

Minutes of the Meeting of Frampton Cotterell Parish Council
12th January 2009
held at the Brockridge Centre, Woodend Road, Frampton Cotterell

Present: Mrs J Rowan (Chairman), Mrs P Bashford, Mr D Broome, Mr T Clothier, Mr J Farbrother, Mr W Hendy, Mr D Hockey, Mrs P Hockey, Mr B King, Mrs S Tubey, Ms S Kitching, Mr B Thomson and Mr R Underhill

Also Present: Miss J Francis

Apologies: Mr D Manfield; PC Barraclough

405 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

406 PC Barraclough

PC Barraclough sent his apologies and reported:

- That in the run up to, and over the festive period there was very little to report.
- One damage only road traffic collision involving three cars, one of which was parked.
- Four commercial burglaries.
- One domestic burglary.
- Three calls for Anti Social Behaviour: one at Beesmoor Road Playing Field and two at Park Farm.

In relation to Min 392, PC Barraclough responded:

a CCTV.

“The only CCTV that has been placed in situ by the police or Safer South Gloucestershire is the camera on the lamp post in Lower Stone Close. This camera will be reviewed shortly as there have been no calls to Premier Stores [Patco] for well over a month now”.

b Beesmoor Road Management Committee report.

“I have seen this report and I researched our system for calls to the park, I have previously replied to this question but cannot find my copy of the reply. I can say though that the number of calls was very low”.

c Premier Store [PATCO] Racial Incident.

“The youth who was arrested for this incident has appeared in court and the case was adjourned. There have not been any further reports of a racial nature at this premise”.

- In response to this item, it was reported that the racial incident at the store was not an isolated event and that this is a more serious ongoing issue. Large groups of up to thirty young people are behaving in a threatening manner outside the store. Some evenings are worse than others.
- It was noted that the youth leader had taken steps to keep the young people in the Centre, introducing a ‘three strikes and you’re out’ policy which has so far been a success but that in some cases she is not supported by the parents. The youth leader has the full support of the Council in this matter.
- The possibility of PC Barraclough holding a session with the young people to talk about these issues was suggested, and that the beat team could be asked to arrange to patrol the area around the store to deal with the reported behaviour as a priority.

Cllr King commented on an incident he had observed where some individuals had watched a Police vehicle until it drove away, and then proceeded to remove something that appeared to be drugs from a drain.

This was noted.

d Perrinpit Road

- Cllr P Hockey commented on the high speed of traffic on Perrinpit Road and asked that this be brought to PC Barraclough's attention.
- Cllr Farbrother commented that as the accidents occur on the bends, the speed visor should be closer to these bends. At present the visor is currently at the end of a straight which might give an artificially high reading.

RESOLVED:

- To reassure the youth leader that she has the full support of the Council in dealing with the problem of young people leaving the centre during the youth sessions.
- Cllr D Hockey to liaise with the youth leader and PC Barraclough to organise a session with the youth group.
- Cllr D Hockey also to check with PC Barraclough that the CCTV works after dark.
- To ask the local beat team to make the store in Lower Stone Close a priority, particularly on Tuesday and Thursday evenings.
- To make PC Barraclough aware of the speeding and the speed visor positioning on Perrinpit Road.

407 Declarations of Interest under the Local Government Act 1972

- Cllrs D and P Hockey declared that the participation of those Parish Councillors who are also members of South Gloucestershire District Council in both the debate and any subsequent vote on matters contained in the agenda would be on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views until they were in full possession of all relevant information both for and against.

408 Confirmation of Minutes of 1st December 2008 (8pm meeting)

Cllr P Hockey commented:

- Minute 392 stated that Cllr P Hockey had mentioned CCTV when the issue raised was in fact regarding notices around the village stating that this was a watch area for antisocial behaviour. The minute was amended to show that Cllr P Hockey had commented about the signs in the anti-social behaviour hotspots.

Following a proposal by Cllr D Hockey seconded by Cllr Thomson, it was:

RESOLVED:

That the Minutes of the Meeting of the Parish Council held on 1st December 2008, amended as above, be confirmed and signed.

409 Current Staffing Situation

Following a proposal by Cllr Mrs Rowan seconded by Cllr D Hockey, it was:

RESOLVED:

IN VIEW OF THE CONFIDENTIAL NATURE OF THE MATTERS TO BE DISCUSSED, TO EXCLUDE THE PUBLIC AND PRESS FOR THIS ITEM.

a Minutes of the Special meeting of 1st December 2008

Cllr Mrs Rowan said that she had found it difficult to do satisfactory minutes for this meeting. She had now received further advice and offered to have another try with one version and confidential appendices. She gave details of her proposed changes in wording. The only proposal had failed to gain support and the Council had not resolved to take any other action.

