



**AN ORDINARY MEETING of the PARISH COUNCIL was held on Thursday 27<sup>th</sup> June 2024 at 7pm at the Brockridge Centre and was attended by the following:**

Chairman: L Williams

Parish Councillors: Cllrs, T Clark, D Goodwin, D Hockey, P Hockey, A Lankester & J Trollope.

In Attendance: No members of the public

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

ITEM	MINUTE	VOTE / ACTION
FC. 27/06/ 2024-1	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Parish Cllrs M Hill, T Snaith and D Williams and District Cllrs C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 27/06/ 2024-2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
FC. 27/06/ 2024-3	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Parish Council meeting of 30.5.24 be approved as a true and accurate record of the meeting.	All in Favour. Clerk
FC. 27/06/ 2024-4	<b>PRESENTATION FROM THE RAPID RELIEF TEAM (RRT)</b>	
	The Rapid Relief Team representatives advised that they support the emergency services, have provided food boxes for Ukraine families and through the schools have helped households that are struggling due to the raising cost of living. Locally they have provided a hot breakfast for children's hospice Southwest, St Peters Hospice and Alveston Village Fair and donated 10 bleed kits to Avon & Somerset Police. They have provided a cookie nutritious bar approx. 180 calories for children who turn up to school not having any breakfast- this makes a difference and improves learning.	

	<p>Plymouth Brethren Christian Church (PBCC) are a global organisation and established the Rapid Relief team in 2013 which is a charity to try to help people in need. There are over 100 volunteers that can be called on in the Bristol area (30 of these are in Frampton &amp; Winterbourne) &amp; they are all DBS checked and have a food hygiene certificate</p> <p>In the UK they are seeking ways to connect with local communities and try and identify if there are any events or charities that may benefit from their support. They are looking to find a way to deliver care and compassion to people in their time of need which will include homelessness, disability and health care</p> <p>They have met with Mark Pullin from SGC and they are considering where they can support the youth and youngsters.</p> <p>If Councillors have any suggestions of anyone who would benefit from the RRT support they should submit them to the Clerk who will collate a list and forward it to the RRT representatives.</p> <p>The Clerk will provide RRT with the contact details of the Zion Minister and FACE Youth Providers</p> <p>The RRT representatives were thanked for the work they do and thanked for attending the Council meeting</p> <p><i>The RRT representatives left the meeting.</i></p>	All Cllrs Clerk
<b>FC. 27/06/ 2024-5</b>	<b>OPEN MEETING</b>	
	No questions were received.	
<b>FC. 27/06/ 2024-6</b>	<b>CHAIR'S REPORT</b>	
	<p>The Chair advised that Antonia Williams has resigned as a councillor, Antonia was thanked for her contribution to the Council.</p> <p>Council were advised that the developer has contacted the Council regarding the proposed development at land adjacent to Park Lane, Frampton Cotterell and will be invited to attend the next Council meeting.</p>	
<b>FC. 27/06/ 2024-7</b>	<b>DISTRICT COUNCILLOR REPORT</b>	
	There was no formal report this month due to the pre-election period.	Cllr Clark
<b>FC. 27/06/ 2024-8</b>	<b>FINANCE AND ACCOUNTS</b>	
i & ii	<p><b>Payments for approval &amp; invoices received since the agenda was issued</b></p> <p>IT WAS RESOLVED that the payments specified in the Appendix be approved</p>	All in Favour.
iii	<p><b>Councillors to authorise payments</b></p> <p>Volunteers were requested to authorise the payments through the bank.</p> <p>IT WAS RESOLVED that Cllrs L Williams and D Goodwin will authorise the payments this month</p>	All in Favour.

iv	<b>Scheme of delegation decisions</b>			
	<b>2024</b>	<b>Company</b>	<b>Description</b>	<b>Cost £</b>
	1	B & Q	Garden Storage Bench & Lock approved for the Climate & Nature allotment plot at Mill Lane allotments for storing tools	107.25 including VAT
	2	CPS	Herbicide treatment on one of the rugby pitches to remove the excessive weeds to include overseeding & fertilizer. Covered by grounds maintenance contract	Nil
	3	HGM Plumbing	Quote for Annual filter change for taste, odour and bacteria at the Brockeridge Centre - needed to be carried out due to health & safety	258.47 plus VAT
	4	"	Clean & disinfection of 9 water troughs at both the allotment sites to prevent legionella	350 plus VAT
	5	"	Complete a clean and disinfection on CAT 5 Irrigation tank to prevent legionella	340 plus VAT
	6	Somerset scythe school	Scything training & travel expenses Spend authorised by the Climate & Nature Committee- Urgent payment approved by Clerk/CEO & RFO	522.00
	7	NHBS	Variety of nature equipment. Spend authorised by the Climate & Nature Committee- Urgent payment approved by Clerk/CEO & RFO	1,195.88 plus VAT
	8	KDJ Electrical	Replacement faulty emergency light at the Pavilion	75 plus VAT
9	RAC	Van breakdown- change from Green Flag to RAC. Renewal cost with Green flag increased from £75.04 to £104.83.	74.64	

