



The ANNUAL MEETING of the PARISH COUNCIL was held on Thursday 30th May 2024 at 7pm at the Brockridge Centre and was attended by the following:

Chairman: L Williams

Parish Councillors: Cllrs, T Clark, D Goodwin, 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. 30/05/ 2024-1	ELECTION OF CHAIRMAN	
	Cllr L. Williams was nominated. There were no other nominations. IT WAS RESOLVED that Cllr L. Williams be the Chairman for the coming year Cllr L. Williams accepted the position and signed the Chairman’s declaration of office.	Proposed; TC, Seconded AL All in favour
FC. 30/05/ 2024-2	ELECTION OF VICE-CHAIRMAN	
	Cllr Clark was nominated. There were no other nominations. IT WAS RESOLVED that Cllr Clark be Vice-Chairman for the coming year. Cllr Clark accepted the position and signed the Vice-Chairman’s declaration of office.	Proposed; LW, Seconded JT All in favour
FC. 30/05/ 2024-3	APOLOGIES FOR ABSENCE	
	Apologies were received from Parish Cllrs M Hill, D Hockey, P Hockey, A Williams and D Williams and District Cllrs C Young & J Lean IT WAS RESOLVED that the apologies be noted.	All in Favour
FC. 30/05/ 2024-4	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Clark declared an interest in item 6 the proposed children’s home.	

Planning Site Inspections to Allow Residents to Speak

Residents will once again have the right to speak when committee members visit the sites of potentially controversial planning applications in South Gloucestershire. This follows a decision at Full Council on Wednesday 15th May.

Whilst most planning decisions are made by planning officers, under delegated powers, some are referred to one of the council’s planning committees by ward members for determination. When this happens, members can choose to visit a site to see first-hand the context of a potential development. Although the public can attend, there was a change previously made in 2018 which meant they could not speak directly with councillors to point out issues they felt should be considered. The council has now reversed that change, so the public can once again have their say, in person and on the ground, whether for or against an application.

Members of the public, applicants for planning permission and other stakeholders will still be able to make representations to members of the planning committees when they meet formally to make their decisions.

South Gloucestershire Council Cabinet Member with responsibility for Planning, Councillor Chris Willmore, said: “We want to improve and increase transparency and accountability in planning. This change gives people living near a site more opportunity to have their voice heard.

“Site visits are really important for councillors who need to enforce the planning laws and policies. They let us see a location, what surrounds it and how development might have an impact – good or bad – for themselves.

“We think people living nearby know the issues that are worrying them and this new system gives them a chance to show councillors, face to face, before it goes to committee. Crucially, it will bring the decision making process to local people, in their community, giving them a chance to speak up and be heard.”

Wednesday’s meeting also took away the power of the Chair to veto planning applications being considered by the planning committee. Now it will be a majority decision among the planning spokespersons for the three political groups on the council.

FC.
30/05/
2024-
10

ELECTION OF COMMITTEE MEMBERS FOR THE COMING YEAR

Committees and groups membership lists

IT WAS RESOLVED :-

- to approve the election of councillors to the committees as specified below

Committee	Members	Substitutes	Non-Voting
Climate & Nature	Tristan Clark David Goodwin 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

All in Favour

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

All in Favour

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

Working Group	Members	Non-Voting
Communication working group	Morgan Hill Pat Hockey Jonathan Trollope Linda Williams	Dani Wolfegang-James (Officer) Clerk
LEAF (Local Environment Action Frampton)	Tristan Clark David Goodwin 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)
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

FC. 30/05/2024-11 APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Outside Body Representatives

IT WAS RESOLVED

- to approve the council representatives on the outside bodies as specified below
- the Clerk to advise the relevant outside body who the council representative is.

