



## MINUTES OF THE CHARFIELD ANNUAL PARISH MEETING HELD ON FRIDAY 25<sup>th</sup> MAY 2018 CHARFIELD MEMORIAL HALL commencing at 7.30pm

Present: Charfield Parish Councillors – Cllr. M. Roshier (Chairman), Cllr. M. Cheskin, Cllr. V. Roberts, Cllr. A. Threlfall, Cllr. T. Parker, Cllr. J. O'Neill (South Gloucestershire Council Representative) and Clerk – Paula Evans

Five Members of the Public were present.

Apologies: Apologies were received from Cllr. J. Law, Cllr. N. Newns, Cllr. P. Garside and Cllr. Rawlings as well as three members of the public.

### Welcome

Cllr. Roshier welcomed everyone to the 2018 Annual Parish Meeting.

### 1. Demonstration of Defibrillator Unit by SWAS

Prior to the start of the formal proceedings of the Annual Parish Meeting, a representative from South West Ambulance Service (SWAS) gave a demonstration in the use of a defibrillator unit. Two units were in the process of being purchased from SWAS and would be installed on the Memorial Hall and Costcutters. Once these two units had been installed a community training session would be organised which would become an annual event (in accordance with the Memorandum of Understanding signed between the Parish Council and SWAS). The units would be installed in an unlocked cabinet and would be insured by SWAS against loss, theft or damage – there is an alarm on the cabinet which is activated each time it was opened. SWAS require that a daily walk-past is undertaken to ensure that the cabinet light was 'green' (which means the unit is ready for use). If the light was showing 'red', SWAS must be contacted and they would attend to the unit. The units are fully automated and talk the user through the procedure to deliver a shock to the patient. Most importantly, the defibrillator unit will not deliver a shock if a pulse was detected. The unit would also not move on to the next instruction until the previous instruction had been completed. If the unit was used, replacement pads etc would be replenished by SWAS.

The issue of being located within 200m of a unit was discussed – if the patient is any further away the emergency services would not identify that a unit was available – anyone dealing with someone in cardiac arrest would be in a heightened state of anxiety and therefore to drive to a unit could potentially cause a further accident. CPR was the most effective way of keeping the patient alive until the emergency services or community first responder arrived.

Regarding the effectiveness of a community defibrillator unit, the SWAS representative informed the meeting that these units had saved the lives of well over six patients within the locality.

Finally, the SWAS representative informed the meeting that the British Heart Foundation ran a programme and supplied equipment and a mannequin for Youth Groups to practice CPR. This may be something that Charfield Youth Group might like to investigate.



## 2. Approval of the 2017 Annual Parish Meeting

It was **RESOLVED** that the minutes of the 2017 Annual Parish Meeting held on 24<sup>th</sup> May 2017 be approved and signed by the Chairman of the Parish Council as a true record.

## 3. Annual Report from the Chairman – Cllr. Mark Rosher.

A copy of the Chairman's report is appended to these Minutes as Appendix 1.

A copy of the slides shown at the Annual Parish Meeting are appended to these Minutes as Appendix 2.

## 4. To receive a report from South Gloucestershire Councillor – Cllr. John O'Neill

Following complaints about the air quality within the village, SGC installed monitoring equipment next to the school. This equipment monitors the nitrogen dioxide levels in the air with the filters are changed every month.

The new Crest Nicholson development pedestrian crossing was still not up and running. SGC were in the process of adding the crossing in their monitoring schedule.

Following work to remove some of the ivy from the boundary wall between Charfield Burial Ground and St. James Church on Churchend Lane, the wall had become unstable and had been cordoned off. The wall is 'Listed' and the SGC Conservation Officer was currently considering the type of mortar mix to be used to re-build the wall. Cllr. O'Neill was asked by the Parish Council to make enquiries of SGC to ascertain who was responsible for the wall and confirmation that the wall was in fact listed as this 'Listing' would have an impact on the works the Parish Council wish to undertake to the wall.

CEG in association with Bloor Homes have said they are ready to submit an outline planning application (potentially within the next 6-8 weeks) for up to 900 new dwellings behind Manor Lane and 250 on New Street.

Regarding the movement of traffic along the Wotton Road – the chicanes that had been installed many years ago in an attempt to calm traffic down had caused tailbacks and additional problems. Following complaints received, Renishaw had paid for them to be removed.

An outline business case for a new Charfield railway station and alterations to J14 should be ready by the end of the month (May 2018).