Following a proposal by Cllr D Hockey seconded by Cllr Farbrother it was:

RESOLVED:

- To amend the minutes as detailed and present these for signing at the next Council meeting on 23rd February 2009.

b Minutes of the Staffing Group Meetings on 15th Dec 2008 and 5th Jan 2009.

Cllr Mrs Rowan thanked Cllr Tubey for taking minutes at these meetings.

Referring to the final paragraph of confidential appendix 1 of the minutes of the 5th January, Cllr Mrs Rowan said that in view of new information she had received, she proposed the same motion as on 1st December with the addition of the word “immediately” after the date. The motion was seconded by Cllr D Hockey. She gave an explanation for taking this action.

Cllr Clothier said that the proper procedure for the tabling of the same motion within six months as required by Standing Orders had not been followed. Cllr Mrs Rowan withdrew the motion.

There was further discussion.

During this discussion Cllr Mrs Rowan felt unwell and asked Cllr D Hockey to assume the Chair and she left the room. Cllr D Hockey assumed the chair.

Cllr P Hockey proposed that

“This Council recognises that in order to function correctly, it needs a full-time Deputy Clerk with appropriate qualifications. The Council therefore agrees to progress this with immediate effect. To facilitate this it agrees to appoint an appropriate consultant.”

Cllr Thomson seconded the proposal.

Cllr Mrs Rowan returned to the Chair.

She asked for a named vote.

Those voting in favour: Cllrs Mrs Rowan, Thomson, D Hockey, P Hockey, King, Tubey and Hendy (Seven votes)

Those voting against: Cllrs Mrs Bashford, Broome, Clothier, Farbrother, Ms Kitching and Underhill (Six votes).

There were no abstentions.

Cllr Mrs Rowan then referred to the rest of confidential appendix 1 and proposed that it should be amended to record more clearly the discussion which had taken place. This was agreed.

RESOLVED:

- That the minutes of the meeting on 15th December be accepted, but
- That the second section of the Confidential Appendix 1 of the meeting of the 5th January 2009 be amended.
- That both sets of minutes be presented to the F and GP committee for signing.
- To accept Cllr P Hockey’s proposal.

The Council then discussed how to move forward with this proposal. Following a proposal by Cllr Mrs Rowan and seconded by Cllr D Hockey, it was:

RESOLVED:

- That a working group consisting of Cllrs Mrs Rowan, D Hockey, P Hockey, Thomson, King and Farbrother should obtain quotes for consultants and recommend a consultant to the F&GP Committee which would be given delegated powers to appoint a consultant.

c Appointment of a Temporary Deputy Clerk

- Cllr Mrs Rowan stated that in light of the Clerk’s sickness, it was proposed that a Temporary Deputy Clerk be appointed. Two candidates had been seen on 8th January 2009.
- The group proposed that Mr Greg Lewis be employed for two months with a one month probationary period and on the condition that satisfactory references are received.
- Cllr Tubey stated that she has reservations regarding the appointment of Mr Lewis. She requested a recorded vote.

Following a proposal by Cllr Mrs Rowan seconded by Cllr Thomson, with twelve votes in favour and one against as follows:

Those in favour:

Cllrs Mrs Rowan (Chairman), Mrs Bashford, Broome, Clothier, Farbrother, Hendy, D Hockey, P Hockey, King, Ms Kitching, Thomson and Underhill

Those against:

Cllr Tubey

It was:

RESOLVED:

- That Mr Lowis be appointed as Temporary Deputy Clerk for two months subject to conditions.

410 Committee Vacancies

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- To make Cllr Tubey a member of the Planning, F and GP and L and R Committees.

411 Request for Staff Training

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- To send Mrs O'Donoghue, the Kitchen Cleaner, on a Food Hygiene Course at a cost of £25.

412 Resignation of Cllr Peter Wilson

Cllr Mrs Rowan reported that she had received Cllr Wilson's resignation late on 17th December 2008 and that SGC had been informed on 18th December 2008. The vacancy in East Ward was immediately advertised on the notice boards. The deadline for anyone to call an election is 5pm on 13th January 2009. Until then the Council can take no further steps.

This was noted.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- To write to Mr Wilson to thank him for his contribution in his two years as a Councillor.

413 Freedom of Information Act – Model Information Scheme

Following a proposal by Cllr P Hockey seconded by Cllr Mrs Rowan, it was:

RESOLVED:

- To adopt the Model Information Scheme.
- For Cllrs P Hockey and Broome to meet and discuss any changes that need to be made to the parish website in order to comply with the new regulations.
- To place a notice in the Newsletter stating that the information is on the website and is available in hard copy should anyone require it.

