

**Minutes of the Meeting of Frampton Cotterell Parish Council**  
**12<sup>th</sup> May 2008**  
**Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell**

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

**Also Present** Mr Keith Powell (Frampton Cotterell Over 50s Computer Group) (*part*), Mr Fergus Allan of Watermore Close (*part*)

**Apologies:** Mr J Farbrother, Ms S Kitching, Mr B King, Mr D Manfield and Mr P Wilson; PC Barraclough.

**Action**

**248 Election of Chairman of the Parish Council**

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

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

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

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

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

**RESOLVED:** Following 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 made and signed his Declaration of Acceptance of the Office of Vice-Chairman of the Parish Council.*

*Councillors were sad to note that Cllr Manfield continued to be unwell and sent their best wishes to him.*

**250 Evacuation Procedure**

The Chairman drew attention to the emergency evacuation procedure.

**251 PC Barraclough sent his apologies and the following report:**

- The crime level for the last month has remained at a low level.
- There have been two accidents in Perrinpit Road and Church Road. Both were minor injury and required no medical intervention.
- Three calls of anti social behaviour in the last month, all of which were attended by the police.
- Two vehicles broken into and property stolen, but both had been left insecure with windows partially open.
- The various sites identified under the Safer, Stronger Community Group (SSCG) meetings for drug use leading to anti social behaviour are being targeted. This has seen a lot of good intelligence coming from the community which is very helpful in trying to combat this crime.
- It is good to see that cannabis is again going to be reclassified.
- The next meeting of the SSCG will be on Tuesday 1<sup>st</sup> July at 7:30pm at the C of E School in Rectory Road Frampton Cotterell.

This was noted.

Admin  
Ass't

**252 The Steering Group to Discuss Youth Shelters**

The minutes of the meeting of 24<sup>th</sup> April 2008 were noted.

**RESOLVED:**

- That the proposal from this group to the Parish Council should be made by PC Barraclough as Chairman of the Group.
- The Clerk was asked to ensure that this happened.

Clerk

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

- Cllrs D and P Hockey declared a personal interest as South Gloucestershire Councillors.
- Cllrs Broome and Clothier declared a personal interest as members of the Frampton Cotterell Over 50s Computer Club.

**254 Membership of the Parish Council Highways Committee**

Following a proposal from Cllr Mrs Rowan it was:

**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.

As Cllr Farbrother was not present at the meeting; following a proposal from Cllr Gollin it was:

**RESOLVED:**

- That the election of Chairman of the Highways Committee be postponed to the first item at the next meeting of the Highways Committee to allow Cllr Farbrother to indicate if he wished to be considered for the role.
- The second item on the agenda will be election of Vice Chairman.

**255 Membership of the 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, Manfield, Mrs Rowan and Thomson.

It was noted that this leaves one vacancy.

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

Clerk

*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.*

**256 Membership of the Parish Council Leisure and Recreation Committee (L and R)**

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

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

- Cllrs Mrs Bashford, Clothier, Hendy, D Hockey, Kitching, Manfield, Thomson, Underhill, Wilson and Mrs Rowan, a total of ten members.

*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.*

**257 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, Thomson, Underhill and Wilson. (*plus Mr Millard, Mrs Brennan, Mr Powell and Mr Thomas, as co-opted members*).

Concerns were raised as to whether Cllrs Clothier and Broome if appointed by the Parish Council to sit on the Frampton Cotterell Over 50s Group (FCCG), would need to declare a prejudicial interest when attending Brockeridge committee meetings and if this would preclude either Cllr from chairing Brockeridge committee meetings.

It was thought that in such cases Cllrs would only have to declare a personal interest, not prejudicial, but it was agreed that clarification was needed.

- The Clerk was asked to check this again with the Standards Committee and chase the DVD which had been ordered.

*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*

Clerk

**258 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 Mrs Bashford, Broome, Clothier, Farbrother, D Hockey, P Hockey, Manfield, Thomson 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*

**259 Membership of The Park Sports Consultative Committee (PSCC)**

Following a proposal from Cllr Mrs Rowan it was:

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

- Available members of the L and R Committee.

**260 The Steering Group to Discuss Youth Shelters**

Following a proposal from Cllr Mrs Rowan it was:

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

- Cllrs Hendy, D Hockey and Gollin.

**261 Joint Interest Committee**

Following a proposal from Cllr Mrs Rowan it was:

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

- The Chair of the Council and the appropriate committee chair, with substitutes as necessary.

