

Minutes of the Meeting of Frampton Cotterell Parish Council
20th October 2008
Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell

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

Also Present: Miss J Francis

Apologies: Ms S Kitching, Mr D Manfield and Mr P Wilson; PC Barraclough

Cllrs signed a card sending best wishes to former Cllr Gollin following his recent resignation. The Chairman welcomed Miss Francis and thanked her for agreeing to clerk the meeting.

362 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

363 PC Barraclough

PC Barraclough sent his apologies and reported:

- The crime level in the area remains low.
- An increase in the levels of anti social behaviour by a new group of young people around Park Farm/Beesmoor Road and The Park. Most of the youths stopped and spoken to by the police were from Bradley Stoke and Stoke Gifford, the common denominator being the Ridings School. These areas are being actively targeted by the police. If necessary a police operation will be put in place to deal with the problem and the head teacher of the Ridings will be contacted to discuss this further.
- There were 18 calls of anti social behaviour, eight of these specific to Lower Stone Close This is being addressed by the police and the SGC Anti-Social Behaviour Team.
- There were four Road Traffic Collisions; one damage only, two slight injuries but sadly there was a fatal collision involving a motor cycle and a car, at the junction of Perrinpit Road with Old Gloucester Road and is currently being investigated.
- With Halloween fast approaching we have been visiting all the schools with posters and leaflets. We have also distributed Trick or Treat notices and posters at various locations around the beat area to pass on the message to inform people that certain behaviour at Halloween will not be tolerated.
- A result at Bristol Crown Court when a guilty plea was given in relation to the drugs factory raid by the Neighbourhood Policing Team last December.

Cllr D Hockey reported:

A shop window at Lower Stone Close Stores had been smashed and a staff member attacked for refusing to sell alcohol to underage youths. Three 999 calls had been made but the police did not arrive until the following day.

RESOLVED:

- To ensure that PC Barraclough is aware of the poor police response time in relation to the incident.

364 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 Mrs Rowan and Thomson declared personal interests being appointed by the Parish Council as members of the Frampton Cotterell Twinning Association Management Committee.

365 Confirmation of Minutes of 8th September 2008

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

RESOLVED: that the Minutes of the Meeting of the Parish Council held on 8th September 2008 be confirmed and signed, subject to the following amendments:

- *Min 337 to be amended to note that there will not be two shelters in any one general location.*
- *Min 338 to be amended to mention that the timescales suggested should include 'if possible' as they may not be met.*
- *Minute 360 to be amended in order that it refers to one grandchild rather than grandchildren*

366 Consideration of Provision of Youth Shelters

The Parish Council discussed the matter of the provision of youth shelters and noted:

- That it had not been able to arrange a special meeting due to persons being on leave. It was noted that the recent newsletter had stated that more information would follow after the special meeting.
- A meeting of the Steering Group to Discuss Youth Shelters had been arranged for Thursday 23rd October at 5.30pm.
- The timescale for the decision making process would depend on what information is available to the Steering Group and a decision for December - January seemed most likely.
- That as PC Barraclough and parishioners opposing the shelters will make presentations to the Steering Group, PC Barraclough's presentation must include more detail regarding specific examples of youth shelter successes. It was anticipated that the presentation by members of the public would include evidence against shelters to counter the information from the Police.
- That it is important to also consult the young people when making location decisions and the Steering Group should consider the information already gathered.
- The amount of support that will be available from the police and agencies will be crucial and will need to be clearly stated. Support needs to be adequate to ensure that the youth shelters are worthwhile.
- That if shelters were installed they would be monitored and reviewed after twelve months and removed if deemed unsuccessful.

RESOLVED:

- To delegate authority to the Steering Group to Discuss Youth Shelters to progress this further and notify the Parish Council of when it will be feasible to call the special Parish Council meeting.
- When the presentation is ready, it will be made to Cllrs in advance of the Special Parish Council meeting.

367 Parish Council Review

Cllr Mrs Rowan reported that progress is still being made with allocation of tasks. The designated consultant had met with Cllrs in small groups and staff individually and he is currently in the process of writing a report. This was noted.

