

Minutes of the Meeting of Frampton Cotterell Parish Council
8th September 2008
Held at the Brokeridge Centre, Woodend Road, Frampton Cotterell

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

Also Present: PC Barraclough; Mr R McCarthy
Thirteen Frampton Cotterell residents

Apologies: Mr A Gollin, Mr W King, Ms S Kitching, Mr D Manfield and Mr R Underhill

The Chairman welcomed Mr McCarthy and thanked him for agreeing to clerk the meeting.

334 Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

335 PC Barraclough

The Chairman welcomed PC Barraclough to the Meeting and thanked him for attending whilst on annual leave; and recorded the Parish Council's thanks to PCSO Nelis for the recent apprehension of the graffiti artist responsible for defacing the Pavilion.

PC Barraclough explained that the young person responsible had been dealt with under the restorative Justice guidelines and that everyone was very satisfied with the outcome.

PC Barraclough reported:

- Two recent local burglaries, a motorcycle collision and a drug possession apprehension.
- He requested that the provision of a dedicated graffiti wall at the Pavilion area might be considered.
- That while he is on leave for the next two weeks his replacement will be PC Natalie Draper.

336 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 Mrs Rowan declared a personal interest being appointed by the Parish Council as a member of the Frampton Cotterell Twinning Association Management Committee, and a prejudicial interest in the allocation of any grant.
- Cllr J Farbrother declared a personal and prejudicial interest in the land at Bell Road, being a near neighbour.

337 Parishioner Observations

The Chairman invited questions from members of the public.

All the questions concerned the consideration of the provision of Youth Shelters

Mr Hudson of 8 Mount Close

Suggested that of the two sites proposed, the first be sited away from the urban area and to trial that first.

The Chairman responded that the young people who had spoken at previous presentations had emphasised their need to feel visible and safe and explained that six sites had been consulted on and that no decisions about which sites (if any) to choose had yet been made.

Mrs Haslam of 20 Kelbra Crescent

Stated that she had been in contact with other councils/councillors about their Youth Shelter installations. She suggested that only anecdotal evidence had been made available and she would like to see further hard evidence from experiences with Youth Shelters elsewhere. She proposed that the item be deferred so that parishioners' could make a presentation to the Parish Council.

Mrs Foster of 12 Heather Avenue

Queried the proposed location of two shelters in one area.

The Chairman explained again that four general sites had been considered with two to be constructed on two of these sites, but that there will not be two shelters in any one general location. However, no decisions had yet been made.

Mr North of 3 Prospect Close

Suggested that the Parish Council had previously decided that at least three shelters would be desirable to provide a geographical and possible a potential nuisance spread. He suggested that the shelters would be a good location for a dedicated graffiti wall. He also reported that the piles of grass arisings (PC minute 341) still require removal.

Mrs Fowler of 16 Kelbra Crescent

Stated that she did not feel that she had been adequately consulted about whether residents actually wanted the shelters.

Mr Ives of 92 Beesmoor Road

Suggested that Park Farm and Beesmoor Road should be considered as one site not two.

338 Youth Shelters

The Parish Council discussed the views expressed by the residents and noted:

- That if a deferral of a decision on Youth Shelters is agreed and a presentation by parishioners of their concerns is scheduled, the original Police and youth presentation should be repeated to present a balanced picture.
- That it is Yate Town Councils policy to establish a high visibility Youth Shelter on every playground that they provide.
- The current situation with teenage facilities in Frampton Cotterell is inadequate.

In response to the Chairman's invitation to comment, PC Barraclough said that wherever Youth Shelters have been installed, it has provided a focal point of contact for Youth Agencies/Police and young people. Increased police interaction and contact with young people has seen a large reduction in anti-social behaviour and Youth Shelters have been an important part of this. If the community turns its back on its young people there will be significant problems and issues with the young people.

