

Minutes of the Meeting of Frampton Cotterell Parish Council
23rd June 2008
Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell

Present: Mrs J Rowan (Chairman), Mrs P Bashford, Mr D Broome, Mr J Farbrother (*part*) Mr A Gollin (*part*) Mr W Hendy (*part*), Mr D Hockey, Mrs P Hockey, Mr B King (*part*), Mr B Thomson (*part*) and Mr R Underhill.

Apologies: Mr T Clothier, Mr J Farbrother (*for lateness*), Ms S Kitching, Mr D Manfield; PC Barraclough.

283 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

284 PC Barraclough sent his apologies and reported:

- This month has seen a few incidents occurring but the overall crime rate remains low.
- There have been 2 calls of anti social behaviour.
- There have been three road traffic collisions on Church Road, Park Avenue and Perrinpit Road, but no injuries.
- The theft of a motor vehicle from a driveway and another vehicle broken into, and items of value stolen.
- A group of three youths threw stones at an address causing damage to a couple of windows.
- Some good results from proactive patrols by the neighbourhood policing team and a bag containing a sizeable amount of Cannabis was seized. This resulted in the male with the drugs bag receiving a five month referral order and £60 costs. This was very good work by our PCSO's initially and then other police officers after that.
- That he had visited neighbours of the Brokeridge Centre regarding their complaints about the Youth Club.

Reports had been received that PCSOs continue to be frustrated with their lack of powers in comparison with the "regular" police and specials.

RESOLVED:

- To seek the views of the Police Federation on this subject and report this back to the next meeting.
- To ask the PCSOs for examples of specific instances where a lack of powers had caused issues especially with reference to the powers of Special Constables and report this back to the next meeting

285 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
- Cllr Broome declared a personal interest being appointed by the Parish Council as a member of the Frampton Cotterell Over 50s Computer Club.

286 Confirmation of Minutes

Following a proposal by Cllr Gollin, seconded by Cllr Mrs Bashford it was:

RESOLVED: that the Minutes of the Meeting of the Parish Council held on 12th May 2008 be confirmed and signed.

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

RESOLVED: that the Minutes of the Meeting of the Parish Council held on 2nd June 2008 be confirmed and signed.

287 Planning Committee Vacancy

A vacancy still existed on this committee and no new nominations were received.

RESOLVED:

- The Clerk was asked to place this on the next agenda.

288 Vacancies for Representatives on Outside Bodies

Age Concern

No nominations were received.

SGC Heritage Forum

No nominations were received, but Cllr P Hockey indicated she is happy to represent the Parish Council until a volunteer is found.

RESOLVED:

- The Clerk was asked to place the above two items on the next agenda.

Parish Charter Working Group

RESOLVED:

- That the Clerk should attend and check if any Cllrs are available when the agenda content is known.

Village Action

RESOLVED:

- The Clerk to write and ask the Village Action Group if it would like the Parish Council to nominate representatives to join.
- If an affirmative response is received that Cllrs D Hockey, Kitching, Thomson and Hendy in that order be appointed up to the number of representatives required.

289 Land at Bell Road

It was reported the lease for signature was awaited and that Mr Higgins would be attending to carry out and Environmental Survey on 25th June 2008.

- Cllr P Hockey agreed to meet him if available.

290 Bank of Ireland's Ethical Policy

A copy of this had been circulated. The Clerk reported that the current interest rate is currently 4.5% (0.5% below the base rate) and that this could rise to 5.26% if fixed for 1 month, 5.47% if fixed for 2 months and 5.7% if fixed for 3 months.

RESOLVED:

- That the Bank of Ireland's ethical policy is acceptable.
- The Clerk was asked to investigate whether it would be feasible to tie up some of the Parish Council's funds in this way to gain extra interest.

291 Minutes of the Annual Parish Meeting held on 21st May 2008

Following a proposition from Cllr Mrs Rowan it was

RESOLVED:

- That these be noted.

