

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 13th June 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. N. Newns, Mrs. V. Roberts, Mr. P. Garside, Mr. A. Parker and Mr. A. Threlfall

Clerk: Mrs. Paula Evans

Public: One member of the public was present.

Action

11030/17 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllr. Rawlings. It was further noted that Cllr. Threlfall would have to leave the meeting at 9.00pm due to a prior work commitment.

11031/17 Declarations of Interest in items on the Agenda

No Declarations of Interest were raised.

11032/17 To Approve Minutes of Previous Meeting

The draft minutes of the previous meeting held on 9th May 2017 had been circulated. It was proposed by Cllr. Law and seconded by Cllr. Threlfall and **RESOLVED** that these minutes be adopted as a true and accurate record of the meeting. **All Agreed.**

11033/17 Public Participation

A resident from an adjoining Parish addressed the meeting. They were concerned that Charfield Parish Council had not been notified of a planning application in Kingswood Parish at Charfield Barns for the change of use of offices to a hair dressing salon. This application was noted as S.17/0898/COU. It was pointed out that Kingwood Parish is in an entirely different unitary authority that is under no obligation to notify an adjoining unitary authority of such applications.

Additionally, this resident enquired of the Parish Council's position regarding public right of way OCH8 and the imminent Planning Inspectorate Meeting on 14th June 2017. The Parish Council clarified that they had not changed their stance and felt that what was in situ at the moment was a satisfactory alternative to what had been there before. The Parish Council acknowledged that the steps were steep, but no worse than before. It was further mentioned that Network Rail had objected to the Warners Court application as the risk assessment for OCH8 had not been accurate.

11034/17 To receive the Clerk's Report

The Clerk presented her report, which was noted and is appended to these Minutes.

The Parish Council approved the Clerk's membership of the SLCC at a cost of £139.00 per annum. This cost will be shared with Rangeworthy Parish Council and equal to £99.29.

The Parish Council approved the Clerk's request for 20 hours holiday week commencing 26th June though to 30th June 2017 inclusive.

SGC had asked to be advised of the number of bags of rubbish collected during the 2017 Big Spring Clean. The Clerk was advised that a total of 15 bags were collected plus a couple of metal car wheels.

11035/17 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

A complaint had been received that the grounds maintenance company at the Crest Nicholson site was dumping grass cuttings under one of the hedges on the site. Rather than report this through the SGC Planning Enforcement channels, Cllr. O'Neill spoke with Crest Nicholson site management to ensure that this practice stops. Also, Cllr. O'Neill is trying to obtain an update regarding the installation of the pedestrian crossing at the entrance to the site.

The reserved matters application for the Bellway Homes (Day House Lease) site was due to be approved on 16th June 2017. Regarding the parking issue, it had been negotiated with Bellway that they will provide two designated parking spaces just inside the development for the two Wotton Road residents adversely affected by the development.

Cllr. O'Neill has spoken with Richard Aston regarding the S.106 monies from the Bellway Homes development for off-site sports provision to ensure that the Memorial Hall Committee is up to speed with their application forms. There is a total of £117,793 available, 50% of which will have to be paid up-front. There is a further amount of £35,652 available as a maintenance charge. The Parish Council queried just how much more money could be spent on 'off-site sports provision' bearing in mind that should the Warners Court application be approved there could potentially be another £223,000 contribution.

Cllr. O'Neill reported that the DVLA had been in the locality clamping vehicles without valid tax disks.

The issue of speeding through village was discussed and whether chicanes and/or rumble strips would act as a deterrent. Avon & Somerset Police are the only speed enforcement facility within South Gloucestershire. It was agreed to write to the Community Engagement Forum to ask for the mobile speed cameras to be located in the village. However, it was acknowledged that Avon & Somerset Police do advertise where their mobile speed cameras will be located.

The new Metro Mayor, Tim Bowles is still very keen to re-open Charfield Station.

Regarding the recent temporary traffic order notification for the closure of Wotton Road (B4058 Bristol Road, Cromhall - PT.5608), the Parish Council felt that SGC had not made its intention very clear. The original notification had been for a closure of this stretch of road for a period of some eight weeks as from 15th May and a great deal of disruption had been anticipated by residents, however very little had actually happened.

11036/17 Planning Applications

PT17/1735/F | Erection of two storey side extension to provide additional living accommodation. Alterations to roofline to facilitate 1 no. rear dormer | 42 New Street, Charfield, GL12 8ES | NO OBJECTIONS.

