



**AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 28th March 2024 at 7pm at the Brockridge 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

In Attendance: No members of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 28/03/ 2024-1	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Parish Cllrs A Williams and D Williams and District Councillors C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 28/03/ 2024-2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
FC. 28/03/ 2024-3	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Parish Council meeting held on 29.02.24 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 28/03/ 2024-4	<b>OPEN MEETING</b>	
	No questions were received.	
FC. 28/03/ 2024-5	<b>CHAIR'S REPORT</b>	
	The Chairman reminded Councillors that the closing date for the Community awards was the 31 <sup>st</sup> March 2024.	

<p>FC. 28/03/ 2024-6</p>	<p><b>DISTRICT COUNCILLOR REPORT</b></p>	
	<p><b>Revised Plans for Filton Airfield Redevelopment Approved</b></p> <p>On Thursday 29<sup>th</sup> February South Gloucestershire Council’s Strategic Sites Delivery Committee voted to grant planning approval for the revised masterplan for Brabazon (the new neighbourhood being built by YTL Developments on the historic former Filton Airfield).</p> <p>The approved plans should see Brabazon grow to over 6,000 new homes of every type and tenure, from rental apartments to flats for first-time-buyers, open-market houses and properties for retirement living. There will be up to 2,000 beds for student accommodation, while high-quality affordable homes will make up 26.5% of properties, equating to over 1,700 houses and apartments. The proposed increase in housing density also adds security to South Gloucestershire Council’s current Housing Land Supply figure and potentially reduces the number of new properties the new Local Plan must allocate elsewhere (including within the Green Belt)</p> <p>Once YTL Developments, South Gloucestershire Council and National Highways have signed the Section 106 Agreement, Brabazon is forecast to create over £5 billion of added economic value for the local area. Crucially, the plans are based on a flexible framework so that development is phased alongside improved transport links. Three reviews stages are built into the approval to ensure that the number of homes built at Brabazon can only increase in line with the additional transport connections and community facilities needed to support those homes.</p> <p>With three new schools and plans for a higher education or research campus alongside creative office spaces, laboratories and advanced manufacturing facilities, Brabazon will meet the regional need for more high-skilled employment sites. It will act as a centre of learning and a launchpad for every type of business, from leading global firms and local start-ups shaping the latest technologies. And at its heart will be the new YTL Arena Bristol.</p> <p>Over £100m is already being invested in the local transport network to connect Brabazon to Bristol city centre and beyond. A new rail station will connect the neighbourhood to Bristol Temple Meads in less than 15 minutes. Three MetroBus stops will link Brabazon with Bristol Parkway mainline train terminus, with the shops and restaurants at the South West’s largest retail centre Cribbs Causeway, and with the University of the West of England.</p> <p><b>Updated Position on South Gloucestershire Council’s Housing Land Supply</b></p> <p>The council’s latest Annual Monitoring Report Local plan monitoring demonstrated a Housing Land Supply (HLS) of 5.86 years. The council’s 2023 Housing Delivery Test (HDT) score is 133%. There is no longer a blanket requirement for a 5% buffer, following changes made to the NPPF in December, as only a 20% buffer applies where the HDT shows delivery under 85% of the requirement over the previous 3 years. This does not therefore apply to South Gloucestershire Council.</p> <p>In addition, in assessing HLS, the council benefits from the new provisions in paragraphs 77 and 226 of the December 2023 NPPF. These apply for 2 years from the date of publication of the NPPF (i.e. until December 2025) and state that a local planning authority need only deliver <b>a minimum of 4 years HLS</b> if they <i>“have an emerging local plan that has either been submitted for examination or has reached Regulation 18 or Regulation 19 (Town and Country Planning (Local Planning) (England) Regulations 2012) stage, including both a policies map and proposed allocations towards meeting housing need.”</i></p> <p>Accordingly, given the stage to which the council’s emerging South Gloucestershire New Local Plan has reached, and that it includes both a policies map and proposed allocations towards meeting its housing need, (see section 5 Towards an Emerging Spatial Strategy), the council is only required to show a 4 year HLS.</p>	<p>Cllr Clark</p>

