

CHARFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 8th May 2018 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Cheskin, Mrs. J. Law, Mr. A. Threlfall, Mrs. Roberts and Mr. Garside

Clerk: Mrs. Paula Evans

SGC Ward Member: Cllr. J. O'Neill

Public: No members of the public were present.

Action

11271/18 To elect a Chairman & receive Chairman's Declaration of Acceptance of Office

Cllr. Threlfall proposed, Cllr. Law seconded and it was **RESOLVED** to appoint Cllr. Roshier as Chairman for 2018/19. **All Agreed.** In accordance with Charfield Parish Council Standing Order 12b, arrangements would be made for Cllr. Roshier to sign his Declaration of Acceptance of Office upon his return from holiday.

11272/18 To elect a Vice Chairman

Cllr. Roberts proposed, Cllr. Garside seconded and it was **RESOLVED** to appoint Cllr. Cheskin Vice Chairman for 2018/19. **All Agreed.**

11273/18 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and reasons noted from Cllrs. Roshier, Rawlings, Newns and Parker.

11274/18 Declarations of Interest in items on the Agenda

None received.

11275/18 To Approve Minutes of Previous Meeting

The minutes of the previous meeting held on Tuesday 10th April 2018 had been circulated. Cllr. Threlfall proposed, Cllr. Cheskin seconded and it was **RESOLVED** to approve the minutes subject to a minor amendment under Minute 11268/18. The Minutes were duly signed. **All Agreed.**

11276/18 Public Participation

No members of the public were present.

11277/18 To receive the Clerk's Report

The Clerk provided a written report which was appended to these Minutes.

Regarding item 3 of the Clerk's Report, it was agreed to defer any decision on planning training until a later date.

Regarding item 4 of the Clerk's Report, the Clerk was asked to convey to CuGuC that the verges in question were considered by SGC to be too dangerous to cut because of the close proximity of traffic/moving vehicles. Therefore the Parish Council did not feel they were able to contribute towards the cost of grass cutting as this would put the contractor in danger.

11278/18 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

The Planning Inspector had allowed the planning appeal by Welbeck Strategic Land LLP to build up to 350 new dwellings on land at Cleve Park (junction of Morton Way and Grovesend Road, Thornton). It was acknowledged this decision would have major implication for surrounding areas.

There had been a recent complaint on the Charfield Village Forum Facebook page regarding the smell or slurry. Cllr. O'Neill clarified that farmers who spread slurry are required to dig it in within 24 hours of spreading.

The traffic light installation outside the Crest Nicholson development had been completed. All that is required is the traffic signals engineer to turn them on.

11279/18 Planning Applications

PT18/1793/F | Erection of single storey rear and side extension to form additional living accommodation. Erection of boundary fence | 167 Woodlands Road, Charfield, GL12 8LA | NO OBJECTIONS.

PT18/1852/F | Erection of single storey rear extension to provide additional living accommodation and relocation of rear boundary incorporating a 2.1m fence | 47 Manor Lane, Charfield, GL12 8TN | It was **RESOLVED** NO OBJECTIONS – Four votes for with one vote against.

11280/18 Planning Decisions

PT17/4241/F | Erection of single storey building to form playroom | Charfield Pre-School Foundation Room, Charfield | APPROVE WITH CONDITIONS.

PT18/0769/CLP | Erection of Garage | The Tallet, Churchend Lane, Charfield, GL12 8LJ | REFUSAL.

PT18/1018/PNH | Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.1m for which the maximum height would be 3.6m and for which the height of the eaves would be 2.6m | 138 Manor Lane, Charfield, GL12 8TN | REFUSAL.

11281/18 Planning Enforcement

Nothing further to report.

11282/18 Planning Appeal

The Clerk reported that SGC had confirmed the venue for the forthcoming Public Inquiry would be Eastwood Park commencing on 25th June 2018. Confirmation letters would shortly be sent out by SGC. This information had been relayed via the CVF.