414 Solarsense (Renewable Energy)

Cllr Clothier noted that the reports have been received and commented that if the Council does not make a decision relatively quickly then the grant may be lost.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- To progress with Solarsense subject to the Council not being liable for any cost.
- To grant delegated power to the Brockeridge and Leisure and Recreation Committee.
- To add this to the next agenda for the above committees.

415 Finance

- a *Donation from Frampton Cotterell Over 50s Computer Group (O50sCG)*
The FCCG had given a donation towards the Volunteers' Evening.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- To write to (O50'sCG) and thank them for their donation.
- To thank Mrs Allan for her hard work.

- b *Request for Donation from Frampton Rangers Football Club (PC Min 356(a))*

The Council had agreed to give a grant of up to £250 towards new goal posts which were required under Health and Safety.

Cllr Hendy requested that copies of the Health and Safety report which states that the new posts are required be provided to the Council.

RESOLVED:

- That the Council will purchase the goalposts and accept a donation from Frampton Rangers towards the cost.
- To request a Health and Safety report from the football club.

- c *Visit from Internal Auditor*

Cllr Mrs Rowan has cancelled this visit.

This was noted.

- d *RBS help with Accounts*

Cllr Mrs Rowan reported that the Accounts supplier (RBS) offers a service of sending someone at a cost of £375 per day plus VAT to update the accounts, and had recommended that one day per month should suffice. She had provisionally arranged for someone to come at 9.15am on Monday 19th January 2009 to undertake this.

Following a proposal by Cllr D Hockey seconded by Cllr Mrs Rowan, it was:

RESOLVED:

- To authorise one RBS visit per month for three months if the Clerk is still on sick leave.

- e *Accounts for payment*

- Cllr Mrs Rowan stated that two amounts require checking. The first is for the existing photocopier, the second is from e.on who state that the Council are in debit to almost £1,300. These will both be checked before they are paid.
- Cllr Mrs Rowan commented that the Assistant Clerk had produced the salaries in December and January but was concerned as they had not been checked. Cllr Mrs Rowan had informed the Assistant Clerk that she is confident that they are in order.

Following a proposal from Cllr Mrs Rowan, seconded Cllr D Hockey it was

RESOLVED:

- That Accounts dated 8th December 2008 in the amount of £5,680.22 approved at the Planning Committee meeting be confirmed.
- That Accounts dated December 2008 in the amount of £5,355.60 approved out of meeting be confirmed.
- That Accounts in the amount of £12,344.10 from this meeting, 12th January be approved.

416 Urgent Finance and General Purposes Committee Matters

a *Update on the Photocopier and its delivery*

- Cllr Mrs Rowan reported that she and Cllrs Broome, Clothier and Thomson had met the proposed new firm and checked some final details. They had asked the existing firm for a quotation of what would be owed if the contract was terminated a year early.
- With these details the group went ahead and the Assistant Clerk signed the new contract before Christmas 2008.
- The Assistant Clerk had received a call on Tuesday 6th January 2009 to say that the new copier would be arriving the next morning. This went against the understanding of what would happen; there should have been a visit to discuss the implications of installation.
- Cllr Mrs Rowan had telephoned the contact who said the visit had been undertaken between Christmas and New Year when only the decorator was at the Centre.
- The contact had now arranged the proper preliminary visit for 10am on Tuesday 13th January 2009 when Cllrs Mrs Rowan and D Hockey will be available, along with the Assistant Clerk.
- The lease on the old copier has been paid for the next three months. A misunderstanding has led to the quarterly fee being paid twice; once by direct debit and once by cheque. The Council will therefore owe one quarter less when the existing contract is terminated.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

To confirm the above actions regarding the photocopier.

- To ensure that the new contract starts from the date the copier is delivered and not before.

417 Urgent Brockeridge Committee Matters

a *Problems with the Skylight in the Ladies Toilet*

Cllr Mrs Rowan reported that before Christmas, the Youth Leader reported that one of the girls had come out of the toilets very distressed because reflections of those in the cubicles can be seen in the toilet skylight by those waiting. This was clearly unacceptable. The Handyman had now fitted frosting to the panes in both the toilets. This had resulted in a small but necessary cost.

This was noted.

b *Security of the Brockeridge Centre Update*

The existing firm contracted to attend callouts, BAC Security, was expensive; their contract ran out on December 31st 2008. A chairmen's committee decision (Cllrs Mrs Bashford, Broome and Clothier) had been taken to go ahead with a new firm.

RESOLVED

- To confirm the action taken by the chairmen's committee

On 28th December 2008 the new firm had started work which was completed the week commencing 5th January 2009. The system was tested on 7th January 2009 and all is in order.

This was noted.

c *Car Park Gates Update*

It was reported that Drews had been contacted and will do the work to the gates as soon as possible. Bluerock Pools will need one week's notice of completion of the gates to be able to commence ground work.

This was noted.