292 Matters Arising from the Annual Parish Meeting

a Min 2 PC Barraclough

- Residents' concerns that following the introduction of Speedwatch there had not been any noticeable reduction in traffic speed had been passed to PC Barraclough.

b Min 4 Prospect Close

- Cllr D Hockey confirmed that he had reported this to SGC Public Rights of Way.

This was noted.

c Min 12 – Format of the meeting

RESOLVED:

- To confirm the new format for next year's meeting but with a shorter reading time.
- To thank the organisations whose representatives had attended.
- To thank the two head teachers for attending.
- That the presentation by the young people had been very well received and that it should be planned to repeat this next year if possible.

293 Provision of Holiday Staff

Following a proposal from Cllr Mrs Rowan, seconded by Cllr D Hockey and carried unanimously it was

RESOLVED:

- To ask the Agency to provide someone for at least two weeks using money from Contingencies.
- To delegate the exact arrangements to the Clerk in consultation with Cllrs Mrs Rowan and D Hockey, to include interviewing staff before appointment.
- In the event that Cllrs Mrs Rowan or D Hockey are unavailable, the Clerk to consult other Cllrs.
- The Clerk to identify the type of work to be required so that the Agency can recommend suitable persons.
- If the arrangement is helpful to the Clerk and represents good value for money, to extend this for a third week.
- To start from Thursday 7th August 2008.
- To budget a maximum of £1,500.
- To appoint at the higher grade.

ACTION CLLRS MRS ROWAN AND D HOCKEY

294 Works to Resurface the Overflow Car Park at The Park

Report of Tender Opening

The tenders had been opened by Cllrs Mrs Rowan and D Hockey with the Clerk on 23rd June 2008.

5 Tenders had been received as follows:

1	£19,100.00
2	£20,680.00
3	£29,933.83
4	£32,285.00
5	£20,839.71

Following a proposal from Cllrs Mrs Rowan, seconded by Cllr D Hockey which was carried unanimously it was

RESOLVED:

- To tarmac the overflow area of the Car Park according to the agreed specification and that the Parish Council should award the contract to company no 1, subject to:

Cllr Clothier being happy with the assumption in this tender that “the constructions of manhole cover is for an inspection chamber and not a chamber constructed of large manhole cover”.

Receiving confirmation of the numbers of the company’s workforce and details of recent works of a similar type that Cllrs can check for reference purposes (as required in the letter of offer to tender).

Receiving details of a satisfactory timescale of start and finish times.

- The Clerk to write to companies 3 and 4 to inform them that their tender has not been successful on this occasion, but to thank them for taking the time to submit it.
- Not to write to companies 2 and 5 until there is a confirmed contract in place with company no 1.
- The Clerk to ask the Parish Council’s solicitor for a quotation to set up the contract to ensure that:

The appointed company will not sub-contract, or in the event that it does that this should not be entered into without the Parish Council’s express agreement.

That the company, (not any contractor) remains the Parish Council’s client and that any payment is made to the company.

- That it be delegated to Cllrs Mrs Rowan, D Hockey and Clothier to take this forward in consultation with the Clerk.

ACTION CLLRS MRS ROWAN, D HOCKEY AND CLOTHIER

- The Clerk was asked to seek a quotation for the solicitor to set up a contract for these works on the basis that the fees quoted will be less than £1,000. In the event that the amount is greater this was delegated to the F and GP committee to progress.

295 Parish Council Newsletter

Cllrs expressed their thanks to Cllr Thomson for preparing this.

RESOLVED:

- Subject to alterations agreed at the meeting; responsibility was delegated to the Clerk, in consultation with Cllrs Mrs Rowan, D Hockey and Thomson to ensure that this is copied and distributed to all households in the parish as soon as possible.
- To liaise with Cllrs Clothier and Broome to ascertain if copying should be done by the Frampton Cotterell Over 50s Computer Group or by an outside printing agency.

