

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 14th February 2017 commencing at 7.30pm in the Main Hall, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Rosher (Chairman), Mr. M. Cheskin (Vice Chairman), Mrs. J. Law, Mrs. V. Roberts, Mrs. N. Newns, Mr. A. Parker, Mr. A. Threfall, Mr. P. Garside, Mr. J. O'Neill (South Gloucestershire Council Representative)

Clerk: Mrs. Paula Evans

Public: Four members of the public were present.

10939/17 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and accepted from Cllr. Rawlings.

10940/17 Declarations of Interest in items on the Agenda

Cllr. Cheskin wished to declare a non-pecuniary interest in planning application PT17/0357/F and would take no part in the discussions of that agenda item.

10941/17 To Approve Minutes of Previous Meeting

It was proposed by Cllr. Roberts and seconded by Cllr. Cheskin and **RESOLVED** to approve the Minutes of the previous meeting held on 10th January 2017 subject to a minor typographical error. **All Agreed.** These Minutes were signed by the Chairman.

It was proposed by Cllr. Roberts and seconded by Cllr. Newns and **RESOLVED** to approve the Minutes of the planning meeting held on 18th January 2017. **All Agreed.** These Minutes were signed by the Chairman.

10942/17 Public Participation

Although not a resident of Charfield Parish, a member of the public addressed the Parish Council regarding footpath OCH8 and the forthcoming Public Hearing at Poole Court on 14th June 2018. The member of public was concerned about comments that had been heard at a meeting of a totally separate organisation. The Clerk read out a minute 10839/16 from the October 2016 meeting which clarified Charfield Parish Council's position.

The Parish Council was addressed regarding the layout of the road outside the entrance to the Crest Nicholson development. The member of public considered that the new road layout had created a 'pinch point' which in the opinion of the member of public could potentially cause an accident. The Parish Council confirmed they too were not happy with the layout design which had been approved by SGC. The Parish Council agreed to register their dissatisfaction with SGC.

Concern was expressed by a member of the public regarding the number of coaches travelling through the area which service KLB and the possible safety implications for children at school starting/leaving times. However it had been established that that the route used by the coaches was the statutory route sanctioned by SGC. Cllr. Cheskin will report this matter at the next Community Engagement Forum meeting.

A second member of the public addressed the Parish Council regarding OCH8 and provided a history of the diversions etc. This resident would prefer for the path to remain where it currently is, but with a bridge over the line.

Sam Garland was in attendance and wished to thank the Parish Council for their help and comments during the preparation of his thesis.

Action

10943/17 To receive the Clerk's Report

The Clerk had circulated her report - appended to these minutes.

Regarding item 2 of the report, it was proposed by Cllr. Rosher and seconded by Cllr. Cheskin and **RESOLVED** that the Parish Council would not respond to the New South Gloucestershire Local Plan 2018-2036 consultation.

Regarding item 4 of the report, it was proposed by Cllr. Rosher and seconded by Cllr. Cheskin and **RESOLVED** that the Clerk attend the CiLCA taster session on 17th February 2017 at a cost of £30.00.

Additionally, the Clerk reported that the Chairman of the Friends of Charfield Primary School had been in contact regarding their annual fireworks display. They were seeking clarification of when the Day House Leaze development would begin as their firework provider was concerned at 'run-off' from the fireworks. The Clerk had spoken with the Chairman and advised the Parish Council was seeking another liaison meeting with Bellway Homes.

The Clerk further reported on progress with the setting up of the 'Friends of St. James' Churchyard. A quote had been obtained by the informal group for a survey of the monuments within the closed churchyard. This survey could amount to approximately £1,200. The Clerk advised that as this was a closed churchyard the Parish Council did not have any legal 'powers' to financially assist, however the Clerk would check with ALCA to see if a grant may be made under LGA 1972, Section 137.

Clerk

10944/17 Councillor Training

The Clerk reported that ALCA is scheduled to hold two 'Good Councillor' training sessions on Saturday 18th February 2017 (Cleeve Village Hall) and Saturday 18th March 2017 (Timsbury Village Hall) at a cost of £60.00 per Councillor. The Clerk has emailed ALCA asking if it was possible for them to facilitate a session for the whole Council and possibly adjoining Parish Councils, and what the costs would be. A response is awaited.