- The Chairman reminded the Council that it had been agreed that the shelters would be reviewed after 12 months and would be removed if the experience had not been positive.
- Cllr Farbrother reported that outreach is a critical part of any youth programme and detailed a report which had mentioned that provision of facilities alone can exacerbate a situation and that it is vital to establish concurrent outreach support from police/youth workers and healthcare professionals.
- PC Barraclough stated that the local Beat Team should have one officer available at all times and felt that if Youth Shelters were put in place they would receive the attention they deserve from the police.

- It was suggested that further hard evidence is required of the Youth Shelter experience elsewhere to assist the debate. Ms Rainey (SGC) should also be invited to detail what support the Youth Service could provide in the way of outreach services for the Shelters once established.

Following a proposal from Cllr Mrs Rowan, seconded by Cllr D Hockey which was carried by 9 votes in favour with 1 against it was:

RESOLVED:

- To hold a Special Meeting in early October 2008 prior to the next Council Meeting on 20th October 2008, if possible, for parishioners to make a presentation and for PC Barraclough, the Youth Workers and Ms Rainey to also make a presentation incorporating further formal evidence from the Youth Shelter experience elsewhere.

The Chairman thanked PC Barraclough for his contribution before he left the meeting.

PC Barraclough and the members of the public (except Mr North) left the meeting.

339 Confirmation of Minutes of 28th July 2008

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

RESOLVED: that the Minutes of the Meeting of the Parish Council held on 28th July 2008 be confirmed and signed.

340 Accounts Package

The Clerk provided an example of a budget report for Cllrs to see and an update on the progress to date.

This was noted.

341 Confidential Session

Following a proposition from Cllr Mrs Rowan it was:

RESOLVED: IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, TO EXCLUDE THE PRESS AND PUBLIC.

Mr North left the meeting.

342 Staff Meeting Report

Cllr Mrs Rowan's confidential report was noted and the following were confirmed:

- Mr Jordan (Assistant Youth worker) had resigned, initially by telephone but has now confirmed this in writing.
- Miss Carr (Holiday Relief Temp) had completed a large list of tasks as detailed in Clerks report. Cllr D Hockey detailed a number of the significant tasks and proposed that the Council thank Miss Carr. She had stated that the experience at the Council had gone very well for her.

RESOLVED:

- To write to Miss Carr and thank for her contribution over the summer period.

Temporary person to clerk meetings

Mr McCarthy had advised that he would not be able to attend further meetings.

RESOLVED :

- To advertise at the local universities for a part-time worker each six weeks to attend Parish Council meetings and prepare minutes the following day.

Clerk's Workload

The Staffing meeting had acknowledged that the Council has a major problem with the Clerk's workload and had recommended that the Parish Council obtains the services of a Consultant to look at the Clerk's role and wider staffing issues and to provide a report/recommendation. Two quotations for this work had been obtained and the lower quotation (£1,200-1,500 plus VAT) came with the recommendation of Yate Town Council. He was also available to complete the work during the next six weeks.

Following a proposal from Cllr Mrs Rowan it was:

RESOLVED:

- To appoint the Consultant that had submitted that lowest quotation and allocate a sum of £1200 - £1500 for the work from contingencies.
- The Review Team (Cllrs Mrs Rowan, Mrs Bashford, Clothier D Hockey, P Hockey, and Thomson) to meet at 2:30pm on 23rd or 24th September 2008 to draw up a specification for the engagement of a consultant.
- That it be delegated to the F and GP committee to take this forward.

Cllr Hendy recommended that the Information Technology Qualification (ITQ) which the Clerk has an information disc about would be a better way forward than the European Computer Driving Licence Course (ECDL).

This was noted.

Cllr W Hendy raised a point of order concerning the appropriateness of the Clerk's presence during this discussion and resolution. The Chairman responded that if the item is general and not specific, it is appropriate for the Clerk to remain, also that the document is headed Confidential.

343 Evening to Thank Volunteers

RESOLVED:

- To accept Mrs Allan's offer to cater for this event within the budget.

344 Replacement Dog Bins/ Lids

RESOLVED:

- The Council confirmed the Chairmen's' Committee agreement to replace the two bins (*Min 327(c)*) and agreed to investigate the purchase of spare lids for future use.