ACTION CLLRS MRS ROWAN, D HOCKEY AND THOMSON

296 Steering Group to Discuss Youth Shelters

The notes of the meeting of 28th May 2008 were noted.

The Clerk reported that the Youth Leader was in consultation with the outreach workers at Yate; and PC Barraclough had started to put together a presentation, all of which should be finalised at the next meeting of the Steering Group to Discuss Youth Shelters.

RESOLVED:

- That this presentation should be given as the first item on the agenda of the Parish Council meeting scheduled for 28th July 2008.
- The meeting to start at 6:30pm if convenient for the Police, Youth Leaders and young people, and if not at 7:00pm.
- That the Parish Council will not make a decision at this meeting, but at the meeting to be held on 8th September 2008.

297 Youth Group

Employment of a Second Assistant Youth Leader

Although Mr Jordan had been appointed, he was only available to work on Tuesday evenings.

RESOLVED:

- To employ a second Assistant Youth Leader for Thursday evenings if Mrs Lamb (SGC) is able to find a suitable candidate.
- In the interim SGC will supply bank workers if possible who will be paid by invoice.
- To write an effusive letter of thanks to Mrs Lamb for encouraging Mrs Nicholson-Warn to apply for the job and for finding the required support; and for coming out to help and make sure all is running smoothly.

298 Finance and General Purposes Committee Report

RESOLVED: that the minutes of the Finance and General Purposes Committees held on 19th May and 4th June 2008 be adopted, together with all the recommendations therein.

299 Min 171 – to consider proposed Amendment to Standing Order 36(a).

The Parish Council was minded to amend Standing Order 36(a) to read as follows (*amendments in italics*):

36 ACCOUNTS AND FINANCIAL STATEMENTS

- a* Except as provided in paragraphs (b) and (c) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council *or the Finance and General Purposes Committee (whichever is sooner), to be approved for payment. The Finance and General Purposes Committee is delegated to approve payments which will then be reported to the next Parish Council meeting.*
- b* *In the event that there is no timely meeting, the Clerk is authorised to pay regular monthly accounts (salaries etc) and report these to the next available meeting of the Council or Finance and General Purposes Committee.*
- c* Where it is necessary to make a payment before it has been authorised by the Council *or Finance and General Purposes Committee*, such payment shall be certified as to its correctness and urgency by the Proper Officer and at least three members of the Finance and General Purposes Committee.
- d* All payments authorised under sub-paragraphs b and c of this Standing Order or made without the authority of the Council shall be separately included on the next schedule of payments laid before the Council.

RESOLVED:

- To place this on the next Parish Council agenda for confirmation.
- To amend the Terms of reference of the F and GP committee accordingly.

300 a Min 174 Parish Council Review

RESOLVED

- a* • That Cllrs Mrs Rowan, D Hockey, Mrs Bashford and Clothier would meet with the staff at 9:30am on Thursday 26th June 2008.

**ACTION CLLRS MRS ROWAN, D HOCKEY,
MRS BASHFORD AND CLOTHIER**

b Min 176 Youth Group Expenditure

It was reported that as most of the kit that Miss Wood had used had been her own, Mrs Nicholson-Warn had needed to purchase equipment before she could reopen the Group.

So far this expenditure had amounted to £330. She had questioned the division of the young people's 50p subs between the Youth Group and the Parish Council.

RESOLVED:

- That in future the full amount of subs collected should be retained for use by the Youth Group
- That if the revenue for the subs is likely to be insufficient, to ask Mrs Nicholson-Warn to provide a budget request for the Parish Council to consider.

c Creation of a Youth Committee

Following a proposition from Cllr P Hockey it was

RESOLVED:

- To place consideration of the creation of a Youth Committee, preferably with some young people and interested members of the public, on the next F and GP agenda for consideration.

