

**Minutes of the Meeting  
of Frampton Cotterell Parish Council  
4<sup>th</sup> June 2007**

**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 A Gollin, Mr W Hendy, Mrs P Hockey, Mr B King, Miss S Kitching, Mr D Manfield, Mr B Thomson and Mr R Underhill

**Apologies:** Mr D Hockey and Mr P Wilson; PC Barraclough

**42 Appointment of Vice-Chairman of the Parish Council**

**RESOLVED:** On a proposal from Cllr Mrs Rowan, seconded by Cllr Thomson that Cllr D Hockey be Vice-Chairman of the Parish Council for the ensuing year.

*Cllr D Hockey was not present at the meeting, but had agreed to accept the office if appointed.*

**43 PC Barraclough**

PC Barraclough sent his apologies and reported that in the last month:

- There had been very little to report on in the beat area.
- The crime rate remained very low and there had been no calls of anti social behaviour by young people in the beat area.
- Over the period of 25<sup>th</sup> and 26<sup>th</sup> May there had been a replay to a lesser extent of the school leavers' party at the Centenary Field, but no reports were made to the police about behaviour.
- He and Ashley had attended St Saviours Rise basket ball play area and spoken to a small group of young people; a small quantity of alcohol was seized after being found dumped by persons unknown.

*Meeting between Neighbours of the Brockridge Centre, Police, Councillors and Youth Leader, 7<sup>th</sup> June at 5pm to discuss the way forward following complaints received about noise etc.*

PC Barraclough asked the Council to perhaps consider other venues that would be viable for the youth group, suggesting The Pavilion at The Park as a possible alternative, due to the facilities available which would give an excellent opportunity for the young people to play a wider variety of organised and structured games.

This was noted

PC Barraclough had advised that the Safety Camera Partnership web site provided a link whereby concerns could be reported and speed checks on specific areas requested.

**RESOLVED:**

- This was referred to the Highways committee for further consideration

*Safer Stronger Community Group*

PC Barraclough reported that the first informal first meeting would take place at The Brockridge Centre on Wednesday 18<sup>th</sup> July at 7:30pm. He explained that this is part of the Police and Community Together (PACT) initiative and they would very much like a District Councillor and one or two Parish Councillors to be involved if possible, to come along and help us take this forward. He offered to attend the Orientation Evening on 6<sup>th</sup> June to meet new Cllrs and answer any questions.

**RESOLVED:**

- That Cllrs Mrs Rowan, Farbrother, Gollin and Thomson would attend the initial meeting.

- The Clerk was asked to inform PC Barraclough that the District Cllrs would be unable to attend due to another commitment.

*Police Office at the Brokeridge Centre*

Confirmation had been received from the police side that this can proceed, subject to a tenancy agreement with the Parish Council.

**RESOLVED:**

- This was referred to the Brokeridge Committee for consideration, to bring a recommendation to the July Council meeting.

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

- Cllr P Hockey is a South Gloucestershire Councillor

**45 Date for Completion of Declaration of Acceptance of Office for absent Councillors.**

**RESOLVED**

- That Cllr D Hockey's Declarations of Acceptance of Office will be completed by 11<sup>th</sup> June 2007.

**46 Confirmation of Minutes**

**RESOLVED:** On a proposal from Cllr Broome, seconded by Cllr Clothier that the Minutes of the Meeting of the Parish Council held on 21<sup>st</sup> May 2007 be confirmed and signed.

**RESOLVED:** On a proposal from Cllr Clothier, seconded by Cllr Broome that the Minutes of the Meeting of the Parish Council held on 23<sup>rd</sup> May 2007 be confirmed and signed.

*Update on retiring Councillors*

The Chairman explained that Cllrs Hayter, North and Wilson had retired at the last election after many years of service and that the Parish Council planned to mark their service with a presentation in July.

There were also plans to commemorate the life of Cllr George Keel, which it was hoped would coincide with the presentation to the retiring Cllrs, but if that did not prove possible, then the retiring Cllrs would be invited.

This was noted.