418 Urgent Leisure and Recreation Committee Matters

a *Confirmation of all Sports Clubs Rents for 2009/10*

Cllrs Mrs Rowan and Clothier as Chairman and L and R Chairman had discussed the Sports Club rents and agreed that in the present circumstances it is not feasible to hold a meeting to set the rents. In November Cllr Mrs Rowan had produced a paper which showed that in round terms the total rents are £5,000 and the total expenditure on the playing fields at the Park is £20,000.

Following a proposal by Cllrs Mrs Rowan and Clothier, it was:

RESOLVED:

- To increase the rents by 5%.
- That this increase be emailed to the clubs by the Assistant Clerk so that any response can be considered by the L and R Committee on 26th January 2009.

b *Annual testing of the Fire Alarm at the Pavilion*

This had been completed on the 7th January 2009.

This was noted.

c *SGC-Play Areas Information Requested*

Cllr Rowan reported that she had spoken to Mr Morrison at SGC regarding the letter from Ms Rainey reference play areas, teen shelters and grants and explained why the Council's plan for Youth Shelters is on hold at the moment.

Mr Morrison had asked the Council to complete the questionnaire regarding existing play equipment in the Parish. The information will inform SGC officers of the facilities in the District.

Mr Morrison said that SGC has been successful in the past in getting a substantial government grant for play equipment for 8-13 year olds and there may be flexibility within different SGC budgets to help with the Council's plan for teen shelters, if the Council decides to go ahead.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- For Cllrs Rowan and Clothier to complete the questionnaire regarding existing play equipment in the Parish.

419 Planning Committee Report (*mins of 8th, 22nd December 2008 and 5th January 2009*)

a *Min 330 response to the Gypsy and Traveller Sites Development Plan Document towards Preferred Options Consultation*

Cllr D Hockey suggested that minute 330 be amended to read '*minimise risks from flooding*' and '*40mph speed limit must be continued*'.

b Following a proposal by Cllr P Hockey, it was:

RESOLVED:

- That the Minutes of the Meetings of the Planning Committee held on 8th, 22nd December 2008 and 5th January 2009 amended as above, be confirmed.

420 Urgent Highways Committee Matters

a *Re-surfacing of Bristol Road starting Monday 12th January 2009*

It was reported that this work will take place between 12th and 26th January 2009 and between the hours of 9.30am and 3.30pm.

This was noted.

b *Next meeting of the Public Rights of Way (PROW) Liaison Group – 22nd January 2009 at 7pm*

RESOLVED:

- Cllr Farbrother will try to attend this meeting.
- Cllr Farbrother to inform Mr Dickin (SGC PROW) that he plans to attend.

421 Report from South Gloucestershire Councillors

There was no report, and councillors had no questions.

422 Reports from representatives on outside bodies

There were no reports from representatives.

423 Correspondence Received

a Card from the Mayor and Council of Kelbra

The Chairman showed the Council the card and read the message. The chairman also gave out calendars that had been kindly sent from Kelbra.

b Safer Stronger Neighbourhoods Development Workshop – 17th March 2009

RESOLVED:

- Cllr Farbrother to attend.

c Save Our Green Spaces Campaign Group – Green Belt Consultation Document

RESOLVED:

- To add this to the next Planning agenda.

d The following were noted

Request to add an article to the Parish Newsletter from Centre for Sustainable Energy

The Ridings High School Newsletter Issue 48: December 2008

TetraWatch – Document passed on by Cllr Allan (Westerleigh Parish Council)

NALC Legal Briefing – Sustainable Communities Act 2007 Update

NALC – DCLG National programme and funding: update from the Chief Executive

NALC – Old enough to make a mark? – Should voting be lowered to 16?

ALCA – Newsletter Volume 6 Issue 12

ALCA – Next Meeting of the Executive Committee on 27th January 2009

Frenchay Project News – November 2008

ALCA – Newsletter Volume 7 Issue 1

NALC – Financial Update Value Added Tax and Local Councils

NALC – Mileage Allowances 2008/09 – Change to Vat: 1st December 2008

NALC – Flexible Working

NALC – The Power of the Promotion of Economic, Social or Environmental Well Being

NALC – Publication of candidates' addresses at UK Parliamentary elections.

Avon and Somerset Constabulary – Battle of the Bands

CVS South Gloucestershire Spring Programme 2009

CVS South Gloucestershire Newsletter 29

Letter of thanks for Donation from Childrens Playlink

Avon Pension Fund Annual Report 2007/08

Trees volume 68 December/January 2008/9

Fieldwork December 2008

SG Disability Action Group (DAG) Newsletter January 2009

424 Date of Next Meeting:

MONDAY 23RD FEBRUARY 2009 AT 7:30PM AT THE BROCKERIDGE CENTRE