Cllr Farbrother entered the meeting.

d Min 184 Standards Board DVD

Cllrs had expressed an interest in watching the DVD (30mins) and then meeting Mr McCormack (SGC Monitoring Officer) or representatives of the SGC Standards Committee.

RESOLVED:

- The Clerk was asked to set up a meeting, if possible, at 6:30pm on Monday 14th July and invite Mr McCormack and/or the Standards Committee to attend at 7:00pm.
- To advertise the Planning Committee to commence at 7:30pm or on the rising of the previous meeting.

e Proposed Extension to the Brockeridge Centre

It was reported that the Architect was not available for a public consultation on Saturdays.

Cllr D Hockey had requested a feasibility study from SGC as a result of the "Greening your Community Building" seminar and a response was awaited.

RESOLVED:

- The Clerk was asked to confirm availability with the architect for a Wednesday/Friday evening in late September/early October in order to be able to advertise this in the Newsletter about to be printed.
- Any report received as a result of the feasibility study to be forwarded to the architect for inclusion as appropriate.
- Cllrs Mrs Rowan, D Hockey and Clothier to meet when all the information has been received to check this and any funding options and to report back to the F and GP committee.

ACTION CLLRS MRS ROWAN, D HOCKEY AND CLOTHIER

Cllr Hendy left the meeting.

f Min 187 Letter from Frampton Cotterell Over 50s Computer Group

Cllr Mrs Rowan reported that this matter had now been resolved.

This was noted.

Cllr King left the meeting.

g Min 179 Lease for the Land at Bell Road

Cllr Farbrother asked that the minutes be amended to read:

"Cllr Farbrother made a statement against the Parish Council developing the land into allotments."

RESOLVED:

- The Clerk was asked to amend the F and GP minutes accordingly.

301 Accounts for Payment

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

RESOLVED:

- That Accounts in the amount of £8,225.58 from 4th June be approved.

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

RESOLVED:

- That accounts in the amount of £ 8,348.25, a total of £16,573.83 be approved.
- That Receipts in the amount of £197.50 be noted.

302 Consideration of Delegation to Committees

Cllr D Hockey explained that although the committees had been asked to consider what delegation, if any, they would like to receive, these were made as recommendations **ONLY** for the Review Team to look at in conjunction with the other review recommendations and that no changes could take place until this had been fully discussed, all financial implications taken into account and any potential impact on the Parish Council's Standing Orders/Financial Regulations had been studied. After this a recommendation would be made at some point to the F and GP committee before any recommendation is made to the Parish Council.

This was noted.

303 Brokeridge Committee Report

RESOLVED: that the minutes of the Brokeridge Committees held on 19th May and 9th June 2008 be adopted, together with all the recommendations therein.

a Min 85 Committee Terms of Reference

Cllr D Hockey reiterated the points made in min 301 (above) and it was noted that any possible changes would need particular care for the Brokeridge Committee as it has non-councillor members.

This was noted.

b Min 88 Committed Expenditure

It was noted that min 88 was not clear and there appeared to be inconsistencies in the costs of the works to the gates in the car park between min 88 and min 89(c)

- The Clerk was asked to reword the minute to be clearer and to clarify the apparent inconsistency.

RESOLVED:

- To vire £500 from the Contingency Budget for architect's fees.

304 Leisure and Recreation Committee Report

RESOLVED: that the minutes of the leisure and Recreation Committees held on 19th May and 9th June 2008 be adopted, together with all the recommendations therein.

Cllr D Hockey reiterated the points made in min 301 (above).

a Min 117 Review of the Committee's Terms of Reference

RESOLVED :

To amend the terms of reference as follows:

- 1(b) to read: The committee shall have a quorum of four.
- 3(a) to read: Centenary Field – To ensure that it is maintained and progressed in accordance with the management plan and to consider ways of improving the facility.
- To add point 3 (h) Prepare budget estimates in October each year and then monitor expenditure.

b Min 118 Consideration of Delegated Responsibility to the Committee

It was felt that the minute was not clear and that the three points should be under three separate headings.

