

# **CHARFIELD PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Tuesday 12<sup>th</sup> September 2017 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

## **PRESENT**

**Parish Councillors:** Mr. M. Rosher (Chairman), Mrs. N. Newns, Mrs. V. Roberts, Mr. P. Garside, Mr. A. Parker and Mr. A. Threlfall

**Clerk:** Mrs. Paula Evans

**Public:** No members of the public were present.

## **11075/17 To note Apologies for Absence and Acceptance of Reasons**

Apologies were received and noted from Cllrs. Cheskin, Law and Rawlings.

## **11076/17 Declarations of Interest in items on the Agenda**

None received.

## **11077/17 To Approve Minutes of Previous Meeting**

The minutes of the previous meeting held on Tuesday 11<sup>th</sup> July 2017 had been circulated. Cllr. Parker proposed, Cllr. Newns seconded and it was **RESOLVED** to approve the minutes which were duly signed by the Chairman. **All Agreed.**

## **11078/17 Public Participation**

There was no public participation.

## **11079/17 To receive the Clerk's Report**

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

Regarding item 3 of the Clerk's Report (damaged tree on Manor Lane), it was noted there are other trees around the village (on SGC maintained land) that require replacing. Cllr. Parker will list these trees and forward the information to the Clerk for reporting to SGC.

## **11080/17 Report from Cllr. John O'Neill, South Gloucestershire Council Representative**

Boundary Commission Review – Draft Report – the report proposing a reduction in the number of SGC Councillors – Charfield is one of only two Wards that would remain intact.

Community Consultation Event – 20<sup>th</sup> September 2017 – It was noted that Charfield will, more than likely be selected as an areas for sustainable, strategic development.

Charfield Station – Cllr. O'Neill reported that there was to be an extra-ordinary meeting of the West of England Combined Authority to discuss transportation. One of the items on the agenda would be a feasibility study into the re-opening of Charfield railway station. The issue of the M5 J14 would also be discussed at the meeting. The Parish Council commented that the junction remains at capacity and not fit for purpose.

The subject of flooding on Woodlands Lane as discussed. It was considered this may be exacerbated if the CEG development comes to fruition.

Cllr. O'Neill reported that a developer has expressed an interest in the M.J. Fewes land. However, if the re-opening of Charfield railway station is feasible, any development in this area would be resisted by SGC.

The Parish Council noted a number of concerns expressed by villagers and neighbours of the Hall and Hall car park. It was noted that Bellway Homes would be imminently siting their sales office in the car park. However the Parish Council queried whether planning permission was required. It was also noted that workmen from Bellway are using the Hall car park during the day, which the Parish Council felt could conflict the regular users of the Hall. Additionally, a local mobile takeaway had approached the Hall Committee, however it was noted this would not

Action

TP/  
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be consider by the Committee until January 2018. A mobile takeaway would require a licence to operate from the Hall car park. The Parish Council felt that the siting of a mobile takeaway van would be detrimental to the neighbours of the Hall. The Clerk was asked to prepare a letter to the Hall Committee expressing the concerns raised. As Custodian Trustees, it was felt it would be remiss of the Parish Council not to point out these concerns.

### **11081/17 Planning Applications**

PT17/3449/F | Erection of 1 no. agricultural building for the storage of vehicles and maintenance equipment | Pounds House Farm, Churchend Lane, Charfield | NO OBJECTIONS – the Parish Council to comment they would like to seek a condition attached to the building specifying that the building will solely be used for agricultural storage.

PT17/3552/F | Erection of single storey front extension to form additional living accommodation | 53 Underhill Road, Charfield, GL12 8TD | NO OBJECTIONS.

PT17/3550/MW | Variation of conditions 5, 6 and 7 of planning permission PT12/2717/MW to make permanent the currently permitted hours of operation of the coated stone plant | RMC Aggregates, Wickwar Quarry, The Downs, Wickwar | NO OBJECTIONS.