SGC alterations to the current planning process and the 'calling-in' of contentious planning applications had been deferred until later in the year. Cllr. O'Neill had called the proposed new 'Permissive Planning' process an insult to the residents of the area.

## 5. Annual Report from the Clerk & Responsible Financial Officer – Mrs. Paula Evans

A copy of the Clerk's Report is appended to these Minutes as Appendix 3. It was agreed that for future meetings a copy of the Clerk's report and bank reconciliation would be made available to those attending the meeting.



## 6. To receive reports from Parish Organisations

The following presentations were received from village organisations:-

Friends of St. James Church – The Friends had now been formed for almost a year and held their AGM in May. Unfortunately the Friends do not have a Chairman at the moment, but two new people had joined. The Friends had received generous donations from various organisations and individuals. The Conservation Study of the Church and churchyard had been completed – a 96-page document, which would be made available to those who wished to read it. As a closed churchyard, SGC is responsible for the maintenance of the churchyard (grass cutting, laying down of dangerous stones etc). There was a lot of clearance work still to be done in the churchyard – to undertake conservation work to just one tomb stone could cost £'000. The Friends are looking into erecting a noticeboard in the churchyard but this is proving to be a little protracted as different permissions have to be obtained. The Friends are also looking to replace the entrance gate which is disintegrating. The Friends were very pleased to have been able to raise the profile of this important and historic building within the Parish.

CuGuC – The Group thanked the Parish Council for their continued support of the work undertaken by Clean Up Green Up Charfield. The biggest problems the Group encounters is the obtaining of licences and permissions from SGC – it took over a year to get permission to site the new concrete planter where the old red telephone box had stood on Wotton Road! The Group are always on the lookout for new helpers.

Fighting for Charfield – FFC wished to thank all residents of Charfield for their ongoing support, especially CHADRA who had donated £500 to the group. The entire village had been leafletted inviting residents to a drop-in event with Luke Hall MP in attendance. The event had been well over-subscribed. A petition with over 650 signatures of Charfield residents had been submitted objecting to the recent SGC JSP consultation. The group are now preparing for the Warners Court Public Inquiry on 26<sup>th</sup> June 2018. Members of FFC had also joined the Charfield Neighbourhood Plan Group. The fight continued!

Memorial Hall Management Committee – The Hall Management Committee thanked the Parish Council for their continued support of the hall and playing fields. The Committee is independent of the Parish Council. There is an issue with the current constitution which the Committee is working through with the assistance of CVS. The Committee will be holding their AGM on 4<sup>th</sup> September 2018. The Committee are expecting major funding from the Bellway development which would be used to extend the Hall facilities.

## 7. Questions/Any Other Business

There were no specific questions, as these had been asked during the course of the meeting.

The Chairman thanked everyone for attending and the meeting closed at 9.20pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)



## Appendix 1

### CHAIRMAN'S REPORT – 2017/18

Thanks for coming. Someone asked me recently why we still do these annual meetings of the parish, when everything is online now. The simple answer is that it's the law. We are required under the Local Government Act to hold an annual meeting of the parish every year at this time. And if I'm in the room, I have to chair it.

The better answer is that, yes, online is easy, fast and almost always there. But so full of cute cat pics and so immediately irrelevant that the important stuff is lost in the churn. These annual meetings are minuted and form a living record of the parish. It's also a good way to say 'hi' to folk, and see new and old faces. In these times, it's a way for the new folk to integrate into Charfield life. I guess we're stuck with both routes of communication. So, to stuff we probably ought to know about already.

The JSP is still in Inspection. There is a chance the Inspector will find the Plan is not robust in ways that directly impact Charfield such as traffic flow and carbon emissions, but there is also a chance that the JSP and the Local Plan beneath it will be implemented. I remain hopeful. However, we are the bottom tier of government, not the top, and we all know what rolls downhill. Keep an eye out for updates.

There've been a lot of developer-led meetings recently, most of which didn't give Charfield residents much of a voice - we need to speak louder, and I'm grateful to Fighting for Charfield and the Charfield Neighbourhood Plan teams for the work they've been engaged on over the past year and more. CEG and Bloor Homes are on the starting blocks, with up to 900 homes behind Manor and Woodlands, and we're presuming around 250 behind New Street. Even if the JSP is approved there's still a lot we can do regarding the actual designs, such as calling for far more street trees and avenues, greater parkland and open space, walking and cycling routes and mitigated traffic access.

