



AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 29th February 2024 at 7pm at the Brokeridge Centre and was attended by the following:

Chairman: L Williams

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

In Attendance: 1 member of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 29/02/ 2024-1	APOLOGIES FOR ABSENCE	
	Apologies were received from Parish Cllr A Williams and District Councillors C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 29/02/ 2024-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FC. 29/02/ 2024-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS	
i	IT WAS RESOLVED that the minutes of the Parish Council meeting held on 25.01.24 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
ii	IT WAS RESOLVED that the minutes of the Additional Parish Council meeting held on 12.02.24 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 29/02/ 2024-4	OPEN MEETING	
	A member of the public wanted to discuss the pathway at the Park, which he thought was an item on the agenda. He was advised that this was not an item on the agenda that the Park pathway survey was still out for consultation and that the results will be discussed at the Courts Working group and then at a	

	future Council meeting. The item on the agenda was to allocate the cost of the trackway that had been required for the installation of the materials for the tennis court refurbishment.	
FC. 29/02/ 2024-5	CHAIR'S REPORT	
	The Chairman had nothing to report.	
FC. 29/02/ 2024-6	DISTRICT COUNCILLOR REPORT	
	<p>Budget for 2024/25 Approved by South Gloucestershire Council</p> <p>South Gloucestershire Council's updated budget for 2024/25 and beyond has been published. A balanced budget has been reached for the next three financial years.</p> <p>It contains additional investments in children's services and focusing on the twin priorities of cost-of-living support for those in financial difficulty and addressing the climate crisis. It was approved by Cabinet on 5th February and by Full Council on 21st February.</p> <p>The new budget will increase Council Tax by 4.99%, of which 2% will be specifically used to help meet the ever-growing need for adult social care. In balancing the budget last year, a target to raise new revenues was set at around £2 million. Accordingly, the council will introduce a £10 administration charge to apply for a Blue Badge, which are valid for three years, in line with most other councils in England. The subscription cost for green bin/garden waste collection service will also rise, from £30 to £60, so that it is no longer subsidised by all council taxpayers. Again, this will bring South Gloucestershire into line with neighbouring authorities.</p> <p>The latest plans follow an extensive public consultation process during the Autumn that saw residents and stakeholders submit more than 50,000 comments on the original draft proposals. The central aim of the budget, which must legally be balanced, is to ensure that residents in the greatest need are supported with the cost of living, while maintaining essential and statutory services and taking action to respond to the climate and nature emergencies.</p> <p>Headline investments include:</p> <ul style="list-style-type: none"> • An additional £1,055,000 for Children's Services for 2024/25 to maintain and build on the progress made following the recent lifting of the Improvement Notice by Ofsted. • Providing Free School Meal vouchers for one week at Easter and one week of Summer, helping approximately 6,500 young people. • Debt and benefits advice to an additional 680 complex cases, bringing the total helped to approximately 2,000 people. This is anticipated to secure an additional £2.5m in financial outcomes for residents. • A pilot scheme to help landlords reach current the Minimum Energy Efficiency Standard (MEES) for their properties, protecting both renters and the environment. This will help renters save money as well as improving the environmental performance of more homes in the district. • A pilot scheme to expand youth services, namely the Youth Activities Offer (YAO), providing some additional support to secondary schools and expanding the Education Inclusion Project (EIP). • Energy efficiency measures such as radiator panels, draught proofing, LED lightbulbs, kettles, and slow cookers for eligible residents, which will again help address the cost of living and climate challenges facing residents across South Gloucestershire. • Continued support for Community Welcome Spaces • Continued support for food banks and community pantries • 1,000 warm packs. 	Cllr Clark