Outside Body	Members
Frampton Festival Committee	Linda Williams (substitute-David Goodwin)
Beesmoor Road Playing Fields Management Committee	Linda Williams (substitute-David Goodwin)
Community Engagement Forum	Tristan Clark David Goodwin Dave Hockey Pat Hockey Dani Wolfegang-James (Officer)
Parish and Town Council Forum	Clerk and if on-line- Tristan Clark
Over 50s Computer Group	Clerk
FC District Community Association	Alan Lankester
Climate Emergency Steering group	Tim Snaith

All in Favour
Clerk

FC. 30/05/ 2024- 12	GENERAL POWER OF COMPETENCE	
	IT WAS RESOLVED to reconfirm that the Parish Council meets the criteria for the General Power of Competence.	All in Favour
FC. 30/05/ 2024- 13	STANDING ORDERS- ANNUAL REVIEW	
	Council considered the Standing Orders IT WAS RESOLVED to approve the standing orders and monitor if any changes are required during the year.	All in Favour
FC. 30/05/ 2024- 14	FINANCIAL REGULATIONS & RISK MANAGEMENT POLICY-ANNUAL REVIEW	
i	Council considered the proposed revisions to the Financial Regulations which have been altered taking into account the NALC model financial Regulations 2024 with some local adaptations. IT WAS RESOLVED to approve the revised financial regulations and monitor if any changes are required during the year	All in Favour
ii	Council considered the Risk Management Policy. IT WAS RESOLVED to approve the Risk Management Policy	All in Favour
FC. 30/05/ 2024- 15	POLICY REVIEW METHOD & RE-ADOPTION OF SPECIFIC GENERAL POLICIES & STRATEGIES	
i	Council considered the suggested policy review method, allocated as follows:- <ul style="list-style-type: none"> • annual review • election year and every 4 years thereafter • others will be reviewed when legislation or organisational change takes place IT WAS RESOLVED to adopt the Policy review method.	All in Favour
ii	Council considered the Specific General Policies & Strategies of the Council. IT WAS RESOLVED :- <ul style="list-style-type: none"> • to approve the Cyber Security Policy. 	All in Favour
FC. 30/05/ 2024- 18	INSURANCE & ASSET REGISTER	
i	Main Insurance Council considered the increase to the Council's main insurance policy which included an annual uplift plus an increase due to the change in the Council's assets. IT WAS RESOLVED to approve the increased cost of £4,093.76 for the Council's main insurance for the 2 nd year of the 3 year approved contract with Zurich insurance.	All in Favour
ii	Asset Register IT WAS RESOLVED to approve the alterations to the council's asset register	All in Favour

FC. 30/05/ 2024- 17	FINANCE AND ACCOUNTS							
a	Payments for approval							
	Bank transfer							
	From Unity Deposit account		£50,000					
	To Unity Current account		£50,000					
	Ref	Invoice Number	Company	Description	Net £	VAT £		Gross £
	1705	62709	Frampton Garage	Parish van MOT	39.95			39.95
	1805	000381	Bridget C Bowen	Internal Audit	375.00			375.00
	1905	KPS351262	KCS Procurement	Photocopier charges	146.83	31.24		187.42
	2105		Clerk	Costco refreshments for Annual assembly & café refreshments	132.09			132.09
	2305	SIN2372913	PPL/PRS ltd	Music licence	297.93	59.59		357.52
	2405		Deposit refund	Room hire	50.00			50.00
	IT WAS RESOLVED that the payments above be approved							All in Favour
b	Payments for approval – invoices received since the agenda was issued.							
	Ref	Invoice Number	Company	Description	Net £	VAT £		Gross £
	2505	1485825873	Trade UK	Painting materials- cricket pavilion	23.72	4.74		28.46
	2605	1485825881	“	Maintenance supplies	28.25	5.65		33.90
	2705	1480535958	“	Painting materials- cricket pavilion	94.95	18.98		113.93
	2805	1480535931	“	Masonry paint, brush & roller	84.54	16.91		101.45
	2905		Sticks & Stones conservation	Repairs to Mill lane allotments stone wall	500.00			500.00
	3005	1499246536	Trade UK	Sand & steel stake	27.30	5.46		32.76
	3105	533785169	Zurich Insurance	Council main insurance	4093.76			4093.76
	3205	SIN000798	Severn Wye	Energy Audit	1000.00	200.00		1200.00
	3305	533095659	Zurich Insurance	Van insurance	642.85			642.85
	IT WAS RESOLVED that the payments above be approved.							All in favour Clerk
c	Councillors to authorise payments							
	Volunteers were requested to authorise the payments through the bank. IT WAS RESOLVED that Cllrs L Williams and T Snaith will authorise the payments this month							

