

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 9th May 2017 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Rosher (Chairman), Mrs. J. Law, Mrs. N. Newns, Mr. A. Threlfall, Mr. R. Rawlings

Clerk: Mrs. Paula Evans

Public: One member of the public was present.

Action

11006/17 – To elect a Chairman & receive Chairman's Declaration of Acceptance of Office

It was proposed by Cllr. Newns and seconded by Cllr. Threlfall and **RESOLVED** that Cllr. Rosher be elected as Chairman for the forthcoming year. **All Agreed.** Cllr. Rosher duly signed his Declaration of Acceptance of Office, witnessed by the Clerk. Cllr. Rosher thanked the Parish Councillors for their continued support. Cllr. Rosher had now been Chairman for a number of years and urged the Councillors to consider an alternative nomination in the future as it is considered good practice to rotate Chairmanship.

11007/17 – To elect a Vice Chairman

Although Cllr. Cheskin had sent his apologies for this meeting, however had made the Parish Council aware of his willingness to stand as Vice Chairman for 2017/18. It was therefore proposed by Cllr. Rosher and seconded by Cllr. Rawlings and **RESOLVED** that Cllr. Cheskin be elected as Vice Chairman. **All Agreed.**

11008/17 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and accepted from Cllrs. Cheskin, Garside, Parker and Roberts. Cllr. O'Neill had also sent his apologies.

11009/17 Declarations of Interest in items on the Agenda

None received.

11010/17 To Approve Minutes of Previous Meeting

The draft minutes of the previous meeting held on 11th April 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.**

11011/17 Public Participation

None.

11012/17 To receive the Clerk's Report

The Clerk presented her report, which is appended to these minutes.

The Clerk was thanked by the Parish Council for her work in balancing the year end accounts.

11013/17 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Apologies had been received from Cllr. O'Neill, therefore no report was presented.

11014/17 To appoint representatives to the following Committees for 2017/18

- Charfield School Governors – Cllr. Rawlings was happy to continue, however had not been receiving communications. The Clerk was asked to write to the School Governors to seek clarification on whether they still required a Parish Council representative.
- The National School Foundation – Cllr. Rawlings
- Charfield Memorial Hall & Playing Field Management Committee – Cllr. Roberts
- South Gloucestershire Area Forum – Cllr. Rosher/Clerk
- South Gloucestershire Environmental Link Group – Cllr. Law

Clerk

- South Gloucestershire branch of the Avon Local Council's Association – Cllr. Cheskin
- South Gloucestershire Community Engagement Forum – Cllr. Cheskin/Rosher/Clerk
- Quarry Liaison Group – Cllr. Rosher/Clerk
- PROW Working Group – Mr. Steve Hake (Parishioner - Voluntary)
- CuGuC Committee – Not required as there is a good avenue of communication
- Burial Ground Working Group – Not needed
- Youth Group – Cllr. Cheskin/Newns
- Planning Committee – Not required.
- Charfield Neighbourhood Planning Group – Cllrs. Rosher/Threlfall/Law/Clerk

11015/17 Planning Applications

As at 9th May 2017 no new planning applications had been received.

11016/17 Planning Decisions

PT16/6729/F | The conversion of a barn to include a two-storey side extension to provide a residential dwelling | Charfield Hall Farm, Little Bristol Lane, Charfield | APPROVE WITH CONDITIONS

PT17/0357/F | Change of use from shop/office (Class A1) to Hot Food Takeaway (Class A5) as defined in Town and Country (Use Classes) Order 1987 (as amended) to include installation of flue to side elevation | APPROVE WITH CONDITIONS

PT17/0614/F | Erection of single storey rear extension to form additional living accommodation | 162 Manor Lane, Charfield, GL12 8TW | APPROVE WITH CONDITIONS

PT17/0906/F | Demolition of existing extension. Erection of a two storey and single storey side extension, with balcony, to provide additional living accommodation | Downs Lodge, Charfield Hill | APPROVE WITH CONDITIONS

PT17/1212/F | Erection of single storey front extension to form additional living accommodation | 51 Underhill Road, Charfield, GL12 8TD | APPROVE WITH CONDITIONS

PT17/1244/F | Erection of a single storey rear/side extension to form additional living accommodation | 17 Hawthorn Close, Charfield, GL12 8TX | APPROVE WITH CONDITIONS

PT17/1210/HED | Removal of 2 no. sections of hedgerow (30m in total) to facilitate the construction of 2 no. passing bays | Land to the side of Poolfield Farm Lane, Charfield, GL12 8HY | APPROVE WITH CONDITIONS

PT17/1132/F | Change of use of land from agricultural to equestrian use. Erection of outdoor exercise arena | Cosy Farm, Swinhay Lane, Charfield, GL12 8EY | APPROVE WITH CONDITIONS

An email from a Charfield resident had been received in connection with the recent tree works application (PT17/1380/TRE). The email requested the Parish Council re-consider their objection to the application and went on to explained the reasons behind the application for the oak trees to be crown reduced and thinned – this was based on health and safety grounds as limbs and branches of the trees break off an fall into gardens. After due consideration, the Parish Council agreed not to amend their objection to the application.