**262 Internal Audit Panel**

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

**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.

**263 Representatives on Outside Bodies**

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

<i>a</i>	<i>Age Concern South Gloucestershire</i>	Vacancy <ul style="list-style-type: none"> <li>The Clerk was asked to place this on the next agenda.</li> </ul>	Clerk
<i>b</i>	<i>Avon Local Councils Association Area Group</i>	Cllr P Hockey and the Clerk and one other Councillor depending on the subject to be discussed.	
<i>c</i>	<i>Community Association Council</i>	Cllr P Hockey.	
<i>d</i>	<i>Filton Airfield Consultative Group</i>	Cllr P Hockey with Cllr King as substitute ( <i>subject to confirmation from Cllr King</i> )	Clerk
	<i>Frampton Cotterell and District Twinning Association</i>	<i>Cllrs Mrs Rowan and Thomson</i>	
<i>e</i>	<i>Frampton Cotterell Over 50s Computer Group</i>	Following a proposal from Cllr Mrs Rowan, seconded by Cllr D Hockey it was:  <b>RESOLVED:</b> <ul style="list-style-type: none"> <li>That the Parish Council's representatives should be Cllrs Broome and Clothier</li> </ul>	
<i>f</i>	<i>Frampton Cotterell Playing Fields (Beesmoor Road) Management Committee</i>	Cllr Thomson	
<i>g</i>	<i>Friends of the River Frome</i>	Cllr D Hockey	
<i>h</i>	<i>Fromeside Youth Centre</i>	Cllr D Hockey to liaise when appropriate.	
<i>i</i>	<i>Parish Charter Working Group</i>	The Clerk or an appropriate Cllr if permitted. <ul style="list-style-type: none"> <li>The Clerk was asked to check and report back.</li> </ul>	Clerk
<i>j</i>			
<i>k</i>	<i>SGC Agenda 21 Forum</i>	Cllr D Hockey attends for SGC and agreed to report back.  Cllr P Hockey attends as an SGC Cllr and agreed to report back.	Clerk
<i>l</i>	<i>SGC Area Forum</i>	Cllr Farbrother with Cllr Hendy as substitute ( <i>subject to confirmation from Cllr Farbrother</i> )  <i>It was noted that anyone may attend the Forum meetings as a member of the public.</i>	Clerk
<i>m</i>	<i>SGC Environmental Link Group</i>	Cllrs P Hockey and Hendy	

n	<i>SGC Heritage Forum</i>	Cllr P Hockey attends for SGC and agreed to report back <ul style="list-style-type: none"> <li>The Clerk was asked to check if the Parish Council is permitted to appoint a non-parish councillor to be its representative. If this is allowed the Clerk was asked to enquire if Mrs Beecher would like to be the Parish Council's representative.</li> </ul>	Clerk
o	<i>SGC Public Transport Forum</i>	Cllr Farbrother ( <i>subject to confirmation from Cllr Farbrother</i> )	Clerk
p	<i>SGC Waste Management Forum</i>	Cllr Mrs Bashford, with Cllr Farbrother as substitute ( <i>subject to confirmation from Cllr Farbrother</i> )	Clerk
q	<i>Village Action</i>	Cllrs Hendy, D Hockey, Kitching and Thomson to be appointed if Village Action asks the Parish Council to send representatives. <ul style="list-style-type: none"> <li>The Clerk was asked to enquire of Village Action if it would like the Parish Council to do this.</li> </ul>	
r	<i>Winterbourne Library Committee</i>	<i>Mrs A Dunmur</i>	
s	<i>Yate Station Working Group</i>	<i>Cllr P Hockey</i>	

#### 264 Confirmation of Minutes

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

**RESOLVED:** that the Minutes of the Meeting of the Parish Council held on 14<sup>th</sup> April 2008 be confirmed and signed.

#### 265 Minutes of 10<sup>th</sup> March 2008

It had been noted that in *min 216* 10<sup>th</sup> March Cllr Thomson had been recorded as having proposed the Accounts for Payment. As Cllr Thomson was not present at the meeting this needed to be amended.

Cllr Clothier advised that he had proposed the accounts and the Chairman amended and initialled the minutes accordingly.

*Mr Powell left the meeting*

#### 266 Parish Council Review

The Chairman thanked Cllrs Gollin and Kitching for their responses to this which had been appreciated.

a *Schedule of Council and Committee meetings*

**RESOLVED:**

- That this should be adopted and circulated to all members
- That the Planning Committee meetings in August should be scheduled for the 4<sup>th</sup> and 18<sup>th</sup>.
- That in the event of an urgent matter arising, which needed a resolution before the next Council meeting, that it should normally be referred to the next F and GP meeting (which could make a decision under the Chairmen's Committee arrangement), but if that was still not possible it should be referred to the next scheduled committee meeting, with notification to Cllrs not on that Committee and any resolution necessary would be made under the Chairmen's committee arrangement. (eg, if there were an urgent Highways matter, it should go to the next meeting (eg, Planning) for consideration, but that Highways Committee members should be notified that it would be discussed and a decision made).