PT17/3694/PDR | Erection of rear conservatory | 102 Woodlands Road, Charfield, GL12 8LS | NO OBJECTIONS

PT17/3696/TRE | Works to crown reduce 1 no. Oak tree to leave a height of 5.5 metres and a radial spread of 8.9 metres. Covered by TPO 31 dated 17<sup>th</sup> October 1968 | Oak Tree House, Underhill Road, Charfield | TO OBJECT – to comment that the Parish Council considers that specifically the lopping of the lower limb may cause the tree to become unbalanced/unstable. The Parish Council would, in this respect, like to seek the views of the SGC Tree Officer particularly given the length of time this prominent tree has been under the protection of a TPO.

PT17/3943/F | Erection of first floor side extension and a single storey rear extension to form additional living accommodation | 23 Longs View, Charfield, GL12 8HZ | NO OBJECTIONS.

### **11082/17 Planning Decisions**

PT17/2101/CLP | Application for a certificate of lawfulness for the proposed alteration to an existing entrance foyer suffering from timber decay | Charfield CP School, Wotton Road, Charfield | APPROVE WITH CONDITIONS.

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 | APPROVE WITH CONDITIONS.

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 | APPROVE WITH CONDITIONS.

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 | WITHDRAWN.

PT17/2961/CLP | Application for a certificate of lawfulness for the proposed installation of bi-fold doors | 42 Woodlands Road, Charfield, GL12 8LS | APPROVE WITH CONDITIONS.

PT17/3180/TRE | Works to 2 no. Oak trees to reduce lateral growth on property side by 3 metres and crown lift by 4 metres. Covered by SGTPO Order 07/11 dated 21<sup>st</sup> June 2011 | APPROVE WITH CONDITIONS.

PT16/6924/O | Erection of up to 121 no. dwellings, retail unit (Class A1), open space, ecological

mitigation land and associated works with access from Wotton Road. Outline application with access to be considered (all other matters reserved) | Land north of Wotton Road, Charfield, GL12 8TG | REFUSAL – TO BE CONSIDERED BY PUBLIC INQUIRY – DATE TO BE ADVISED.

### **11083/17 Planning Enforcement**

- The Clerk was asked to chase SGC Planning Enforcement regarding the outstanding Railway Tavern Signage
- The Clerk was asked to chase SGC Planning Enforcement regarding the outstanding Bellway advertising signage.
- It was noted that the road sweeping vehicles have been removed from the M J Few's land.

Clerk

Clerk

### **11084/17 JSP, JTP & Proposed Development within Charfield**

SGC Community Consultation Events – The Parish Council discussed the forthcoming Community Consultation Event in the Memorial Hall on the 20<sup>th</sup> September. Charfield as a community need to engage with SGC Officers and communicate to them all of the justifiable reasons why Charfield cannot be made sustainable. Essentially nothing can be done to increase the size and therefore capacity of the roads, which are essentially country lanes. The Parish Council considered that it was impossible to build a low-carbon economy when residents are required to use their cars because of a lack of decent infrastructure. However, it was pointed out that it is not South Gloucestershire Council who will decide on whether or not the 1,000 additional houses will be developed in Charfield – it will be the newly formed West of England Joint Authority. It was noted that members of Wotton Town Council have been invited to the 20<sup>th</sup> September event as any potential development would greatly impact on Wotton-Under-Edge. The Parish Council also noted that in an ideal world, decent infrastructure should be put in place such as shops, employment opportunities, doctors, dentists, roads and schools before any housing development took place.

### **11085/17 Playing Fields Inspection Reports and Note Issues Arising**

The latest playground inspection reports were received from Cllrs. Parker and Newns.

It was noted that the playing safety surface is sitting a little proud in certain areas; the entrance gate on Little Bristol Lane requires a closing spring; it was agreed that the dislodged/damaged litter bin should be removed from the playground.