11283/18 JSP, JTP & Proposed Development within Charfield

It was noted that the Scoping Report PT17/041/SCO was an unofficial report and did not require a response by the Parish Council. It was agreed to postpone any decision on a response until the June meeting.

The Clerk had prepared a letter of complaint to the organisers of the recent Stakeholder event held in the Memorial Hall on 10th April. It was proposed by Cllr. Cheskin, seconded by Cllr. Threlfall and **RESOLVED** that the following letter of complaint be sent to the organisers of the recent Stakeholder event held in the Memorial Hall on 10th April 2018:- *We are writing to you in connection with the recently held 'Stakeholder' Event in Charfield Memorial Hall on Tuesday 10th April 2018 regarding Strategic Development within the Parish of Charfield. Charfield Parish Council wishes to put on record their dissatisfaction at the way the event was conducted. It was obvious from the outset that Design Action had precious little knowledge of the history of the village, nor understanding of the surrounding area. On more than one occasion the Facilitator had to be corrected by an attendee regarding ill-informed and disparaging comments made about Charfield Village. Regarding the attendees at the event, the Parish Council would query why so many of those present were in actual fact the proposed developers or organisations wishing to profit from development? At the end of the event and by show of hands, it became evident that out of a room of more than sixty people, only eleven were actually Charfield residents! How can this be representative of our village? The Parish Council also fails to understand why the event was ticket only.*

11284/18 Playing Fields Inspection Reports and Note Issues Arising

Weekly play inspection reports were being received. Cllr. Threlfall had highlighted a number of issues relating to the entrance gate sign, the bridge, the train and a retaining plank in the sand

pit. The Clerk was asked to ask KLH to see if a intermediate repair could be effected.

The Clerk was in the process of investigating suppliers for replacement of the bridge and the train.

11285/18 Charfield Burial Ground Report

The Clerk provided a written report.

Everything was in order for the re-opening of the plot for the late Mr. Hammond which would take place on 30th June. The family are using the services of Goscombe & Grimes.

A new enquiry had been received from the family of a recently deceased Charfield resident (name of deceased not provided). The family were considering purchasing an ashes plot but also enquired about a memorial rather than an interment. The Clerk had emailed the family informing them that there was no 'Memorial Wall' within the burial ground, but if they wishes to purchase a rose with a simple brass plaque, that could be arranged. Nothing further had been heard from the family.

Regarding the burial plot for the late Mr. and Mrs. Perry, the family now wish to proceed with the erection of a memorial. The Clerk had forwarded all relevant information to the memorial mason and awaits an application.

KLH Landscaping had undertaken the selective spraying of the wild flower area.

The Clerk had emailed Rev. Williams on 17th April officially requesting permission to construct an opening in the adjoining wall with St. James Church. Nothing further had been received.

11286/18 Youth Group Report

Stroud District Council have asked Cllr. Cheskin for a reference on Youth & Community Services who run the Charfield Youth Group. The Parish Council are very happy with Youth & Community Services and Cllr. Cheskin was asked to prepare an appropriate response.

11287/18 Charfield Neighbourhood Plan

Some members of the FFC Group had joined the CNP. It was noted that FFC had called a village-wide meeting on 21st May 2018.

CEG – thank you for the invitation, would be content to hear comments at the same time as our parishioners.

11288/18 Meeting Reports

- Memorial Hall Committee – The next meeting was due to take place on 17th May 2018.
- Crest Nicholson Liaison Group – still nothing had been heard from CN. The Clerk was asked to contact them again requesting dates for a meeting.
- Day House Leaze Liaison Group (Bellway) – the newly installed central island on the Wotton Road was causing issues for a Wotton Road resident as they were now unable to exit their property with their caravan. The island does comply with specification drawings submitted to SGC by Bellway. The new footpath going towards the Primary School slopes inwards towards the houses – a new drainage channel had been installed. Contact will again be made with the site manager regarding the filthy condition of the entire length of the Wotton Road and footpath. The drains are blocked and mud is building up. Cllr. O'Neill would also speak with SGC Streetcare. The Parish Council would also report to SGC Streetcare that the drains are blocked along the Wotton Road.
- Greenway Group – Nothing further to report
- CEG – An invitation had been extended for the Parish Council to preview CEG's public consultation material on Friday 18th May before the full event on 19th May. The Parish Council declined the offer stating they would be happy to view the presentations at the same time as Charfield residents.
- Buckover Stakeholder Event – Cllr. Law and O'Neill had attended this meeting on 17th May.