<b>FC. 27/06/ 2024-9</b>	<b>COMMITTEE MEETING/WORKING GROUPS/OTHER ORGANISATIONS- MINUTES</b>
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a	Committees and groups membership lists IT WAS RESOLVED :-			All in Favour
	<ul style="list-style-type: none"> <li>to approve the councillors to the committees as specified below</li> <li>Cllr Goodwin who will no longer be on the Climate &amp; Nature Committee was thanked for his time chairing the Committee and the work he carried out on the Climate &amp; Nature emergency declaration</li> </ul>			
	<b>Committee</b>	<b>Members</b>	<b>Substitutes</b>	
Climate & Nature	Tristan Clark Morgan Hill Pat Hockey Dave Hockey Alan Lankester Tim Snaith Jonathan Trollope Linda Williams		Daisy Finnear (Officer) Frampton Floral Friends D Hanks- Frampton Cotterell Nature group	

<b>Committee</b>	<b>Members</b>	<b>Substitutes</b>	<b>Non-Voting</b>
Finance & Governance	Tristan Clark David Goodwin David Williams Linda Williams		Clerk
Parks & Recreation (PARC)	Tristan Clark Morgan Hill Alan Lankester Jonathan Trollope David Williams Linda Williams		Kim Jefferies (Officer)
Planning	Tristan Clarke (Chair) Alan Lankester Tim Snaith David Williams	David Goodwin	Clerk
Staffing	David Williams (Chair) Linda Williams (Vice-Chair) Dave Hockey Pat Hockey	Tristan Clark Alan Lankester	Clerk
Youth Services	Tristan Clark David Goodwin David Williams Antonia Williams	Linda Williams	Clerk

IT WAS RESOLVED:-to approve the councillors to the working groups as specified below

<b>Working Group</b>	<b>Members</b>	<b>Non-Voting</b>
Communication working group	Morgan Hill Pat Hockey Jonathan Trollope Linda Williams	Dani Wolfegang-James (Officer) Clerk
LEAF (Local Environment Action Frampton)	Tristan Clark Morgan Hill Pat Hockey Dave Hockey Alan Lankester Tim Snaith Jonathan Trollope Linda Williams	Daisy Finnear (Officer)
Pavilion working group	Tristan Clark David Goodwin Morgan Hill Alan Lankester David Williams Linda Williams	Kim Jefferies (Officer) Alex MacDonald (FCCC) John Hughes (FCCC)
Play area Development/Strategy working group	Morgan Hill David Williams Linda Williams Tristan Clark (substitute)	Kim Jefferies (Officer)

All in Favour

	The Courts Development Working Group	Tristan Clark Alan Lankester Jonathan Trollope David Williams Linda Williams David Goodwin (substitute)	Kim Jefferies (Officer)		
	Strategic Planning- relating to SGC & regional level	Linda Williams Tristan Clark Pat Hockey Dave Hockey Alan Lankester Tim Snaith David Williams David Goodwin (substitute)	Clerk		
	Budget working group	Linda Williams Tristan Clark David Williams & Chairs of Committees	Clerk		
<b>b</b>	<b>Planning Committee</b> IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 30.5.2024.				All in Favour Clerk
<b>c</b>	<b>Staffing Committee</b> IT WAS RESOLVED that Council approve the recommendations of the Staffing Committee held on the 24.6.24 as follows:- <ul style="list-style-type: none"> <li>○ revised Staffing Committee’s Terms of Reference</li> <li>○ Maternity Policy</li> <li>○ Paternity Policy</li> <li>○ Adoption Policy</li> <li>○ Flexible Working Policy-new</li> <li>○ Leave Policy</li> <li>○ Ideas for interaction between Councillors &amp; Staff-recruitment of new councillors - actions required to be considered by the Communications working group, which are to include interviewing some current councillors and approaching large local businesses, who may have people retiring.</li> </ul>				All in Favour Clerk  Comm wks grp Clerk
<b>d</b>	<b>LEAF</b> the minutes of the LEAF meeting held on 19.6.2024 were deferred until the next Council meeting.				All in Favour
<b>e</b>	<b>Communications Working Group</b> IT WAS RESOLVED that Council note the minutes of the Communication working group held on the 21.5.24 and thanked Cllr Trollope for the very good article he had written relating to dog fouling.				All in Favour Clerk
<b>FC. 27/06/2024-10</b>	<b>STANDING ORDERS</b>				
	Council considered the revisions to the Standing Orders IT WAS RESOLVED to approve the revised standing orders and monitor if any changes are required during the year.				All in Favour

