

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 11th July 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. R. Rawlings, Mr. P. Garside, Mr. A. Parker and Mr. A. Threlfall

Clerk: Mrs. Paula Evans

Public: Two members of the public were present.

Action

11052/17 To note Apologies for Absence and Acceptance of Reasons

None received.

11053/17 Declarations of Interest in items on the Agenda

Cllr. Threlfall declared a Disclosable Pecuniary Interest in agenda item 7, specifically planning application PT17/2372/F.

11054/17 To Approve Minutes of Previous Meeting

The minutes of the previous meeting held on Tuesday 10th June 2017 had been circulated. Following one minor typographical amendment, Cllr. Cheskin proposed, Cllr. Law seconded and it was **RESOLVED** to approve the minutes. **All Agreed.**

11055/17 Public Participation

A representative of the newly formed Friends of St. James Church addressed the Parish Council. The Group had initially been formed in August 2014 following an invitation by South Gloucestershire Council to a group of residents on Churchend Lane to hear SGC's plans for managing the grounds as an important asset. The church and churchyard is classed as 'closed' therefore the responsibility for maintenance passed to SGC. Nine of the twenty-five chest tombs are listed, but sadly due to weathering and the encroachment of ivy etc some of the inscriptions have been lost. SGC is required to undertake 'topple testing' of the headstones and tombs to ensure they are safe. Headstones and tombs which fail the safety tests are laid on the ground. St. James is unusual in that it does not have pews - it is a bright, open and adaptable space. The recent Neighbourhood Plan survey highlighted the fact that the building is cherished by Charfield parishioners. The first major task for the Friends is to raise funds in order to commission an architect to carry out a detailed survey. This report would suggest remedial works, budgeted costs and identify the level of expertise required. Some of the work could be done by the Friends but there would obviously be work that would require a specialist. SGC is providing assistance and advice to the Friends. The Parish Council thanked the Friends for their update and confirmed that they wished to assist the group, and looked forward to receiving a grant application at the end of the year.

The Parish Council was addressed by a parishioner (after consulting with other parishioners living on Churchend Lane) regarding agenda item 19, specifically the request to SGC to reduce the speed limit on Churchend Lane and Devils Lane. The parishioner understood that this agenda item had been triggered by a recent 'near-miss' accident, however urged the Parish Council to defer making any decision. The parishioner expressed concern that this request could generate additional traffic signs which would spoil the view in the area; it was felt that a mandatory reduction in the speed limit would not make drivers change their driving habits and experience has shown that speeding is from non-residents. It was acknowledged that both Churchend Lane and Devils Lane are in a poor state of repair. It was agreed that the 60mph speed limit is not right for the lane, but believe that the Parish Council should address the issue of poor visibility at the Tafarn Bach roundabout.

Regarding agenda item 7, specifically PK17/2861/PNA, the applicant had emailed the Parish Council notifying that the application had been withdrawal. Cllr. O'Neill confirmed that official notification had been received by SGC. The applicant confirmed that no trees would be felled, in fact additional trees would be planted. A replacement application would be submitted in due

course. In light of this information, the application would not be discussed later in the meeting.

11056/17 To receive the Clerk's Report

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

The Clerk's request for 20 hours holiday was approved.

11057/17 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Cllr. O'Neill reported that all SGC officers are now operating out of the Badminton Road offices.

The Thornbury One Stop Shop is now closed.

Crest Nicholson development – an explanation regarding the delayed installation of the pedestrian crossing had been circulated. The delay was due to supplier problems. The pedestrian crossing was supposed to be in place 'prior to first occupation'. SGC Enforcement had apologised that certain deadline have not been met as they are extremely busy.

Day House Leaze development – Cllr. O'Neill has managed to secure the provision of two additional parking spaces just inside the development for the residents directly affected by the development.

Fews Yard – Sweeper vehicles are being started up very early in the morning (07:00 hrs) which is causing noise and fume problems for residents. SGC Enforcement has reported that the security company has moved out of the portacabin although this building is now up for sale. SGC anticipate a planning application for the site, but do not know what it will involve.