According to SGC Transport Officers the money is available for the re-opening of Charfield railway station. Cllr. O'Neill confirmed that the business cases for both Charfield railway station and improvements to the motorway junction should be ready by the end of May 2018.

11289/18 Correspondence Received

SGC – Community Engagement Forum; CIL Bacs Notification; Precept Bacs Notification.

ALCA – Playground Seminar 1st May 2018; Internal Audit Checklist.

Other – Buckover Garden Village Workshop – Tuesday 17th April; Street Furniture Photo Competition; Community Meals on Wheels; Enquiry re land ownership; Phone Box; Poppies on War Memorial; Crest Nicholson – Boundary/Slowworm Information; Dog Bin in Little Bristol Lane; Defibrillator Update; Youth Work in Charfield; Grass Cutting; Village Hall Deeds.

11290/18 Footpaths

It was noted that OCH8 would remain closed.

11291/18 Annual Parish Meeting

The Clerk confirmed that SWAS would conduct a short presentation on the use of a defibrillator unit with a q&a session at the end of the demonstration. All other arrangements were in order.

11292/18 2018 Big Spring Clean

Plans were in hand for the Big Spring Clean to take place on Saturday 12th May 2018. The Clerk would collect the picking equipment from SGC on 11th May. This had been advertised on the CVF. The Clerk would be in the village hall car park from 10.00am and Cllr. Cheskin volunteered to take over at 12 noon to receive back the equipment.

11293/18 The Pound

The Clerk reported that no communication had been received from the Licensee. The Parish Council would send a further letter via signed for delivery.

11294/18 The Willow Tree, Manor Lane

The Parish Council considered two quotes from contractors recommended by SGC. It was proposed by Cllr. Cheskin, seconded by Cllr. Roberts and **RESOLVED** to approve the quote for £580.00 plus VAT from Blagdon Tree Surgeons. The Clerk will also enquire as to the current status of the recently submitted tree works application.

11295/18 Defibrillator

The Memorandum of Understanding had been signed by the Clerk on behalf of the Parish Council. One of the undertakings was to facilitate an annual resuscitation/defibrillator use course for the community. This would be organised once the units had been installed. The Clerk would liaise with KLB (who are holding the funds raised through recent events) in order to obtain reimbursement for one of the units.

11296/18 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. 404 dated 1 st May 2018)
Business Reserve (1)	£ 14,359.20	(Statement No. 194 dated 5 th April 2018)
Business Reserve (2)	£114,103.66	(Statement No. 300 dated 1 st May 2018)

The Parish Council noted receipt of the first tranche of 2018/19 Precept and LCTR Grant of £31,229.00 had been received.

The Parish Council also noted receipt of CIL monies for development in 2017/18 of £15,665.47. This money had been unexpected, and raised through development at Kopperx and Land at Day House Leaze.

The Annual Independent Internal Audit was due to take place on Friday 11th May 2018.

HMRC had written to inform the Parish Council of a new VAT reference number in relation to reclaiming VAT for 2017/18.

The Clerk had spoken with the bank regarding the stopping of the direct debit of £24 to Virgin Media. The Parish Council is required to send a simple letter to the bank stopping the payment with immediate effect and then contact Virgin Media to point out the Parish Council gave them notice to terminate the contract in July 2017 and request reimbursement of the payments. The Clerk had prepared a letter which was duly signed by Cllrs. Law and Cheskin.