FC. 27/06/ 2024- 11	<b>COURTS WORKING GROUP UPDATE FROM THE SITE VISIT WITH THE LANDSCAPE ARCHITECT</b>	
i	<b>Tennis Access Gate Relocation</b> IT WAS RESOLVED to agree in principle subject to the architects recommendation and check with the architect if a second gate is possible or reasonable for emergency access.	Majority in Favour 1 Against (JT)
ii	<b>Overall Plan for the Whole Park</b> IT WAS RESOLVED to ask the Landscape architect to look at the overall plan for the whole park to include current and any future sports facilities and pathways and to ask if he can provide any advice on improving the drainage across the whole field for the other pitches that have not benefited from the full drainage upgrade.	All in Favour Projects Officer
FC. 27/06/ 2024- 12	<b>THE PARK DRAIN ESTIMATE</b>	
	Council considered the latest drain estimate for the Park which will finalise improving the drainage. IT WAS RESOLVED to:- <ul style="list-style-type: none"> <li>• approve the estimate from Elite Hygiene Services Ltd at a cost of £907.50 plus VAT</li> <li>• investigate a maintenance contract for the drainage to be checked every 2-3 years, to prevent any blockages or flooding in the future.</li> </ul>	All in Favour
FC. 27/06/ 2024- 13	<b>REVIEW OF COMMUNITY AWARDS &amp; VOLUNTEER CREAM TEA</b>	
	Council considered the review of the Community awards & Volunteer cream tea. It was noted that 66 people had been invited and 62 people had attended which was held in the Miners Hall function room. It was noted that it was a fantastic event and all staff had done a great job. IT WAS RESOLVED:- To thank staff for their contribution to the awards & thank you tea, which included making cakes, sandwiches, organising & facilitating the event  The suggestions for 2025 were considered. IT WAS RESOLVED:- <ul style="list-style-type: none"> <li>• To not limit numbers or scale it back</li> <li>• To continue with the cream teas as refreshment.</li> <li>• Hold the event in May or June and use the Brockeridge Centre with a gazebo/awning outside to accommodate the numbers attending.</li> <li>• For the Community awards:- <ul style="list-style-type: none"> <li>▪ open the nominations on the 1st January and close on the 28<sup>th</sup> February</li> <li>▪ consider the nominations during March</li> <li>▪ final decision on those successful made by Full Council at the end of March.</li> </ul> </li> </ul>	All in Favour             All in Favour
FC. 27/06/ 2024- 14	<b>CRIMINAL DAMAGE TO THE BROCKERIDGE CENTRE PARK</b>	
	Council considered the damage to one of the benches and the fence at the Brockeridge Centre and noted that it has been reported to the Police. IT WAS RESOLVED that the Clerk would circulate the minutes of the Security working group held in 2021 and the report relating to cctv to all councillors and if enough councillors would like this to be considered at a future Council meeting it will be included as an agenda item.	All in Favour

FC. 27/06/ 2024- 15	<b>CORRESPONDENCE &amp; CIRCULARS NOT COVERED BY THIS AGENDA</b>	
	The correspondence circulated was noted.	All in favour
FC. 27/06/ 2024- 16	<b>DATE OF NEXT MEETING</b>	
	Full Council meeting Thursday 25th July 2024 at 7pm.	Clerk
FC. 27/06/ 2024- 17	<b>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</b>	
FC. 27/06/ 2024- 18	<b>STAFFING COMMITTEE RECOMMENDATIONS</b>	
	<b>Staffing Proposals</b> Council considered the Staffing Committee recommendations relating to the Marketing & Communications Officer. IT WAS RESOLVED to:- <ul style="list-style-type: none"> <li>• approve the increase in hours for the Marketing &amp; Communications Officer from 20 hours to 25 hours from the 1<sup>st</sup> July 2024</li> <li>• Pay any excess hours as at the end of June 2024</li> <li>• Authorise the Clerk to make a payment of any future hours accrued up to a limit of 10 hours.</li> </ul>	All in favour