RESOLVED:

- This item on the next agenda should be entitled 'Parish Council Follow Up Meeting'.
- The next Follow Up meeting will be on Wednesday 22nd October at 9.30am.

368 Review Groups

Project Definitions and Guidelines

It was reported that this group had met on 16th October and that work was progressing. This was noted.

a **RESOLVED:**

- Cllr Mrs Rowan and the Clerk to attend a course run by Community Action on Wednesday 29th October 2008 on the subject of project management and related processes.

b Parish Council's Vision/Mission Statement

RESOLVED:

- Cllr Hendy will join Cllrs Farbrother and D Hockey in constructing the draft vision/mission statement.
- The Clerk was asked to forward copies of information received so far.

ACTION: CLLRS FARBROTHER, HENDY AND D HOCKEY

c Filing

It was reported that this group had met again and a rationalisation of the Filing System was beginning to come together, although there is still a lot of work to do.

This was noted.

369 Parish Council Vacancy

SGC had confirmed that no election had been called and that left the Parish Council free to fill the vacancy as it wished. This was discussed and it was

RESOLVED:

- Not to call an election.
- To seek to fill the vacancy by co-option.
- To advertise the vacancy as soon as possible requesting candidates to apply in the first instance directly to the Clerk by Friday 14th November 2008.
- The Clerk to then request that applicants write a short letter of introduction about why they would like to be a Cllr. If this should cause any difficulties, the Clerk will transcribe for them in person. The final deadline for submission of the paper to be Friday 21st November 2008.
- All applicants to be invited to attend the Parish Council meeting on 1st December 2008 and introduce their applications to the Parish Council for a maximum of two minutes, this will be followed by questions from Cllrs.
- A secret ballot vote will then follow.
- If no one is co-opted then the position will be re-advertised.

370 Planning Committee Vacancies

Following the resignation of Cllr Gollin, two vacancies now remained.

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

371 Appointment of Representatives on Outside Bodies

Vacancies still remained for:

Age Concern

SGC Heritage Forum

ALCA Area group

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

372 Meeting with Wessex Water on 9th October 2008

Cllrs Mrs Rowan, D and P Hockey had met with Mr Thomas and Mr Jaklinski who had outlined Wessex's plans for the relief overflow in the field on the other side of the river.

The following points were noted:

- Wessex had had problems applying for planning consent as they had been informed by the Environment Agency that the field they want to use (and the fields running down past Cog Mill) are on a flood plain and would have to raise the equipment housing the backup generator three feet above ground level to comply with 50 year flood predictions.
- One ash tree would need to be removed to facilitate the works, and a small length of hedge. Wessex planned to replace this with a mixed, native species hedge.
- The maximum capacity of the proposed scheme far exceeds the existing and has the anticipated capacity to cope with operating twenty times per year.
- Plans are due to be submitted to SGC soon and if given the go-ahead, clearance of vegetation at the site will start early in 2009, prior to the commencement of works hopefully planned for April 2009.
- They hope that by doing the hard work and moving to the other side of the river now it will be

ready for the Frome Valley Relief Sewer when it is eventually installed.

- Preparations for the Frome Valley Relief Sewer have been presented to OFWAT and if Wessex Water get the go ahead works will take place between 2010 and 2015.

373 Project Reports

a *Proposed Extension to the Brockridge Centre*

Following the consultation event Cllr D Hockey reported:

- The extension could increase the parish precept by 14%.
- The response to the survey had been disappointing. Of 2,700 newsletters delivered, only twenty five responses had been received.
- That the letter from Mrs and Mrs Nicholls had been included in the consultation responses.
- Design issues would need further consideration before going back to the architect with further instructions.
- Information regarding each of the renewable energy enquiries will be reported to future meetings.

Cllr Clothier had met with the contractor for the ground source heat pump unit and reported:

- The energy saving ground source unit will be sufficient to supplement heating to both the existing building and the proposed extension.