11058/17 Planning Applications

PT17/2372/F | Demolition of existing detached garage. Erection of a two storey side extension to form garage and additional living accommodation | 1 New Street, Charfield, GL12 8ES | Prior to discussions on this application Cllr. Threlfall removed himself from the meeting room and took not part in discussions | NO OBJECTIONS | Cllr. Threlfall was invited back into the meeting room.

PT17/2552/F | Erection of detached garage, installation of new access gate and 1.8m high fence. Creation of new access onto The Drive | Quince Corner, The Drive, Charfield, GL12 8HX | To OBJECT – over-development of the site; the proposed fencing is not in keeping with the current street scene.

PK17/2861/PNA | Prior notification of the intention to erect an agricultural building for the storage of equipment | Land adjacent Pound House Farm, Churchend Lane, Charfield | It was noted that this application had been WITHDRAWN by the applicant on 11th July 2017, therefore it was not discussed.

PT17/2961/CLP | Application for a certificate of lawfulness for the proposed installation of bi-fold doors | 42 Woodlands Road, Charfield, GL12 8LS | NO OBJECTIONS.

PT17/021/SCR | Land north of Wotton Road, Charfield | Erection of 250 dwellings and other small scale employment or community uses, highway access, landscaping and associated infrastructure works (drainage) | Although not an official planning application, the Parish Council and residents had been made aware of its existence. This is a scoping and screening application which has been made by the applicant to ascertain what additional reports may be required before an official planning application is made. It was noted by the Parish Council that there were no documents on the SGC planning website which could be considered.

11059/17 Planning Decisions

PT16/6580/RM | Erection of 64 dwellings with associated drainage and highways infrastructure. (Approval of reserved matters to be read in conjunction with outline PT16/0462/O) | APPROVE

WITH CONDITIONS.

PT17/1994/F | Erection of single storey rear extension to form additional living accommodation with raised decking area | 32 Wotton Road, Charfield, GL12 8TP | APPROVE WITH CONDITIONS.

11060/17 Planning Enforcement

Nothing to report. The Parish Council was disappointed to note that queries raised with SGC Enforcement had remained unanswered.

11061/17 JSP, JTP & Proposed Development within Charfield

In order to keep Parish Councillors and the Charfield community up to date with progress on these subjects, the Parish Council agreed this item would be included in all future agendas.

The draft JSP is anticipated to be published in late autumn 2017. A company called CEG (who represent a consortium of Charfield landowners) and Bloor Homes were both in talks with South Gloucestershire Council regarding potential development in the Parish.

The Parish Council acknowledged with thanks the tremendous turnout of Charfield residents at the Development Control (West) Site Meeting on 16th June 2017 to look at the Warners Court planning application. The Parish Council also acknowledged the establishment of the new Fighting for Charfield pressure group.

CEG have contacted the Parish Council asking for a meeting. A representative of CEG (Caroline Wrighton) had attended a Parish Council meeting at the end of 2016. It was apparent that CEG approach housing development in a different way. The Parish Council had made it clear that it did not want Charfield to double in size and would prefer to wait until the JSP had been adopted before entering into communication with CEG. However the Parish Council acknowledged that a realistic approach to possible development would be required and as a community need to start thinking about what the community needs and how that could be achieved – to be in control rather than controlled.

SGC are consulting on the proposed modifications to the Policies, Sites & Places Plan.

11062/17 Playing Fields Inspection Reports and Note Issues Arising

The safety surface on the junior activity equipment had been badly damaged. The Clerk will ensure this is repaired as a matter of urgency. The Clerk was also asked to report this to Avon & Somerset Police.

Clerk

Cllr. Threlfall had replaced the screws in the climbing wall and Cllr. Parker had done the cap ends on the bridge.

The Clerk was asked to order sand to replenish the sand pit. Cllr. Parker will speak with Yate Shopping Centre to see if it is possible to procure some of the sand from their play beach after the school summer holidays. Potentially the Parish Council could take three tonnes.

Clerk/
TP

Cllr. Cheskin had swept the tennis court. The tree at the back could do with a trim, but for now the Parish Council will monitor. The key for tightening the tennis net is kept at the garage.