- The Clerk was asked to reword the minute.

c *Consideration of Gas and Electricity Suppliers*

RESOLVED:

- It was delegated to Cllrs Mrs Rowan, D Hockey, Mrs Bashford and Clothier to decide the best way forward.

**ACTION CLLRS MRS ROWAN, D HOCKEY,
MRS BASHFORD, CLOTHIER AND HENDY**

d *Min 122 Three Year Grasscutting Contract*

The L and R committee had recommended that the grasscutting contract for The Park, Beesmoor Road and Ridings Road be fixed for three years at an increase of 4.5% annually.

RESOLVED:

- To accept the recommendation for a three year fixed contract to start with effect from 2009/2010.

e *Min 123(a) Allotments Appraisal Report*

Cllrs had met to look at the Parish Council's Allotment Rules and a meeting had been arranged on 1st July to discuss this with the Allotment Holders Association (AHA). Concerns were expressed that some key issues had not had sufficient thought and that all Cllrs should have the opportunity to discuss the proposals before any meeting is held.

It was felt that the items proposed for discussion had confused what should be two separate issues and that there should be two separate reports to the L and R committee to cover any proposed changes to the Allotment Rules and any proposed changes to the Parish Council's relationship with the AHA.

RESOLVED:

- That the meeting with the AHA planned for 1st July be abandoned until after the L and R committee has considered the reports as above.
- That when a meeting is held it should have a single item agenda asking the AHA if it has a view of the Parish Council's current rules.
- That Cllrs D Hockey, Mrs Bashford, Clothier and Underhill should meet again and invite Cllr Hendy to join them to prepare a report to the L and R committee covering the two topics as above.
- That Health and Safety issues should be explored once it has been confirmed where these responsibilities lie and should cover the whole allotments site, not any specific plots.

**ACTION CLLRS D HOCKEY, MRS BASHFORD,
CLOTHIER, UNDERHILL AND HENDY**

Cllr Thomson left the meeting.

f *Min 128 Bi-Annual review of Allotment Rents*

It was noted that the Parish Council had previously agreed that the Allotments should be cost neutral.

It was further noted that allotment rents at Iron Acton were currently £12 for a full plot and £6 for a half plot; and at Winterbourne £20 for a whole plot and £10 for a half plot (although the plots at Winterbourne were not under the control of the Parish Council).

RESOLVED:

- This was referred back to the L and R committee for further consideration taking into account the Parish Council's running costs.

g *Min 124 Centenary Field*

It was reported that there had been a lot of litter from a party at the weekend, including a lot of broken glass, but that this had all been cleared now.

This was noted.

i Damaged Litterbin

The Clerk reported that it was not possible to purchase a replacement door.

RESOLVED:

- To monitor the bin with a view to purchasing a replacement at some future date if it should prove necessary.

ii Damaged Bench

A portable barbecue had been lit on the bench, damaging the wood.

RESOLVED:

- To ask the Handyman if it is possible to plane and varnish the bench.

iii Wheel

It was reported that this would be repainted and the stonework repaired when the Handyman returned from holiday.

This was noted.

h Min 129(b) Hedges and Grass at The Park

A second letter of complaint had been received from another resident of Rylestone Close.

RESOLVED:

- The Clerk was asked to write to both parishioners explaining that their letters had been brought to the attention of the Parish Council. There is no budget for works like this at The Park, but the Parish Council had referred the letters for consideration by the L and R committee which would make a proposal back to the Parish Council.
- The Clerk was asked to check the Parish Council's deeds to confirm where there should be access to The Park.

i Min 126 (a) Weeds at the Woodend Road Boundary of Beesmoor Road Playing Field

It was reported that the weeds had now been cut back, and that as it is SGC land anyone wishing to undertake works there would need to obtain a licence from SGC first.

