

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 14th March 2017 commencing at 7.30pm in the Sportsman's Lounge, 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. Threlfall, Mr. P. Garside, Mr. J. O'Neill (South Gloucestershire Council Representative)

Clerk: Mrs. Paula Evans

Public: One member of the public was present.

Action

10961/17 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and accepted from Cllrs. Roberts, Garside and Law.

10962/17 Declarations of Interest in items on the Agenda

None received.

10963/17 To Approve Minutes of Previous Meeting

It was proposed by Cllr. Cheskin and seconded by Cllr. Parker and **RESOLVED** to approve the Minutes of the previous meeting held on 14th February 2017 subject to two minor typographical errors (minute 10942/17 change 2018 to 2017 and minute 10954/17 change 3% to 2.99%). **All Agreed.** These minutes were signed by the Chairman.

10964/17 Public Participation

Cllr. Catherine Braun (Stroud District Councillor – Wotton Ward) addressed the Parish Council regarding tentative plans for a cycle/walk way between Charfield and Wotton-Under-Edge. Plans are still in their infancy and a number of hurdles still need to be crossed such as safety and funding. There appears to be overall general support for the project. A short on-line survey has been prepared which is anticipated to be ready to go out to the public very shortly. Charfield Parish Council confirmed they would be interested in supporting the survey and the project. However apprehension was expressed as the Parish Council did not wish to raise the expectations of Parishioners only to have them dashed. It was suggested to Cllr. Braun that she contact the CHADRA magazine in order to advertise this project.

10966/17 To receive the Clerk's Report

The Clerk had circulated her report which is appended to these minutes.

10965/17 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Cllr. O'Neill reported that it had been planned to sell the Kingswood Civic Centre and move all staff to the Badminton Road site. This does not now need to happen as the ground floor has been rented out. The Council Chamber, training facilities and One Stop Shop will continue at the site.

Regarding the Day House Leaze site and the latest planning application for removal of conditions – it was noted there had been objections from a number of SGC officers. Bellway now plan to replace the low level bungalows at the rear of the development with two storey houses – this visually impacts on the neighbours immediately behind the development. They also plan to replace the low level wall towards the front of the development with railings. Regarding the loss of parking facilities for Parishioners immediately affected by the development, Bellway have been informed by SGC Legal Department that they have to include parking facilities otherwise the application will be taken back to Committee. It was considered that the planned amphitheatre could encourage anti-social behaviour.

Candidates for the new West of England Metro Mayor are now coming forward.

Caroline Wrighton representing a company called CEG had spoken with several stakeholders within the Parish. CEG concentrate on the infrastructure issues of major developments. At the moment it was a question of waiting for the JSP/JTP to be decided, but once these Plans have been confirmed there may well be an application submitted by the end of the year. CEG's next step would be to hold a meeting with stakeholders around the village. It was acknowledged by CEG that Charfield Parish Council is very much against the 1,000 new houses suggested for Charfield. However, it may well be worth the Parish Council considering holding a stakeholder meeting, if the West of England Plan does indeed endorse that Charfield gets 1,000 new homes.

10968/17 Planning Applications

PT17/0614/F | Erection of single storey rear extension to form additional living accommodation | 162 Manor Lane, Charfield, GL12 8TW | NO OBJECTIONS.

PT16/6580/O | Re-consultation – Revised Plans | Erection of 64 dwellings with associated drainage and highways infrastructure (approval of reserved matters to be read in conjunction with outline PT16/0462/O | Land at Day House Leaze, north of Wotton Road, Charfield | TO OBJECT – Charfield Parish Council fully supports the objections raised by South Gloucestershire Council Planning Officers; the revised plans fail to adhere to the requirements for parking of neighbours immediately affected by the development; the replacement of the bungalows at the back of the development with two storey houses is contrary to that previously agreed and would visually impact on the neighbours immediately behind the development; the proposal for an amphitheatre at the front of the development has the potential to attract anti-social behaviour.