345 Planning Committee Vacancy

This vacancy still remained.

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

346 Appointment of Representatives on Outside Bodies

These vacancies still remained.

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

347 Subscription to Local Councils Review Magazine

RESOLVED:

- That the Council takes out a subscription for 12 months for 10 copies and review the decision in 12 months time.

348 Consideration of Replacement Photocopier

RESOLVED:

- It was agreed to delegate the decision to the F and GP Committee.

349 Costs of Loan from Public Works Loan Board

RESOLVED:

- That this be referred to the F and GP committee for detailed consideration and a report back.

350 Brockridge Centre – Proposed Extension – drop-in session on 1st October 2008

RESOLVED:

- Cllr D Hockey agreed to liaise with the Architect to prepare a questionnaire for attendees.
- To record a detailed diary list of all action taken showing that a balanced effort has been made.
- To note that anticipated costs had been estimated at between £170k - £190k depending on finish, and that how the building will be paid for needs to be transparent to all parishioners.

351 Newsletter No. 12

RESOLVED:

- To accept the lowest quotation for printing.
- To confirm availability with the deliveryman.

352 Project Reports

a *Resurfacing of Car Parks*

Contractors intend to start on 15th September 2008 – it was agreed that Cllrs Mrs Rowan and Clothier would be available to oversee commencement and completion (19th) with Cllr D Hockey.

This was noted.

b *Land at Bell Road*

RESOLVED:

- That a project team of Cllrs D Hockey, Hendy and Thomson be set up.

353 Finance

a *External Audit*

The successful outcome to the 2007/08 Audit process was noted and it was agreed to thank the Clerk for a successful outcome.

b *Accounts for Payment*

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

RESOLVED:

- That Accounts in the amount of £4,286.28 approved out of meeting be confirmed.
- That Accounts in the amount of £10,992.79 from this meeting, 8th September, (making a total of £15,059.07) be approved.

c *Purchase of Vacuum Cleaner*

RESOLVED:

- That a vacuum cleaner be purchased, but that the Cleaner is asked to check that she is sure a Vax is the best machine for the job.

d *Rugby Sleepover*

Cllr Mrs J Rowan thanked Cllr W Hendy for his work with the Rugby Club sleepover which had been very successful.

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

RESOLVED :

- That resultant revenue of £200 be split 50/50 with the Scouts, thus recognising the Council's cost inputs.

354 Audit Panel Report

Following a proposal by Cllr Mrs Rowan it was:

RESOLVED: that the Minutes of the Audit Panel Meeting held on 12th August 2008 be adopted, together with all the recommendations therein.

355 Brockridge Committee Matters

a *Redecoration of Centre*

RESOLVED:

- To instruct the decorators and arrange for these works to be done.
- That the next Brockeridge committee meeting determines which budget head will be used for this.

b *Neighbours Representative on the Brockeridge Committee*

One possible indication of interest was reported from Mr Britton of 107 Woodend Road.

- Clerk to follow up with a letter to Mr Britton asking if he is available.

356 Leisure and Recreation Committee Matters

a *The Parks Sports Consultative Committee (PSCC) (4th September 2008)*

It had been reported that the football goalposts were unsafe. Replacements are required at a cost of approximately £1,000 plus VAT. Frampton Athletic Football Club had offered to contribute 25% towards the cost of these shared posts.

RESOLVED:

- To support Frampton Rangers' Football Club's application for funding and provide any appropriate supporting evidence necessary to assist with a bid for funding.
- To approve in principle a grant of up to £200 towards the cost, if necessary to progress the issue.

b *Collapsed Wall at Court Road*

Four quotations had been received for the work.