This was noted.

j Min 123(c) Additional Land Acquisition for Allotments

It was clarified that there are two issues to be explored:

- 1 To determine the legal position and who is the Allotment Authority.
- 2 To discuss with SGC property services if there is any possibility of finding extra land.

This was noted.

k Min 123(a) Hedge on the Car Park Side of the Allotments

It was noted that the hedge had been planned to be cut in March.

- The Clerk was asked to check that hedge cutting takes place between October and February when birds are not nesting.

305 Planning Committee Report

RESOLVED: that the minutes of the Planning Committees held on 12th May, 19th May 2nd and 16th June 2008 be adopted, together with all the recommendations therein.

a Min 207 First Travel Details of Bus Services in this Area from 3rd August 2008

RESOLVED:

- This was referred to the Highways Committee for further consideration

Cllr Gollin left the meeting.

306 Report from Representatives on Outside Bodies

a *ALCA Area Group*

The Clerk reported that:

- About 15 members attended to hear an interesting presentation by Mark Davies and Dawn Lambert from SGC's Enforcement Department.
- Disappointment was expressed that the Area Secretary had not been attending South Gloucestershire Area Group meetings. The group felt attendance at Area Groups should be treated as a priority, with attendance at other bodies taking place if time permitted; and the secretary was asked to write to the Chairman of the Executive Committee to ask that this be looked into.
- It was also reported that the ALCA tender to provide training at SGC had not been successful.
- The election of officers found the Chairman (Cllr Adams, Yate), Vice Chairman (Cllr Bell, Filton) and Secretary (Cllr P Hockey) returned to office and the next meeting was set for 25th September 2008, venue to be confirmed.

307 Correspondence

a *SGC - Echoes from the Front Line, Invitation to Book Launch, Friday 4th July 2008*

- The Clerk was asked to send one of the invitations to the Royal British Legion in Ryecroft Road.

b *Wards Solicitors – Invitation to Summer Drinks Party, Tuesday 1st July from 5:45 to 8:00pm*

- The Clerk was asked to send the Parish Council's apologies.

c *Frenchay Project Output from Stakeholder Workshop 2nd June 2008*

Cllr Mrs Rowan volunteered to join the Stakeholder Group

RESOLVED:

- This was agreed.

ACTION CLLR MRS ROWAN

d *Letter from Mr Patterson*

Mr Patterson was seeking permission to site a shed on his allotment.

RESOLVED:

That this request be granted.

e *Letter from Mrs Leech ref Park Farm Pond*

- The Clerk was asked to forward this to SGC.

f *ALCA - Training Days*

Planning – 6th September 2008 at Bradley Stoke

RESOLVED:

- Cllrs Mrs Bashford, Kitching and Gollin to attend if available.

Quality Councils' Criteria and the Power of Wellbeing – 2nd September 2008

RESOLVED:

- The Clerk to attend.

g *The following items were noted:*

Culture in South Gloucestershire and the 2012 Olympiad

Letter of thanks from Zion Church

ALCA Newsletter, Volume 6, Issue 6, June 2008

NALC Legal Briefing – Local Government and Public Involvement in Health Act 2007

Community Action Annual Conference 26th June 2008 at BAWA

SGC – Environmental Link Group mins of 13th February 2008

SGC – Fly Tipping Strategy Consultation (responses by 8th August 2008)

SGC – Public Rights of Way Quarterly Liaison Group notes of 1st May 2008

SGC – Parish Charter Working Group notes of 15th April 2008

Community Action Conference on 26th June, 9:30-3:30pm at BAWA

Friends of the River Frome, notes of the meeting of 24th April 2008

Community Action, Issue 32, summer 2008
CPRE Fieldwork – June 2008
Forest of Avon – Partnership Annual Review
The Jessie May Trust Newsletter, Spring/Summer Issue 2008
Explore @ Bristol learning 2008/09

308 Date of Next Meeting

MONDAY 28TH JULY 2008 AT 6:30PM (START TIME TO BE CONFIRMED)