

**Minutes of the Meeting of Frampton Cotterell Parish Council**  
**20 July 2011**  
**Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell**

**Present:** Councillors Clothier (*Chairman*), Broome, Mrs Crumpton, Farbrother, Hendy (*part*), Mrs Stickland, Underhill, Weeks, and Willett

**In attendance:** Three parishioners making observations on revised Planning Application PT11/1889/F.

**Apologies:** Councillors Forsyth, D Hockey, Pat Hockey, Mrs Morris, Thomson and Mrs Williams.

**103 Evacuation Procedure**

The Chairman drew attention to the emergency evacuation procedure.

**104 Declarations of Interest under the Local Government Act 1972**

- Cllr Broome declared a personal interest as a Parish Council representative on Frampton Cotterell Over 50s Computer Group.

**105 Confirmation of Minutes - 6 July 2011**

The Clerk sought and received the Council's consent to the following two amendments:

- 1) the deletion of the reference to Cllr Mrs Stickland in Minute 84; and
- 2) the substitution of the word "Decisions" for "Applications" in Minute 95.

It was then proposed by Cllr Underhill, seconded by Cllr Broome and

**RESOLVED:**

- That, subject to the above amendments, the minutes of the meeting of the Parish Council held on 6 July 2011 be confirmed and signed.

**106 Notes of the Council Business Working Group – 11 July 2011**

The Clerk presented the above notes for information. Both Cllr Farbrother and Cllr Hendy commented that it was difficult to discuss the work of the above Group without first hearing from the Members who had attended that meeting.

**RESOLVED:**

- That consideration of this matter be deferred to a future meeting.

**107 The Council's Co-option Procedures**

In accordance with Minute 101, the Clerk reported upon the legal background relating to co-option and the procedures followed by the Council following the May elections. Members noted that SGC advice indicated that the co-options were legal and valid. Cllr Hendy expressed his deep concerns about the discriminatory way in which the Council had carried out the co-options and protested that it was entirely wrong to change the process agreed – via previous custom and practice, the notice inviting applications and the Clerk's letter to applicants – part way through. He wished it to be noted that he totally disassociated himself from this decision. Cllr Farbrother agreed that there are lessons to be learned. The Chairman commented that he had been co-opted a number of times and that no interview had been undertaken on those occasions, adding that the Council quite properly considered all four written statements as it was bound to do. Cllr Willett pointed out that his absence from the Council meeting when co-options were considered disadvantaged no-one more than himself.

**RESOLVED:**

- That Cllr Hendy's comments be noted.
- That the Council Business Working Group be requested to consider whether or not a written procedure on co-option is required and report back.

**108 Dog Fouling**

Members considered a report from the Clerk that set out the location of the Council's dog bins, the arrangements for emptying them and SGC's practices regarding enforcement, advice and the dog warden service. Cllr Mrs Crumpton suggested that SGC's dog warden be invited to visit the Council to explain how he/she works. Cllrs generally agreed that Beesmore Road, Frampton End Road and Mill Lane were all hotspots, which would benefit from special attention. Cllr Farbrother favoured online and Phoneapp reporting facilities, backed up by as much public information as possible on the Council's website.

**RESOLVED:**

- That the matter be referred to a Working Group comprising Cllrs Mrs Crumpton, Mrs Stickland and Weeks for further investigation and report back.

**109 Bluebell Wood at the Centenary Field**

Referring to Minute 90, the Clerk reported the offer of support from SGC officers Richard Aston and Chris Giles with the above project. He also reported the feedback from local schools which indicated that carrying out the planting at the weekend prevented the occasion from being treated as a school event. Members acknowledged that it was important to involve the schoolchildren in the initiative and that the Council's plan to make the occasion a social event could be extended to include a BYO picnic for the schoolchildren on Friday 30 September as well as a barbecue on Saturday 1 October 2011. Cllr Underhill stated that it would be useful for all Cllrs to indicate their availability for either or both of these days.

**RESOLVED: THAT**

- the planting be carried out over Friday 30 September and for Saturday 1 October 2011 and participating groups be advised accordingly;
- the Clerk be requested to liaise with SGC officers Richard Ashton and Chris Giles regarding the scheme; and
- all Cllrs be requested to advise the Clerk of their availability for the above dates.

**110 No Cold Calling zones**

Further to Minute 92, the Clerk reported that, in order to apply for a NCC zone, the Council must identify a discrete area suitable for designation. Cllr Farbrother suggested that it might be worthwhile discussing the matter with Westerleigh Parish Council so that a joint initiative might be pursued. Cllr Mrs Crumpton felt that it would be a good idea for the Council to publicise the scheme in the local press once an area had been established.

**RESOLVED:**

- That the Clerk be requested to circulate for comment to all Councillors a street plan showing a proposed NCC zone.
- That, on receipt of comments from Cllrs, the Clerk be requested to make an application to SGC for a NCC zone.