11063/17 Charfield Burial Ground Report

The Clerk's monthly burial ground report was noted, along with Cllr. Rosher's report.

The recent complaint about grass-cuttings being spread onto memorials was noted.

Following discussion it was proposed by Cllr. Cheskin and seconded by Cllr. Law and **resolved** to amend Condition 12 of the Rules & Regulations for the Burial Ground to read as follows -

“Foot stones, kerb stones, edging or gravel beds are not permitted. Flower bulb planting should be limited to small species and shall remain within the burial plot. Trees and shrubs shall not be planted on burial plots and the Burial Authority reserves the right to remove such without notice. Chemical treatments such as glyphosate based treatments and slug pellets are discouraged and shall only be permitted with the written consent of the Burial Authority”. **All Agreed.** An amended copy would be placed on the Burial Ground notice board and forwarded to all families of those currently interred.

11064/17 Youth Group Report

The Youth Group was doing well with 33 youths in attendance the previous week.

11065/17 Charfield Neighbourhood Plan

The next meeting of the CNP would be on 15th August 2017 in the Sportsmans Lounge.

11066/17 CUGUC Report

Nothing to report. It was agreed to remove this item from forthcoming agendas.

11067/17 Meeting Reports

Hall Management Committee – Cllr. Rosher would be attending the next meeting. The Hall Committee were in discussions with Bellway Homes regarding the siting of their sales cabin within the Hall car park which would provide additional income.

Community Engagement Forum (CEF) – The new format for CEF meetings appears to be working well. Numerous subjects had been covered - the Fire Service had attended and provided an interesting report; burglaries do not appear to be a major problem in the area; speed cameras were discussed; Charfield Primary School has a ‘walk-to-school’ plan in place; the CEF would ask CuGuC to create a pathway between the Tafarn Bach roundabout and the bus shelter, although SGC considered it too dangerous. The Clerk was asked to put an item on the September agenda to discuss the possibility of setting up a Neighbourhood Watch Scheme in the Charfield area.

Clerk

11068/17 Correspondence Received

South Gloucestershire Council – Common Land; Policies, Sites & Places Plan; Heatwave Level 3 Alert; Development Control Meeting Deferred Date; Community Engagement Forum 29th June; Wotton Road, Charfield – Proposed Pedestrian Crossing.

Parishioner/Other – Charfield Burial Ground; Friends of St. James Church; Identifying Landowner; Charfield Tennis Court Tree.

11069/17 Footpaths

Regarding OCH8, nothing further had been received. The Clerk would check the SGC web site to see if anything is available.

Clerk

11070/17 Highways

Following discussion and in view of comments made under Public Participation, it was agreed to refer this matter to the Community Engagement Forum. It was also agreed that a site meeting would be arranged with Rob Wiltshire from SGC Highways. It was acknowledged that speeding was not just a problem on Churchend Lane and Devils Lane but generally all around Charfield. Cllr. O’Neill would make contact with Mr. Wiltshire to discuss the national speeding framework around Charfield.

Regarding the request for the renewal of rumble strips on either side of the railway bridge on Wotton Road and on Charfield Hill, this would be brought to the attention of the Community Engagement Forum.

11071/17 Clerk & Responsible Finance Officer

The Clerk’s annual appraisal had been undertaken by the Chairman and Vice Chairman and the appraisal form had been completed by both the Parish Council and the Clerk. The Parish

Council were very happy with the Clerk's performance. Two objectives were identified for the forthcoming year – to register for CiLCA and commence modules; develop procedures for Charfield Burial Ground. The Parish Council would also provide financial support for CiLCA registration and training modules. It was proposed by Cllr. Rosher, seconded by Cllr. Cheskin and **RESOLVED** that the Clerk's SCP grade be increased by one point to SCP24, backdated to April 2017. **All Agreed.** The Clerk thanked the Parish Council for a very positive annual performance review, and looked forward to the forthcoming year.