PT17/1994/F | Erection of single storey rear extension to form additional living accommodation with raised decking area | 32 Wotton Road, Charfield, GL12 8TP | NO OBJECTIONS, however to request that a root protection zone be designated around the protected Willow Tree immediately adjacent to the property.

PT16/6924/O | Land North Wotton Road, Charfield | Development Control (West) Sites Inspection Sub Committee, Friday 16th June 2017 (site meeting) & 29th June 2017 (decision meeting) | It was agreed that Cllr. Rosher to attend the site meeting on 16th June and speak on behalf of the Parish Council. The Parish Council had already made a robust objection to this application and Cllr. Rosher would repeat the salient points and key aspects of the objection when he addressed the DC (West) Committee. It was reiterated that this application is over and above the 1,000 additional houses proposed for Charfield. Cllr. O'Neill would also be attending the site meeting and would also reiterate objections. The newly formed 'Fighting For Charfield' group would also be present to address the Committee and repeat objection to this development. It was noted that as many residents as possible need to be at the site meeting.

PT17/1380/TRE | Works to 2 no Oak trees to crown reduce by 2.5m and crown thin by 15% covered by SGTPO 07/11 dated 21/06/2011 | 17 Kings Meadow, Charfield, GL12 8UB | This application was noted as WITHDRAWN.

PT17/2101/CLP | Application for Certificate of Lawfulness for the proposed alteration to an existing entrance foyer suffering from timber decay | Charfield CP School, Wotton Road, Charfield | NO OBJECTIONS.

11037/17 Planning Decisions

PT17/1065/F | Erection of a single storey rear and two storey rear extension to form additional living accommodation | 9 Newtown, Charfield, GL12 8TF | APPROVE WITH CONDITIONS.

11038/17 Planning Enforcement

The Parish Council was disappointed to note that a number of planning enforcement actions remains outstanding. The Clerk will enquire of SGC as to their current status.

Clerk

11039/17 Playing Fields Inspection Reports and Note Issues Arising

The latest play inspection sheets were handed to the Clerk for noting and filing.

The Clerk had met with KLH on 2nd June to review the repair works required in the play area. A list of jobs that required attention had been sent, and would be addressed.

Cllr. Cheskin reported that he had cleaned the two signs. Cllr. Parker had repaired the roof of the train.

It would appear there is a wooden fence panel missing to the side of the tennis court, however it was noted that this was not the responsibility of the Parish Council.

During her visit to the play area on 2nd June, it had been reported to the Clerk that one of the end caps was missing from the removable goal posts. This has been reported to the football team who are responsible for these pieces of equipment.

11040/17 Charfield Burial Ground Report

The Clerk had met with KLH at the Burial Ground on 2nd June 2017 to take a look at the adjoining wall with the closed churchyard of St. James Church. KLH will be providing a written quote. The Clerk also asked KLH to cut back the overhanging Hawthorn along the adjoining wall. KLH will also undertake further work to the wildflower area – strimming of nettles and selective spraying of weeds. The rose area will also be topped up with mulch.

11041/17 Youth Group Report

Cllr. Cheskin reported that the Group had increased their numbers with approximately 25-30 youths attending, which was all very positive. Youth and Community Services (YACS) had submitted a new Service Level Agreement (SLA) for the Parish Council to approve, which included the introduction of a new younger aged Youth Group (10yrs – 13yrs). The SLA was to run for two years with a cut off after one year. Regarding the financing of the Group, grants will cover most of the sessions with the hall hire for the senior Group sessions being paid for by a local business. Senior sessions would run on a Tuesday and junior sessions on a Thursday. The total cost of running the Group for 2017 was estimated to be £9,695 with income in the form of a £4,000 grant from SGC, £350 in-kind support from YACS and £350 raised through subs and tuckshop. The remaining £5,000 would be received from Charfield Parish Council who had budgeted for this amount in FY 2017/18 (with a reserve of £1,000). It was proposed by Cllr. Cheskin, seconded by Cllr. Parker and **RESOLVED** to approve the 2017/18 SLA. **All Agreed.** The Clerk was asked to sign the SLA on behalf of the Parish Council and return to YACS. Further the Clerk was asked to request that YACS send regular invoices which would be paid upon receipt.

Clerk

11042/17 Charfield Neighbourhood Plan

All of the slides had been pulled together for the Annual Parish Meeting and will be put onto the Neighbourhood Plan web site. It was acknowledged that it was difficult to progress the Plan when speculative development applications are made within the Parish (eg Warners Court).