	<p>The new provisions of the NPPF therefore act as a material change of circumstances justifying the HLS oversupply of 1.86 years. This is also capable of reducing the weight to be applied to the benefit of housing delivery (both general market and Affordable Homes), in any planning applications for housing on a case-by-case basis.</p> <p><b>Best Value Notice Issued Against West of England Combined Authority</b></p> <p>Last week the <i>Department for Levelling Up, Housing &amp; Communities</i> issued a Best Value Notice to the West of England Combined Authority. It is a formal notice that the government has serious concerns about WECA’s compliance with the Best Value Duty (as required by the Local Government Act 1999). The Best Value Duty is a statutory obligation that requires authorities and combined authorities to “<i>make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness</i>”.</p> <p>The Best Value Notice has identified the following issues:</p> <ul style="list-style-type: none"> <li>• <i>The poor state of professional relationships between the West of England Combined Authority Mayor and the representatives of the constituent members of the Authority which is impacting partnership working and potentially limiting the authority’s ability to optimise strategic opportunities.</i></li> <li>• <i>The Authority’s constitution needs review and clarification to work in a more effective and agile way.</i></li> <li>• <i>The function and purpose of the Authority has not been collectively understood and the roles, responsibilities and ‘powers’ of a combined authority are not fully grasped, resulting in confusion between strategic governance and day to day transactional activity.</i></li> <li>• <i>The Authority lacks a clear, shared narrative regarding the West of England and how it will operate for the benefit of the wider region.</i></li> </ul> <p>To address these specific issues WECA is required to:</p> <ul style="list-style-type: none"> <li>• <i>Reset the culture and relationships between the West of England Combined Authority Mayor and representatives of the constituent members of the Authority. In doing this, take advantage of external support in facilitating coaching and development for the political leadership of the West of England Combined Authority and the Unitary Authorities.</i></li> <li>• <i>Through strong partnership working, develop and agree strategic priorities for the West of England which will benefit local residents in the wider region. Review and update the Authority’s constitution to enable more effective decision-making and scrutiny processes, making representations to the Department on any proposed changes.</i></li> <li>• <i>Engage with the Department on a range of ongoing issues with the aim to enhance the operation and structure of the West of England Combined Authority.</i></li> <li>• <i>Establish an independent improvement panel to support the authority in delivering the necessary improvements detailed in this notice, engaging with the Department in determining its timing, scope, membership, and terms of reference.</i></li> </ul> <p>The BVN will remain in place for 12 months, after which time, should the government deem it necessary to continue to seek assurance through such a Notice, the Notice will be reissued. It may be withdrawn or escalated at any point based on the available evidence.</p>	
<p>FC. 28/03/ 2024-7</p>	<p><b>FINANCE AND ACCOUNTS</b></p>	
<p>i</p>	<p><b>Payments for approval</b> IT WAS RESOLVED that the payments listed below be approved.</p>	<p>All in Favour</p>

No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
1703	KPS343518	KCS	Copier charges	16.93	3.39	20.32
1803	1397	FACE	Youth work- Jan-March 2024	9634.50		9634.50
1903	1475071469	Trade UK	Cutting discs	14.16	2.83	16.99
2003	1475071477	"	Brush set, tarmac sand, topsoil	22.44	4.50	26.94
2103	1476945160	"	Assorted trowel	1.99	0.40	2.39
2203	1477384804	"	Plumbing repairs equipment-Brockridge ctre	35.39	7.08	42.47

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

Ref	Invoice Number	Company	Description	Net £	VAT £	Gross £
2303	3797/24	Advanced Security Systems	Service Brockeridge intruder alarm	573.00	114.60	687.60
2403	1837	Frome Valley landscaping	Top leylandii hedge at the Park	510.00	102.00	612.00
2503	703	HGM Plumbing	Disinfection of cold water services at the Brockeridge Ctre	332.95	66.59	399.54
2603	60439076	Initial Hygiene	Hygiene bin Pavilion	60.60	12.12	72.72
2703		Plot 20 Jubilee allotments	Return of deposit	100.00		100.00
2803	275	Bamfield Tree Services Ltd	Stage 3 health & safety tree work	780.00	156.00	936.00

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 T Clark and Cllr D Goodwin will authorise the payments through the bank this month.