11072/17 Financial Matters

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

Current Account	£ 500.00	(Statement No. 394 dated 30 th June 2017)
Business Reserve (1)	£14,355.88	(Statement No. 185 dated 5 th July 2017)
Business Reserve (2)	£67,257.34	(Statement No. 290 dated 30 th June 2017)

The 2016/17 Annual Return had been sent to Grant Thornton, who in turn had acknowledged receipt.

It was noted that the VAT Refund of £4,181 had been received via BACS payment into the Parish Council's bank account.

Councillor Training – payments had been received from Rangeworthy, Falfield and Iron Acton Parish Councils for their share of the recent training sessions.

11073/17 Accounts for Payment

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Mrs. P. Evans	2777	Clerk's Salary - June	£834.19	£0.00	£834.19
Mrs. P. Evans	2777	Tennis Court Sign	£15.98	£3.20	£19.18
HMRC	2778	Clerk's Tax & NI	£114.39	£0.00	£114.39
Charfield Memorial Hall	2779	Room Hire & Litter Pick	£111.50	£0.00	£111.50
SGC	2780	Localism Charges	£452.70	£90.54	£543.24
KLH Landscaping	2781	Sand	£265.00	£0.00	£265.00
KLH Landscaping	2781	Burial Ground Spraying	£85.00	£0.00	£85.00
GB Sport & Leisure	2782	Playground Repairs	£336.00	£67.20	£403.20
			£2,214.76	£160.94	£2,375.70

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.**

11074/17 Minor Items Raised by Members or for Future Agenda

The condition of Manor Lane was discussed. There are a number of potholes which need repair. The Clerk will log this with SGC.

Clerk

The Parish Council will investigate the cost etc of erecting a perching bench in the bus shelter by the school.

Clerk

Corner of Hawthorn Close and Manor Lane – a hedge has been removed and a fence erected. The Clerk will contact SGC Planning Enforcement.

Clerk

A professional sized drone had been seen flying over the village recently. This will be reported to the CEF for their next meeting.

It was reported that patrons of the Plough Inn are parking across the access to the lane which is designated public highway. This happens quite regularly and makes it awkward for residents to enter and exit their properties. This will be reported to the Community Engagement Forum.

Clerk

Crest Nicholson has been distributing flyers advertising their Charfield development. However a parishioner noticed that the photograph is not actually of Charfield. The parishioner has spoken with the Managing Director of Crest Nicholson who happened to be visiting the development.

One of the trees on the small green at the corner of Manor Lane and Underhill Lane has been damaged. The Clerk will report this to SGC Streetcare offering to replace the tree at the Parish Council's expense.

Clerk

This concluded the business of the meeting which closed at approximately 9.50pm.

Next meeting of full council is to be held on Tuesday 12th September 2017 at 7:30pm in the Sportsman's Lounge.

Chairman

12th September 2017

**Charfield Parish Council
Clerk's Report
Presented to Full Parish Council Meeting on 11th July 2017**

1. An enquiry was received from SGC's new Commons Stewardship Officer regarding The Pound on Churchend Lane. The Clerk has familiarised herself with this small parcel of land which comprises approximately 0.02 of an acre, and is currently rented out to the adjoining property for £35.00/year. The rental agreement was for a period of 7 years and is due for renewal in October 2017. The Clerk will place this on the September agenda for discussion and decision.
2. Over the past month, the Clerk has liaised with Cllr. O'Neill following an email received from a parishioner. The parishioner was trying to discover who owned a small parcel of land where Little Bristol Lane goes into Devil's Lane. Cllr. O'Neill contacted SGC Property Services who confirmed that the land did not appear to have a registered owner. The Clerk has relayed this information to the concerned parishioner.
3. Via the Charfield Village Forum Facebook page, a sink-hole was reported on Manor Lane. The parishioner who discovered this has reported it to SGC.
4. The Clerk has responded to the newly formed Friends of St. James Church informing them that the entire 2017/18 Grant Budget (£2,900) has been distributed and the 2018/19 round of Grant Applications will open in October this year and the Parish Council look forward to receiving their application together with all supporting information.
5. The Clerk would like to request 20 hours holiday week commencing 18th September 2017.

Paula Evans
Clerk
10th July 2017