10945/17 Planning Applications

PT17/0076/F | Erection of a single storey front extension to form additional living accommodation | 19 Horsford Road, Charfield, GL12 8SU | **NO OBJECTIONS.**

PT17/01470/ADV | Display of 1 no. non illuminated gantry monolith and 2 no. flag poles | Land south of Wotton Road, Charfield, GL12 8SR | **TO OBJECT** – considered to be out of character with a rural village setting; visually distracting at a narrow section of the Wotton Road; concerns that it appears to be normal practice for retrospective applications to be submitted after the work had been carried out.

PT17/0188/F | Erection of a first floor side, single storey and two storey rear extension to provide additional living accommodation. Installation of a raised platform area | 107 Woodlands Road, Charfield, GL12 8LT | **NO OBJECTIONS.**

PT17/0357/F | Change of Use from shop/office (Class A1) to Hot Food Takeaway (Class A5) as defined in Town & Country (Use Classes) Order 1987 (as amended) to include installation of flue to side elevation | 10 Avon Road, Charfield, GL12 8TT | **TO OBJECT** - It is clear from the number of comments both of support and of opposition that have already been made to South Gloucestershire planners by Charfield residents that this is a divisive and contentious application. In calling for a refusal, Charfield Parish Council has had to consider the implications of a fast food takeaway being embedded in an existing residential area. The Council is also aware of, and grateful for, the comments of the Charfield Neighbourhood Plan steering group, who have extracted factual data from their recent parish wide survey which indicate little support for takeaways over shops, offices and retail. While the Council acknowledges the supportive comments made by residents who may not live close to Avon Road, it strongly feels that the location proposed is not a reasonable one. The residents who live around Avon Road have real

concerns about the smells that may be emitted, even by well-maintained filtered premises. They have concerns about late night noise, anti-social behaviour and also about potential vermin. They already suffer difficulties from parked vehicles in the vicinity, and have a reasonable concern that this would be exacerbated by takeaway customer vehicles; and they fear an increase in litter, which the Parish Council shares. The Parish Council also notes the hours of opening shown on the planning application and utterly oppose this applications on the grounds of unsociable hours. Despite the Design Access Statement referring to opening hours of 12:00 - 14:00 and 17:00 - 23:00 Monday through Saturday, the applicant seeks permission for hours that include 12:00 - 23:00 Monday through Saturday as well as 05:00 - 10:00 on Sundays and Bank Holidays! These hours are wholly out of keeping for a residential area and even those in the DAS seek weekday opening hours which extend beyond those appropriate for such a location. Finally, the existing Class A1 shops are a valuable asset to the village and should be retained as is, and for all the above reasons we call for the change of use to A5 to be refused.

10946/17 Planning Decisions

PT16/6170/F | Installation of rear dormer to facilitate loft conversion including rear balcony and raised decking area. Erection of single storey front and side extension to form additional living accommodation. Erection of detached double garage and alterations to vehicular access | 38 New Street, Charfield, GL12 8ES | SPLIT DECISION.

PT16/6276/F | Demolition of existing conservatory. Erection of a two storey rear extension to form additional living accommodation | 19 Wotton Road, Charfield, GL12 8TP | APPROVE WITH CONDITIONS.

PT16/6472/F | Alterations to roof, doors and windows to facilitate change of use of existing storage building to office (Class B1) as defined in Town & Country Planning (Use Classes) Order 1987 (as amended) | 42 New Street, Charfield, GL12 8ES | APPROVE WITH CONDITIONS.

PT16/6576/PDR | Installation of 2 no. roof lights and door to existing detached garage (retrospective) | 32 New Street, Charfield, GL12 8ES | APPROVE WITH CONDITIONS.

10947/17 Planning Enforcement

COM/16/0995/OD | Land adjacent Poundhouse Farm, Churchend Lane | The landowner had been requested to either submit a retrospective planning application or remove the two containers. The SGC Planning Enforcement Officer had met with the landowner in order to allow them to put forward their case. In light of the site meeting, the landowner has now been given one month to either remove the two containers or face enforcement action, as it was considered highly unlikely that the containers would be given retrospective permission. Any subsequent enforcement notice would require the landowner to remove the containers and reinstate the land. SGC will keep the Parish Council informed of progress.