Clerk  
Clerk  
Clerk

b *First Travel notification of proposed changes to bus services in this area*

Following a proposal from Cllr Mrs Rowan it was:

**RESOLVED:**

- That this be dealt with as described above, ie this is placed on the Planning Committee agenda for 19<sup>th</sup> May 2008, and members of the Highways Committee are informed that this will be discussed at this meeting.
- That the Planning Committee be delegated authority to respond on the Parish Council's behalf.

Clerk

c *Highways and L and R committee meetings.*

**RESOLVED:**

- On occasions when both these committees meet on the same night that the Highways Committee meeting will start at 6:30pm, to be followed by L and R at 7:45pm sharp.

d *Consideration of Delegation to Committees*

- Each committee was asked to consider its views on delegation and the Clerk was asked to place this on an agenda for each committee.

e *Min 161(2) The Way Forward*

Cllr Hendy sought clarification of the Clerk's role in the Parish Council's Health and Safety Policy which currently made all responsibility that of the Clerk. This left a clear training implication which would need to be taken into account in the context of the way the Parish Council is operating. He confirmed he is still willing to help to facilitate this. Cllr Hendy also sought clarification of how the Clerk records her attendance at and travel to and from meetings of outside bodies.

**RESOLVED:**

- This was referred to the next f and gp meeting for further consideration.
- To add this to the agenda.

f *Review Panel Meeting*

It was confirmed that the next meeting would be at 10:30 on 13<sup>th</sup> May 2008.

This was noted.

g **Finance and General Purposed Committee**

Following a proposition from Cllr Mrs Rowan it was:

**RESOLVED:** that the minutes of the Finance and General Purposes Committee held on 30<sup>th</sup> April 2007 be adopted, together with all the recommendations therein.

<p><b>267 To Consider the Proposed Lease for the Land at Bell Road</b> Cllrs considered the draft lease submitted by SGC.</p>	Clerk
<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• The Council was minded not to undertake the searches recommended by the solicitor, but the Clerk was asked to check the legal situation and confirm if the Parish Council is required to have a solicitor before signing the lease.</li> <li>• To delegate authority to proceed with this to the F and GP Committee.</li> </ul> <p><i>Mr Allan entered the meeting</i></p>	
<p><b>268 Confirmation of Arrangements for the Annual Parish Meeting</b></p>	Clerk
<ul style="list-style-type: none"> <li>• Cllrs Gollin and Hendy sent their apologies; all other Cllrs present indicated their intention to attend.</li> <li>• Cllrs agreed to bring and share wine for Miss Wood the Youth Leader farewell at the end of the meeting.</li> <li>• It was suggested that a photograph be taken of Miss Wood with the members of the Youth Group to be framed as a farewell gift from the Parish Council.</li> </ul>	
<p><b>269 Financial Statement for Year Ended 31<sup>st</sup> March 2008</b></p>	
<p>This was noted.</p>	
<p><b>270 Amendment to Financial Regulation 3(b).</b></p>	Clerk
<p><b>RESOLVED:</b> That this be amended to read: “The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Clerk shall report the action to the Council as soon as practicable thereafter”.</p>	
<p><b>271 Finance and General Purposes Committee</b></p>	
<p><b>RESOLVED:</b> that the minutes of the Finance and General Purposes Committees held on 26<sup>th</sup> March and 23<sup>rd</sup> April 2007 be adopted, together with all the recommendations therein. <i>Min 153 Broken Fence at The Glebe Land</i></p>	
<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• To agree with the Highways Inspector’s recommendation to replace the Kissing Gate and then repair the fence.</li> <li>• To write to both the Streetcare Inspector and Mr Knowlton confirming the recent meeting between them and the Parish Clerk.</li> </ul>	
<p><b>272 Accounts for Payment</b></p>	Clerk
<p>Following a proposal by Cllr Mrs Rowan, seconded by Cllr Thomson it was:</p>	
<p><b>273 RESOLVED:</b></p>	
<p>That Accounts in the amount of £17,150.41 be approved. That Receipts in the amount of £81,972.87 be noted.</p>	Clerk
<ul style="list-style-type: none"> <li>• The Clerk was asked to check if the Bank of Ireland has an ethical policy and what rate of interest it is currently paying.</li> </ul>	
<p><i>Cllr Clothier left the meeting.</i></p>	
<p><b>274 Provision of an Accounts Package</b></p>	Review Team
<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• To delegate this to the Review Team to progress.</li> </ul>	
<p><b>275 RESOLVED: In view of the confidential nature of the business to be discussed, to exclude the press and public.</b></p>	Review Team

*Mr Allan left the meeting*

**276 Brockeridge Committee Matters.**

*Neighbour Issues*

- The Council noted the Clerk's report and asked her to make a statement to PC Barraclough and seek his advice.
- The Clerk was asked to ask the Handyman to paint Mr Webber's fence.