**47 Forthcoming Training**

The Chairman outlined arrangements for the Orientation evenings on 6<sup>th</sup> and 11<sup>th</sup> June.

This was noted.

*Quality Parishes Seminar – Taunton, 12<sup>th</sup> June 2007*

- Cllr P Hockey agreed to attend (with the Clerk) if available

**48 Parish Council Newsletter**

A draft would be brought to the July meeting. This was noted.

**49 Parish Council Insurance**

Following a proposition from Cllr Mrs Rowan it was:

**RESOLVED:**

- To pay Allianz Cornhill as no quotation had been received from Zurich.

**50 Smoking Policy (Attached)**

**RESOLVED:**

To adopt this as amended in the interim and to establish the following for consideration at the July Council meeting:

- The Clerk was asked to check with the Community Association if it plans to prohibit smoking in the car park at Crossbow House.

To authorise the Clerk in consultation with the Chairman to meet any expenditure incurred in complying with the legislation.

**51 Membership Parish Council Highways Committee**

**RESOLVED:** That the membership of the Parish Council Highways Committee shall be as follows:

- Cllrs Broome, Farbrother, Gollin, Hendy, D Hockey, King, Kitching, Manfield and Mrs Rowan.

*The Chairman suspended the Council meeting and convened a meeting of the Highways Committee at the conclusion of which the Chairman reconvened the Council Meeting.*

**52 Membership Parish Council Planning Committee**

**RESOLVED:** That the membership of the Parish Council Planning Committee shall be as follows:

- Cllrs Mrs Bashford, Gollin, D Hockey, P Hockey, King, Kitching, Manfield Mrs Rowan and Thomson.

*The Chairman suspended the Council meeting and convened a meeting of the Planning Committee at the conclusion of which the Chairman reconvened the Council Meeting.*

**53 Membership Parish Council Leisure and Recreation Committee (L and R)**

**RESOLVED:** That the membership of the Parish Council Leisure and Recreation Committee shall be as follows:

- Cllrs, Clothier, Hendy, D Hockey, Kitching, Manfield, Thomson, Underhill, Wilson and Mrs Rowan

*The Chairman suspended the Council meeting and convened a meeting of the Leisure and Recreation Committee at the conclusion of which the Chairman reconvened the Council Meeting.*

**54 Membership Parish Council Brockeridge Committee**

**RESOLVED:** That the membership of the Parish Council Brockeridge Committee shall be as follows:

- Cllrs Broome, Clothier, D Hockey, Manfield, Mrs Rowan, Underhill and Wilson.

*The Chairman suspended the Council meeting and convened a meeting of the Brockeridge Committee at the conclusion of which the Chairman reconvened the Council Meeting.*

**55 Membership Parish Council Finance and General Purposes Committee (F and GP)**

**RESOLVED:** That the membership of the Parish Council Finance and General Purposes Committee shall be as follows:

- Cllrs Clothier, Farbrother, D Hockey, P Hockey, Manfield, Thompson and Mrs Rowan.

*The Chairman suspended the Council meeting and convened a meeting of the Finance and General Purposes Committee at the conclusion of which the Chairman reconvened the Council Meeting.*

**56 Meeting Days and Times**

Cllr Farbrother (Chairman of the Highways Committee) stated that he had commitments on Mondays and would prefer the meetings to be held on a different day.

**RESOLVED:**

- To refer this to the F and GP committee for further consideration.

**57 Finance and General Purposes Committee Terms of Reference:**

Following a proposal from Cllr Manfield it was:

**RESOLVED:**

- To adopt these as amended (*to include "To act as project Managers for Parish Council Projects"*)

**58 Parks Sports Consultative Committee (PSCC)**

**RESOLVED:** That the membership of the Parks Sports Consultative Committee shall be as follows:

- Cllrs Mrs Bashford, Clothier, Manfield and Mrs Rowan.

**59 Youth Shelter Steering Group**

**RESOLVED:** That the Parish Council representatives on the Youth Shelters Steering Group shall be as follows:

- Cllrs Gollin, Hendy and D Hockey

**60 Joint Interest Committee**

**RESOLVED:** That the Parish Council's representatives on the Joint Interest Committee shall be as follows:

- The Chairman of the Council, and the appropriate committee chairman with substitutes as necessary

It was noted that this has not met for over a year.