The Parish Council requested the Clerk to contact SGC Planning Enforcement to request they investigate the siting of the hoarding and two flags on the Day House Lease development site, which has been undertaken without planning permission.

Clerk

10948/17 Footpaths

The Parish Council noted the letter from The Planning Inspectorate dated 12th January 2017 regarding a public hearing on 14th June 2017 at Poole Court, Yate commencing at 10.00am. This hearing is regarding OCH8 Rail Crossing Diversion Order (No. 2) 2016. The Parish Council noted comments made under Public Participation. The Parish Council were of the opinion that the proposed use of the permissive footpath was better than the prospect of losing the PROW altogether. It was also noted that the line speed was increased but the trains do not travel any faster. The Clerk was asked to keep this item on forthcoming agenda until the June 2017 meeting. It was also noted that when there was a footpath going across the line there were more freight trains which would stop at this point; so pedestrians would sometimes walk around the trains which could cause safety problems.

Clerk

10949/17 Highways

Notification had been received from SGC Highways of their intention to close Swinhay Lane from its junction with New Street and its junction with Huntingford Farm Lane. The first notice was for a period of 5 days on 6th February 2017. An additional notification had been received for a closure of a Swinhay Lane 410m from its northern junction with Huntingford Farm Lane for a distance of 50m eastwards. This closure will take place from 20.00 hrs on 9th May to 04.00 on 10th May 2017. A further notification had been received for works to Huntingford Farm Lane from its junction with Swinhay Lane eastwards for a distance of 100m. This work will take place at 20.00 hrs on 15th May to 04.00 hrs on the 16th May 2017.

10950/17 Charfield Neighbourhood Plan

Cllr. Rosher provided a verbal report. The CNP is required to sit within the hierarchical documents of SGC. The West of England Devolution group is producing the JSP and JTS with the Local Plan being exceeded by the New Local Plan which in turn has to align with the hierarchical documents above that. There are now two choices before the CNP – either continue to write the CNP which could potentially have a life expectancy of only a few months, or wait until the New Local Plan is adopted or at least a final draft produced. It is likely to be towards the end of 2018 before the West of England Devolution group produce their JSP. The CNP Committee has written to the Secretary of State for Communities & Local Government, Sajid Javed, asking for advice on how to progress, as Charfield is not the only Neighbourhood Plan in this position. The CNP Committee has not stopped working and is continuing to analyse the data from the recent questionnaires. The Committee is planning a number of community events and forums and will also be contacting Parishioners who expressed an interest in helping.

10951/17 Burial Ground

The Clerk submitted her report which was duly noted.

The Parish Council **APPROVED** the re-opening of Plot D3 – Perry. The funeral service was due to take place on 22nd February 2017. The Clerk will attend to receive the green form and fee. Regarding the unauthorised edging stones on this plot, the Clerk had asked the Funeral Director to remove the stones.

Clerk

The Parish Council **APPROVED** the re-opening of Plot E5 – Spill. The funeral service was due to take place on 7th March 2017. The Clerk will attend to receive the green form and fee.

Clerk

The Parish Council **APPROVED** the memorial for plot CY2 – Challinor.

Clerk

No further progress had been made regarding the construction of an access through the adjoining wall with the closed cemetery of St. James. The Clerk will contact SGC.

Clerk

It was **RESOLVED** that a review of the burial ground procedures was not required. Moving forward the Parish Council would review each monument application on its own merits. The Clerk was asked to mailshot local funeral directors with Charfield Burial Ground up to date Rules & Regulations and the current fees.

Clerk

10952/17 Playing Fields

The playground inspection had been carried out – no major issues to report in addition to those reported at the January meeting. The Clerk was asked to contact KLH to see if they were able to affect the repairs to the tunnel.

Clerk

It was **RESOLVED** that moving forward the Parish Councillors would undertake weekly inspections of the equipment. The Clerk was asked to produce a rota of Parish Councillors as from the first week of March 2017

Clerk

10953/17 CUGUC Report

It was **RESOLVED** to support CUGUC in their dispute with the company who provided the rubbing posts.