It was proposed by Cllr. Rosher, seconded by Cllr. Threlfall and **RESOLVED** to approve the purchase of an anti-vandal litter bin (as per the quote from G.B. Sport & Leisure) at a cost of £438.00 plus VAT. It was agreed to site the new litter bin close to the entrance gate on Little Bristol Lane.

It was proposed by Cllr. Roberts, seconded by Cllr. Rosher and **RESOLVED** to authorise the Clerk to spend up to a maximum of £1,000 in order to re-concrete the red bench that had become dislodged and concrete in the new litter bin. The Clerk will liaise with KLH in this respect.

Clerk

### **11086/17 Charfield Burial Ground Report**

The Clerk attended the Burial Ground on 23<sup>rd</sup> July 2017 to oversee the digging of the burial plot for Frankham. The Clerk also attended the burial on 24<sup>th</sup> July 2017 to receive the 'Green' Form. All went according to the family's wishes

It was noted from information received that a Faculty would probably be required from the Consistory Court in order to create the walkway through the wall between the burial ground and the closed churchyard. It was agreed that further enquiries would be made with South Gloucestershire Council. It was noted that users of the burial ground are walking through that part of the wall which has fallen down in order to gain access to the water supply.

Clerk

The Clerk will check with KLH to see when the wildflower area is to be cut.

Clerk

The Clerk had worked on the preparation of Burial Ground Procedures and a Data Capture Sheet. It was agreed to defer this item to a later meeting. The Clerk will liaise with Cllr. Law who had kindly offered to help in this respect.

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It was proposed by Cllr. Roberts, seconded by Cllr. Threlfall and **RESOLVED** to purchase an official, bound Register of Burial Book at a cost of £195.00 plus VAT.

Clerk

### **11087/17 Youth Group Report**

The Clerk reported that the latest invoice for £2,085 from Youth & Community Services was noted and was presented for approval later in this meeting. Simon Gillings had reported that the outreach work has proved successful and there are now regularly over thirty youths attending on a Tuesday evening. When the Junior Club is launched in September the numbers may drop slightly as some go across to the Thursday evening. There have been some minor changes in staffing. Mr. Gillings is working with Cllr. O'Neill on further grants to enhance the youth work.

### **11088/17 Charfield Neighbourhood Plan**

There was nothing further to report, as the outcome of the JSP/JTS is still awaited. All of the preceding data captured and work done by the CNP Group is of major value and the Group is looking at developing a 'narrative plan'. Although a 'narrative plan' has no legal weight, it can be used as guidance in terms of what a community aspires to. It was noted that if a parish had a Neighbourhood Plan this would increase the amount of CIL from 15% to 25%, however if Charfield does become a 'strategic development location' as suggested in the JSP, CIL contributions would not apply. It was reasonable to assume that the CNP Group is somewhat dispirited.

With reference to the forthcoming SGC Community Consultation event on 20<sup>th</sup> September 2017, the Parish Council was eager to see as many Charfield residents attend the event as possible. The Parish Council considered that one of the comments that could be made to SGC is 'why is this event taking place now, taking into consideration that the JSP is not yet adopted?' It was pointed out that comments made at the event would be fed back into the JSP.

### **11089/17 Meeting Reports**

**Hall Management Committee** – Cllr. Roshier had attended the August and September meeting and had now become a non-voting member of the Committee. The Committee are considering installing external CCTV cameras and may well approach the Parish Council for a grant; a new Hall web site is being constructed; there had been some confusion over grass cutting around the Hall and the possibility that both the Parish Council and the Hall Committee might both be paying for the same area to be cut, however this was found not to be the case; there are now only thirty five members in the Village Lottery therefore it was proposed to finish this activity; it had been reported at the last meeting that the Hall has nearly £1,000 in surplus funds; the Hall now has a gardening team who specifically look after the Hall grounds and planters therein; the Hall was going to be renamed simply as Charfield Village Hall and the Sportsmans Lounge would become the Lounge; the summer Fete raised £2,000; the meeting discussed the litter bin under the Oak tree; there was a discussion about the possibility of putting Christmas lights on the Fir tree by the toilets and a Christmas Carolling event; the meeting also discussed the possibility of arranging an event at St. James Church to mark the ninetieth anniversary of the Railway Disaster which would be 28<sup>th</sup> October 2018; the meeting also discuss alterations to the Hall to include the building of a porch to the front of the Hall and turning the chair store into an independently operated business hub room.

