

## CHARFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday 8<sup>th</sup> April 2014 commencing 7:30pm in the Sportsman's Lounge, Memorial Hall, Charfield.

### PRESENT

**Parish Councillors:** Mr M Rosher (Chairman), Mr I Kershaw (Vice Chairman), Mrs J Law, Mr M Cheskin, Mr P Patterson, Mr I Williams, Mrs N Newns, Mr R Rawlings and Mr S Kowalczyk

**Clerk:** Mrs H Saunders

**Public:** 1 member of public and Ward Councillor J O'Neill

### 10075/14 To note Apologies for Absence & Acceptance of Reasons

NONE

### 10076/14 Declaration of Interest grant request for dispensation

Mr P Patterson and Mr I Williams declared an interest in Item 6 (PK14/0913/F). It was proposed by Mr M Rosher and seconded by Mr R Rawlings and RESOLVED that dispensation be granted – so that they can speak / take part in discussion regarding this application. Request for dispensation forms were duly signed. Mr I Williams declared an interest in Item 6 (PT14/0736/F) – he will refrain from comment during this item.

### 10077/14 Approval of Minutes

It was proposed by Mr P Patterson and seconded by Mr I Williams and RESOLVED that minutes of meeting on 11<sup>th</sup> March 2014 be approved and signed by Chairman.

### 10078/14 Public Participation

Mr Cole wanted to bring 3 items before the council:-

- Issue of litter by the bus stop at Kopperz (more prevalent since the bus stop has been moved), is there a possibility that Parish Council may consider installing a litter bin there? *Clerk responded stating that not only would there be the cost of installation – there would be the cost of emptying on a weekly basis (£4.20).....this is something that isn't in the budget this year.*
- In the recent past Parish Council have spoken about looking at a 20mph speed limit on Wotton Road – however – he understands that they felt this wasn't feasible / achievable.....would installation of traffic calming methods – such as chicanes be a possibility instead to slow traffic down? He noted that there used to be chicanes.... *Ward Councillor J O'Neill responded stating that the chicanes were taken away when Renishaw moved in to the end of the village – so that it would help their employee's get in / out of office and not cause too much of a tailback. With regard road safety measures – it was agreed at last forum that some investigation be done into the area and suggestions put forward.*
- OCH10 – issues with gate – but more so linked to recycling litter collections and fact that bin men are dragging a large sack through the gate to collect rubbish....*Ward Councillor J O'Neill suggested Clerk contact Ross Kent at SGC to try and sort this out.*

### 10079/14 To note Clerks Report on Matters Arising (not mentioned elsewhere on agenda).

The following was reported:-

- OCH 10...PC have done as much as they can at this time, since last meeting Clerk has established ownership of land, etc. and looked at issues that landowners are explaining. It needs to be taken up with SGC PROW (as they will adopt the footpath), and SSCG meeting later this week.
- The meeting regarding OCH 8 is this coming week – Thursday morning.
- Merv Williams Memorial Bench has been ordered (received a cheque from Ethel) it should be delivered in 5 weeks and family are keen for it to be sited by the jubilee stone / notice board.
- Dog Bins.....Clerk has received a lot of queries from people following the stickers going on bins....but residents have been assured that dog bins won't be removed until the new dual purpose ones have been installed. Clerk also reported that there had been some confusion from S Glos regarding the bin rationalisation that PC were looking to carry out – and it was suggested that even with these new dual purpose bins the PC would be charged (which defeated object of exercise) this

was sorted out very quickly and fair play to SGC they were quite honest and honourable in their response and won't be charging PC for emptying the 5 new bins once installed but any bins that are installed afterwards will be subject to emptying charge.

- Clerk attended a Pension meeting / seminar last week – hosted by Steve Webb all about Auto enrolment.....Clerk suggested that once end of year and Annual Meeting is out of way, she will put a report together for council to consider, then look to set up a working group....Got until Nov 2015 to register....but this can be done sooner...
- Financial Regulations have been amended taking into account E Banking – Clerk will find out more about this on 30<sup>th</sup> April and in June at SLCC meeting. Something to put on agenda for summer months as sure it is something that the auditor will pick up on as an action for coming year.
- Allotments – funding – Clerk has been speaking with Paul Johnson at S Glos Council about NHB and it has been suggested that Council put forward an Expression of Interest for some funding via this route and see if this is something that members feel they would be willing to consider and support (if so a more detailed application could be put forward)....Clerk happy to sort out the paperwork for this but won't be able to attend the forum due to a clash of meetings. J O'Neill said he could put forward if necessary.
- Training – Clerk thanked all councillors for attending training 2 weeks ago and asked if they felt any further training was required. It should also be noted that those that couldn't make it will have opportunity to attend session being held in Cromhall.