11043/17 CUGUC Report

CUGUC had reported they had settled the dispute between the group and the company who supplied the rubbing posts. The company had replaced one of the posts and supplied three new zinc plaques.

The Parish Council also noted that some offensive graffiti had been drawn on the newly erected display boards in the bus shelter next to the primary school. The Chairman had managed to clean off the graffiti.

11044/17 Meeting Reports

Hall Management Committee – nothing further to report.

Cemex Liaison Group – A meeting had been held on 13th June 2017. There will be a new vibration monitoring exercise at St. James church within the next fortnight; the quarry had used 19 of its allocated 60 annual ‘occasions’ this year; restoration work at the old Quartzite Quarry is in line for an industry award; planning applications are due to be submitted for extending the increased output on the coating plant’s temporary permission which will take it to the end of life of the Wickwar Quarry, and changes to the landfill permission because all infill will be inert and managed in-house therefore no separate access was required; Cemex are looking into constructing a new cycle/pedestrian (and possibly bridleway) permissive path from Wickwar to Charfield which would mean that pedestrians and cyclists would not have to use the busy Downs Road; the old Oak tree at Southdown Farm was discussed and it was noted that the tree did not have a TPO, therefore Charfield Parish Council will discuss this with SGC (Phil Dye); the next meeting was arranged for Tuesday 10th October 2017 in Charfield Memorial Hall.

11045/17 Correspondence Received

ALCA – Briefing Paper Neighbourhood Planning Act 2017; In Short 19/05/17.

SGC – Waste Drop In Sessions – Cllrs and Town & Parish Cllrs and Clerks; Important – Counter-terrorism advice for event organisers; Community Engagement Forum Thursday 29th June.

Other/Parishioner – Charfield Memorial Hall Introducing New Primary Contact; Papers from the Environmental Link Meeting; Trees Overhanging Kings Meadow; CEG – Survey Works.

11046/17 Footpaths

It was noted that Parish Councillors are unavailable to attend the Planning Inspectorate Hearing at Poole Court on 14th June 2017.

11047/17 Annual Parish Meeting 2017

It was noted that attendance had been disappointing, which may have been due to the fact that reports had been incorporated into a booklet rather than village organisations attending and giving a verbal report. It was also acknowledged that the meeting could have been advertised more widely; however the meeting had been advertised on the Charfield Village Forum Facebook group as well as the notice board and Parish Council web site. The main topic of discussion had been the Neighbourhood Plan and future development, including the potential for 1,000 additional homes.

11048/17 Day House Lease Development

Following a proposal from Charfield Primary School Council, it was proposed by Cllr. Threlfall, seconded by Cllr. Roshier and **RESOLVED** to submit the names of Merlin, Falcon and Kestrel as

Clerk

suggested road/street names for the Day House Leaze development. **All Agreed.** These birds' names are on the crest of Charfield Primary School and incorporated into their school badge.

11049/17 Financial Matters

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

Current Account	£ 500.00	(Statement No. 393 dated 1 st June 2017)
Business Reserve (1)	£14,355.63	(Statement No. 183 dated 5 th May 2017)
Business Reserve (2)	£67,191.75	(Statement No. 289 dated 1 st June 2017)

It was proposed by Cllr. Parker and seconded by Cllr. Threlfall and **RESOLVED** to accept the Receipts & Payments Account as at 13th June 2017 as presented by the Clerk.

The Clerk had circulated the Independent Internal Audit Report carried out on 15th May 2017 which was duly noted by the Parish Council. The Clerk felt this had been a thorough audit with only a few minor issues – more notation was required in the Minutes to identify use of S.137 money; the cheque stub on cheque no 2706 had not been initialled; ensure that the Annual Risk Assessment is properly minuted.