The Parish Council then discussed the condition of the vehicular entrance gates onto the playing fields. This gate is specifically for vehicular access to the field when events are taking place. All of the events on the field are run/organised by the Hall Committee; therefore the Parish Council considered that the Hall Committee probably owned the gates and fence. The Parish Council would be happy to consider a grant application from the hall to help fund a replacement gate. The Parish Council agreed to pull together costings to replace the fence line next to the tennis

Clerk

court (approximately 40m in length) and the installation of a kissing gate to replace the stile.

It was agreed that the Parish Council would contact SGC and inquire about making an application for S.106 funding from the Bellway Homes for additional outside sports/recreation equipment for the play area. Cllr. O'Neill will provide the Clerk with the relevant contact details.

Clerk

Crest Nicholson Liaison Group Meeting – The recent Liaison Group Meeting had gone very well, with the concerns of neighbours being listened to and hopefully compromises reached. However, it was noted that the issue of mud on the road coming out of the Crest Nicholson development has worsened, probably due to the recent poor weather.

Day House Leaze Liaison Group (Bellway) – It was noted that the commencement of grounds works at the site had caused a great deal of disruption and disturbance to the village during the previous week. The Parish Council had been unable to arrange a meeting with Bellway prior to commencement of works, but had managed to make contact with the Bellway Construction Co-Ordinator for the site and communicated the Parish Council serious concerns over road safety. The Parish Council understood that two residents had contacted the HSE about the standard of safety on the site and vehicle entering and exiting the site. It was noted by the Parish Council that some appropriate signage is now going up, however it remains that there is no safe access onto the field. It was further noted that Bellway are commencing construction of the Bellmouth access shortly. The Parish Council felt extremely frustrated that Bellway has commenced construction works the week that the children went back to school and were also frustrated that Bellway were receiving deliveries to the site during school drop-off times.

#### **11090/17 Correspondence Received**

ALCA - Free Rural Infrastructure event.

SGC - West of England Regional Strategy Discussion Document; JSP/ New Local Plan - Community Consultation Events; Have your say on options for M4 Junction 18a and link road; Appeal letter for PT16/6924/O; Waste Enquiry - Charfield Memorial Hall and Playing Field; South Gloucestershire Strategic Development Locations engagement events; South Gloucestershire - new Local Plan drop-in events.

Other – Playground Safety Inspection Report; Charfield Youth Group Update; Bloor Homes; Autumn Events at Winterbourne Medieval Barn.

#### **11091/17 Footpaths**

PROW OCH8 had now gone to the Secretary of State for a decision to be made – either a bridge or a tunnel. There is also the possibility that a decision could be made to close the footpath.

As discussed at the recent Liaison Group Meeting, Crest Nicholson and Cllr. O'Neill were investigating the possibility of diverting an existing PROW in order to achieve some connectivity with the new houses and the rest of the village. Crest Nicholson and Cllr. O'Neill were in discussions with the landowner.

#### **11092/17 The Pound**

The Licence for The Pound was due for renewal in October 2017. The Clerk had prepared a new Licence to rent the area for a further seven years to the existing renter. The Clerk was asked to ascertain when the last annual charge of £35.00 had been received.

Clerk

#### **11093/17 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. 396 dated 1 <sup>st</sup> September 2017)
Business Reserve (1)	£14,356.00	(Statement No. 186 dated 4 <sup>th</sup> August 2017)
Business Reserve (2)	£65,982.77	(Statement No. 292 dated 1 <sup>st</sup> September 2017)

It was noted that the 2016/17 VAT Refund of £4,232.96 had been received into Business Reserve (2).