FC. 30/05/ 2024- 18	GRANTS	
	The Council considered the grant application from Frampton Festival for a silent firework display for the 2024 festival. IT WAS RESOLVED to approve the grant of £2,000 for the Frampton Festival.	All in favour.
FC. 30/05/ 2024- 19	INTERNAL AUDIT YEAR END REPORT	
	The Council considered the Internal Audit Report for the financial year 2023-24 and the recommendation that payments should be released within one day of Councillors being provided with all the information they require to approve the payment. IT WAS RESOLVED:- <ul style="list-style-type: none"> to note the internal Audit report however it was felt that the recommendation of one day to release the payments was not realistic, particularly for councillors that work, it was AGREED that the timescale is 5 working days not including the date the information is provided. 	All in favour. Clerk
FC. 30/05/ 2024- 20	ANNUAL STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2024	
ia	Annual Internal Audit report section of the AGAR 2023-24 IT WAS RESOLVED to approve the Internal Audit Report for 2023-24.	All in favour.
ib	Annual Governance Statement 2023/2024 IT WAS RESOLVED that Council approve Section 1 – Annual Governance Statement 2023/24 of the Annual Governance and Accountability 2023/24	All in favour
ic	Annual Accounting Statements 2023/2024 IT WAS RESOLVED that Council approve Section 2 – Accounting Statements 2023/24 of the Annual Governance and Accountability 2023/24.	All in favour
id	Dates for the period for the Exercise of Public Rights IT WAS RESOLVED to note the dates for the period for Public Rights and Publication of the Unaudited AGAR will commence on 7th June 2024 and will end on the 18 th July 2024	All in favour
ii	Conflict of interests with the External Auditors Council considered the conflict of interest form for External Auditors BDO LLP, which needs to be considered and completed annually. IT WAS RESOLVED that the Council did not have any conflict of interest with BDO LLP and the Chairman signed the form confirming this. This includes all councillors and staff.	All in favour
FC. 30/05/ 2024- 21	REQUEST TO USE THE PARK	
	Council considered the request received to use the Park for the Watermore 10k at the Park IT WAS RESOLVED to approve this regular annual request.	All in favour
FC. 30/05/ 2024- 22	TENNIS COURT (<i>deferred until the end of the meeting</i>)	