Clerk

An email from a resident had been received regarding the recent decision to approve the change of use application for 10 Avon Road and requested that the Parish Council seek to appeal against the approval. Unfortunately there is no process to challenge this decision through SGC or the Planning Inspectorate. The 'call-in' procedure instigated by Cllr. O'Neill followed the democratic process by removing the planning officers' delegated responsibility and determination by Committee. The decision could be challenged through the High Court, if there were exceptional planning reasons to do so, however this is a costly process and even the High

Court cannot reverse a decision. The best outcome that could be achieved would be for the decision to be quashed and the application would have to start the application process again. The Parish Council sympathises with local residents and will keep an eye on how the premises develop. The Clerk was asked to respond to the resident, as well as writing a letter of disappointment to the SGC Director of Planning and Development Control Committee (copy to Cllr. Riddle).

Clerk

11017/17 Planning Enforcement

COM/16/0995/OD | Land adjacent Poundhouse Farm, Churchend Lane, Charfield | No further action had taken place due to further negotiations between SGC and the landowner.

The Clerk will chase the status of the Railway Tavern and Day House Lease issues.

Clerk

COM/17/0226/OD – Station Road, Charfield | Business operating from the site without permission | SGC Officers are investigating.

11018/17 Playing Fields Inspection Reports and Note Issues Arising

The latest safety inspection report was received. The Clerk was asked to update the rota for the rest of the year. The inspection schedule requires updating to include the tennis court. A new sign for the tennis court had been received. Cllr. Rosher will secure this to the tennis court.

Clerk

Path - Katherine Close to Memorial Hall – Following the recent suggestion to replenish the gravel path, the Hall Committee explained they would like to extend the path all the way round the Playing Field to form a running track at some stage in the future. However, it was agreed that as the path gets very muddy when wet, the Parish Council felt it would be worthwhile replenishing the gravel, and if Cemex are able to do this free of charge, then the Parish Council would go ahead.

The Clerk was asked to forward the recently received ALCA fact sheet on Park Run - Free Running Guidance to the Memorial Hall Committee for their information.

Clerk

The annual weed and feed of the playing field had recently been carried out.

11019/17 Charfield Burial Ground Report

The nettles were beginning to die back, however they would probably need another spray and strimming back.

The Clerk was advised that Mr. Hake looks after the Parish Council's petrol strimmer and also holds a spraying licence. The Clerk was asked to contact Mr. Hake to see if he would be willing to help at the burial ground pro bono and ad hoc.

Clerk

It was also reported there are between twelve and fifteen different species of wildflowers growing in the wildflower area. It was also understood that deer and foxes have been seen. All in all, the area is flourishing.

11020/17 Youth Group Report

Cllrs. Cheskin and Newns will be meeting with Simon Gillings on 11th May 2017 and a full report will be provided to the next Parish Council meeting. The Parish Council were pleased that the Youth Group is still happening despite funding cutbacks.

11021/17 Charfield Neighbourhood Plan

Cllr. Rosher reported that a CNP meeting was planned for 11th May to review the slides that have been created following community engagement and consultations. The themes from these slides will be carried into the Neighbourhood Plan document. The Chairman will also cover this in his report to the Annual Parish Meeting.

11022/17 CUGUC Report

CUGUC continue to do sterling work around the village and the latest project to erect three new external notice boards in the bus shelter adjacent to the Primary School has been completed. The shelter has also been internally painted.

11023/17 Meeting Reports

Nothing further to report.

11024/17 Correspondence Received

ALCA - LAIS Running Free consultation briefing; In Short.

SGC - Notice of Intent - Temporary Traffic Order - B4058 Bristol Road, Cromhall - PT.5608; South Gloucestershire in the First World War project - War Memorials website.

Other/Parishioner - Membership of the Joint Local Access Forum (the JLAF); South Glos Over 50's Forum AGM; Tortworth Parish Meeting held on 7th March 2017; Trees overhanging Kings Meadow.

11025/17 Footpaths

The Public Hearing in connection with OCH8 will take place on 14th June 2017 at Poole Court, Yate. The Clerk was asked to ensure that a notice was put on the notice board.

The Parish Council noted the SGC PROW Officer's report regarding the Barratt application for Warners Court; it was incongruous of the developer to suggest that only one or two people would use the footpath following development of the area; if the number of people using the footpath is increased then the risk is increased. The Parish Council was concerned that the footpath may well be sealed up. It was pointed out that Network Rail will have to ensure that the track is sufficiently stable in order to facilitate the electrification of the main line

Regarding minute 10964/17, no further news had been received. Cllr. Braun had approached Wotton Town Council who had asked for costings before committing to any cycle/walkway between Charfield and Wotton.