#### **10080/14 To comment on Planning Applications**

**PT14/0736/F** | Change of use of land from agricultural to land for the temporary stationing of mobile home as an agricultural workers dwelling for a period of 3 years. | Meadow View Farm Devil's Lane Charfield South Gloucestershire.

*After due consideration it was agreed that there was no objection to these plans HOWEVER the Parish Council would like the following comments noted:- they recognise the importance of agriculture both to the country and to our own locality. Nevertheless, it is worried about the possibility of extending the built environment into the surrounding green areas. It appears to the council that the three year permission is likely to be extended, since the new business that has been created is not of a temporary nature, and potentially a permanent build could be anticipated in time. If this permission is granted, the Council would like the temporary nature accentuated in Conditions, as well as a landscaping condition that protects and increases the hedgerow that conceals the structure from Devils Lane. It would seek a condition that formalises the maximum dimensions in the proposed elevations document. Finally, it notes in regard to the price guide document that at least one property is currently on sale in Little Bristol Lane, the development closest to the land in question, for £189,950.*

**PT14/0582/F** | Erection of two storey extension to form additional living accommodation. | 1 Avon Road Charfield Wotton Under Edge South Gloucestershire GL12 8TT

*After due consideration it was agreed to OBJECT to these plans, the proposals are overbearing and not in keeping with neighbouring properties. If allowed to go ahead it will have a detrimental effect on the street scene and adjoining house.*

**PK14/0913/MW** | Extraction of limestone | Wickwar Quarry The Downs Wickwar Wotton Under Edge South Gloucestershire GL12 8LF

*After due consideration it was agreed to OBJECT to these plans – with the following comments:- The planning applications which are currently in force came about after significant detailed work was done by and on behalf of the council, and the limits that were established for quarrying and for the protection of boundaries were achieved at great effort, with the protection of the parishioners of Charfield and particularly of Churchend in mind. After such a short time - barely seven years and halfway through the period of the permission - the removal of one of the protective boundaries that serve to conceal the operation from those houses adversely impacted, as well as mitigate as a dust control measure, should not be accepted. There have already been modifications to the conditions placed upon the original planning permission, including removal of top soil, and other changes which increase the commercial advantage of the quarry over the peace and amenity of those who live closest to it. The drawing provided by Cemex does not show it, but the Grade 1 listed church of St James is barely 400m from the so-called 'sliver' of land in question, and with medieval foundations the proximity of the quarry and its blasting operations is a*

constant concern, and a further extension toward Churchend more so. On all these grounds, the council requests this application be refused.

**PT14/0037/F** | Creation of new vehicular access, erection of 2m max high fence and gate and associated works. (Resubmission of PT12/3598/F). | Huntingford House Swinhay Lane Charfield Wotton Under Edge South Gloucestershire GL12 8EX

*After due consideration it was agreed that there were no issues with these amended / resubmitted plans.*

**PT14/1178/F** | Erection of 2.1m maximum high boundary wall. | 13 Woodlands Road Charfield Wotton Under Edge South Gloucestershire GL12 8LT

*After due consideration it was agreed to OBJECT to these plans – as the wall will be moved out to the edge of the boundary – taking the existing grass verge into the curtilage of No 13's back garden. It is felt this will have a detrimental effect on the streetscene – particularly as this is the entrance to Woodlands Road – and the sweeping green verge will be lost.*

#### **10081/14 To note Planning Decisions**

**PT14/0254/F** | Demolition of existing lean-to and erection of single storey rear extension to form additional living accommodation. | 20 New Street Charfield Wotton Under Edge South Gloucestershire GL12 8ES.  
APPROVE WITH CONDITIONS.

**PT14/0129/F** | Erection of 1No dwelling with access and associated works, resubmission of PT12/0129/F | Halcyon Cottage Horsford Road Charfield Wotton Under Edge South Gloucestershire GL12 8SU  
APPROVE WITH CONDITIONS.

**PT13/4712/MW** | Continued implementation of planning permission PT07/0573/F without compliance with condition nos. 9 and 20 for a temporary period to the 31 December 2015 to facilitate the export of surplus soils for the purposes of restoration of Quartzite Quarry. | Wickwar Quarry The Downs Wickwar Wotton Under Edge South Gloucestershire GL12 8LF  
APPROVE WITH CONDITIONS

#### **10082/14 To note any other Planning Matters**

None

#### **10083/14 To receive Burial Ground Report**

No interments to note in last month, Clerk did report on meeting she had with member of Clean up Green up Team regarding the Wild Flower Area....some good advice was given – and most important to note – over the next 3 months need to establish a small working party to visit burial ground and remove from site any grasses thistles that are overtaking the wild flower area. The volunteers that Clerk met with are happy to help with mowing the area in late July and they are going to cultivate some wildflower plugs and donate these along with some Hay Rattle Seeds so that they can be planted in the autumn following second mow of the season. Clerk is also going to work on an educational note / poster for the website and notice boards at Burial Ground – so that people know what is happening – and what aim is.