FC. 30/05/ 2024- 23	COMMITTEE MEETING/WORKING GROUPS/OTHER ORGANISATIONS- MINUTES	
	<p><u>Committees</u></p> <p>Youth Services Committee IT WAS RESOLVED that Council note the minutes of the Youth Services Committee held on the 9.5.2024</p> <p>Planning Committee IT WAS RESOLVED that Council note and ratify the Planning Committee minutes for the meeting held on the 9.5.2024.</p> <p>Finance & Governance Committee IT WAS RESOLVED that Council note the minutes of the Finance & Governance Committee held on the 9.5.2024 including acceptance and approval of the recommendations, namely :-</p> <ul style="list-style-type: none"> • Transfer of funds between Earmarked reserves. -EMR's- 322 CIL 2020/21, 384 CIL 2021/22 and 385 CIL 2022/23 to be allocated to Climate & Nature projects and renamed accordingly, (which provides an overall EMR Climate & Nature total of £23,817.72). -EMR 368 Centenary Field £23,805.44 to be transferred to EMR 342 Park Improvement Fund • Local tennis club to book the tennis courts To note further research is required, but the interim charge would be £20 per hour for each court as the club is outside the parish • Community Engagement Strategy • Finance & Governance Committee's terms of reference revisions. • Increases for hiring the Centre for Not for Profit bookings only (the Community Business rate & Business rate will remain the same) from the 1st June 2024 • Financial risk registers <p><u>Working Groups</u></p> <p>Courts working group IT WAS RESOLVED that Council note the minutes of the Courts Working Group held on the 22.5.2024 including acceptance and approval of the recommendations, namely :-</p> <ul style="list-style-type: none"> • The Council employ the services of the SGC landscape architect for professional services relating to the fully accessible pathways and Council waive Financial Regulation (new regulations) 5.9 & 5.13 due to the working relationship with the unitary authority and the parish charter agreement. • Council requested that the landscape architect is asked to look at the whole site to include a MUGA or other facilities that are being considered. • Costs to be obtained for moving the gate entrance at the tennis courts to the other side. • Hold a public consultation event once the design proposals are finished. • Other paths will be considered at a later date. <p><u>Outside Organisations</u></p> <p>Beesmoor Playing Field IT WAS RESOLVED that Council note the Beesmoor Playing Field Committee held on the 12.3.2024.</p> <p>Frampton Festival Committee IT WAS RESOLVED that Council note the Frampton Festival notes for the meetings held on the 15.5.2024 and 23.5.204.</p>	<p>All in favour</p> <p>All in favour</p> <p>All in favour</p> <p>All in favour</p> <p>All in favour</p> <p>All in favour</p>

FC. 30/05/ 2024- 24	UPDATE ON THE OLD CHANGING BLOCK-CROSSBOW	
	Council NOTED the latest response from the Frampton Cotterell & District Community Association regarding the Old Changing Block and look forward to receiving further information.	All in favour
FC. 30/05/ 2024- 25	CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA	
	The correspondence circulated was noted. Additional correspondence had been received regarding the Bee bank at Ridings Road play area, Council considered the response that has been issued and were extremely happy with it. IT WAS RESOLVED that the installation of some netting/chicken wire should be investigated to place over the bee bank to prevent children making sandcastles and to stop cats leaving deposits in it.	All in favour C & N Officer
FC. 30/05/ 2024- 26	DATE OF NEXT MEETING	
	Full Council meeting Thursday 27 th June 2024 at 7pm.	Clerk
FC. 30/05/ 2024- 22	TENNIS COURT	
i	<p><i>A tennis advisor attended this part of the meeting to outline areas the Council may want to consider.</i></p> <p>Tennis Courts Official Opening, Incentives, Budget & correspondence relating to the tennis courts IT WAS RESOLVED to suspend standing order 3x at 9pm, to ensure the items on the agenda could be finalised.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> • To introduce an annual household membership of £35, this will be trialled for 1 year • That the Climate & Nature Committee should review the pesticide policy at their next meeting particularly in relation to the tennis courts to ensure they can be maintained. • A prize draw for 1 household membership for 1 year to be available on the open day, as well as the water bottles & tennis balls as prizes for the colouring competition • FACE and Scouts to be contacted to encourage youngsters to attend the open day • A budget of £1,000 was approved for the open day for the purchase of rackets, balls, promotion etc (using the Events EMR 339). • A camera should be purchased to provide good quality images for events and other activities and that this could be funded from the Climate & Nature budget It was noted that the likely cost will be in excess of £300 and advice should be obtained from other Frampton Cotterell groups. • Correspondence received relating to the tennis courts- the Clerk to draft a response and circulate it to councillors for approval. • A budget should be identified for the Marketing & Communications Officer and considered at the next Finance & Governance Committee <p>All councillors were encouraged to attend the tennis official open day on the 8th June 2024.</p>	<p>All in favour</p> <p>All in favour</p> <p>Clerk</p> <p>F & G</p>
ii	Tennis Court Hire charges for tennis coaches	

	IT WAS RESOLVED to approve the same charge for tennis coaches as other users of £5 per hour but that this will be subject to review.	All in favour
--	--	---------------

The meeting closed at 9.12pm

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council
 C & N Officer- Climate & Nature Officer

PC – Parish Council