The Parish Council discussed the report and noted:

- The worryingly low level of response to the consultation.
- The future of the Brockridge Infants School building which is currently the subject of a consultation.

RESOLVED:

- That the Brockridge committee should consider the report provided to the parish Council and consult all current users of the Brockridge Centre regarding the proposed extension and current problems with the existing building.
- To gather a more in-depth understanding of the community's feelings and views before recommending a way forward.

b *Energy Grants*

Following a proposal by Cllr Clothier it was:

RESOLVED:

- To go ahead and apply for £50,000 of grant money for each energy saving scheme and to report the outcomes and implications back to the Parish Council.
- That the Clerk as Proper Officer should sign each application as appropriate.

c *Resurfacing of Car Parks at the Park*

Cllr Mrs Rowan reported that there had been some positive comments regarding the car park and the basketball court and that overall a good job had been done.

RESOLVED:

- To pay the invoice when received from the contractor provided it is in line with the quotation.

d *Land at Bell Road*

Cllr D Hockey reported:

- A meeting with SGC Legal Department had been arranged to establish dimensions and clarify precise details of access in order that the legal position is clarified. Details of this meeting would be reported to the F and GP committee.
- Two letters had been received from Mr Tanner, stating that he does not want anything to be done to the hedge at the site without consulting him.

RESOLVED:

- The Clerk was asked to write to Mr Tanner to the effect that the hedge will not be cut without consultation with residents.

374 Finance and General Purposes Committee Report

Following a proposal by Cllr Farbrother it was

RESOLVED: that the minutes of the Finance and General Purposes Committee held on 1st October 2008 be adopted, together with all the recommendations therein.

a Consideration of a Special Budget Meeting

RESOLVED:

- To hold a Special Meeting of the F and GP committee at 2pm on 18th November 2008 in order to carry out a budget review and recommend a precept to the Parish Council.

b Min 214 Appointment of Independent Internal Auditor

RESOLVED:

- To reappoint Mr Selkirk for next year, but the Clerk to seek quotations before appointment is made the following year.

c Min 226 Formation of a Youth Committee

Cllr D Hockey reported that the Leader-in-Charge had advised that other Youth groups are supported by Youth Steering Groups.

RESOLVED:

- The Clerk was asked to gather information regarding the normal constitution of a Youth Steering Group and forward this to the F and GP committee for further consideration.

375 Finance

a Accounts for Payment

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

RESOLVED:

- That Accounts in the amount of £12,125.16 from the F and GP meeting of 1st October 2008 and of £16,311.63 from this meeting, a total of £28,436.79 be approved.

b To Confirm the Parish Council's Policy on Unspent Balances and Earmarking

The existing policy is that any unspent monies are not carried forward unless earmarked for a specific purpose or project. This is as required by the Parish Council's Auditors. Any unspent monies not earmarked within Parish Council policies go to Council balances at year-end. This means that care must be taken with planned and budgeted projects which are not instigated until towards the end of the financial year.

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

RESOLVED:

- That the existing policy be reaffirmed.

c Bank Accounts

The Clerk reported that the Bank of Ireland had confirmed verbally that all monies in all accounts were protected by the Irish Government's scheme. Nat West had been very vague and she had not been able to get a straight answer. She had not been able to get any of this information in writing.

Following a proposal by Cllr D Hockey it was:

RESOLVED:

- To transfer £70,000 from Nat West to the Bank of Ireland.

376 Brockeridge Committee Report

RESOLVED: that the minutes of the Brockeridge Committee held on 6th October 2008 be adopted, together with all the recommendations therein, subject to the following amendment:

- *Min 119 to add that a verbal report was given to the meeting, to be clarified by a later written report.*

a *SGC Library Proposal to Site a Deposit Collection of Books at The Brockeridge Centre*

RESOLVED:

- *Min 120(c) to note that the book swap should not be pursued until full details of the proposed scheme are available.*
- *That the Council agrees the proposal to site a collection of books in principle and delegates authority to the Brockeridge Committee to decide how to take this forward and report back to the Council.*

b *New Mugs for Café*

RESOLVED:

- That the Clerk should organise the purchase of more mugs for the Café.