	<p>The council has chosen to prioritise support for those most in need of cost-of-living support because of current uncertainty over whether the Household Support Fund, which is worth £2.8m for South Gloucestershire, will be continued after March 2024. The Fund, and its previous iterations, has been used to provide a significant amount of the Council’s cost-of-living support to date.</p> <p>The financial settlement provided to the council from central government does mean that, in order to meet the £2 million income generation target set out in last year’s budget, a scheme of car parking charges will need to be implemented, in line with most local authorities across the country. The details of this will be worked up over the coming weeks, with a phased implementation plan starting with council owned off-street car parks before progressing to on-street parking.</p> <p>A scheme will be developed that balances the need for the council to balance the books with the needs of residents and businesses to maintain access to shopping facilities and footfall in local shops, for example. The specifics of these charges, for example where they will apply and how much they will be, are yet to be determined, but in light of community concerns about the potential impact of this, which was widely expressed in the consultation process, the scheme will include an element of free parking and the introduction of business permits where appropriate.</p> <p>In order that these measures do not lead to drivers congesting local residential areas, there will also need to be new regulations to street parking in some areas to protect local residents, and a balance will be struck so that parking near to local shops is not blocked by all-day parking commuters.</p> <p>No new proposals to reduce services are included in this budget as the council continues to implement the existing savings programmes in the coming financial year and monitor its impact upon its delivery of services. From 2014/15 to 2023/24 the council will have made savings of £84 million and £101 million by 2026/27.</p> <p>Consultations and Engagement</p> <p>In December 2023 the Government introduced new legislation which limits how much DIY waste (such as rubble, tiles, soil, plasterboard and concrete) householders can bring to recycling centres at no charge. Residents can now only dispose of two 50 litre rubble bags per visit at Sort It Centres and will not be allowed more than four visits over a four week period. Consequently, South Gloucestershire Council must introduce processes to record the DIY waste being disposed of at its sites and have a system in place to limit the number of visits made by residents disposing of this waste. The best way to do this at Sort It Centres in South Gloucestershire, whilst minimising disruption and delays to people using the sites, is to introduce a booking system.</p> <p>Through this engagement survey SGC seeks to explain how such a scheme could work and give residents an opportunity to provide feedback to shape how (not if) a booking system will be introduced and operate. The survey and background information on the changes can be found at https://consultations.southglos.gov.uk/BookingSystem/. The survey will close on 1st April.</p>	Cllr Clark
FC. 29/02/ 2024-7	FINANCE AND ACCOUNTS	
i	<p>Payments for approval</p> <p>IT WAS RESOLVED that the payments listed below be approved.</p>	All in Favour Clerk

No.	Invoice Number	Company	Description	Net £	VAT £	Gross £	
2602	5806	CPS Grounds Ltd	Conservation contract Feb 2024	220.75	44.15	264.90	
2702	5802	"	Grounds Maintenance Feb 2024	2731.95	546.39	3278.34	
2802	5586	"	Conservation contract Jan 2024	220.75	44.15	264.90	
	4401	"	Credit Note Missed cut Ridings Rd	-22.88	-4.58	-27.46	
	5648**	"	Credit note Missed work	-234.40	-46.88	-281.28	
2902	BROCKERIDG ECR/080224	Pegasus Window Cleaning	Brockridge Windows	73.50	0.00	73.50	
3002	PAVILLION/080224	"	Pavilion windows & Solar Panels	110.25	0.00	110.25	
3102	SI-1022	Landcare Tree Nursery	Trees/bushes for Ridings Road	716.03	143.21	859.24	
3202	SI-98411	Sprint Print & Design	Pathway leaflets & Banner	188.00	30.00	218.00	
3302	1462245161	Trade UK	Batteries for door alarms	10.83	2.16	12.99	
3402	1462698638	"	Socket Tester	16.49	3.30	19.79	
3502	1465144315	"	Wash Brush	20.24	4.05	24.29	
3602	1465144323	"	Screws	7.49	1.50	8.99	
3702	1465144331	"	Spades, gloves & Battery	75.42	13.08	88.50	
3802	1464932042	"	Wash Brush	-22.49	-4.50	-26.99	
3902	GB-783657945-2023-2756	Amazon 1008	Cork board for notice boards			19.49	
4002	683	HGM Plumbing	Water Fountain sampling	142.68	28.53	171.21	
4102	78793	Specialist Aggregates	Bentonite clay granules	25.33	5.07	30.40	
4202	TPC11146	DCK	Accounts support-	287.10	57.42	344.52	
** Presented at previous meeting, will now be claimed against outstanding CPS invoices.							
ii	Additional invoices since the agenda was issued						
	Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
	4302	2693732	Wilkin Chapman Iip Solicitors	Data protection advice	500.00	100.00	600.00
	4402		Plot 6a Mill Lane	Deposit return	100.00		100.00
	IT WAS RESOLVED that the payments listed above be approved.						All in Favour
iii	Nominate two councillors to authorise the payments through the bank IT WAS RESOLVED that Cllr L Williams and Cllr T Snaith will authorise the payments through the bank this month.						All in Favour