**RESOLVED:**

- The Clerk was asked to check with Westerleigh and Winterbourne Parish Councils and seek their opinion of arranging a date in the Autumn and to place this on the September Parish Council agenda.
- It was noted that items for consideration could include Sunbeam Nurseries and the Clerk was asked to send a copy of the Parish Council's response and ask the other two Councils to support Frampton Cotterell's objections.

**61 Internal Audit Panel**

**RESOLVED:** That the membership of the Parish Council's Audit Panel shall be as follows:

- Cllrs Clothier, Manfield and Mrs Rowan, with Cllr Broome as reserve.

**62 Councillors to meet with the Frampton Cotterell Over 50s IT Computer Group**

**RESOLVED:** That these should be as follows:

- Cllrs D Hockey, P Hockey, Manfield and Thomson, with Cllr Mrs Rowan as reserve.

**63 Councillors to meet Neighbours of the Brokeridge Centre, Police and the Youth Leader**

**RESOLVED:** That these should be as follows:

- Cllrs Farbrother, Gollin, Kitching and Mrs Rowan.

**64 Representatives on Outside Bodies**

**RESOLVED:** That the Parish Council appoint the following representatives on outside bodies:

<i>Community Association Council</i>	Cllr P Hockey
<i>Frampton Cotterell Playing Fields (Beesmoor Road) Management Committee</i>	Cllr Thomson
<i>Friends of the River Frome</i>	Cllr D Hockey

*Fromeside Youth Centre*

Cllr D Hockey

- The Clerk was asked to check if this still meets.

*SGC Agenda 21 Forum*

Cllrs D and P Hockey attend for SGC and agreed to report back

*Winterbourne Library Committee*

Mrs A Dunmur

Mrs Dunmur had indicated that she would be happy to continue to represent the Parish Council on the Winterbourne Library Committee.

**RESOLVED:**

- To write and thank Mrs Dunmur for sending her reports and for agreeing to continue.

**There were not enough volunteers for the following Outside Bodies and the Clerk was asked to place these on the July Agenda for reconsideration:**

*Age Concern South Gloucestershire*

*Avon Local Councils Association  
Area Group*

Cllrs P Hockey and the Clerk *plus one vacancy*

*Filton Airfield Consultative Group*

Cllr P Hockey *plus a vacancy for a substitute*

*Parish Plan Working Group*

*The Clerk was asked to seek advice from Cllr D Hockey*

*SGC Area Forum*

*SGC Env Link Group*

Cllr P Hockey *plus one vacancy*

*SGC Heritage Forum*

*SGC Public Transport Forum*

*SGC Waste Management Forum*

*Frampton Cotterell and District*

Cllr Mrs Rowan *plus one vacancy*

*Twinning Association*

**65 Reports from Representatives on Outside Bodies**

*Frampton Cotterell Playing Fields (Beesmoor Road) Management Committee (FCPFMC)*

Cllr Thomson reported:

- Plans for new safety surfacing to start in May.
- Problems with litter and burning of fires at and around the Golden Lion Public House.
- Plans to trim the boundary hedge.
- Plans to repaint the play equipment.
- Problems with emptying of litter bin not being undertaken by the contractor as agreed.

This was noted

**66 Accounts for Payment**

Following a proposal from Cllr Mrs Rowan, seconded by Cllr King it was:

**RESOLVED** that:

- Accounts in the amount of £11,858.77 be settled
- Receipts in the amount of £694.00 be noted.

**67 Bank Signatories**

All cheques have to be signed by two Cllrs plus the Clerk (or Assistant Clerk). Existing signatories are Cllrs, Broome, P Hockey, Manfield and Mrs Rowan.

**RESOLVED:**

- To keep the existing signatories and add Cllrs Clothier and Wilson (subject to Cllr Wilson's agreement).
- To remove retiring Cllrs, Hayter, North and S Wilson.

## 68 Audit Requirements

The Independent Internal Auditor was expected on Wednesday 6<sup>th</sup> June.