**Action Clerk**

#### **10084/14 To receive Youth Group update**

Mr Cheskin reported on his meeting with Mrs M Leonard – Clerk at Kingswood PC. He gave details regarding the dates that Kingswood are putting on activities for youths in the field adjacent to village hall and name of provider. It looks like a good scheme and albeit parents may have to transport their teenagers to Kingswood – it is a step in right direction. First activity days are scheduled for Easter and then there will be 15 weeks over the summer. It is designed for 11-18 year olds. In principle councillors were happy to support this activity for youths of Charfield – to a value of £1k (to be formally agreed at next PC meeting) and Clerk to email Mr Cheskin list of questions that need answering in order to satisfy auditor (as activity not taking part in parish).

**Action Mr Cheskin**

#### **10085/14 To receive Village Plan update / action report**

No report available – their next meeting is scheduled for Thursday 10<sup>th</sup> April – Clerk has invited one of the team to speak at Annual Meeting briefly and there will be a full report available next meeting.

**10086/14 To receive Draft Housing Need Survey Report**

Councillors had read this prior to meeting – and were happy for it to proceed towards adoption, as such it was agreed that Mr S Kowalczyk attend meeting with Sue Simmons from Village Plan Group and Clerk – to determine way forward and adoption of document.

**10087/14 To approve response to S Glos Council consultation on Policies Sites and Places DPD**

It was proposed by Mr P Patterson and seconded by Mr S Kowalczyk and RESOLVED to respond to Pam Walton and team stating that Charfield Parish Council concur with SGC summary to their previous response to PSP DPD (subject to 2 minor amendments) and are happy to support a public consultation in the summer to investigate options.

**10088/14 To approve response to S Glos Council consultation on Local Green Space Designation**

It was proposed by Mr R Rawlings and seconded by Mrs N Newns and RESOLVED to respond to Andrew Lane stating Charfield Parish Council happy with form received confirming area's they would like to see taken forward for Local Green Space Designation and have nothing further to add at moment.

**10089/14 To receive update / report on Multi Use Games Area and Approve Scheme**

Clerk and Mr Kershaw reported on meeting with SGC in March and showed council the planned scheme that it was agreed to take forward. Costs were discussed and where to apply for matched funding talked about. Despite the second proposal for a smaller scheme (reducing price by £12k) council were unanimous in their decision to try and get matched funding to value of £16k and go for the larger scheme (25m x 15m). Clerk is to apply for monies from NHB and it was agreed that Ward Councillor J O'Neill and Mr I Kershaw would attend forum on 14<sup>th</sup> May in order to explain application to members. Clerk will sort out paperwork and submit in the meantime.

**Action Ward Council O'Neill, Mr Kershaw and Clerk**

**10090/14 To agree to sign up to 'Refreshed' Parish Charter**

It was unanimously agreed to sign up to the Refreshed Parish Charter, Clerk to send copy of Parish Logo to Chris Cowcher.

**Action Clerk**

**10091/14 To confirm rota for Litter Pick on 26<sup>th</sup> April 2014**

It was confirmed that Mrs N Newns would cover from 10am – 12 noon and Mr & Mrs I Williams would cover from 12noon – 2pm. Clerk will sort out litter pickers, etc. and all sign in sheets. Clerk will also provide squash and biscuits. Banner will go up next week and Streetcare have confirmed they will collect black sacks on the Monday if they are piled up by the container.

**Action Clerk, Mrs Newns, Mr Williams**

**10092/14 To finalise details for Annual Parish Meeting 8<sup>th</sup> May 2014**

Clerk to sort out refreshments and will set up hall before Zumba starts. Members of hall committee will serve refreshments. It was agreed that it wasn't necessary for anyone from S Glos to present on MUGA but some visuals to have on display would be good.

**Action Clerk**

**10093/14 To approve payment for 9<sup>th</sup> Edition of Local Council Administration Book**

It was proposed by Mr M Rosher and seconded by Mr P Patterson and RESOLVED to pass invoice for payment.

**10094/14 To approve SLCC membership renewal £114**

It was proposed by Mr P Patterson and seconded by Mr R Rawlings and RESOLVED to renew membership.