iv	<p>Internal Financial checks- quarter 2 & quarter 3</p> <p>The financial checks were considered, a query was raised as to why one of the boxes had not been ticked on quarter 2, Cllr Hill advised that the previous accountant had been grouping items together which made it difficult to carry out the checks, this has now been altered.</p> <p>IT WAS RESOLVED to note the checks and recommendations and to thank Cllr Hill for carrying out these checks.</p>	All in Favour																								
v	<p>Allocation of funding</p> <p>Ridings Road play area planting</p> <p>IT WAS RESOLVED to fund the planting costs of approximately £700 from EMR 332 CIL 2018/19-Climate & Nature General Enhancements.</p> <p>Tennis courts trackway to carry out the refurbishment</p> <p>IT WAS RESOLVED to fund the trackway costs of £1,466 from EMR 333 The Park CIL 2019-2020.</p>	<p>All in Favour Clerk</p> <p>All in Favour Clerk</p>																								
FC. 29/02/ 2024-8	COMMITTEE MEETING MINUTES																									
a	<p>Committees and groups membership lists</p> <p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"> To approve the changes to the councillors on the committees and working groups as specified below <table border="1" data-bbox="213 952 1307 2056"> <thead> <tr> <th><i>Committee</i></th> <th><i>Members</i></th> <th><i>Substitutes</i></th> <th><i>Non-Voting</i></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 Hill Jonathan Trollope Tim Snaith</td> <td></td> <td>Daisy Finnear (Officer) Frampton Floral Friends 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</td> <td>Clerk</td> </tr> <tr> <td>Parks & Recreation (PARC)</td> <td>Tristan Clark (Vice-Chairman) David Williams Linda Williams Morgan Hill Alan Lankester Jonathan Trollope</td> <td></td> <td>Kim Jefferies (Officer)</td> </tr> <tr> <td>Planning</td> <td>Tristan Clark (Chairman) David Williams Alan Lankester Tim Snaith</td> <td>David Goodwin</td> <td>Clerk</td> </tr> <tr> <td>Staffing</td> <td>David Williams (Chairman)</td> <td></td> <td>Clerk</td> </tr> </tbody> </table>	<i>Committee</i>	<i>Members</i>	<i>Substitutes</i>	<i>Non-Voting</i>	Climate & Nature	David Goodwin (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Hill Jonathan Trollope Tim Snaith		Daisy Finnear (Officer) Frampton Floral Friends 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 Hill Alan Lankester Jonathan Trollope		Kim Jefferies (Officer)	Planning	Tristan Clark (Chairman) David Williams Alan Lankester Tim Snaith	David Goodwin	Clerk	Staffing	David Williams (Chairman)		Clerk	All in Favour. Clerk
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	Linda Williams (Vice-Chairman) Dave Hockey Pat Hockey		
Youth Services	Tristan Clark (Chairman) David Goodwin (Vice-Chairman) David Williams Antonia Williams	Linda Williams	Clerk

Working Groups

Working Group	Members	Non-Voting
Communication working group	Pat Hockey Linda Williams Morgan Hill	Dani Wolfgang-James (Officer) Clerk
LEAF (Local Environment Action Frampton)	David Goodwin Alan Lankester Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Hill Jonathan Trollope Tim Snaith	Daisy Finnear (Officer)
Pavilion working group	David Goodwin Tristan Clark David Williams Linda Williams Morgan Hill Alan Lankester	Kim Jefferies (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)
Play area Development/Strategy working group	David Williams Linda Williams Morgan Hill Tristan Clark (substitute)	Kim Jefferies (Officer)
The Courts Development Working Group	Tristan Clark Linda Williams Alan Lankester Jonathan Trollope David Williams David Goodwin (substitute)	Kim Jefferies (Officer)
Strategic Planning- relating to SGC & regional level	Linda Williams Tristan Clark David Williams Pat Hockey Dave Hockey Tim Snaith Alan Lankester David Goodwin (substitute)	Clerk Youth Council representative

