

**Minutes of the Annual Meeting  
of Frampton Cotterell Parish Council  
10<sup>th</sup> May 2005**

**Held at the Pavilion, The Park, School Road, Frampton Cotterell**

**Present:** Mr D Broome, Mr G Filer, Mr G Hayter, Mr D Hockey, Mrs P Hockey, Mr G Keel, Mr R King, Mr D Manfield, Mrs S Norfolk, Mr C North, Mrs J Rowan, Mr T Trollope and Mr S Wilson

**Apologies:** Mr T Clothier and Mrs S Tubey; PC Barraclough

*Cllr King welcomed everyone to the meeting and reported that he had enjoyed his year as Chairman very much. He thanked the Vice-Chairman, Committee Chairmen, Cllrs and staff for their help and support during this time.*

**523 Election of Chairman of the Parish Council**

Cllr King invited nominations for the position of Chairman of the Parish Council for the ensuing year.

**RESOLVED:** On a proposal from Cllr Mrs Rowan, seconded by Cllr Manfield that Cllr King be Chairman of the Parish Council for the ensuing year.

*Cllr King made and signed his Declaration of Acceptance of the Office of Chairman of the Parish Council and assumed the Chair.*

**524 Election of Vice-Chairman of the Parish Council**

Cllr King invited nominations for the position of Vice-Chairman of the Parish Council for the ensuing year.

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

*Cllr Mrs Rowan made and signed her Declaration of Acceptance of the Office of Vice-Chairman of the Parish Council.*

**525 PC Barraclough**

PC Barraclough had sent his apologies and a report which was circulated to all Cllrs. He provided an update of the queries made at the last meeting. This was noted.

*Golden Lion Public House, Beesmoor Road*

It was reported that concerns had been raised that the licensees may not be undertaking their duties fully and leaving young staff with insufficient supervision.

- The Clerk was asked to check with the Licensing Authority if there is a minimum number of staff that has to be on duty at any given time, and a minimum age at which staff can be left in sole charge of the premises; and to draw this to PC Barraclough's attention.

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

Cllrs D and P Hockey are South Gloucestershire Councillors.

**527 Appointment of School Governors**

**Resolved:** That these should remain as currently ie:

*Brockridge Infants*

*Mr R Millard*

*Highcroft Juniors*

*Cllr Trollope*

*Church of England Primary*

*To be advised by the school when it has clarified what governors it will seek to appoint.*

## 528 Parish Council Standing Committees

**RESOLVED:** That the membership of the Parish Council Standing Committees shall be as follows:

<b>Highways</b>	Cllrs Broome, Clothier, Filer, Hayter, D Hockey, Manfield and North
<b>Planning</b>	Cllrs Broome, Clothier, Filer, Hayter, Manfield, North and Wilson
<b>Leisure and Recreation</b>	Cllrs Filer, P Hockey, Keel, Manfield, Mrs Norfolk, North, Trollope and Tubey

### **Brockridge Committee**

On a proposition from Cllr Hayter, seconded by Cllr Mrs Norfolk it was:

**RESOLVED:** that the composition of the Brockridge Committee should be amended to consist of seven Cllrs plus the Chairman and Vice-Chairman of the Council to bring this in line with the three other standing committees.

<b>Brockridge</b>	Cllrs Broome, Clothier, Hayter, D Hockey, Keel, Manfield and Mrs Norfolk ( <i>plus Mr Millard and Mr Thomas</i> ).
<b>Staffing</b>	Cllrs Filer, King, Manfield, North, Mrs Rowan, Tubey and Wilson
<b>Finance</b>	Chairs and Vice Chairs of Council and the four Standing Committees
<b>Joint Interest Committee</b>	The Chair of the Council and Cllr Hayter or the appropriate committee chair with substitutes as necessary
<b>Internal Audit Panel</b>	Cllrs Hayter, Manfield and North
<b>General Purposes WG</b>	Cllrs Hayter, Manfield, King, Mrs Norfolk, North, Tubey and Wilson