This was noted.

## 69 Dates of Meetings

### RESOLVED:

That meetings for June and July shall be held as follows:

*All at the Brockridge Centre unless otherwise stated*

Monday	4 <sup>th</sup> June	Parish Council	7:30pm
Tuesday	5 <sup>th</sup> June	Youth Shelter Steering Group	5:30pm
Wednesday	6 <sup>th</sup> June	Orientation evening	7:30pm
Thursday	7 <sup>th</sup> June	Meeting with neighbours	5:00pm
Monday	11 <sup>th</sup> June	Planning Committee	7:00pm
		Orientation evening part 2	7:30pm
Monday	25 <sup>th</sup> June	Brockridge Committee	12:00noon
Monday	25 <sup>th</sup> June	L and R Committee	7:30pm
Monday	2 <sup>nd</sup> July	Highways Committee	7:00pm
		Planning Committee	8:15pm
Thurs	5 <sup>th</sup> July	PSCC ( <i>at The Pavilion</i> )	7:30pm
Monday	9 <sup>th</sup> July	Parish Council	7:30pm
Monday	16 <sup>th</sup> July	Planning Committee	7:30pm
		Brockridge Meeting	12:00noon
Monday	23 <sup>rd</sup> July	L and R Committee	7:30pm
Weds	18 <sup>th</sup> July	F and GP Committee	2:00pm

## 70 Orientation Evenings

These were planned for 6<sup>th</sup> (part 1) and 11<sup>th</sup> (part 2) June

- Part 1 to look around the Parish at areas and buildings under the Parish Council's responsibility. This would start at Beesmoor Road Playing Field at 7:00pm and Mr Williams (FCPFMC) and PC Barraclough both hoped to be in attendance to answer questions. Cllrs Mrs Bashford, Farbrother, King and Kitching indicated they would attend.
- Part 2 to look at the Brockridge Centre and the general workings of the Parish Council and its procedures. This would take place at the Brockridge Centre at 7:30pm (after the Planning meeting due to start at 7:00pm). Cllrs Mrs Bashford, P Hockey, Farbrother, Kitching and Underhill indicated they would attend

## 71 Correspondence Received

### a *Wessex Water*

A letter had been sent following the meeting with Steve Webb, MP offering to attend a Parish Council meeting to explain long and short term proposals.

### RESOLVED:

- To invite Wessex Water to a meeting to be held on Monday 30<sup>th</sup> July especially for this purpose, or, if that is not possible, to attend at the beginning of the October Council meeting.
- The Clerk was asked to report the outcome of the invitation to the July meeting.

### b *SGC - Local List Supplementary Planning Guidance*

Cllr P Hockey Declared an Interest in this item.

### RESOLVED:

- This was referred to the Planning Committee for response.
- The Clerk was asked to send a copy of the list of proposed locally listed buildings to all Cllrs.

*c SGC Play and Litigation*

SGC had written seeking opinion, comments and experiences about how fear of litigation is influencing decision making and limiting children's opportunities to play.

**RESOLVED:**

- To respond that the Parish Council has not had direct problems with this except that it could not have the piece of play equipment it would have preferred at The Park due to changing regulations. Safety surfaces are in place and checks are undertaken as required.

*d West of England Joint Rights of Way Improvement Plan Consultation.*

**RESOLVED:**

- That this be referred to the Highways Committee for further consideration.

*e The following were noted:*

Dr Totten, letter of Thanks, ref Sunbeam Nurseries

New Councillor Packs

SGC – Notification of Road Closure, Rectory Road

CPRE Fieldwork, June 2007

South Gloucestershire Deaf Association, May 2007, Issue 27

SGC – Notification of environmental Link Group Meeting to discuss Climate change and Biodiversity on 14<sup>th</sup> July at Winterbourne from 7:00 to 9:00pm.

Avon and Somerset Police Local Policing Policy Summary 2006-07

Forest of Avon Partnership Annual Review 06/07

**72 Next Meeting**

**MONDAY 9<sup>TH</sup> JULY 2007 AT 7:30 PM**