	<p>IT WAS RESOLVED to delete the Events Working group and any matters relating to Events will be submitted to the Finance & Governance Committee or Full Council.</p> <p>IT WAS RESOLVED that the new representatives for the following will be ;- Beesmoor Playing Field Committee- Cllr Linda Williams (substitute David Goodwin)</p> <p>SGC climate and nature community engagement steering group- Cllr Tim Snaith, instead of Daisy Finnear- Climate & Nature Officer.</p>	<p>All in Favour. Clerk</p> <p>All in Favour. Clerk</p> <p>All in Favour. Clerk</p>
b	<p><u>Committee Minutes</u> Planning Committee IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 25.1.2024.</p>	All in Favour
FC. 29/02/ 2024-9	SCHEME OF DELEGATION	
	<p>The Clerk outlined why the scheme of delegation was required which includes, authorising approval for expenditure, responding to planning applications in a timely manner and dealing with any urgent matters. Any decisions will be reported to the appropriate Committee or Full Council meeting. IT WAS RESOLVED to approve the Scheme of Delegation.</p>	All in Favour
FC. 29/02/ 2024-10	COMMUNITY AWARDS	
i	<p>Revision to Community awards nominations IT WAS RESOLVED that for this year only that councillors will be able to nominate individuals/groups for the community awards.</p>	All in Favour
ii	<p>Process for the selection of the successful nominees As the Events Committee and Events working group no longer exists, the selection process had to be changed. IT WAS RESOLVED that all councillors will be provided with the nominations on the 2nd April and will need to submit their preferences by Friday the 5th April 2024, if a councillor has nominated an individual or group they will not be able to vote on that nomination.</p>	All in Favour
FC. 29/02/ 2024-11	ENERGY AUDIT	
	<p>Council considered the quotations received for the energy audit for Council buildings IT WAS RESOLVED to approve the quotation from the Severn Wye Energy Agency at a cost of £1,000 plus VAT.</p>	All in Favour
FC. 29/02/ 2024-12	D DAY UPDATE ON T HE PLANS FOR THE EVENT	
	<p>Council considered the update regarding the plans to commemorate D Day on the 6th June 2024. IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> • To not hire a port aloo for the event • To not hire a fish and chip van as an upfront payment will be required to guarantee the numbers • To not purchase any of the D Day 80 official lapel badges. 	All in Favour

	<ul style="list-style-type: none"> The Chairman and the Clerk/CEO & RFO to contact The Globe regarding access to the toilets ; whether any food could be available and whether the landlord would be prepared to read out the tribute. To ask the Yarn Bombing group if they would be willing to provide bunting for the event 	Chairman/ Clerk Administrators
FC. 29/02/ 2024- 13	YATE HERITAGE CENTRE & FCCE SCHOOL	
	As a response has not been received from the Yate Heritage Centre regarding the History resource boxes being available to the FCCE School and what the cost would be, this item was deferred to a future meeting.	All in Favour
FC. 29/02/ 2024- 14	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence was noted.	All in Favour
FC. 29/02/ 2024- 15	DATE OF NEXT MEETINGS	
	Full Council meeting Thursday 29 th March 2024 at 7pm	All in Favour
FC. 29/02/ 2024- 16	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. 29/02/ 2024- 17	OLD CHANGING BLOCK-AT THE PARK	
	<p>Council considered the update from the meeting held with the Frampton Cotterell & District Community Association (FCDCA).</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> In principle the Council are happy to accept the FCDCA's kind offer of donating the building for a nominal fee (to be disclosed) with an overarching objective to improve the sports facilities for all e.g. female/disabled facilities. To issue a thank you letter to FCDCA for their very generous offer To note that the FCDCA have to check:- <ul style="list-style-type: none"> with the Charity Commission whether permission is required if there are any restrictive covenants/restrictions on the building if there are any insurance liabilities on the building Identify the costs, such as solicitors fees, the cost of demolition, including any asbestos removal and the cost of a prefabricated building being put in place SGC to be contacted to ask if any of the s106 funding already allocated to FCPC could be utilised for the replacement (not the demolition/asbestos removal costs) The Pavilion working group will consider all the issues relating to the possible acquisition of the old changing with the FCDCA and the sports clubs and report to Full Council. A feasibility plan will be required to establish what the Council is going to do with the building and then investigate funding 	All in Favour Clerk/ Projects Officer

	<ul style="list-style-type: none"> To check if the changing block is a listed building, as the Council believe Crossbow House is listed and the changing block could be included in this listing (this could make it more complicated) 	

The meeting closed at 8.10pm

Chairman Date:

Abbreviations
 SGC – South Gloucestershire Council
 FCPC- Frampton Cotterell Parish Council