All in Favour

**FC. 28/03/2024-8 COMMITTEE MEETING MINUTES**

a

Committees and groups membership lists  
 IT WAS RESOLVED :-

- To approve the changes to the councillors on the committees and working groups as specified below

Committee	Members	Substitutes	Non-Voting

All in Favour. Clerk

Climate & Nature	David Goodwin (Chairman) Alan Lankester (Vice-Chairman) Linda Williams Tristan Clark Pat Hockey Dave Hockey Morgan Hill Jonathan Trollope Tim Snaith		Daisy Finniear (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) Linda Williams (Vice-Chairman) Dave Hockey Pat Hockey		Clerk
Youth Services	Tristan Clark (Chairman) David Goodwin (Vice-Chairman) David Williams 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 Hill Jonathan Trollope	Dani Wolfegang-James (Officer) Clerk
LEAF (Local Environment Action Frampton)	Alan Lankester (Chairman) David Goodwin Linda Williams Tristan Clark Pat Hockey	Daisy Finniear (Officer)

		Dave Hockey Morgan Hill Jonathan Trollope Tim Snaith		
	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	<b>Alan Lankester (Chairman)</b> Tristan Clark Linda Williams Jonathan Trollope David Williams David Goodwin (substitute)	Kim Jefferies (Officer) <b>Steve Bassett</b> <b>Estates &amp; Amenities Officer</b> Sports Clubs	
	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	

<b>b</b>	<b>Committee Minutes</b> <b>Youth Services Committee</b> IT WAS RESOLVED that Council note the Youth Services Committee minutes for the meeting held on the 29.2.2024.	All in Favour
<b>c</b>	<b>Planning Committee</b> IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 7.3.2024.	All in Favour
<b>d</b>	<b>Finance &amp; Governance Committee</b> IT WAS RESOLVED that Council note the Finance & Governance Committee minutes for the meeting held on the 14.3.2024 including acceptance of the recommendations, namely:- <ul style="list-style-type: none"> <li>• Transfer of funds for the 2023/24 financial year, any unspent revenue funds at the 31<sup>st</sup> March 2024 :- <ul style="list-style-type: none"> <li>○ For 908 4901 Park Improvements to be transferred to EMR 342 Park Improvement fund</li> <li>○ For 908 4903 Play area redevelopment to be transferred to EMR 324 Parish play equipment fund</li> <li>○ For 908 4904 Property Building fund to be transferred to EMR 323 Property Building Fund</li> <li>○ Any remaining unspent funds to be transferred to a new EMR for the Centenary Field.</li> </ul> </li> <li>• Transfer £150,000 from the Unity Deposit Account to the CCLA investment account, once the 2024/5 precept payment is received in April 2024.</li> </ul>	All in Favour

