

Minutes of the Meeting of Frampton Cotterell Parish Council
6th April 2009
Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell

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

Also Present: Miss J Winfield, Miss J Francis, PC Barraclough (*part*)

Apologies: Ms S Kitching

441 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

442 PC Barraclough

PC Barraclough reported that the overall crime rate remains fairly low. There had been four accidents and one report of criminal damage at St Peter's Hall. He thanked the Parish Council and sent his good wishes to his successor, PC Ian Matthews.

Cllr D Hockey commented that:

- PC Barraclough deserved many thanks for his work with the Youth Group and Mrs Nicholson-Warn, the youth leader.
- Several of the young people had recently attended the Wheels Project in Patchway where they were taught how to drive safely. One of the young men from Frampton Cotterell had won the race, and the other had helped him to win through teamwork.
- The Council was also grateful for PC Barraclough's work in relation to Patco Stores.
- He had arranged for SGC's Antisocial Behaviour Team to work with Patco Stores to take steps to lessen the difficulties they are currently facing.
- He hoped that PC Barraclough's successor would continue the good work in these current tough times, especially with the Youth Leader.

Cllr Mrs Rowan reminded the Council of the farewell event for PC Barraclough to be held at the Brokeridge Centre on Wednesday 8th April 2009 between 10am – 12 noon; all Cllrs are welcome.

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

RESOLVED:

To thank PC Barraclough for his seven years work with the Council, and to wish him well in his retirement.

PC Barraclough left the meeting.

443 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.
- Cllrs Broome and Clothier declared personal interests as Parish Council representatives on Frampton Cotterell Over 50s Computer Group.
- Cllr Hendy declared a personal interest as an allotment holder.

444 Confirmation of Minutes of 23rd February 2009

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

RESOLVED: that the Minutes of the Meeting of the Parish Council held on 23rd February 2009 be confirmed and signed, subject to the following amendments:

- *Confidential Appendix B to be amended to state that the list of problems of 'Away from my Desk' noted by Cllr Farbrother reads 'including' rather than 'as follows'.*
- *Confidential appendix C to be amended to read 'parallels' rather than 'analogies'.*

445 Staffing Issues

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 To consider the motion proposed by Cllr Clothier, seconded by Cllr Broome

Cllr Mrs Rowan asked Cllr D Hockey to take the lead on this item.

Cllr Hendy expressed concern that this proposal appeared to change a previous Council resolution and as such would be in breach of Standing Orders.

Cllr D Hockey summarised the key decisions Council had taken to appoint a permanent Deputy Clerk, concluding with the resolution to ratify the appointment at this meeting (*see min 436(m)*).

Cllr Clothier stated that he believed his proposal did not contradict previous Council decisions.

Following a proposal from Cllr D Hockey, seconded by Cllr Hendy which was carried by eight votes in favour and five against, it was:

RESOLVED:

- Not to consider Cllr Clothier's proposal, as to do so would leave the Council in breach of its Standing Orders.

b Staffing Group Report (Appointment of Permanent Deputy Clerk)

Cllr Mrs Rowan stated that if the minutes are approved, she will contact Mr Ian Morgan (SWPC) for advice regarding how to explain professionally, the current office staffing situation to the successful candidate.

Following a proposal by Cllr Mrs Rowan seconded by Cllr Thomson with eight votes in favour, three against and one abstention, it was:

RESOLVED: that the minutes of the Staffing Group held on 1st April 2009 be adopted, together with all the recommendations therein.

c Phased Return to Work for the Clerk

Cllr Mrs Rowan reported:

- Since the F and GP meeting when the decision was made to go ahead with purchase of the software, the Clerk had been working from home and understood that the accounts were a priority. She would be working on these over the next few weeks.
- SWPC had advised that a named group of Cllrs should be responsible for overseeing the Clerk's phased return to work.

RESOLVED that

- The Staffing Group should meet with the Clerk, before the F and GP Committee meeting on 29th April 2009 to discuss progress.
- Council appoints a Staffing Committee of five at the Annual Meeting (11th May 2009) with a clear remit.
- There be an overlap of up to a week, between the temporary and permanent Deputy Clerks to

allow a smooth transition.

- The detailed arrangements be delegated to a Chairmen's Committee.

446 Co-option of Parish Councillor

The Chairman introduced the two candidates Mr Robin King and Mrs Patricia Mitchell-Reid and invited Cllrs to ask them questions.

Cllr Hendy asked for it to be minuted that he was not in favour of co-option in principle but understood that it was necessary in some circumstances.

A secret ballot was held, Mr R King received eight votes and Mrs Mitchell-Reid five votes.

The Chairman invited Mr R King to join the meeting and Mr R King made and signed his Declaration of Acceptance of Office.

The Chairman thanked Mrs Mitchell-Reid for her application and interest in the vacancy.