The Public Inquiry for the appeal at Warners Court by Barratt Homes will be commencing 26th June and running for ten days. That will be an interesting one as their application flies in the face of the JSP, and the treatment of Charfield as a Strategic Development Location. A spurious, drop-in development application, made in the face of written requests from South Gloucestershire Council that Barratt Homes back-off and await the JSP outcome. If it goes ahead it will present a stark message to developers that they can safely ignore all the rules of process and build anywhere. Again, keep an eye on the web site for updates.

With all these ongoing, impending and proposed construction sites, it's been an uphill struggle to remain on top of related problems in the village such as mud on the road, traffic lights and the general congestion from construction traffic. You could say we've had a bit of a learning experience, particularly with the Bellway site, and any subsequent applications are going to have to be carefully analysed to ensure we seek the appropriate controls that seem not to have been applied by South Gloucestershire planning department.

One of my disappointments this year has been the Inspectors decision into Public Right of Way OCH8, which crosses the railway line between New Street and Poolfield Farm. When the definitive path behind Appletrees was closed due to visibility issues on the railway line, we were grateful for the possibility that the new maintenance access path provided by and for Network Rail might become the new definitive footpath. Sadly, a member of the public outside this parish made an objection so that a "Bridge or Tunnel Order" had to be considered. The costs and practicalities of either option deemed them unfeasible and the Public Right of Way now remains closed for the

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**Clerk & RFO:** Mrs. Paula Evans  
**Tel:** 07704 732267  
**Address:** PO Box 1947, Bristol, BS37 0BU  
**Email:** clerk@charfieldparishcouncil.org.uk  
**Website:** www.charfieldparishcouncil.org.uk

foreseeable future, and we are left at the good graces of Network Rail's permissive path. With the perception that higher numbers of footpath users in an expanded village further increases the risk of pedestrian rail track incidents it may be we've lost that historic and well used Public Right of Way altogether. It just shows, one person really can make a difference.

On the other hand, a minor success came about recently while I was on holiday, when South Gloucestershire made temporary but urgently needed repairs to Devils Lane. This came about largely because the Parish Council asked our Ward Member John O'Neill to look into having the road signed as unsafe for motor vehicles. All our roads, and all the roads around us, are in a desperately poor condition now, and I wonder if we'll ever have smooth tarmac again. It is important in this regard to be "the squeaky wheel that gets the oil", and to constantly log calls with South Gloucestershire about any and every bad pothole you encounter. If we all do one a week they might get the idea we have a problem.

A few years ago we got in a fix when a contractor carried out substandard work on the Willow tree at the end of Manor Lane. The Willow has a Tree Preservation Order on it, and the Local Authority were less than happy to see all the pollards cut from the tree, where the contractor should only have trimmed branches back to those pollard points. After a few years or regrowth, we're now ready to make new pollard points on the tree, and a contractor has been selected from South Gloucestershire's preferred list. You'll see them start soon. Although it is bird nesting season this work will be permitted on the basis of a nest search having taken place immediately prior to work and no nest having been found.

The Charfield Kingswood Wotton Greenway Group have provided me with an update for this evening. You'll perhaps be aware that this group are looking at how we could create an off-road greenway on which we could walk from Charfield to Wotton, and which our secondary school children could use to get to KLB - our nearest if out of county secondary school. I am told that generous funding from people and from businesses in the area has meant they are able to move forward with a feasibility study. This will be carried out by Sustrans and an inaugural feasibility meeting will be taking place in the next month. The Parish Council is very supportive of this initiative, and looks forward to positive progress being made.

It is of course the hundredth anniversary this year of the end of the First World War, and later this year Charfield will be commemorating Remembrance in some style as the Charfield Yarn Bombers have promised to cover the village in red hand knitted poppies! They've made not just local but national news, and have shown Charfield to have a magnificent community spirit and sense of place. As I write, Cllr Threlfall is visiting the French war graves, seeking out and photographing the graves of those Charfielders that fell, and I'm sure his quest will become a lasting historical document to the fallen people of our village. The Parish Council, who organise the Civil Act of Remembrance each year, is appreciative and grateful to all involved for their work in honouring the fallen of our village.

And finally I'll admit the truth. Charfield Parish Council has boxes and boxes of inadequately catalogued archives! This was proved quite recently when we were asked about the ownership of this Memorial Hall and of the Playing Field behind. We happily had the important documents we needed close to hand, but at some stage we really need to have a good look at what we have in the archives. In the meantime, having dug them all out and picked them together, I thought you'd enjoy understanding some of the history of this crucial asset in the heart of the village.