	<ul style="list-style-type: none"> <li>Scheme of delegation decisions</li> </ul>																													
	<table border="1"> <thead> <tr> <th></th> <th>Company</th> <th>Description</th> <th>Cost £</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCK accounting</td> <td>VAT partial exemption calculation required by a specific deadline to submit to HMRC</td> <td>225 plus vat</td> </tr> <tr> <td>2</td> <td>HGM Plumbing</td> <td>Disinfection of the water supply Bockeridge Centre- (health &amp; safety)</td> <td>332.95 plus vat</td> </tr> <tr> <td>3</td> <td>CPS</td> <td>Verti-drain to de-compact the trackway to the tennis courts and make space for air to circulate for the grass regrowth. Followed by the disc seeder in multiple passes to get a really good covering of seed into the ground. All prior to the cricket season commencing</td> <td>485 plus vat</td> </tr> <tr> <td>4</td> <td>Frome valley landscapes</td> <td>Removal of green waste at the Park &amp; hedge cutting at the Bockeridge Centre, time allocated was more than anticipated in the original quote (£910), revised quote £1,050</td> <td>140 plus vat</td> </tr> <tr> <td>5</td> <td>HGM Plumbing</td> <td>Leak at Cricket pavilion, when water was turned back on, after the winter period, 3 leaks identified</td> <td>90 plus VAT</td> </tr> <tr> <td>6</td> <td>“</td> <td>Adding thermostat to the meeting room radiator</td> <td>80.97 plus vat</td> </tr> </tbody> </table>		Company	Description	Cost £	1	DCK accounting	VAT partial exemption calculation required by a specific deadline to submit to HMRC	225 plus vat	2	HGM Plumbing	Disinfection of the water supply Bockeridge Centre- (health & safety)	332.95 plus vat	3	CPS	Verti-drain to de-compact the trackway to the tennis courts and make space for air to circulate for the grass regrowth. Followed by the disc seeder in multiple passes to get a really good covering of seed into the ground. All prior to the cricket season commencing	485 plus vat	4	Frome valley landscapes	Removal of green waste at the Park & hedge cutting at the Bockeridge Centre, time allocated was more than anticipated in the original quote (£910), revised quote £1,050	140 plus vat	5	HGM Plumbing	Leak at Cricket pavilion, when water was turned back on, after the winter period, 3 leaks identified	90 plus VAT	6	“	Adding thermostat to the meeting room radiator	80.97 plus vat	
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	<ul style="list-style-type: none"> <li>Award the grass cutting contract to CPS Grounds Ltd at a cost of £17,060 plus VAT for 1 year, however significant improvement needs to be made compared to the current year</li> <li>Revisions and approval of policies:- <ul style="list-style-type: none"> <li>Freedom of information</li> <li>Internet banking</li> <li>Grants policy &amp; application form</li> <li>Subject access request procedure</li> <li>Allotment Policy</li> </ul> </li> </ul>																													
e	<p><b>Staffing Committee</b> IT WAS RESOLVED that Council approve the Staffing Committee recommended revisions to the Appraisal &amp; Supervision Policy.</p>	All in Favour																												
f	<p><b>Climate &amp; Nature Committee</b> IT WAS RESOLVED that Council note the Climate &amp; Nature Committee minutes for the meeting held on the 20.3.2024 including acceptance of the recommendations, namely</p> <ul style="list-style-type: none"> <li>approving £5000 in Ear Marked Reserves for general Climate &amp; Nature projects, using some of the EMR (333) For CIL 2019/20, currently allocated for Park improvements .</li> <li>that the tennis court contractors use a native wildflower seed mix on the tennis court perimeter instead of single species grass seed and to approve any additional associated costs with this contract modification.</li> </ul>	All in Favour																												
g	<p><b>LEAF (Local Environment Action Frampton)</b> IT WAS RESOLVED that Council note the LEAF notes for the meeting held on the 28.2.2024.</p>	All in Favour																												
<b>FC. 28/03/ 2024-9</b>	<b>PARK PATHWAY</b>																													
<b>I</b>	<p>Council considered the closing date for the pathway consultation and electing a new chairman for the Courts working group. IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>to close the survey a week before the Courts working group, namely the 9<sup>th</sup> April 2024</li> <li>that Cllr Alan Lankester will be the Chairman of the Courts working group.</li> </ul>	All in Favour																												

ii	<p>Council considered the correspondence received regarding the proposed pathway from Frampton Cotterell Rugby Club and Frampton Cotterell Cricket Club.</p> <p>IT WAS RESOLVED to reply to the rugby and cricket clubs advising that their concerns will be considered at the Courts Working group in April, which they will be invited to and provide them and councillors on the working group with the research that has been carried out prior to the meeting.</p>	All in Favour
FC. 28/03/ 2024- 10	<b>FACE- BLEED KIT FOR THE BROCKERIDGE CENTRE</b>	
	<p>Council noted that FACE have been successful in obtaining a bleed kit for the Brockeridge centre which can be installed in approximately 3 weeks and that FACE will try and obtain another kit for the Pavilion.</p> <p>IT WAS RESOLVED to approve the installation of the bleed kit and Council requested that some youngsters are asked to be photographed with the kit once it is installed to publicise that it is available.</p>	All in Favour
FC. 28/03/ 2024- 11	<b>FACE COSTS TO CONDUCT A SURVEY FOR THE REDEVELOPMENT OF THE FACILITIES AT THE PARK</b>	
	<p>Council considered the costs for FACE to engage with schools and youth projects to conduct a survey for the redevelopment of the facilities at the Park.</p> <p>IT WAS RESOLVED to approve the costs of £600 for FACE to conduct a survey over an 8 week period regarding the future facilities at the Park.</p>	All in Favour
FC. 28/03/ 2024- 12	<b>LOCAL COUNCIL AWARD SCHEME</b>	
<p><b>i</b></p> <p><b>ii</b></p> <p><b>iii</b></p> <p><b>iv</b></p>	<p><b>Council dates &amp; Committee meetings April 2024-March 2025</b> IT WAS RESOLVED to approve the proposed dates for Council and Committee meetings and for these to be displayed on the Council's website.</p> <p><b>Three Year Plan</b> IT WAS RESOLVED to agree for the 3 year plan approved in January 2024 to be displayed on the Council's website, with updates to be made once the action plan for the Climate &amp; Nature Emergency declaration is finalised.</p> <p><b>Training &amp; Development Policy &amp; Training record</b> IT WAS RESOLVED to approve the training and development policy and training record for both Councillors and Staff</p> <p><b>Local Council award scheme- Foundation application</b> Council considered all the documentation and information required for the application for the Local Council award Scheme-Foundation, if successful this will demonstrate that the Parish council is operating lawfully and according to standard practice. IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>• to confirm that all the documentation is in place to ensure the Parish Council meets the criteria for the Foundation level of the Local Council award scheme.</li> <li>• to submit the application for the Local Council award scheme</li> <li>• to thank the Projects Officer and the Clerk/CEO &amp; RFO for the extensive work carried out to ensure the application could be submitted.</li> </ul>	<p>All in Favour</p> <p>All in Favour</p> <p>All in Favour</p> <p>All in Favour</p>