It was proposed by Cllr. Threlfall, seconded by Cllr. Roshier and **RESOLVED** to purchase a new concrete planter at a cost of £500.00 plus VAT and donate to CuGuC. **All Agreed.** The new planter would be sited where the telephone kiosk has been removed on the Wotton Road. The Clerk was asked to liaise with CuGuC.

Clerk

It was proposed by Cllr. Threlfall, seconded by Cllr. Parker and **RESOLVED** to set up a monthly Standing Order to pay the Clerk's salary. **All Agreed.**

#### **11094/17 Accounts for Payment**

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Mrs. P. Evans	2783	Clerks Salary (Jul & Sep)	£1,810.35	£0.00	£1,810.35
HMRC	2784	Clerks Tax & NI	£240.00	£0.00	£240.00
The Play Inspection Company	2785	Annual Play Inspection	£130.00	£26.00	£156.00
Youth & Community Services	2786	Youth Group Provision	£2,085.00	£0.00	£2,085.00
KLH Landscaping	2787	Grounds Maintenance	£1,689.00	£0.00	£1,689.00
Complete Business Solutions	2788	Toner Cartridge	£46.95	£9.39	£56.34
Information Commissioner	2789	Data Protection Reg	£35.00	£0.00	£35.00
Memorial Hall - July & Aug	2790	Room Hire & Litter Pick	£229.00	£0.00	£229.00
Mrs. P. Evans	2783	Clerk's Expenses	£17.80	£0.00	£17.80
			<b>£6,283.10</b>	<b>£35.39</b>	<b>£6,318.49</b>

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

#### **11095/17 Minor Items Raised by Members or for Future Agenda**

Cllr. Roshier reported that the Parish Council domain name is due for renewal at a cost of £120.00. The approval of this expenditure would be put on the October agenda for approval.

Cllr. Roberts and the Clerk will meet to ensure that the Parish Council is adhering to the latest Data Protection legislation.

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Clerk

Cllr. Parker reported that approximately 2 tonnes of sand from the Yate Shopping Centre summer beach has been secured, and will be delivered shortly.

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

*Next meeting of full council is to be held on Tuesday 10<sup>th</sup> October 2017 at 7:30pm in the Sportsman's Lounge.*

Chairman

10<sup>th</sup> October 2017

## CLERK'S REPORT

### Presented to Full Parish Council Meeting on 12<sup>th</sup> September 2017

1. An enquiry was received from a parishioner regarding encroachment of vegetation into their garden from the playing fields. This enquiry was passed onto the Hall Committee who will be dealing with it.
2. The Clerk has applied to South Gloucestershire Council for a temporary road closure to facilitate the annual Remembrance Day Procession and Service on Sunday 12<sup>th</sup> November 2017. Letters notifying residents have been hand delivered. Last year there was a young man who was part of the Procession who was carrying a wreath to lay at the Memorial. Unfortunately the Parish Council was unaware that he wished to lay the wreath, so this year the Clerk is making enquiries through the Primary School and on the Village Forum to ask him (his parents) to be in touch.
3. The damaged tree on Manor Lane was reported to SGC. They will include the removal and replanting in their forthcoming schedule of works.
4. The Clerk (and Parish Councillors) attended the South Gloucestershire Council Development Control meeting on 27<sup>th</sup> July 2017 re the Warners Court Application. The Clerk addressed the Councillors present, repeating the Parish Council's objections to the application. As Parish Councillors will be aware, the application was refused and the Applicant has now gone straight to Public Inquiry, which is due to be held in spring 2018.
5. An enquiry was received from a parishioner regarding the possible purchase of land which is currently under the tenure of the CEG Consortium. The Clerk has passed on contact details for CEG.
6. The Clerk has spent time during the summer break doing general office housekeeping – filing (both paper and electronic) and generally catching up on paperwork.

Paula Evans  
Clerk  
11<sup>th</sup> September 2017