PT17/1065/F | Erection of a single storey rear and two storey rear extension to form additional living accommodation | 9 Newtown, Charfield, Wotton Under Edge, GL12 8TF | NO OBJECTIONS.

10969/17 Planning Decisions

PT16/5316/F | Erection of 1 no. log cabin and associated works | Hill View Farm, Huntingford Farm Lane, Charfield, GL12 8EY | APPROVE WITH CONDITIONS.

PT16/5341/LB | Installation of Biomass flue to pass through the building internally and exit through the roof on north elevation | The Pin Mill, New Street, Charfield | APPROVE WITH CONDITIONS.

PT16/6715/F | Erection of first floor side and rear extension to provide additional living accommodation. Installation of balcony | Aroundtoit, 46a Wotton Road, Charfield | APPROVE WITH CONDITIONS.

PT17/0140/ADV | Display of 1 no. non-illuminated gantry monolith and 2 no. flag poles | Land South of Wotton Road, Charfield, GL12 8SR | APPROVE. The Clerk was asked to check the SGC planning web site to ascertain whether the 5-year duration had been included in the approval.

Clerk

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 | APPROVE WITH CONDITIONS.

10970/17 Planning Enforcement

COM/16/0995/OD | Land adjacent Poundhouse Farm, Churchend Lane, Charfield | Nothing further to report. Cllr. O'Neill will contact Planning Enforcement.

JON

The Clerk was asked to check with SGC on the status of the Day House Leaze advertising hoardings.

Clerk

10971/17 Playing Fields Inspection Reports and Note Issues Arising

The Clerk had prepared and circulated a rota for the weekly play inspections. The play inspection sheet for w/c 13th March 2017 was handed to the Clerk for filing and the following noted – both swings and the red benches require repainting; sandpit requires refilling; matting on the tunnel requires reseating; there is a nail protruding on the footbridge handrail; one litter bin requires reseating and the other needs replacing. The Clerk reported that she would be meeting with KLH on 15th March 2017 and would discuss the works required. The Clerk would also contact Cemex to enquire whether their Community Engagement Team would be available to do the repainting.

Clerk
Clerk

It was noted that the gravel footpath which runs from Katherine Close to the Memorial Hall car park could do with replenishing. The Clerk was asked to contact Cemex to ascertain whether this was the type of work their Community Engagement Team could undertake. The Clerk was also asked to contact the Memorial Hall Committee to ensure any work undertaken did not conflict with their medium-term plans.

Clerk
Clerk

10972/17 Charfield Burial Ground Report

The Clerk submitted her monthly written report, and the purchase of a new lock at a cost of £16.50 was noted.

It was proposed by Cllr. Cheskin and seconded by Cllr. Roshier and **RESOLVED** to approve the interment of ashes for BOND. **All Agreed.**

It was proposed by Cllr. Roshier and seconded by Cllr. Cheskin and **RESOLVED** to approve the interment of ashes for HIPKISS. **All Agreed.**

As nothing further had been heard from SGC in connection with creating a walkway through the boundary wall with the cemetery, it was agreed that the Clerk would email SGC stating the Parish Council's intention to proceed with the works within the next six months at the Parish Council's expense. The Clerk was also asked to obtain a quote for the works from KLH.

Clerk
Clerk

10973/17 Youth Group Report

Cllr. Cheskin reported that Mr. Liam Ballock is now on board with the Youth Group team. Plans are being developed to launch a younger aged Youth Group.

10974/17 Charfield Neighbourhood Plan

The CNP Team had met on 9th March 2017. Plans are progressing with another meeting planned to develop the themes arising from the returned questionnaires. Not all of the money from the latest Groundworks Grant had been spent (underspend of approximately £1,770). The CNP would be eligible to apply for further Groundwork Grants to assist with the more complex issues which would require assistance from Consultants. This Grant could potentially amount to £9,000. It was noted that the Kingswood Neighbourhood Plan was now going out for referendum and they had promised to send a copy of their Plan as soon as it was available.

10975/17 CUGUC Report

The invoice relating to the purchase of the three external notice boards for the school bus shelter had been received and was presented for payment under Accounts for Payment later in the meeting. Nothing further had been received concerning the faulty rubbing posts.