The Clerk had circulated the Annual Governance Statement for 2016/17 which was duly noted by the Parish Council. It was proposed by Cllr. Cheskin, seconded by Cllr. Law and **RESOLVED** that this Statement be approved and was signed by the Chairman and Clerk. **All Agreed.**

The Clerk had circulated the Accounting Statement for 2016/17 which was duly noted by the Parish Council. Following amendment to the figures in box 6 and 7 (initialled by the Chairman), it was proposed by Cllr. Cheskin, seconded by Cllr. Roberts and **RESOLVED** that the Accounting Statement be approved, which was signed by the Chairman and Clerk. **All Agreed.**

11050/17 Accounts for Payment

Payee	Chq No.	Description	Gross	VAT	Net
			£	£	£
Virgin Media	SO	Telephone Line Rental	£20.00	£4.00	£24.00
Mrs. P. Evans	2766	Clerk's Salary - March	£834.19	£0.00	£834.19
HMRC	2767	Clerk's Tax & NI	£124.69	£0.00	£124.69
Virgin Media	2768	Completion of Contract	£160.00	£32.00	£192.00
Mr. M. Rosher	2769	Domain Name - CNP	£10.99	£2.20	£13.19
ALCA	2770	Councillor Training	£200.00	£0.00	£200.00
Mrs. N. Morton	2771	Ind. Internal Audit Fee	£120.00	£0.00	£120.00
Memorial Hall	2772	Room Hire & Litter Pick	£195.00	£0.00	£195.00
Came & Company	2773	Tennis Court Insurance	£40.56	£0.00	£40.56
Complete Business Solutions	2774	Stationery	£33.12	£6.62	£39.74
SLCC	2776	Clerks Membership	£99.29	£0.00	£99.29
			£1,837.84	£44.82	£1,882.66

It was proposed by Cllr. Parker and seconded by Cllr. Roberts and **RESOLVED** that the above accounts be paid. Cllrs. Parker and Law were instructed to sign the cheques. **All Agreed.**

11051/17 Minor Items Raised by Members or for Future Agenda

The Clerk will investigate the history of The Pound following a request for South Gloucestershire Council as to whether a Scheme of Management was in place for this small parcel of common land.

Clerk

It was agreed that the Parish Council would not seek reimbursement for the cost of hosting the Quarry Liaison Group in Charfield Memorial Hall.

Cllrs. Rosher and Cheskin would meet at 10.00am on 26th June 2017 to discuss the Clerk's annual appraisal.

This concluded the business of the meeting which closed at approximately 9.25pm.

Next meeting of full council is to be held on Tuesday 13th July 2017 at 7:30pm in the Sportsman's Lounge.

Chairman

11th July 2017

Clerk's Report Presented to Full Parish Council Meeting on 13th June 2017

1. Time was spent preparing for the Annual Parish Meeting – preparation of the Annual Report 2016/17 booklet. Also, it was apparent that no minutes of the 2016 meeting had been prepared. The Clerk managed to pull a document together which broadly represented the meeting.
2. Time was also spent with the Independent Internal Audit (approximately three hours) undertaking the annual audit of Parish Council documents. The Clerk felt this was a thorough audit, with questions being raised and answered at the time.
3. The Clerk is currently a member of the SLCC via Rangeworthy Parish Council. This membership is due for renewal. The Clerk would like to ask that the Parish Council give consideration to sharing the membership fee with Rangeworthy PC. When a Clerk works for two or more Parish Councils, the membership is worked out on the gross annual salary from all Councils. This would equal a membership fee of £139 for 2017/18. When split between the two Parish Councils (Rangeworthy 8 hours/week and Charfield 20 hours/week) this is equal to Charfield contributing £99.29, this being five sevenths of the cost.
4. The Clerk would like to request one week's holiday – 26th through 30th June. **Your approval is sought.**
5. The Clerk received a report of some vandalism to the wooden train in the play area. It would appear that a group of youths ripped off one of the ceiling planks and used it to 'sword fence' with their fellow youths.
6. An incident of vandalism was reported to SGC and Avon & Somerset Police. The incident happened on the evening of the 24th May 2017. A group of youths vandalised the door to the disabled toilets. An incident number was obtained 5217116796. It would appear that SGC has repaired the door.
7. Dog fouling is continuing to be a problem in the village especially along the path that runs beside the Primary School (this was reported on the Charfield Village Forum). The Clerk has emailed the SGC Dog Warden requesting some signage in the area as a deterrent.
8. The Clerk has spoken with the Insurers to make arrangements for the tennis court to be included in the Parish Council's insurance policy. The additional premium is presented at the meeting for payment.

9. The Clerk has visited the bank to sort out the confusion with the banking mandates and the additional signatures. It would appear that the bank became confused as two mandates were presented in close succession. All has now been sorted.
10. A thank you has been received from SGC for groups who participated in the 2017 Big Spring Clean. There were over seventy groups recorded with one group collecting fifty two bags of rubbish.

Paula Evans
Clerk
10th June 2017

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