	SGC CONSULTATION ON THE LOCAL PLAN	
i	Joint Strategic Planning Working group meeting 9.11.23. IT WAS RESOLVED to note the minutes.	All in Favour
ii	Actions required to respond to the SGC consultation on the Local Plan IT WAS RESOLVED to <ul style="list-style-type: none"> • Hold a meeting of the Joint Strategic Planning working group in January to decide on the response to the consultation & submit the intended response to the Council meeting at the end of January (Westerleigh & Coalpit Heath to be included in the working group) • Review any policies in the consultation to ensure it meets the Climate & Nature Declaration & Environmental Policy • Not issue a survey to the public. 	All in Favour

FC. 30/11/ 2023- 16	GRANTS UPDATE-MEMBER AWARDED FUNDING (MAF) AND AREA WIDE GRANTS(AWG)	
	IT WAS RESOLVED to note the reduction and future removal of the Member Awarded Funding and Area Wide Grants.	All in Favour
FC. 30/11/ 2023-7	GLOBE TROT 2024	
	The Council considered the application to use Council land. IT WAS RESOLVED to approve the application to use Council land for the Globe Trot 2024.	All in Favour
FC. 30/11/ 2023- 18	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence was noted. Council noted the Freedom of Information request received regarding the installation of the new gates and fence at the Jubilee allotments.	All in Favour
FC. 30/11/ 2023- 19	DATE OF NEXT MEETINGS	
	Extraordinary Council Meeting early January 2024 to approve the Budget and Precept & Full Council meeting Thursday 25 th January 2024 at 7pm	

The meeting closed at 8.35pm

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council