Cllr Mrs Bashford left the meeting.

377 Leisure and Recreation Committee Report

RESOLVED: that the minutes of the L and R Committee held on 6th October 2008 be adopted, together with all the recommendations therein, with the exception of the minutes noted below:

Min 152(a) Plot 15

It had not been possible to set up the meeting in the stated time. Concerns were raised that this should not be taken forward until the Appeals and Allocations Procedures had been clarified.

RESOLVED:

- This was referred back to the L and R committee for further consideration when the Appeals and Allocations Procedures are confirmed
- To arrange a date to review, revise and agree on appeals and allocations procedures

Min 152(e) Proposed Amendments to the Allotment Rules and Allotment Tenancy Agreement

RESOLVED:

- This was referred back to the L and R committee for further consideration.

Min 158 Review of Income and Expenditure to Date and Proposed Budget for 2009/10

RESOLVED:

- This was returned to the Land R committee for confirmation to be passed straight to the F and GP committee.

RESOLVED:

- Mins 159, 160a & 160b were endorsed.

Cllr Hendy left the meeting

a *Damaged Wall at Court Road*

It was reported that the stonemason estimated another £120 would be needed for stone to complete the works. Cllr Thomson advised that he had a lot of local stone in his garden that the stonemason could use.

RESOLVED:

- Cllr Thomson to liaise directly with stonemason.

b *Overgrowing Trees at Park Row*

The trees here were overgrowing a power line and two BT lines. It was noted that there is a need for a longer-term tree management plan and to explore the possibility of putting the power lines underground.

RESOLVED:

- To contact the electricity board urgently to attend and deal with the overgrown trees.
- To ensure that a Cllr, a member of the Council staff and a tree surgeon are present to prevent the electricity workers from causing too much tree damage.
- To obtain a quotation from the tree surgeon and for remedial works and report this to the F and GP committee.

Cllr Clothier left the meeting

378 Planning Committee Report

RESOLVED: that the minutes of the Planning Committees held on 15th and 29th September and 13th October 2008 be adopted, together with all the recommendations therein.

379 Highways Committee Report

RESOLVED: that the minutes of the Highways Committee held on 22nd September 2008 be adopted, together with all the recommendations therein.

380 Reports from Representatives on Outside Bodies

a Twinning Visit

Cllr Mrs Rowan reported that there had been 36 German visitors aged from four years old, staying with fifteen families. Local residents will be going to Germany next autumn.

b Parish Charter Working Group

The Parish Charter Working Group Annual Review on 14th October 2008 received a presentation from Barbara Maksymiw, (Head of Planning and Environment at SGC) about the RSS and the new housing targets. There was also discussion about the best way to suggest and take forward necessary amendments to the Charter to reflect changes in working practices since it was first agreed in 2002.

It had been agreed that a meeting of the Parish Charter Working Group would be called to discuss this and whether to hold a Rural and Parishes Forum in February.

Cllr Thomson left the meeting.

381 Correspondence Received

The following were noted:

SGC Heritage Forum– 13th November 2008, 7:00pm at Kingswood

Consultation on Proposals for the Ridings High School and King Edmund School

SGC – Adoption of the South Gloucestershire Statement of Community Involvement

Wessex Water's Magazine – Autumn/Winter 2008/09

CVS South Gloucestershire, Newsletter 28 – October-November 2008

West of England Waste M'gmt and Planning Partnership – Joint Waste Strategy, June 2008

NALC – Annual report and Accounts 2007-2008

The Standards Board - Town and Parish Standard, Issue 3

Avon Wildlife Trust, Issue 83, Autumn 2008

South Gloucestershire Disability Action Group, Newsletter, September 2008

South Gloucestershire Deaf Association Newsletter, September 2008

382 Date of Next Meeting:

MONDAY 1ST DECEMBER 2008 AT 7:30PM AT THE BROCKERIDGE CENTRE