The Memorial Hall and Playing Field came about by the conflation of three pieces of estate.

- In 1915 the part that now forms the Hall, Car Park and Public Convenience was sold and in 1922 resold to the newly formed The Charfield and District Red Triangle Club.

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- In March 1948 most of the land which forms the Playing Field was bequeathed to Charfield Parish Council. In January 1949 a charitable trust was formed to operate the Playing Field, while the Red Triangle Club still owned the land in front.
- In 1953, the small square of currently rather wild land on the corner between the tennis court and the pavilion was bequeathed to the Parish Council, with a covenant that the corner should be fenced off from the gardens of the adjacent properties.

By 1956 the Red Triangle Club appears to have become dysfunctional. In March of 1957 the Red Triangle Charitable Trust informed the Charity Commission of its intention to give all the land and buildings described above to Charfield Parish Council, and in April 1957 they Conveyed all Red Triangle Club assets to the Parish Council.

Move to 1965 and the Founding, by Order of the Secretary of State for Education and Science, of the Village Hall and Playing Field Committee, to be tenants of the land owned by the Parish Council with Councillors as Trustee Custodians.

In 1972 the Parish Council were Conveyed ownership of the land between Katherine Close and the Playing Field which forms the footpath.

In 1975 the local authority sought to erect a Public Convenience on part of the car park and entered into an agreement with Charfield Parish Council as the landlord to build the toilet block and take out a ninety nine year lease at a yearly rent of twelve pounds and fifty pence. (Somehow that seems to have turned into a significant cost to Charfield Parish Council listed under Special Expenses).

I think that just about brings us up to date although I gather the Constitution of the Hall Committee may be currently up for review.

I hope you found that interesting.

I'll finish with my own thanks to the other members of the Parish Council. The job gets harder year on year, and the pay hasn't improved much either (there isn't any). And thank you Paula, for another year as Parish Clerk.

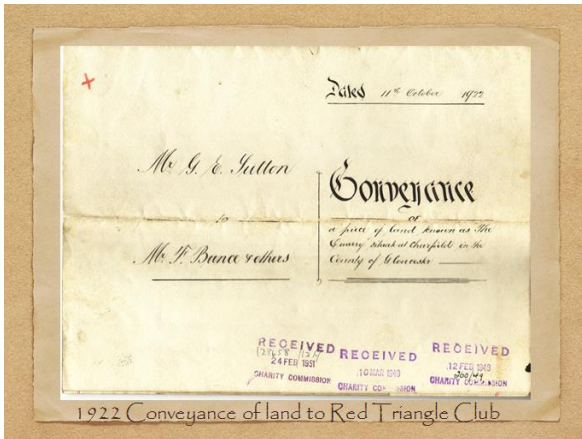
**Cllr. Mark Rosher**  
**Chairman**

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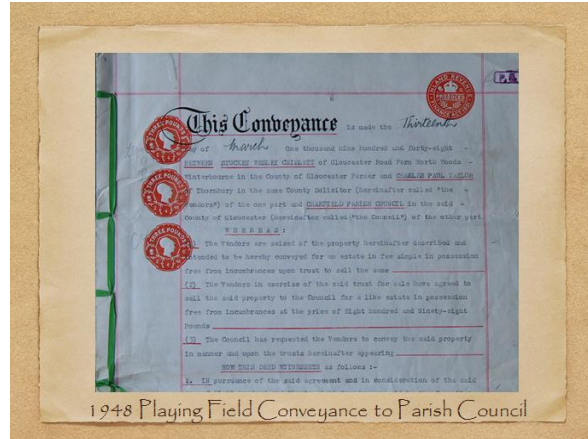


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## Appendix 2



1922 Conveyance of land to Red Triangle Club



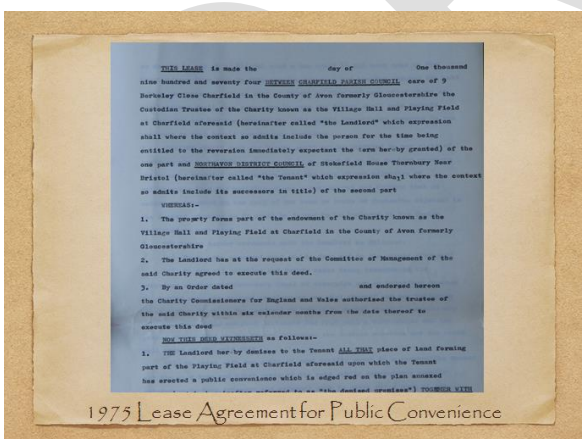
1948 Playing Field Conveyance to Parish Council