Mrs Mitchell-Reid left the meeting.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- That Cllr R King joins the Planning and Brockeridge Committees.

Cllrs Manfield and Tubey left the meeting

447 Fire Extinguisher for Cricket Club Bar

The maintenance engineers had recommended that there be a 2kg CO₂ fire extinguisher behind the bar at a cost of £72.60 plus VAT. This need had not been identified by the Fire Service in previous reports.

RESOLVED:

- To check with the Fire Service that this extinguisher is required before going ahead.

448 Review of Frampton Cotterell Over 50s Computer Group (FCCG) rent

Cllrs Clothier and Broome declared personal and prejudicial interests in this item and left the meeting.

It had been agreed in April 2008 when the FCCG became independent that the Council would review their rent in April 2009.

Cllr B King left the meeting.

RESOLVED:

- To continue with the present arrangement on the condition that the FCCG keeps a log of its services to include the date, time spent and a brief description of the work done.
- To review the rents in January 2010 in order to be prepared for the renewal in April 2010.

Cllrs Clothier, Broome and Tubey returned to the meeting.

449 Annual Parish Meeting

The Annual Parish Meeting will take place on the 20th May 2009. Cllr Mrs Rowan reminded Committee Chairmen of the need to provide written reports by 11th May 2009. Last year representatives from the local community had been invited.

RESOLVED:

- To follow a similar pattern to last year and for the details of this to be delegated to the F and GP Committee.
- To ask Mrs Nicholson-Warn if the young people would like to do a presentation.
- That Village Action be asked to attend and give a report.

450 Finance

a Accounts for Payment

The following points were noted

- The staff wages had not yet been processed.
- The Deputy Clerk was asked to check that the payments to Virgin Media were correct.
- The amount for Frampton Cotterell Playing Fields (Beesmoor Road) is a grant towards insurance plus £75 that is granted twice per annum.
- The grant for Paul's Place had been approved by the F and GP Committee as Paul's Place had now demonstrated that there are parishioners who will benefit.

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

RESOLVED:

- That Accounts dated 6th April 2009 in the amount of £13,204.55 be approved.
- That receipts of £3044.93 be noted.
- That the staff wages be confirmed by a Chairmen's Committee.

b Internal Auditor's Report

Cllr Mrs Rowan drew Cllrs attention to the auditor's note that the fidelity guarantee is less than recommended and that this be reconsidered.

RESOLVED:

- That the Council delegates the decision regarding fidelity insurance to the F and GP Committee to investigate how much extra it would be to insure for the higher amount.
- That the Clerk signs for any documents she removes from the office and also signs when they are returned.
- That since there is currently no till roll in the till, two people are present when money is removed and counted.
- That the petty cash receipt process be considered by the next audit panel meeting.

Cllr Hendy left the meeting.

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

RESOLVED:

- That the Council compliments the Clerk as, despite the difficulties she has faced, she has achieved a very satisfactory internal audit report.

c Date for Audit Panel Meeting

RESOLVED:

That Cllrs Manfield, Clothier, Thomson and Mrs Rowan will meet on Wednesday 22nd April 2009 at 9:30am.

d Council Meeting Minute Taker

Miss Francis left the meeting.

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

RESOLVED:

- To extend Miss Francis' employment for the three Council meetings in May and June.

Miss Francis returned to the meeting.

451 Finance and General Purposes Committee Report

RESOLVED: that the minutes of the Finance and General Purposes Committee held on 18th March 2009 be adopted, together with all the recommendations therein, subject to the correction of the minor errors and clarifications that were noted.

RESOLVED:

- To write to Ms James (SGC) to inform her that Frampton Cotterell has Cllrs interested in attending should SGC run a training course on "The Power of Well Being".

a Café till

The trial float had proved to be insufficient.

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

RESOLVED:

- That the float be increased by £10.

452 Brockeridge Committee Report

RESOLVED: That the minutes of the Brockeridge Committee held on 9th March 2009 be adopted, together with all the recommendations therein, and

- That Min 161 is acted upon as soon as possible due to expected changes in government spending.

a Min 159b - The amended cost for re-decoration of the Brockeridge Centre Meeting Room.

The amended cost for partial redecoration of the Meeting Room is £40. This price includes the application of emulsion to the far wall and overpainting any damage on the other three walls. The colour of the paint already purchased will be tested for colour match.

RESOLVED:

- To accept the cost of £40 plus any paint required should the existing paint not match.

453 Leisure and Recreation Committee Report

RESOLVED: That the minutes of the Leisure and Recreation Committee held on 9th March 2009 be adopted, together with all the recommendations therein, subject to the correction of the three very minor errors that were noted.