10976/17 Meeting Reports

- **Hall Management Committee** – The Hall continues to be busy with bookings and the online booking system is working well. Regarding the tennis court, the Parish Council will write to the Hall Committee enquiring whether the court has been included on their public liability insurance.
- **Community Engagement Forum** – the Forum is the second best attended Forum in the whole area. A number of items were discussed at the last meeting including the gullies in Devil's Lane; road markings; £50,000 awarded to Tortworth School for the roof; restricted visibility for road users through inconsiderate parking; M4 J14 exceeding capacity; manning of Yate Fire Station; parking problems in Manor Lane; potholes outside the garage; mud on the road; the

Clerk

pinch-point which appears to have been created outside the Crest Nicholson development.

- Day House Lease Liaison Group – A productive meeting had been held on 9th March 2017 with a number of issues discussed. A planning application for the advertising hoardings had not been submitted; the naming of the development as “St. James’ Mews” was purely an internal advertising issue and this would not be the final name; Bellway liked the idea of running a competition through the Primary School to name the development and the Clerk was asked to contact the Primary School in this respect; Bellway plan to start infrastructure works in July but would leaflet the village giving prior notice; they need to undertake further ecology work to establish whether or not there are greater crested newts/dormice etc; there will be 9/10 trenches dug across the site; Bellway did not have any concerns regarding the Friends of the Primary School holding their annual Bonfire Night in November 2017; The site will have appropriate wheel washing facilities to avoid mud on the road during construction; The Parish Council asked that appropriate safety measures be put in place when construction is commenced especially at school starting and leaving times; The subject of parking for immediately adjoining residents was touched upon however this is now a matter between Bellway and SGC.

Clerk

10977/17 Correspondence Received

ALCA/NALC/SLCC – Chief Executive’s Bulletin 6-17 Feb 2017.

SGC – Community Engagement Forum Minutes; CIL End of Year Payment Agreement.

Other – Highways England: M32 Eastville Viaduct Works; CHADRA deadline 31st March; Identifying Landowner.

10978/17 Footpaths

Nothing further was reported regarding footpath OCH8, nor on any other footpath within the Parish.

10979/17 Councillor Training

The Clerk reported that the Sportsman’s Lounge had been booked for the evening of Wednesday 3rd May 2017 for the training. Currently some seventeen Parish Councillors from Charfield and adjoining parishes would be attending. This would equate to approximately £11.70 per person. Cllr. Parker was unable to attend this session, therefore the Clerk was asked to arrange an alternative individual training course for him.

Clerk

10980/17 Annual Parish Meeting 2017

The Clerk reported that the main hall of the Memorial Hall had been booked for Wednesday 24th May 2017. Plans were being progressed by the Clerk.

Clerk

10981/17 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. 390 dated 1 st March 2017)
Business Reserve (1)	£14,355.40	(Statement No. 181 dated 3 rd March 2017)
Business Reserve (2)	£52,032.45	(Statement No. 286 dated 1 st March 2017)

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

Regarding the appointment of an Independent Internal Auditor for the 2016/17 Annual Return, the Clerk had presented a written report which was duly noted by the Parish Council. It was proposed by Cllr. Roshier and seconded by Cllr. Rawlings and **RESOLVED** to appoint Mrs. Nicola Moreton as Charfield Parish Council’s IIA for the 2016/17 Annual Return. **All Agreed**. The Clerk would prepare a letter of engagement and details of the scope of the audit to be sent to Mrs. Moreton.

Clerk

It was proposed by Cllr. Roshier and seconded by Cllr. Newns and **RESOLVED** that the Virgin

Media telephone line rental contract be concluded at a cost of £200 plus VAT. There would be no early termination penalty charge as the contract has now entered its second year.