11026/17 Annual Parish Meeting 2017

Plans are in hand. The Chairman confirmed that the Hall Committee would be facilitating the refreshments.

11027/17 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. 392 dated 28 th April 2017)
Business Reserve (1)	£14,355.52	(Statement No. 182 dated 5 th April 2017)
Business Reserve (2)	£74,724.83	(Statement No. 288 dated 28 th April 2017)

The Parish Council noted receipt of the following payments:

- First half of 2017/18 Precept of £27,850.
- First half of 2017/18 LCTR Grant of £375.
- Community Infrastructure Levy for 2017/18 of £1,302.60.

The Clerk reported that she had postponed the Independent Internal Audit until 15th May 2017; this was due to difficulties in balancing the year end accounts. The Clerk will contact Grant Thornton informing them that the Parish Council's annual return will be sent by the middle of June. In consideration of this delay, agenda item 22 and bullet points 3, 4 and 5 were not discussed and deferred until the June meeting.

It was agreed that the Exercise of Public Right to Inspect the draft 2016/17 accounts would be between Monday 3rd July 2017 and Friday 11th August 2017.

It was proposed by Cllr. Threlfall and seconded by Cllr. Rawlings and **RESOLVED** to accept the Receipts & Payments Account as at 9th May 2017 as presented by the Clerk.

11028/17 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 - March	£834.19	£0.00	£834.19
HMRC	Clerk's Tax & NI	£114.39	£0.00	£114.19
Locality	Repayment of NHP Grant	£1,770.70	£0.00	1770,70
Memorial Hall	First Half Precept Monies	£3,000.00	£0.00	£3,000.00
Memorial Hall	Grant (S.137) Village Fete	£300.00	£0.00	£300.00
Memorial Hall	Room Hire & Litter Pick	£143.00	£0.00	£143.00
CADS	Grant (S.137)	£100.00	£0.00	£100.00
CuGuC	Grant (S.137)	£1,500.00	£0.00	£1,500.00
Dementia Group	Grant (S.137)	£500.00	£0.00	£500.00
Friends of Charfield Primary School	Grant (S.137)	£500.00	£0.00	£500.00
Complete Business Solutions	Stationery	£18.17	£3.63	£21.80
		£8,800.45	£7.63	£7,015.38

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

11029/17 Minor Items Raised by Members or for Future Agenda

Public Conveniences – this facility is currently charged at £19,000 per annum through SGC Special Expenses. The Parish Council will look to investigate the possibility of rebuilding/replacing the toilet block (using potential S.106 or CIL monies). The Clerk was asked to investigate how long the Parish Council is tied into the contract with SGC.

Clerk

The wooden/cast iron bench by the letterbox on the Wotton Road is broken and potentially dangerous. The Clerk will report this to SGC.

Clerk

Regarding the issue of the pedestrian crossing at the Crest Nicholson development site, Cllr. Rosher happened to speak with the site manager. There is a problem with the supplier of the signal controlled lights; SGC nominated the supplier therefore Crest Nicholson is unable to purchase from an alternative. It was anticipated that the signalling will be installed and commissioned during the second week of June following the laying of the anti-skid surface.

It was agreed to talk to Cllr. O'Neill about how the Parish Council changes the theme of additional facilities offered by developers e.g. allotments.

*This concluded the business of the meeting which closed at approximately 9.20pm.
Next meeting of full council is to be held on Tuesday 13th June 2017 at 7:30pm in the Sportsman's Lounge.*

Chairman

13th June 2017

CLERK'S REPORT

Presented to Full Parish Council Meeting on 9th May 2017

1. The Parish Councillor Training Session took place on Wednesday 3rd May 2017 with sixteen Parish Councillors and two Clerks attending. This was a good-humoured session with some interesting information received. The Clerk has sent invoices to Iron Acton, Falfield and Rangeworthy Parish Councils to share the cost of the session. The amounts to 18 attendees ÷ £221 (£200 for trainer and £21 for hire of the room) = £12.28 per person.
2. A copy of the new 2017 Good Councillor Guide has been circulated to all Parish Councillors.
3. The SGC Briefing Note on Waste Management was converted to a .pdf and advertised on the Charfield Village Forum Facebook page and the Parish Council web site.
4. A notice of a temporary road closure of the Wotton Road (Farleigh Lane to Churchend Lane) was received on 18th April 2017. This was forwarded to Cllrs. and also posted on the Parish Council web site and Charfield Village Forum Facebook page. The closure, for a period of 8 weeks, will be an extensive detour and will no doubt create lengthy delays.
5. The Clerk attended the DC Site Visit on 21st April 2017 regarding the change of use application for 10 Avon Road. The Clerk read out the Parish Council's objections to this application. The Site Visit was well attended with some twenty five plus parishioners in attendance.
6. A considerable amount of time has been spent finalising the year end accounts for 2016/17 in preparation of the Independent Internal Audit which will be taking place on Monday 8th May 2017.

Paula Evans
Clerk
5th May 2017