

Frampton Cotterell Parish Council



Clerk/CEO & RFO to the Council
The Brokeridge Centre
Woodend Road
Frampton Cotterell
Bristol
BS36 2LQ
01454 864442
What3words:
musically.goods.surpasses

25th July 2025

AN ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 31st July 2025 at 7.00pm at the Brokeridge Centre and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards

L Squire

Linda Squire

Clerk/CEO & RFO to the Parish Council

Anyone attending this meeting is encouraged to follow the below guidance:

- *Attendees must not attend if showing any symptoms of Covid-19.*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting.*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc.*
- *In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet at the top of the car park*

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010

AGENDA

OPEN SESSION

1 APOLOGIES

MOTION: To note any apologies for absence.

2 DECLARATIONS OF INTEREST/DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their register of interests as required and request any dispensations under the Localism Act 2011.

3 MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the previous Council meeting held on the 26th June 2025

4 OPEN MEETING

Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

5 SPORTS CLUBS USER AGREEMENT & POTENTIAL FOR A LONGER LEASE

MOTION: Council to consider the information received from the Rugby Club and the previous legal advice received.

6 REPORT FROM THE CHAIR

MOTION: Council to receive a report from the Chair.

7 DISTRICT COUNCILLOR REPORT

MOTION: Council to receive a report from District Councillor Tristan Clark.

8 COUNCILLOR TRAINING

MOTION: -Council to consider any training required.

9 FINANCE AND ACCOUNTS

i) MOTION: Council to consider approving the invoices for payment listed in the Appendix (including retrospective payments).

ii) MOTION: Council to consider and approve the invoices for payment since the agenda was issued

iii) MOTION: Council to approve the transfer of £50,000 from the Unity deposit account to the Unity current account

iv) MOTION: Council to nominate 2 councillors to authorise the payments through the bank

v) MOTION: Council to note the scheme of delegated decisions since the last Council meeting

VI) MOTION: Council to note the review of the events and events costs against budget for the VE Day event and Volunteers/ Community awards thank you event

vii) MOTION: Council to consider whether to approve Severn Vale art trail hiring the Brockeridge Centre on a reduced rate on an annual basis

10 ALLOTMENT RENTAL INCREASE

MOTION: Council to consider and decide on the percentage increase for the allotment rents in 2026/27

11 NATIONAL PAY AWARD 2025/26

MOTION:- Council to note and agree to implement the National Joint Council for local government services pay agreement for 2025

12 COMMUNITY BENEFITS- GRANGE FARM

MOTION:- Council to note the response received from the Grange Farm facilitators and decide whether to approve the proposed alterations to the agreement

13 COMMITTEE MEETING MINUTES

a) MOTION: To review the Committees and attendees of Committees and Working Groups

Committees

b) Planning Committee

MOTION: Council to note the minutes of the Planning Committee meetings held on 8.7.2025 & 24.7.2025 including acceptance and ratifying the responses to the planning applications and acceptance of the following recommendation:-

- Revisions to the Terms of Reference

c) Youth Services Committee

MOTION: Council to note the minutes of the Youth Services Committee meetings held on 10.7.2025 including acceptance of the following recommendation:-

- Revisions to the Terms of Reference

d) Finance & Governance Committee

MOTION: Council to note the minutes of the Finance & Governance Committee meetings held on 10.7.2025 including acceptance of the following recommendations:-

- Energy Audit- Kitchen refurbishment:-
 - To replace the electric oven/gas hob & grill with a professional electric convection oven and induction hob free standing stainless steel unit at a cost of £1,802.40 including VAT from Adexo and that this is to be funded from the EMR 27 solar income funding.

- To replace all existing fridges with a fridge freezer 70/30% split at a cost of £699 from John Lewis and that this will be funded from EMR 405 CIL.
- To replace the kettle and standard urn with a hard wired 5 litre hydro boil at a cost of £824 from HGM Plumbing plus electrical installation costs by KDJ electrical services, this to be funded from the EMR 327 solar income funding.
- To approve contractor 2, Capricorn Complete services for the kitchen installation at a cost of £9,821 plus VAT. This to be funded from EMR 405 CIL and the new EMR 406 2024/25 CIL.
- The total estimated cost for this project is £19,000, the Council's 3 year plan allocated a budget of £20,000, however it is recommended that a £2,000 contingency should be allowed for.
- That the additional storage quotations for the Bockeridge Centre should be considered at the July Council meeting.
- Revisions to the Financial Risk Registers
- Revisions to the Terms of Reference

e) **Climate & Nature Committee**

MOTION: Council to note the minutes of the Climate & Nature Committee meetings held on 16.7.2025 including acceptance of the following recommendations:-

- Terms of reference
- Council make funds available to bid on Mill Pond land or support SGC in the purchase to protect the land for nature
- To take part in the Frome Valley Growing Project Harvest Event and approve any associated costs.

f) **Other groups**

Hedgehog heroes

MOTION: Council to note the minutes of the hedgehog heroes' group

14 COUNCIL THREE YEAR PLAN- QUARTERLY UPDATE

MOTION: Council to note the quarterly update on the Council's three year plan.