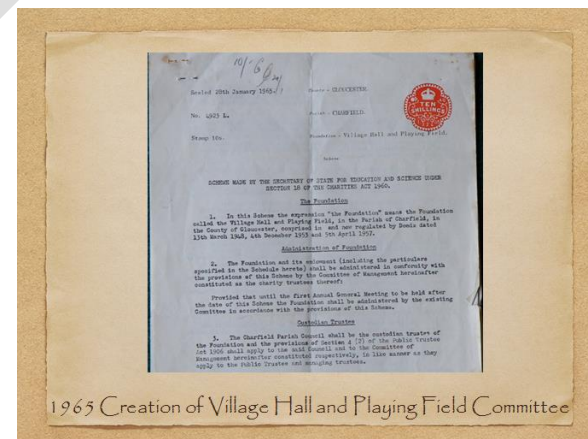
1953 Corner plot conveyance to Parish Council



1957 Conveyance of Red Triangle land to Parish Council



1975 Lease Agreement for Public Convenience



1965 Creation of Village Hall and Playing Field Committee

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1972 Conveyance for footpath to Parish Council





## Appendix 3

### CLERK & RESPONSIBLE FINANCE OFFICERS REPORT – 2017/18

It has been another extremely busy year for Charfield Parish Council, and I can say without a shadow of a doubt that the main focus has been planning and potential development within the Parish, the newly formed West of England Combined Authority and of course, the SGC JSP. There have been reams and reams of documents to read and understand – what sits where; which adopted document will take priority; exactly what is a ‘Strategic Development Location’; and on and on and on!

GDPR compliance has also been foremost in Parish Council work over the past few months. I have been preparing policies and procedures which will be formally adopted at the full Parish Council meeting in June 2018. As your Parish Clerk, I would like to reassure all residents that Charfield Parish Council takes the subject of the storage of personal data very seriously and the utmost care is taken to ensure it is stored securely and safely and is only used for the purpose for which it is obtained. We do not receive or store any sensitive personal data such as bank account details.

The Parish Council has partnered-up with the Hall Management Committee in the preparation of a bid for Section 106 monies from the Bellway development site. The total money in question is over £140,000 which must be used for ‘the provision of outdoor sports provision’ within the Parish. On the capital side the plan is to develop a running track around the playing field which would include outdoor gym equipment placed at various intervals. The tennis court will have a new fence, scoreboard and shelter with the running track joining up to the tennis court. This would allow disabled access to the field and tennis court. The revenue element of the S.106 money (some £45,000) would be spent on continued maintenance, insurance, safety inspections etc.

On a personal note, I would like to thank all of the Charfield Parish Councillors for their support especially during December and January following my bout of ill-health. It was very reassuring for me to know that the Parish Council continued to function whilst I recovered. I would also like to thank Charfield residents for the get well wishes.

The accounts for financial year 2017/18 have now been completed and a recent Independent Internal Audit had given the accounts a clean bill of health. The accounts will now be presented to the full Parish Council at their meeting in June where the Annual Governance Statement and Statement of Accounts will be approved. The accounts will then go to PKF Littlejohn for their external audit. Copies of the 2017/18 Annual Return will be posted to the Parish Council web site. Electors of the Parish are able to view any of the financial documents of the Parish Council under the ‘Exercise of Public Right to Inspect’. This inspection period must be for a period of 30 working days – the exact dates will be agreed at the June 2018 Full Parish Council meeting. However, please be aware that in order to remain open and transparent, the Clerk is happy to provide Parishioners with any financial information at any time during the year.

1. I am very pleased to be able to report that Charfield Parish Council’s financial position is very healthy. This is mainly due to prudent financial management of what is essentially parishioners’ money. Spending was mainly in line with the 2017/18.
2. Receipts – The Precept for 2017/18 was the same as the previous financial year at £55,700 together with a South Gloucestershire Council LCTR (Local Council Tax Reduction) Support Grant of £750.00.
  - a. The LCTR Support Grant is paid to Parish Councils to offset the extra expense that Parish Councils incur after taking on additional responsibilities that have been passed

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from Local Authority level to Parish level. This includes things like grass cutting, bus shelters etc. South Gloucestershire Council, along with most other Local Authorities will be phasing out this Support Grant by financial year 2019/20.