It was proposed by Cllr. Cheskin and seconded by Cllr. Rosher and **RESOLVED** to approve the purchase of three external notice boards for CUGUC to be erected in the bus shelter adjacent to the primary school at a cost of £252.00 plus £50.40 VAT. CUGUC will reimburse the Parish Council the net amount.

10954/15 Cllr. J. O'Neill Report

It had been acknowledged that the two Appletrees planning applications had been badly worded which had caused misinterpretation. In order for the current landowner to sell the site, the 'personal' condition attached to the original planning applications needed to be removed. South Gloucestershire Council want the site to remain as a residential gypsy traveller site, so would probably look to replace the 'personal' condition with the name of the new landowner.

The planning application for the 150 houses in Falfield had been refused. It had been considered unsustainable and lacked public transport facilities. There had been approximately 75-80 people present at the committee hearing, all voicing their objection to the application.

SGC will be holding their annual budget meeting - they will be considering an approximate increase of 2% in council tax and 3% in adult and social care.

10955/17 Reports of Meetings

- Hall Management Committee – It was **RESOLVED** that the Chairman and Clerk would prepare a formal letter of commitment to be sent to the Hall Management Committee regarding the future management of the tennis court.
- Community Engagement Forum – The next meeting was due to be held on 16th February 2017. Various issues are due to be discussed, including the downgrading of the Yate Fire Station.
- Day House Lease Liaison Group – A request for a meeting had been made and a response was awaited. It was a condition of the planning application that a Liaison Group be formed.
- Crest Nicholson Liaison Group – The Clerk was asked to contact the site office to complain about the continued mud on the road, however it was noted that there had been an improvement.

At this point in the meeting, and as per Charfield Parish Council Standing Orders 63b, it was **RESOLVED** to continue with the meeting. **All Agreed.**

- Wickwar Quarry Liaison Group – The Liaison Group had met that morning in Wickwar Town Hall. Everything appeared to be working well with no major complaints. The Parish Council noted Wickwar Quarry's 'Helping Hands' group – employee who go out into the community to assist with community projects. It was also noted that Cemex operate a grant scheme which Charfield community projects could apply to for financial assistance.
- St. John's Church, Charfield – The Chairman and Vice Chairman had informally met with members of the Church. The discussion had focused on co-operation within the parish, social media and the possibility of an art exhibition in the church.

10956/17 Correspondence Received

ALCA/NALC/SLCC - Latest news on Audit Arrangements for next year; In Short - 24th Jan 2017; Update on the M4 Junction 18a Link; Tree Charter Survey

SGC - Community Engagement Forum - Thursday 16th February; Tortworth School - unauthorised youth activity; New rural crime initiative; Temporary closure Swinhay Lane

Parishioner/Other – Huntingford Solar Farm; Avon Fire Authority Integrated Risk Management Plan 2016 to 2020; Environmental Forum Meeting 16th March 2017; Appletrees Planning Application; FOI 3745 - IRMP Consultation; Footpath OCH8; 1000 homes in Charfield; CPRE -

**MR/
Clerk**

Unsuccessful Appeal 2014/15; Hedge Flaying at Churchend Lane; CNP – notification of person interested

10957/17 Annual Parish Meeting 2017

It was **RESOLVED** that the 2017 Annual Parish Meeting would take place on Wednesday 24th May in the main hall of the Memorial Hall. The format would be the same as the previous meeting. It was anticipated that a major part of the meeting would be discussion on the additional 1,000 houses planned for Charfield and the Neighbourhood Plan. Community organisations will be invited and asked to provide a report.

10958/17 Financial Report

The Clerk reported the following available balances with the bank statements being witnessed and signed by the Chairman:-

Current Account	£ 500.00	(Statement No. 389 dated 1 st February 2017)
Business Reserve (1)	£14,355.29	(Statement No. 180 dated 3 ^d February 2017)
Business Reserve (2)	£52,094.42	(Statement No. 285 dated 1 st February 2017)

The Clerk presented the Receipts & Payments Account as at 13th February 2017 which was duly noted by the Parish Council.

It was proposed by Cllr. Cheskin and seconded by Cllr. Rosher and **RESOLVED** that Cllrs. Threlfall, Garside and Parker be authorised as signatories on the Charfield bank accounts. These Cllrs. were given the additional party mandate forms to complete and asked to visit the bank.

