

Frampton Cotterell Parish Council



Clerk/CEO & RFO to the Council
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17th September 2025

AN ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 25th September 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 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 chair of the meeting.

4 REPORT FROM THE CHAIR

MOTION: Council to receive a report from the Chair.

5 DISTRICT COUNCILLOR REPORT

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

- 6 COUNCILLOR TRAINING**
MOTION: -Council to consider any training required.
- 7 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 nominate 2 councillors to authorise the payments through the bank
iv) MOTION: Council to reappoint the Internal Auditor for 2025/26, confirm the scope of work and confirm that the internal auditor is independent
v) MOTION: Council to note the External Auditors report for the financial year ending March 2025
vi) MOTION: Council to note the scheme of delegated decisions since the last Council meeting
vii) MOTION: Council to consider and decide whether to approve an increase in the contingency for the kitchen refurbishment
- 8 REVISION TO FINANCIAL REGULATIONS**
MOTION:- Council to note and agree to slight amendment to the Financial Regulations
- 9 COMMITTEE MEETING MINUTES**
Committees
a) **Finance & Governance Committee**
MOTION: Council to note the minutes of the Finance & Governance Committee meetings held on 11.9.2025 including acceptance of the following recommendation:-
Structural Engineer report
MOTION: Council to consider the structural engineer report, additional information and decide whether to approve the recommendations
- Working groups**
b) LEAF
MOTION: Council to note the minutes of the LEAF meeting held on the 3.9.2025
- Other groups**
c) Beesmoor Park Playing Field
MOTION: Council to note the minutes of the Beesmoor playing Field Committee for the meetings held 29.7.2025 and 16.9.2025
- 10 YOUTH HANGOUT**
MOTION: Council to consider and decide whether to approve the quotation received for the Youth Hangout
- 11 PARK NEW PATHWAYS**
i) MOTION: Council to note the Project Management plan submitted to SGC for the pathway project
ii) MOTION: Council to consider and decide whether to approve the payment plan for the pathway contractor
- 12 TENNIS COURTS ACTIVITIES REPORT**
MOTION: Council to note the Tennis courts Spring & Summer activities report
- 13 TENNIS COURTS PRIVATE COACH BANNER**
MOTION: Council to consider the request received to place a banner on the outside of the tennis courts to advertise private tennis lessons.
- 14 FLAG FLYING AND MARKINGS**
MOTION: Council to consider the advice received from SGC regarding Flag flying and markings on council-owned property

15 LOCAL LIBRARY BULLETIN-

MOTION: Council to note the local library bulletin -January-June 2025

16 CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA

MOTION: Council to note correspondence received.

17 DATE OF NEXT MEETINGS

Full Parish Council -Thursday 30th October 2025 at 7.00 pm at the Bockeridge 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 16 – 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 September 2025
- SGC-The new South Gloucestershire Council app
- SGC-Area Committee meetings has changed name to "Your Voice."
- ALCA-Notice of ALCA 52nd Annual General Meeting (Saturday 25th October

APPENDIX						
Retrospective Contractual or previously agreed Payments						
No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
CP0109		Lawyers for Nature CIC	Accommodation 17-19 th October	120.00	-	120.00
Invoices for Approval						
1709	Sept	RBL	Repair Café 6 th September	37.50	0.00	37.50
1809	1259	Capricorn complete services	Create extra storage	3597.35	719.47	4316.82