**10095/14 To approve CPRE membership renewal £35**

It was proposed by Mr P Patterson and seconded by Mr R Rawlings and RESOLVED to renew membership.

**10096/14 To approve order / purchase of 5 x dual purpose litter bins**

It was proposed by Mr M Rosher and seconded by Mr R Rawlings and RESOLVED that clerk go ahead and place order for dual purpose bins.....they will be purchased from and installed by SGC.

**10097/14 To complete Risk Assessment in preparation for Internal Audit**

This was duly checked and completed and signed by Chairman and Clerk – ready for Internal Audit next month.

**10098/14 To receive draft Year End Accounts in preparation for Internal Audit**

These were duly received by Council – there were no questions – so they were signed by Chairman and Clerk – ready for Internal Audit next month.

**10099/14 To note the following Correspondence:-**

**S Glos Council:-** PROW – Bunsalls Bridge Info, OCH8. SSCG Meeting 10<sup>th</sup> April. Updated info on Tree Surgeons. Revenue Grant Evaluation Form. Streetcare Grass Cutting Schedule and Documentation. Alterations to Electoral Roll. S Glos News. S Glos Press Releases – including:- Chairman takes part in Park Runs, Students host Model UN Climate Change Conference, Localism Info, Changes to Part Night Lighting, Fines for Fly tipping and Prosecutions by Trading Standards.

**NALC / ALCA:-**Book NALC Conference – 18<sup>th</sup> Sept in Bristol. Policy Review Survey. E-Bulletin.

**CVS:-** Recruitment and employment opportunities. Funding updates. Pensions Event. Apprenticeship opportunities.

**Other:-** Village Fete info, Litter Bin request from resident, Audit Info from Grant Thornton, Renishaw Info, Advice S Glos Newsletter, Spring CCG Newsletter, Senior Siren Newsletter. Cromhall.com – a new chapter. LCR online news.

**10100/14 To note following Circulation Items**

None

**10101/14 To receive Reports of Meetings**

- a. To Receive Report from Ward Councillor Mr J O'Neill –nothing further to report
- b. Charfield Playing Field – Clerk noted the vandalism that had occurred over the last month. Train roof has been repaired, Speaking tube beyond repair. Blue hut removed. KLH will be sorting out tunnel and swing week after Easter. Clerk needs the hand grabs on climbing wall tightened up.
- c. Charfield Village Hall Management Committee – Clerk to forward minutes when they arrive. It is their AGM at the beginning of May. Bookings and fundraising going well. They have received notification from insurance broker acting on behalf of 52 Wotton Rd that if they remove trees suggested then they won't be liable any further. They are in process of getting quotes for removal of trees.....and have asked if PC can order and pay for if VAT is going to be incurred – Clerk doesn't see an issue with this.
- d. Any other Meeting Reports – To note that Safer Stronger Meeting is scheduled for Thursday 10<sup>th</sup> April at Falfield (the following meeting scheduled for end of July in Cromhall). Clerk attended Town & Parish Council Forum and there was a useful presentation given by officers working in Planning Enforcement team....as and when presentation received clerk will forward. –**Action Clerk**

**10102/14 To receive March's accounts and approve March's cheques for payment**

The accounts were received and signed by Chairman, it was proposed by Mr P Patterson and seconded by Mr M Rosher and RESOLVED to pass the following for payment.

<u>Approval March Chqs at April PCM</u>	<u>Chq No</u>	<u>Amount £</u>	<u>Inj</u>
		<i>to be paid</i>	
Clerks Salary & Travel (net)	2484	762.14	
Travel (Miles = 202 )			Includ
Broadband Connection x2	2484	26.49	
Refreshments	2484	18.90	
Memorial Hall - Room Hire and Maintenance	2485	152.00	
Grant for CUGUC	2486	500.00	
Councillor Training	2487	200.00	
Emptying of Dog Bins	2488	143.21	
ALCA Membership Renewal	2489	417.89	
SLCC Books	2483	60.00	
BT Direct Debit (8 March)	DD	27.69	
<b>TOTAL</b>		<u>2308.32</u>	

**10103/14 Minor Items raised by Members or for Future Agenda's**

The work done by CUGUC was commented upon and it was suggested that we need to formally recognise the difference they have made.

Village Fete going from strength to strength.....Monday 5<sup>th</sup> May 2014....

It was felt that a note to SGC and Streetcare should be sent regarding proposed changes to Part Night Lighting.

*This concluded the business of the meeting which closed at approximately 2200hrs  
Ongoing Matters:- File Storage of Deeds.*

Chairman

13<sup>th</sup> May 2014