- b. One other unexpected Grant received from SGC was the Community Infrastructure Levy of £1,302.60. This is money passed to the Parish Council via SGC from development within the Parish and can be spent “the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on it”. This unexpected grant has been earmarked for replacement play equipment – the bridge and a new train. NB £15,665.47 has been received for 2018/19 and again this grant is being earmarked for replacement play equipment.
  - c. Income from the Burial Ground was £3,775 for the year; expenditure was £1,746.11 making a net surplus of £2,028.89.
  - d. The anticipated VAT refund for 2017/18 is £837.
3. Payments – The total amount of payments made during the year was £43,806.11, well within the 2017/18 Budget. This now means we have very healthy reserves to spend on replacement items such as a new notice board and other equipment which is reaching the end of its usefulness.
4. Grants (Section 137) – In financial year 2017/18 Charfield Parish Council granted a total of £2,965 to the following parish organisations to support their continued activities:-
- Memorial Hall - £300
  - Charfield Amateur Dramatic Society - £100
  - CuGuC - £1,500
  - Friends of Charfield Primary School - £500
  - Charfield Memory Group - £500
- The Parish Council also used Section 137 monies to contribute towards the Annual Remembrance Day Service - £40 for the wreath and the hire of the PA system at £25.
5. At their Annual Budget meeting in January 2018, the Parish Council reviewed their projected spending for the forthcoming year and agreed a slight increase in the 2018/19 Precept to £64,000.

Attached is a copy of the Bank Reconciliation as at 31<sup>st</sup> March 2018.

I would be pleased to receive any questions you may have about this report or the 2017/18 Bank Reconciliation.

**Paula J. Evans (Mrs)**  
**Clerk & Responsible Finance Officer**

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<b>Charfield Parish Council Bank Reconciliation As At 31 March 2018</b>			
<b>Opening Balances</b>	Current Account	£850.00	
	NatWest Business Reserve (1)	£14,355.52	
	NatWest Business Reserve (2)	£51,673.89	£66,879.41
<b>RECEIPTS</b>			
		<b>2017/2018</b>	
		<b>£</b>	
	Precept	£55,700.00	
	LCTR Grant	£750.00	
	Interest	£23.43	
	Rent - PC	£0.00	
	Rent - The Pound	£0.00	
	Miscellaneous Receipts	£374.80	
	Burial Fees	£3,775.00	
	Grants	£0.00	
	S.106 and CIL	£1,302.60	
	VAT Refund	£4,232.96	
			£66,158.79
			<b>£133,038.20</b>
<b>PAYMENTS</b>			
	Grants/Donations (s.137)	£2,965.00	
	Courses/Subscriptions	£299.29	
	Clerk's Salary/PAYE	£12,889.61	
	Administration	£592.66	
	Stationery	£101.67	
	Audit Fee/Accountancy	£420.00	
	Office Equipment	£35.00	
	Accommodation	£427.50	
	Travel Expenses	£0.00	
	Telephone/Post	£240.00	
	Insurance Premium	£1,304.84	
	Playing Field Expenses	£4,289.98	
	Open Spaces (South Glos)	£1,006.38	
	Open Spaces (PC Contractor)	£2,393.00	
	Dog Waste Bins	£351.72	
	Chairman's Expenses	£0.00	
	Repairs & Renewals Contingency	£438.60	
	Burial Ground	£1,746.11	
	New Play Equipment	£0.00	
	Election Expenses	£0.00	
	Memorial Hall	£6,650.00	
	Allotments	£0.00	
	Youth Group	£5,004.00	
	Storage of Records	£0.00	
	Other Items	£0.00	
	Contingency for Youth Group	£0.00	
	Neighbourhood Plan	£1,813.48	
	VAT Recoverable	£837.27	
			£43,806.11
			<b>£89,232.09</b>
	Represented by:-		
	NatWest Current Account	£3,275.00	
	NatWest Business Reserve (1)	£14,359.20	
	NatWest Business Reserve (2)	£73,756.50	£91,390.70
	Less Uncleared/Written Back Cheques		
	2017/2018	-£7,090.18	
	Cheques cashed in April, written in March	£4,931.57	
			-£2,158.61
			<b>£89,232.09</b>