## 529 Representatives on Outside Bodies

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

<i>Age Concern South Gloucestershire</i>	Cllr D Hockey
<i>ALCA Area Group</i>	Cllrs P Hockey, King and the Clerk
<i>Beesmoor Road PFMC</i>	Cllr Trollope
<i>Community Association Council</i>	Cllr P Hockey
<i>Filton Airfield Consultative Group</i>	Cllr P Hockey, substitute Cllr Hayter
<i>Friends of the River Frome</i>	Cllrs Hayter, D Hockey and Mrs Norfolk
<i>Fromeside Youth Centre</i>	Vacancy
<i>Park Management Committee</i>	Cllrs Keel and North
<i>SGC Agenda 21 Forum</i>	Cllr Mrs Norfolk
<i>SGC Area Forum</i>	Cllr Hayter
<i>SGC Environmental Link Group</i>	Cllrs P Hockey and Mrs Norfolk
<i>SGC Heritage Forum</i>	Vacancy (Cllr P Hockey agreed to report back)
<i>SGC Landscaping/Building</i>	Cllrs Hayter and Mrs Norfolk
<i>Character Assessment</i>	
<i>SGC Public Transport Forum</i>	Cllr Keel
<i>SGC Waste Management Forum</i>	Cllr Keel, substitute Cllr P Hockey
<i>Twinning Association</i>	Cllrs Mrs Rowan and Keel
<i>Village Design Statement</i>	Cllrs Hayter, D Hockey, Mrs Norfolk and Wilson
<i>Winterbourne Library Committee</i>	Mrs A Dunmur

## 530 Confirmation of Minutes

**RESOLVED:** On a proposal from Cllr North, seconded by Cllr Mrs Norfolk that the Minutes of the Meeting of the Parish Council held on 12<sup>th</sup> April 2005 be confirmed and signed subject to the following amendment:

- *Min 521 – the date should read 14<sup>th</sup> June 2005, not 4<sup>th</sup>.*

**531 The War Memorial**

The stone mason had advised that after considerable difficulty he had recruited a stone cutter and the works would start as soon as could be arranged.

- The Clerk was asked to monitor this and chase further if no progress had been made, in order to report back to the July meeting.

**532 Arrangements for the Annual Parish Meeting**

This was confirmed for Wednesday 25<sup>th</sup> May at 7:30pm at The Brockeridge Centre.

- The Clerk was asked to seek as much publicity as possible from the local press.

**533 Joint Interest Committee (26<sup>th</sup> May 2005)**

**RESOLVED:** to ask for the following items to be added to the agenda:

- Night Bus
- The future for the Green Belt
- Enforcement Issues Update.

**534 Date of Next Finance Committee**

**RESOLVED:** That this will take place on Tuesday 21<sup>st</sup> June 2004 at 8:00pm following a meeting of the Planning Committee to start at 7:00pm.

**535 Publication of Parish Council Minutes on the Web Site**

**RESOLVED:**

- To publish the minutes of the Parish Council and the four Standing Committees on the web site.
- This to commence from the May minutes 2005.
- In future to list the details of Accounts for payment as an addendum to the minutes, noting only total receipts and payments in the minutes.

Following a proposal, (successfully amended by a proposal from Cllr P Hockey, seconded by Cllr Hayter, *amendment carried by 9 in favour with 4 against*) and carried by 9 votes in favour with 4 against it was:

**RESOLVED:**

- To post draft minutes along with the Agenda for each meeting

**536 Hi Speed Link**

A meeting had been arranged for 12<sup>th</sup> May 2005.

- Cllrs, King, Broome and D Hockey had agreed to attend and report back to the next Council meeting

**537 Parish Council Newsletter**

This was noted.

**538 Accounts Summary for Year Ended 31<sup>st</sup> March 2005**

This was approved and noted.

**539 Payment of Insurance Premium due 1<sup>st</sup> June 2005**

**RESOLVED:** To settle the premium in the sum of £3,521.59

**540 Accounts for Payment**

**RESOLVED:** On a proposal from Cllr Mrs Rowan, seconded by Cllr North that:

- Accounts in the amount of £13,554.68 be settled
- Receipts in the amount of £67,164.50 be noted.

#### **541 Report from South Gloucestershire Council**

Cllr P Hockey reported that

- the Joint Local Transport Plan was now out for consultation to be finalised before being submitted in July .
- the Forest of Avon had now been constituted as a partnership.

Cllr D Hockey reported that SGC's recycling and composting initiative had proved so successful that it was now ranked sixth in the country.

#### **542 Planning Committee Report**

**RESOLVED:** That the minutes of the Planning Committees held on 19<sup>th</sup> April and 3<sup>rd</sup> May 2005 be adopted, together with all the recommendations therein.

#### **543 Highways Committee Report**

**RESOLVED:** That the minutes of the Highways Committee held on 3<sup>rd</sup> May 2005 be adopted, together with all the recommendations therein.