Clerk

It was proposed by Cllr. Cheskin and seconded by Cllr. Rawlings and **RESOLVED** to pay £10.99 plus VAT to continue with the domain name for the Charfield Neighbourhood Plan. **All Agreed.**

The Clerk reported that the Parish Council was due to receive £1,302.60 worth of Community Infrastructure Levy. This money was to be paid into the bank account by SGC on 28th April 2017. This money could be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that was concerned with addressing the demands that development within the parish has placed on infrastructure. This money is required to be spent within five years.

The Clerk reported she had been speaking with HMRC regarding some unreleased reports and uncashed tax and national insurance cheques which had been sent to HMRC during the course of the year. The Clerk will continue to liaise with HMRC to rectify the situation.

Clerk

10982/17 Accounts for Payment

Payee	Description	Gross	VAT	Net
		£	£	£
Virgin Media	Telephone Line Rental	£20.00	£4.00	£24.00
Mrs. P. Evans	Clerk's Salary - February	£834.19	£0.00	£834.19
Mrs. P. Evans	Padlock - Burial Ground	£16.50	£0.00	£16.50
Charfield Memorial Hall	Room Hire & Litter Pick	£227.00	£0.00	£227.00
ALCA	Annual Subscription	£477.17	£0.00	£477.17
South Glos Council	Localism Q4 - Dog Bins & Grass Cut	£451.23	£90.25	£541.48
Royal Mail	PO Box Renewal	£210.00	£42.00	£252.00
XL Displays	3 x External Notice Boards	£252.00	£50.40	£302.40
		£2,488.09	£186.65	£2,674.74

It was proposed by Cllr. Parker and seconded by Cllr. Rosher and **RESOLVED** that the above accounts be paid. **All Agreed.**

10983/17 Minor Items Raised by Members or for Future Agenda

It was reported there had been an incident of fly-tipping (grass and tree cuttings) in the vicinity of Woodlands Road and Little Bristol Lane, close to the brook. The Clerk was asked to refer this to the Community Engagement Forum.

Clerk

It would appear there was support for a Big Spring Clean litter pick/clean up in the village. The date of Saturday 1st April was proposed. The Clerk was asked to contact SGC to ask for some bags, pickers, gloves etc. Cllr. Rosher will advertise this on the Charfield Village Forum Facebook page and Parish Council web site.

Clerk/
MR

*This concluded the business of the meeting which closed at approximately 9.40pm.
Next meeting of full council is Tuesday 11th April 2017 at 7:30pm in the Sportsman's Lounge.*

Chairman

11th April 2017

CLERK'S REPORT

Presented to Full Parish Council Meeting on 14th March 2017

1. The Clerk has made numerous visits to the burial ground to meet with the grave digger and be present at the three interments in order to receive the DIS forms.
2. The Clerk will be meeting with KLH Landscaping at 10.00am on Wednesday 15th March 2017 to schedule the grass cutting for the forthcoming season as well as discuss the repairs in the play area.
3. A large amount of time has been spent liaising with HMRC in order to sort out the tax and NI issues – as you can imagine the waiting time on the telephone has been exasperating.
4. The Clerk had a very productive meeting with a potential Independent Internal Auditor, which is fully reported under Financial Matters.
5. At the request of the Chairman, a large puddle of water immediately opposite the bus shelter at Tafarn-Bach was reported to SGC Streetcare.
6. A query was raised by the Friends of Charfield Primary School regarding their annual fireworks display, and whether it would be possible to hold it again this year considering the possible commencement of works at the Day House Leaze site. This was brought to the attention of Bellway Homes at the recent meeting. Bellway confirmed that although they would be commencing works in July 2017, the works would not be in the vicinity of the fireworks display. Therefore the fireworks could go ahead. The Clerk has provided the Chairman of the Friend Committee with contact details for Bellway.
7. Highways England has written to the Parish Council regarding the commencement of works to the M32 Eastville Viaduct. These works will commence on 20th March and are expected to take 11 weeks.
8. A Stroud District Councillor (Catherine Braun) has contacted the Parish Council regarding developing an idea for an off road cycle/walkway between Wotton and Charfield. The DC is seeking the support of the Parish Council in principle to the idea of a survey. There are eight questions in total.

Paula Evans
Clerk
13th March 2017