The meeting closed at 8.31pm

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

Abbreviations

SGC – South Gloucestershire Council

PC – Parish Council

C & N Officer- Climate & Nature Officer

**Appendix                      Payments Approved by Full Council 27<sup>th</sup> June 2024**

<b>No.</b>	<b>Invoice Number</b>	<b>Company</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>	<b>Power to spend</b>
106	GB4H7P7ABEY	Amazon	Seed and Throwline	36.19	7.26	43.45	LGA1894,S8(4);smallholdings and allotment Act 1908,S34
206	GB4JB4OABEY	"	Stationary & 5L Tea/coffee air pot	41.91	8.37	50.28	LGA1972,S,111
306	GB4LGQQABEY	"	Cleaning supplies	85.28	17.06	102.34	LGA1972,S133
406	GB4MJZHABEY	"	Skipping ropes /tennis balls	22.07	4.41	26.48	LGA1972,S,111
506	GB42VE6IABEI	"	Woodend cup and ball	11.85	2.40	14.25	LGA1972,S,111
606	6706	CPS	Grounds maintenance June	1421.67	284.33	1706.00	PHA1875,s164
706	0694	Gordon Playground inspection Ltd	Play equipment inspections May	157.50	31.50	189.00	PHA1875,s164
906	TPC11274	DCK	Accounting support for April	296.60	59.32	355.92	LGA1972,S151
1006	BK216259-1	SLCC	Risk & fire management	70.00	14.00	84.00	LGA1972,S,111
1106	KPS355156	KCS	Copier rental	146.83	29.37	176.20	LGA1972,S133
CN	KPS346061	KCS	Photocopier credit	-68.75	-13.75	-82.50	LGA1972,S133
1206	115	Simply Cleaning	Pavilion cleaning April	420.00	0.00	420.00	LGA1972,S133
1306	SI-99064	Sprint Print & Design	Tennis Open Day Banner	55.00	11.00	66.00	OSA1906,S9-10 LGA (miscellaneous) act1976,S19
1406	1494235323	Trade UK	Padlock	12.74	2.55	15.29	LGA1972,S,111
1506	1501184393	"	Anti-climb paint	4.16	8.30	4.99	LGA1972,S,111
1606	1501184407	"	Topsoil & Mortar Mix	18.33	3.67	22.00	LGA1972,S,111
1706	1493777254	"	Wall Plugs	6.66	1.33	7.99	LGA1972,S,111
1806	3900004388	SGC	Payroll charges Jan – March 2024	120.00	24.00	144.00	LGA1972,S151
1906		Plot 16 Jubilee Allotments	Deposit refund	100.00	0.00	100.00	Small holding and allotment act 1908,Subs. 23,26 &42
2006	121	Simply Cleaning	Cleaning Pavilion May	315.00	0.00	315.00	LGA1972,S133
"	114	Simply Cleaning	Cleaning Pavilion March	280.00	0.00	280.00	LGA1972,S133
2106	164377	Tel Group	Rental/software for phones- March	20.00	4.00	24.00	LGA1972, s.133
2206	165326	"	Rental/software for phones-April	20.00	4.00	24.00	LGA1972, s.133
2306	166280	"	Rental/software for phones-May	20.00	4.00	24.00	LGA1972, s.133
2406	167241	"	Rental/software for phones-June	20.00	4.00	24.00	LGA1972, s.133



2506	3900006154	SGC	Localism Service charges April-June 2024	2874.30	574.86	3449.16	Litter act 1983,ss5&6Litter act 1983,ss5&6. PHA1875,S164
2606		Plot 25 Jubilee Allotments	Deposit Refund	100.00	0.00	100.00	Small holding and allotment act 1908,Subs. 23,26 &42
2706	TPC11347	DCK	Accounting support May	296.60	59.32	355.92	LGA1972,S151
<b>Invoices for Retrospective Approval</b>							
R806	783	Somerset Scythe school	Scythe tuition	522.00	0.00	522.00	LGA1972,S,111
R2706	Q50165 Proforma invoice	NHBS	Bird/Bat boxes, Climate and Nature equipment	1195.88	236.89	1432.77	OSA,1875,S,164
<b>Additional Invoices</b>							
2806	3514	Netwise	Support & maintenance	520.00	104.00	624.00	LGA1972,S133
2906	KPS357443	KCS Procurement Services	Sharp copier charges	92.84	18.57	111.41	LGA1972,S133
3006	TPC11173	DCK	Accounting support- February	333.41	66.68	400.09	LGA1972,S151