Clerk

Clerk

**277 RESOLVED: to return to open session and readmit the press and public.**

**278 Leisure and Recreation Matters**

It was suggested that permanent barbecues could be installed at the Centenary Field for public use.

- The Clerk was asked to place this on the next L and R Agenda for consideration.

Asst

Clerk

*Cllr Hendy left the meeting.*

**279 Planning Committee Report**

**RESOLVED:** that the minutes of the Planning Committees held on 21<sup>st</sup> April 2008 and 7<sup>th</sup> May 2008 be adopted, together with all the recommendations therein.

*a Min 197 Core Strategy*

**RESOLVED:**

- That on 2<sup>nd</sup> June at 7:00pm there will be a one agenda item Parish Council meeting to consider the Parish Council's response to this consultation.
- This to be followed by the planned Planning Committee meeting to start at 8:00pm.
- Date of next Planning Committee meeting to be 19<sup>th</sup> May to include the Core Strategy Consultation as an agenda item and an invitation to the public to attend to find out more.
- To e-mail the other Councils on the Joint Interest Committee and invite them to attend as well.

Clerk

**280 Report from South Gloucestershire Councillors**

*Cllr D Hockey reported:*

- That SGC's final corporate performance assessment would be taking place in May.

*Cllr P Hockey reported:*

- That she had attended a session at Yate Library to discuss their extension and that they would welcome new friends and members.

*Cllr Thomson left the meeting.*

**281 Report from Representatives on Outside Bodies**

a *Parish Charter Meeting 15<sup>th</sup> April 2008 at Winterbourne*

The Clerk reported that:

- Approximately 30 Clerks and Cllrs attended along with SGC Officers and the ALCA Secretary to hear Mr Glasson (SGC Planning) explain his document “Your Role in Helping SGC Improve performance in Determining Planning Applications”.
- He explained that SGC was being pressured by the government along with a rapidly increasing number of Planning Applications that are being submitted online.
- Several Cllrs and Clerks pushed for training but whether this would be offered was not clear.
- The question about the relevance of Town and Parish Councils’ input was referred for future debate, but Mr Glasson said that he felt that SGC decisions are 95% in line with Town and Parish Council’s views.
- Those present felt there was still a lot to be discussed and Mr Glasson took away the views expressed to consider this further.
- The meeting also looked at suggested revisions of the Charter to bring it in line with the electronic commitment Town and Parish Councils made when accepting provision of IT equipment from SGC; and received a presentation of how Safer, Stronger Community Groups are working.

**282 Correspondence**

a *Letter from the Kitchen Company (SW) Limited, Lower Stone Close*

The Kitchen Company had written of its concerns at the removal of its advertising A boards on Badminton Road and Bristol Road

**RESOLVED:**

- The Clerk was asked to respond that the Parish Council understands that these advertising boards tend to be left out overnight (unlike other, similar boards locally) and feels that if they were taken in it would stop a lot of potential problems. If the Kitchen Company is happy to take them in when the business is closed as other local businesses as in the practice with other local businesses do then the Parish Council sees no problem with this and would not object.

Clerk

b *Local Councils Advisory Service (LCAS) Seminar 25<sup>th</sup> June at Chippenham*

This is an annual, free Health and Safety seminar.

**RESOLVED:**

- To delegate consideration of this to the F and GP committee.
- To add this to the next agenda.

Clerk

c *The following items were noted:*

ALCA Area Group Agenda for meeting on 22<sup>nd</sup> May at Bradley Stoke (7:15pm) plus mins of 27<sup>th</sup> March 2008

SGC – Environmental Link Group Network

SGC – New Local Area Agreement – Invitation to Event on 13<sup>th</sup> May 2008

ALCA Newsletter – Volume 5, issue 5, May 2008

CVS South Gloucestershire – Newsletter, April-May 2008

Winterbourne Library Committee Report – April 2008

South Gloucestershire Senior Citizens Forum – Newsletter, Spring 2008

Avon Wildlife Trust – Natural World, Spring 2008

South Gloucestershire NHS Health Profiles (also at [http://www.sglos-pct.nhs.uk/PublicHealth/reports and documents.htm](http://www.sglos-pct.nhs.uk/PublicHealth/reports%20and%20documents.htm))

South Gloucestershire Disability Action group Newsletter, May 2008

**283 Date of Next Meeting**

**MONDAY 23<sup>RD</sup> JUNE 2008 AT 7:30PM**

**(PLUS SPECIAL MEETING ON MONDAY 2<sup>ND</sup> JUNE AT 7:00PM TO DISCUSS THE RESPONSE TO SGC’S CORE STRATEGY)**