#### **544 Leisure and Recreation Committee Report**

**RESOLVED:** That the minutes of the Leisure and Recreation Committee held on 26<sup>th</sup> April 2005 be adopted, together with all the recommendations therein subject to the following amendment:

- *Min 232 1<sup>st</sup> Bullet should read: ...one person LEFT ...*

*Min 223 Works to Extend the Car Park at The Park*

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

**RESOLVED:**

- That copies of the RoSPA Report to be sent to the Sports Clubs and PMC.
- To offer to the PMC that the Parish Council is willing to cover the reasonable costs of undertaking works to move the pitches, if the Rugby Club considers this to be necessary.

#### ***Centenary Field Bench***

**RESOLVED:** To have this installed, but not on a concrete base (just concreting in the legs) to a maximum cost of £300.

#### **545 Brockridge Committee Report**

**RESOLVED:** That the minutes of the Brockridge Committee held on 27<sup>th</sup> April 2005 be adopted, together with all the recommendations therein subject to the following amendment:

*Min 151(c) flowing should read FOLLOWING*

*Cllrs recorded their thanks to Cllrs Broome and Clothier for all the hard work and time they had been putting into the improvements at the Brockridge Centre*

#### **546 General Purposes Working Group Report**

**RESOLVED:** That the minutes of the General Purposes Working Group held on 20<sup>th</sup> April 2005 be adopted, together with all the recommendations therein.

*Min 59 Re-ordered West End of St Peters Church*

*Cllr Mrs Rowan had also attended this and reported that the design was very clever and impressive.*

- The Clerk was asked add these sentiments to the letter of thanks to be sent.

#### 547 **Representatives on Outside Bodies**

##### *Community Association (CA) AGM*

Cllr P Hockey had attended this and reported that the CA had been able to appoint an Executive Committee to manage its affairs.

##### *Village Design Statement (VDS)*

Cllr Mrs Norfolk reported that final checks were being made and hoped to be finished very soon.

##### *Highcroft School Governors*

Cllr Keel reported that the School had been repairing damage caused by vandalism and was looking into ways of monitoring the premises to try and prevent future problems.

#### 548 **Staffing Committee Report**

**RESOLVED:** That the minutes of the Staffing Committee held on 21<sup>st</sup> April 2005 be adopted, together with all the recommendations therein.

#### 549 **Correspondence Received**

*a The following was referred to the June Finance Committee:*

Avon Wildlife Trusts – Folly Farm Appeal

*b Mrs D Western – Tree Warden Network Registration Questionnaire*

It was agreed to fill this in in support of Mrs Western's application.

*c The following was referred to the General Purposes Working Group*

ODPM - Review of External Audit Regime

*d Letter from Mr Thompson, West Country Water Park, Trench Lane*

- The Clerk as asked to reiterate that if Mr Thompson arranges a meeting with SGC officers, the Parish Council is willing to attend.

*e SGC – Small Grants Applications*

Cllrs were asked to pass suggestions to Cllr King and the Clerk who were asked to take this forward.

*f National Walk to School Week*

Frampton Cotterell C of E School had requested permission to use the Car Park at The Pavilion on 26<sup>th</sup> May 2005 for parents to park before walking to school with their children.

- The Parish Council had no objection to this.

*g The following were noted:*

SGC – Consultation on South Gloucestershire Children and Young People Plan

SGC – Upper Frome Enterprise Environmental Link Group, 19<sup>th</sup> May 2005

Community Action Transport Conference 2005, 28<sup>th</sup> June, 9:30-4:00 at BAWA

Notification of Resignation of Head Teacher of Brockridge Infants School

Notification of Transfer of Justices Licence, The Star PH, Church Road

SGC – Departmental Changes

SGC – proposed modifications to the Local Plan

SGC – Regional Spatial Strategy for the South West 2006-2026

Shopmobility South Gloucestershire

ALCA Newsletter – Volume 3, Issue 5, May 2005 – Training on Saturday 16<sup>th</sup> July

South Gloucestershire CVS Newsletter, April 2005

InterAction – Issue 14, April 2005

South Gloucestershire Biodiversity Action Plan

South Gloucestershire Senior Citizens Forum Newsletter, Spring 2005

SGC - Networking News, Spring 2005

FC and District Twinning Association – letter of thanks

37 Squadron ATC – letter of thanks for donation

Frome Valley community Network Meeting

North Bristol NHS News Release

Winterbourne Library Committee – Report and Minutes of 25<sup>th</sup> January 2005

International Tree Foundation (ITF) – Usborne Spotters Guide to Trees  
ITF – Directory of Family Tree Scheme Sites  
ITF – Trees are news, April 2005  
Avon Pension Fund – Actuarial Valuation Report as at 31<sup>st</sup> March 2004.

**550 Next Meeting**  
**TUESDAY 14<sup>TH</sup> JUNE 2005 AT 7:15 PM**