The Clerk reported that she had organised a meeting with two possible independent internal audit providers for 22nd February 2017. The Clerk will provide a written report to the March meeting.

10959/17 Accounts for Payment

Payee	Chq No	Description	Gross £	VAT £	Net £
Virgin Media	SO	Telephone Line Rental - Feb 2017	£24.00	£4.00	£20.00
Mr. M. Rosher	2741	Chairman's Expenses - CNP	£15.75	£0.00	£15.75
Memorial Hall	2742	Room Hire & Litter Pick	£119.00	£0.00	£119.00
GRCC	2743	Design & Analysis CNP Survey	£1,025.00	£170.83	£854.17
KLH	2744	Burial Ground - Wildflower Area	£240.00	£0.00	£240.00
Royal Mail	2745	Reply Paid Service	£38.38	£6.40	£31.98
Mrs. P. Evans	2746	Clerk's Salary - January 2017	£834.19	£0.00	£843.19
Mrs. P. Evans	2746	Clerk's Expenses - CNP	£295.00	£0.00	£295.00
Complete Office Solutions	2747	Cartridges (CNP) and Paper	£110.89	£18.48	£92.41
			£2,702.21	£199.71	£2,511.50

10960/17 Minor Items Raised by Members or for Future Agenda

Nothing raised.

*This concluded the business of the meeting which closed at approximately 10.25pm.
Next meeting of full council is Tuesday 14th March 2017 at 7:30pm.*

Chairman

14th March 2017

CLERK'S REPORT
Presented to Full Parish Council Meeting on 14th February 2017

1. An issue has arisen regarding the Grasscutting Tender. The Clerk was contacted at the end of January 2017 by a company who had submitted a tender by post. All the other companies had replied via email. The company expressed concerns that their tender had been returned by the Post Office despite having paid over £4.00 in postage. The Clerk made enquiries at the Post Office in Yate who confirmed that it was not their policy to return items once delivered. However they had recently returned an item due to 'incorrect postage'. The Clerk contacted the company concerned and asked them to forward a copy of their tender prices by email. When received, it was apparent that the company concerned had not completed all of the boxes (they had left the box relating to the boulder area behind the Memorial Hall empty, stating 'Clerk to advise'). The Clerk had been contacted during December by this company querying the exact square meterage to be cut in this area, and had advised the company that there were no precise measurements, the area just blended in with the rest of the playing field. The company concerned went on to say that it was inappropriate for the Parish Council to 'pick and choose' which areas they wanted cutting. Bearing in mind the incomplete tender document, it would not have been possible to do a 'like-for-like' comparison as their figures were incomplete. The Clerk will therefore be contacting the company to inform them of this.
2. A letter has been received from South Gloucestershire Council regarding the New South Gloucestershire Council Local Plan 2018-2036 Prospectus which is now out for consultation. The deadline for response is 23rd February 2017. This item is not included specifically on the agenda. The Parish Council may wish to consider responding. There are a total of fourteen questions to be answered.
3. The Parish Council had been contacted by the Chairman of South Gloucestershire CPRE asking for help regarding the Gladman Appeal for the Crest Nicholson site. Apparently there was a recent ruling in the Court of Appeal in March 2016 which handed down a judgement against several appellants including the Secretary of State in connection with development proposed in Ware. The relevant paragraphs (42-47) state "*There will be many cases, no doubt, in which restrictive policies, whether general or specific in nature, are given sufficient weight to justify the refusal of planning permission despite their not being up-to-date under the policy in paragraph 49 in the absence of a five-year supply of housing land. Such an outcome is clearly contemplated by government policy in the NPPF. It will always be for the decision-maker to judge, in the particular circumstances of the case in hand, how much weight should be given to conflict with policies for the supply of housing that are out-of-date. This is not a matter of law, it is a matter of planning judgement*".
4. The Clerk is seeking the Parish Council's permission to attend a training session on 17th February 2017. This is a short 2 hour taster session for the CiLCA qualification in Longwell Green at a cost of £30.00.
5. As the financial year end is fast approaching, the Clerk is beginning to go through the financial records to ensure a smooth independent internal audit and external audit of the Parish Council's finances.

Paula Evans
Clerk
13th February 2017