- *Min 205d Cllr Clothier requested that to this minute be expanded to become a Confidential Appendix. Cllr Mrs Rowan agreed to investigate the possibility of this.*

ACTION: CLLR MRS ROWAN

- *Min 198 there is no government grant left for Solarsense. It was agreed that the Council should continue to prepare a grant application, should funding become available.*

a Min 205c - Pavilion Security

RESOLVED:

To follow up on the lapse in security and determine who was responsible for the doors being left open on and water left on

b Cricket Pavilion Roof

Two quotations had been obtained for the repair of the leaking roof:

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- That the quote for £215 be accepted and the repair undertaken.

c Scouts' Licence Renewal

- Cllr Tubey commented that since Sports Club rents had been raised, the Scouts' rates should in fairness be increased by the same amount.
- Cllr Mrs Rowan commented that since the renewal date had already passed it was not possible to alter the licence fee this year.

Following a proposal by Cllr Mrs Rowan, it was:

RESOLVED:

- That this item is considered by the Council in January 2010 for next year's renewal.
- To continue the Scouts' Licence at the same rate as the previous year.

d Min 196(a) Request for donation towards materials from Frampton Cotterell Cricket Club

It was unknown if a figure had been requested.

RESOLVED:

- A Chairmen's Committee to make a decision and report to the F and GP Committee.

e Request for fund raising event by Frampton Cotterell Rugby Club

There will be a charity rugby match between Frampton Cotterell Rugby Club and Broad Plains Boys Club in memory of Mr Derek Mayer, late chairman. All money raised will go towards research into prostate cancer. The Assistant Clerk had confirmed that the Cricket Club had no objection to this going ahead.

RESOLVED:

- To agree to the fund raising match going ahead and to wish Frampton Cotterell Rugby Club a successful and profitable event.

454 Planning Committee Report

RESOLVED:

- To re-circulate the Minutes of the Planning Committee meetings of the 2nd, 16th and 30th March 2009 with the appendices attached.

455 Highways Committee Report

Min 157b Perrinpit Road.

Cllr P Hockey reported that she had sent an e-mail to Mr Malcolm Price (Avon & Somerset Police) and had had no response. This had been raised at the Safer, Stronger Community meeting and was now being followed up by the Police. Also at the Safer, Stronger Community Group meeting she had raised the issue of placing a temporary speed camera on Perrinpit Road. It was not possible to use a hand-held camera because of health and safety problems, but the Police would look into parking a vehicle containing a camera on Perrinpit Road.

RESOLVED:

That the Minutes of the Meeting of the Highways Committee held on 9th March 2009 be confirmed and signed, subject to minor corrections and the following amendments:

- *Min 157b to note that the missing Kelbra sign is on Bristol Road near the Frome Valley Farm.*
- *Min 157d the Council should put forward a second representative.*

456 Report from South Gloucestershire Councillors

Cllr D Hockey reported on the refurbishment of Yate Leisure Centre.

Cllr P Hockey reported that beat PCs had, as suspected, been told not to attend Parish Council meetings

due to Safer, Stronger Community Group meetings. Inspector Andy Francis had now sent a text message withdrawing this instruction.

This was noted.

457 Reports from Representatives on Outside Bodies

Cllr P Hockey had attended a Heritage Forum and would be happy to update any interested Cllrs.

This was noted.

458 Correspondence Received

a Email from Cllr D Hockey re Nightingale Close

Cllr D Hockey reported that this issue was under investigation as affordable housing groups should have been offered this land prior to other development companies. There also appeared to be a significant access problem. Cllrs P and D Hockey are dealing with this issue.

This was noted.

b NALC briefing – changes to employment law

RESOLVED:

- To add this item to the agenda for the F and GP Committee
- To send this document out again to Cllrs.

c The following were noted:

Mr Longden's Thank You Letter

Children's Play link

ALCA Executive Committee Minutes ALCA Membership Subscription

DAG Newsletter

The Ridings High School Newsletter

SGC Homelessness Strategy, 2009-2012

SGC Deaf Association Newsletter

First Bus changes to Bus Service

CVS Newsletter

CVS Children and Young People's News

ALCA Newsletter

The Ridings High School Newsletter

Cllrs Farbrother, Underhill, Broome and Thomson left the meeting

459 To consider planning application PT09/0478/F

52 Clyde Road: 4 semi detached houses

Cllrs Mrs Rowan and Tubey temporarily left the room, leaving the meeting inquorate, effectively suspending the meeting. Cllr R King left the meeting. Cllrs Mrs Rowan and Tubey rejoined the meeting, which

then continued.

The committee raised concerns at the close proximity of the houses to each other. The parking is also a concern. Cllr P Hockey suggested terrace housing may be a better option

RESOLVED to recommend:

The application be objected to if no affordable housing

460 Date of Next Meeting:

MONDAY 11TH MAY 2009 AT 7:30PM AT THE BROCKERIDGE CENTRE