**111 Replacement of Showers and associated works at the Pavilion**

The Clerk reported the results and indicative replacement costings following a recent condition survey of the plumbing works at the Pavilion. Cllr Farbrother pointed out that any new installation should be compatible with the planned solar heating system that was under consideration by the Council's Energy Saving Working Group. Cllr Hendy felt that the specification ought to be referred to the sports clubs for comment and as a check that the proposed work met the clubs' needs.

**RESOLVED:**

- That the plumbing proposals be referred to the Parks Sports Consultative Committee in the first instance so that the sports clubs have an opportunity to make comment; and
- The Clerk be requested to obtain three competitive quotations for the work and report back.

**112 Request for works at the Centenary Field**

The Council considered how best to deal with the concerns raised by a local firm whose home and business was situated along side the eastern boundary of the Centenary Field. Their concerns related to the perceived fire risk from the undergrowth, shrubs, trees and grass close to the border between their property and the Council's. Cllr Hendy stated that the proposed 3 metre strip would not create an effective firebreak and that a fire risk assessment was the most logical first step in assessing what action might be necessary.

**RESOLVED:**

- That Cllrs Weeks and Farbrother be requested to carry out a risk assessment of the area and report back.

**113 Parishioner Observation on Planning Applications**

The Council listened to the comments of three local residents opposed to the revised proposals contained in Application PT11/1889/F – erection of 1 no. detached dwelling with access and associated works at 113 Woodend Road.

**114 Planning Applications**

**RESOLVED:**

- That the comments attached at Appendix 1 be referred to SGC for consideration.

*NB. Cllr B Hendy left the meeting*

**115 Planning Decisions**

**RESOLVED:**

- That the planning decisions at Appendix 2 be noted.

**116 Suspected Breaches of Planning Control**

Referring to Minute 96, Cllr Mrs Stickland asked whether SGC had responded about the compliance of the operators of the garage on Woodend Road with the conditions of their planning permission, particularly in respect of noticeboards, parking and the sale of vehicles. The Clerk reported the information he had received from an SGC planning enforcement officer, viz:

- i) SGC officers have made 5 visits to the site;
- ii) No waiting cones are in use to prevent inappropriate parking;
- iii) The noticeboards require planning permission - an application has been invited;
- iv) The sale of vehicles is permitted as a subsidiary part of the main business;
- v) Work outside the set hours of operation relate to office work and cleaning only;
- vi) There is no planning condition requiring the garage doors to be closed; and
- vii) The proprietors have suffered damage to their property and vehicles by persons unknown.

Cllrs asked for further information in respect of the site.

**RESOLVED:**

- That the Clerk be requested to clarify the overall planning position with SGC and report back.

**117 Accounts**

It was proposed by Cllr Mrs Stickland, seconded by Cllr Weeks and

**RESOLVED:** That the Accounts dated 20 July 2011, as set out at Appendix 3 in the amount of £7973.70, be approved.

**118 Authorised signatories for new bank mandate**

The Clerk advised that, following the elections in May and the co-options in June, the Council requires a new bank mandate, and recommended a list of signatories for approval.

**RESOLVED: That**

- (1) Cllrs Broome, Clothier, Mrs Crumpton, Mrs Stickland, Underhill and Mrs Williams and Officers K Warren, K Jefferies and J Allan be approved as signatories for the Council;
- (2) a banking relationship will be maintained with National Westminster Bank plc (the Bank) in accordance with this mandate;
- (3) the individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit;
- (4) any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products;
- (5) the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions;
- (6) the Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary; and
- (7) this mandate will continue until the Organization gives the Bank a replacement mandate or the Organization passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing authority form in which case this mandate will continue as amended.

**119 Reports from Representatives on Outside Bodies**

Cllr Mrs Stickland reported that the Over50s Computer group had opened a waiting list for individuals wishing to enrol for computer classes, and that the list was not restricted to persons aged 50 or more. The report was noted.

**120 Correspondence Received**

The following correspondence was noted:

*Members' Briefing Note on Waste Services*

*Thank-you letters from Four Towns and Vale Link and Frome Valley Medical Centre*

*SGC letter advising delivery of bags for recycling cardboard by end-September*

**121 Date of next meeting (if required)**

**WEDNESDAY 3 AUGUST 2011 AT 8.30PM AT THE BROCKERIDGE CENTRE**

**Appendix One**

No	Type	No/Name	Road Name	Proposed Development	Observation	Observation Detail
2118	F	4	Ridgeway	Erection of single storey front extension to form additional living accommodation.	No Objection	
2167	F	13	The Ridge	Erection of rear conservatory.	No Objection	

## Appendix Two

No	Type	No/ Name	Road Name	Proposed Development	Observation	Observation Detail	Decision
1543	F	The Granary	Court Road	Erection of extension to existing garage to provide guest room.	No Objection		Permission
1627	F	4	Western Avenue	Erection of first floor side and rear extension over existing garage, erection of single storey side extension, and erection of single storey rear extension to provide additional living accommodation.	No Objection		Permission
1718	F	36	St Peters Crescent	Erection of single storey front extension to form porch and W.C.	No Objection		Permission