Unfortunately, the Clerk made a mistake when writing out the cheque to Came & Company for the annual insurance premium. The cheque was made out for £1,192.72 and should have been for £1,197.72. Therefore a £5.00 cheque had been raised to make up this amount.

11297/18 Accounts for Payment

The Clerk reported the following accounts to be paid.

Payee	Chq.	Description	Net	VAT	Gross
			£	£	£
Mrs. P. Evans	SO	Clerk's Salary - Apr	£863.16	£0.00	£863.16
HMRC	2826	Clerk's Tax & NI	£126.57	£0.00	£126.57
Charfield Memorial Hall	2827	1st Tranche 2018/19	£3,000.00	£0.00	£3,000.00
Charfield Memorial Hall	2827	S.137 2018/19	£800.00	£0.00	£800.00
SG CAB	2828	S.137 2018/19	£100.00	£0.00	£100.00
Friends of St. James	2829	S.137 2018/19	£2,400.00	£0.00	£2,400.00
Friends of Primary School	2830	S.137 2018/19	£500.00	£0.00	£500.00
Charfield Dementia Group	2831	S.137 2018/19	£500.00	£0.00	£500.00
Came & Company	2833	Annual Insurance	£5.00	£0.00	£5.00
Charfield Memorial Hall	2834	Room Hire & Litter Pick	£264.00	£0.00	£264.00
South Western Ambulance	2832	Defibrillators x 2	£2,800.00	£560.00	£3,360.00
			£11,358.73	£560.00	£11,918.73

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

11298/18 Minor Items Raised by Members or for Future Agenda

It was reported that a large piece of metal had fallen from a lorry as it passed the Railway Tavern and bounced down the road. This piece of metal weighed approximately 6.5lbs and appeared to be a 'grab' from a skip lorry.

This concluded the business of the meeting which closed at approximately 9.35pm.

Next meeting of full council is to be held on Tuesday 12th June 2018 at 7:30pm in the Sportsman's Lounge.

Chairman

12th June 2018

CLERK'S REPORT
Presented to Full Parish Council Meeting on 8th May 2018

1. Time had been spent working on the S.106 Expression of Interest for the Bellway site. This has now been submitted to SGC.
2. Time had been spent working on GDPR compliance. All Parish Councils had been notified that the Government had tabled an amendment to the Bill currently going through Parliament exempting Parish Councils from the requirement to employ the services of a Data Protection Officer. The Information Commissioner had also expressed her opinion that GDPR is a journey rather than a destination and appreciated that this had caused considerable additional work for Parish Councils. So long as evidence is readily available that Parish Councils are working towards GDPR, the ICO would be content. The Clerk is currently completing data audits of all information held by Charfield Parish Council.
3. The Clerk had spoken with Cllr. Gail Boyle regarding potential development matters. Cllr. Boyle is a Parish Councillor in Pucklechurch which had successfully fought the new M4 J18 planning application that sited Pucklechurch as an option. Cllr. Boyle is not a planning expert but has a wealth of knowledge to impart and would be happy to provide a training session to Charfield Parish Councillors in light of the Parish's current potential development. The cost would be in the region of £200/session.
4. The Parish Council had been approached by CuGuC regarding grass cutting of the verges at Tafarn-bach. Unfortunately their current volunteer is unwell and unable to do the cutting. CuGuC had sought a quote from KLH for this growing season - £630 – 14 fortnightly cuts.
5. An enquiry was received from a resident regarding the obsolete telephone kiosk at the bottom of the village. A response was sent confirming that the box would be removed as part of BT's removal operation.
6. An enquiry was received from a resident regarding ownership of two parcels of land on Little Bristol Lane and Devil's Lane. The Clerk suggested to the resident that they speak with neighbours, as the Parish Council had previously looked into the ownership of the land on Devil's Lane, and none could be found.

Paula Evans
Clerk
8th May 2018