15 YOUTH SHELTER TENDER

MOTION: Council to note that no tenders have been received and that the Courts & play areas working group will consider the next steps

16 CRICKET CLUB

i) Mobile Cricket covers

MOTION: Council to consider the previous request from the Cricket Club regarding the purchase of mobile cricket covers, what has occurred and whether to approve any actions required.

ii) New cricket nets

MOTION: Council to consider the request from the Cricket Club to purchase mobile cricket nets and where they can be stored at the Park

17 APPLICATION TO USE GREEN SPACES AT THE CENTENARY FIELD

MOTION: Council to consider the application to use the Centenary Field for the Frampton Festival in 2026

18 LOCAL COUNCIL AWARD SCHEME

MOTION: Council to note that the Parish Council has been awarded the Local Council Silver award

19 POTHoles AND USE OF THE CAR PARK AT THE PARK

MOTION: Council to consider and decide whether to approve the quotations received for repairing potholes at the Park car park

MOTION: Council to receive an update on the transport vehicles parking at the car park and decide on the next course of action.

20 DRY STONE WALL REPAIR AND TRAINING

MOTION: Council to consider and decide whether to approve the cost of repairing the dry stone wall between

Mill Lane allotments and the Globe public house on Church Road

MOTION: Council to consider approving staff to attend a dry stone wall training course to enable certain repairs to be carried out in-house in the future

21 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA

MOTION: Council to note correspondence received.

MOTION: Council to note the latest response received from SGC regarding the formal complaint for the Rockside Gardens/Ryecroft Road planning application

MOTION: Council to note the response from the Local Government Ombudsman regarding the Rockside Gardens/Ryecroft Road planning application

22 DATES OF NEXT MEETINGS

Additional Council meeting required- to approve the New Pathway Tender at the Park- date to be determined

Full Parish Council -Thursday 25th September 2025 at 7.00 pm at the Brockeridge Centre

Members of the General Public and Press Welcome

If you require a copy of any of the non-confidential items please contact clerk@framptoncotterell-pc.gov.uk

Agenda Item 21 – Correspondence & Circular

Emails Received: Emailed All

- SGC- Planning weekly lists & circulated schedules
- SGC- updates/news
- West of England- newsletter updates
- NALC- Chief Executive's Bulletin
- NALC Newsletter
- NALC-Events newsletter
- ALCA- In Short July 2025
- SGC- Response to 2nd part of the formal complaint relating to the Planning application PT24/00780/F for Rockside Gardens & Ryecroft Road
- National Highways: Upcoming essential maintenance works. Trench Lane (M4 overbridge) closed 21 July - 10 October 2025
- Flood Warden Newsletter Summer 2025
- Bloor Homes - Coalpit Heath housing consultation event 11th July 2025
- Thank you from Crossbow Preschool for the Council grant
- SGC-Highways Update June 2025
- SGC-Climate and Nature Emergency Group June update- Emailed to C & N councillors)
- SGC-Temporary Closure - Court Road, Frampton Cotterell & Watleys End Road, Winterbourne
- SGC-Temporary Closure - Gloucester Road, Thornbury (AMENDED)
- SGC-Temporary closure - Ram Hill

APPENDIX						
Retrospective Contractual Payments						
No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
CP0604	1108	Gordon Playground Inspections Ltd	Playground checks	165.00	33.00	198.00
CP704	2462	FACE	Youth Work April-June 2025	8975.50	0.00	8975.50
CP0804	KPS415340	Procurement Services	Photocopy costs 26/3/25-4/6/25	123.70	25.58	153.46
CP0904		Deposit return	Room Hire Deposit	50.00	0.00	50.00
CP1004	15716	Western Building Consultant	Crossbow changing rooms survey	2600.00	520.00	3120.00
1307	KPS408865	Procurement Services	Photocopier rental 1/7/25-30/9/25	146.83	29.37	176.20
Invoice for Approval						
0907	GB500DF8N5NB9I	Amazon	Bin Recycling signs	16.95	3.40	20.35
1007	GB500JYAB34KHI	"	Café refreshments	43.69	0.00	43.69
1107	GB5006FZCNKAVI	"	Paint for the pavilion	108.52	21.70	130.22
1207	31675	Soltech	IT Backup 1 st -30 th Sept	28.00	5.60	33.60
1307	PS10044743	Barret Corp & Harrington Ltd	Building Reinstatement Cost Assessment	880.00	176.00	1056.00
1407	2005695321	B & Q (Trade UK)	Maintenance equip	23.08	4.61	27.69
1507	2005695322	Screwfix (Trade UK)	Decorating supplies for pavilion	30.70	6.15	36.85
1607	2005779322	Screwfix (Trade UK)	Fencing pins	74.13	14.83	88.96