Following a proposal from Cllr Clothier, seconded by Cllr Mrs Bashford it was

RESOLVED :

- To accept the more detailed quote of £1,085.
- It was also agreed to record a vote of thanks to the Caretaker/Groundsman and Handyman who stepped in and made the wall safe when the collapse occurred.
- Payment to be made from the available budget of £2,000.

c *Clay Spoil Dumped at Park*

RESOLVED :

- To respond to the resident that the Parish Council has looked into this and decided that no further action is needed.

dc *Fly Tipping*

RESOLVED :

- Not to erect a sign at this time.
- To request information from SGC about what services it can provide and what, if any, signage it recommends.

357 Planning Committee Report

RESOLVED: that the minutes of the Planning Committees held on 30th June and 14th July 2008 be adopted, together with all the recommendations therein.

Sunbeam Nurseries

It was reported that vehicle valeting is taking place here.

- The Clerk was asked to report this to SGC.

Proposed Park Lane Mast

Cllr Mrs J Rowan reported that she had attended a well supported site meeting and read out the Parish Council's observations.

This was noted.

358 Reports From South Gloucestershire Councillors

Cllr Mrs P Hockey reported:

- That the Gypsy and Traveller Sites Consultation document will published imminently.

359 Reports from Representatives on Outside Bodies

Twinning Association

Cllr Mrs J Rowan reported that the preparations for the forthcoming visit were well underway and each Cllr was given an invitation to one of the planned events.

360 Correspondence Received

a ALCA Markets Seminar

RESOLVED:

- Clerk to attend and check if any Cllrs would like to attend as well.

b Nominations for Neighbourhood Beat Manager/PCSO/Team of the Year

RESOLVED:

- To nominate PC Barraclough and his team as last year.

c Wessex Water – Update

- The Clerk was asked to rearrange the meeting with Mr Chadwick to accommodate Cllrs D Hockey and Farbrother.

d SGC Anticipated Public Consultation reference Highcroft and Brockeridge Schools

- Cllr Farbrother declared a personal interest in this as his child attends Brockeridge Infants School.
- Cllrs D and P Hockey declared personal interests in this as their grandchild attends a school in the parish.

It was noted that:

- The Consultation meeting had been set for 18th November at Highcroft School
- The Parish Council will be one of the consultees.

Resolved:

- The Clerk was asked to request 15 copies of the document once available, and to ensure that the Parish Council is consulted.

e Village Action Report

- The Clerk was asked to ensure that all Cllrs to receive a hard copy of this document.

f SGC Environmental Link Group Meeting Thursday 9th October 2008

- Cllrs Mrs P Hockey and Hendy agreed to attend.

g The following were noted:

ALCA AGM – Saturday 4th October 2008

SGC – response ref Park Farm Pond

Letters of Thanks for Donations:

- Manor Day Centre
- South Gloucestershire Senior Citizens Forum
- South Gloucestershire Citizens Advice Bureau
- Alzheimers Society
- Twinning Association

SGC – Frome Vale Area Forum – 11th September 2008, 7:00pm at the C of E School

SGC – Biodiversity Topic Group Meeting – 23rd September, 7:30pm, Bradley Stoke

BT Adopt a Kiosk Programme

SGC – Community Champions (seeking volunteers)

SGC – Alcohol Harm Reduction Strategy Consultation

NALC Briefing – Good Practice for Selection of Candidates being Co-opted to a Local Council

NALC Briefing – Corporate Manslaughter and Corporate Homicide Act 2007

Parish Charter Working Group – Mins of 8th July 2008

ALCA Newsletter – Vol 6, Issue 7, July 2008

ALCA Newsletter – Vol 6, Issue 8, August 2008
ALCA Newsletter – Vol 6, Issue 9, September 2008
Avon Wildlife Trust Biodiversity Review
SGC – Annual Report on Council Performance
CPRE – Fieldwork, September 2008
Community Action – Village Halls Update
SGC – Housing Strategy 2008-2013

361 Date of Next Meeting:

- **DATE OF SPECIAL MEETING TO BE CONFIRMED**
- **NEXT SCHEDULED MEETING – MONDAY 20TH OCTOBER 2008 AT 7:30PM AT THE BROCKERIDGE CENTRE**