FC. 28/03/ 2024- 13	<b>REQUEST FROM THE CRICKET CLUB REGARDING THE PAVILION</b>	
	Council considered the request from the Cricket club to repaint the cricket pavilion as it was their centenary year. IT WAS RESOLVED to approve the costs for repainting the cricket club and that the cricket club and councillors be advised when the painting will take place so they can assist with the painting.	All in Favour
FC. 28/03/ 2024- 14	<b>CYBER INSURANCE QUOTATIONS</b>	
	IT WAS RESOLVED to approve the quotation received for Cyber Insurance from Gallagher Insurance Brokers Ltd at a cost of £417.36.	All in Favour
FC. 28/03/ 2024- 15	<b>DROP KERB REQUEST</b>	
	Council noted the issues experienced when trying to arrange a dropped kerb at the Ridings Road play area IT WAS RESOLVED to provide District Councillor T Clark with all the relevant information for him to investigate this with SGC.	All in Favour T Clark
FC. 28/03/ 2024- 16	<b>DOG FOULING</b>	
	Council considered the request from a Councillor to provide a solution to the dog fouling in the parish IT WAS RESOLVED:- <ul style="list-style-type: none"> <li>• For the Clerk to look in the archives to check all the initiatives that have been tried in the past to prevent dog fouling.</li> <li>• For the Communication working group to consider a solution with an ongoing plan with the associated costs to be submitted to Council for approval.</li> </ul>	All in Favour Clerk M & C Off
FC. 28/03/ 2024- 17	<b>DCMS- LONELINESS CAMPAIGN 2024</b>	
	IT WAS RESOLVED for the DCMS- Loneliness Campaign 2024:- <ul style="list-style-type: none"> <li>• To be considered by the Communication working group</li> <li>• For the information to be passed to FACE and Scouts to establish if they can identify anything to help this campaign.</li> </ul>	All in Favour Clerk
FC. 28/03/ 2024- 18	<b>COVENANT AT THE PARK</b>	
	The Council noted that the signed deed of release of restrictive covenant has been received and the next step was the registration with the land registry. IT WAS RESOLVED to authorise the Clerk/CEO & RFO to request the Council's solicitor to submit the registration with the Land Registry.	All in Favour Clerk

<b>FC. 28/03/ 2024- 19</b>	<b>CORRESPONDENCE &amp; CIRCULARS NOT COVERED BY THIS AGENDA</b>	
	The correspondence was noted.	All in Favour
<b>FC. 28/03/ 2024- 20</b>	<b>DATE OF NEXT MEETINGS</b>	
	Full Council meeting Thursday 25 <sup>th</sup> April 2024 at 7pm	All in Favour
<b>FC. 28/03/ 2024- 21</b>	<b>EXEMPT ITEM</b> 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
<b>FC. 28/03/ 2024-</b>	<b>STAFFING COMMITTEE RECOMMENDATIONS</b>	
<b>i</b>	<b>Staffing budget</b> Council considered the Staffing Committee recommendations relating to the staffing budgets and the explanations provided. IT WAS RESOLVED to approve the proposed changes to the staffing budgets.	All in Favour Clerk
<b>ii</b>	<b>Opening &amp; Closing the Brockeridge Centre reimbursement</b> Council considered the Staffing Committee recommendation to increase the reimbursement. IT WAS RESOLVED to approve the increased opening and closing of the Brockeridge Centre reimbursement for both weekdays and weekends.	All in Favour Clerk

The meeting closed at 8.16pm

Chairman .....

Date: .....

Abbreviations

SGC – South Gloucestershire Council

FCPC- Frampton Cotterell Parish Council

M & C Off- Marketing & Communications Officer