

# **CHARFIELD PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on Tuesday 12<sup>th</sup> June 2018 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

## **PRESENT**

**Parish Councillors:** Mr. M. Rosher, Mr. M. Cheskin, Mrs. J. Law, Mr. A. Parker, Mr. A. Threlfall,

**Clerk:** Mrs. Paula Evans

**SGC Ward Member:** Cllr. J. O'Neill

**Public:** Six members of the public were present.

## **11299/18 To note Apologies for Absence and Acceptance of Reasons**

Apologies were received and noted from Cllrs. Roberts, Newns and Garside and Rawlings.

## **11300/18 Declarations of Interest in items on the Agenda**

None received.

## **11301/18 To Approve Minutes of Previous Meeting**

The minutes of the previous meeting held on Tuesday 8<sup>th</sup> May 2018 had been circulated. Cllr. Cheskin proposed, Cllr. Parker seconded and it was **RESOLVED** to approve the minutes. The Minutes were duly signed. **All Agreed.**

## **11302/18 Public Participation**

A resident addressed the Parish Council regarding a planning application they are progressing with the intention to submit to SGC.

A representative of St. John's Church addressed the Parish Council. The PCC are looking at ways they can improve the usage of this very important building within the Parish.

A resident addressed the Parish Council regarding the provision of allotments. There had been a discussion on Charfield Village Facebook Forum and there appeared to be a good deal of interest. The Parish Council confirmed there was no requirement for the allotment land to be within the Parish. The Clerk will contact the Tortworth to see if there is any land available to rent or possibly purchase.

A resident addressed the Parish Council regarding the condition of the roads in and around Charfield village. They were in an appalling condition with potholes and subsidence and cyclists were in great danger of being hurt. Cllr. O'Neill confirmed that continued pressure was being placed on SGC.

A resident addressed the Parish Council regarding grants, funding worthy causes in light of the Parish Council's healthy reserves and receipt of CIL monies. The Parish Council clarified the 'Powers' under which the Parish Council is able to use this money.

A resident addressed the Parish Council regarding the forthcoming tree works application. It was agreed to bring forward the discussion on PT18/2268/TRE and discuss immediately after Public Participation.

## **11303/18 To receive the Clerk's Report**

The Clerk submitted a written report which is appended to these Minutes.

## **11304/18 Report from Cllr. John O'Neill, South Gloucestershire Council Representative**

South Gloucestershire Council had issued a press release in reference to the Cleve Park PI decision. It was acknowledged this was a poor decision which had referred to SGC's lack of a five-year land supply and the need to build more houses. SGC had taken advice from a barrister who had suggested the PI decision was challengeable. Therefore the Chief Executive of SGC had written to the Secretary of State requesting that he 'retrieve' the Cleve Park decision, another decision in Thornbury and the forthcoming Warners Court Public Inquiry.

Action

Clerk

The Community Engagement forum on 4<sup>th</sup> June had been well attended. As the meeting had been held in Wickwar most of the issues discussed had related to Wickwar parish. Confirmation from Avon & Somerset Police had been received that the PCSO (currently on maternity leave) would not be replaced – with was a financial decision as insufficient funds were available. A&S Police confirmed that Charfield had one of the lowest crime rates in the district.

The recent joint Charfield Neighbourhood Plan and Fighting for Charfield meeting had been very well attended with over forty five residents present. Approximately a dozen residents have signed up to help re-energise the CNP.

Cllr. O'Neill reported that CEG are keen to set up a Liaison Group as soon as possible.

Traffic flow and traffic issues were discussed. Suggestion had been made about a new 20mph speed limit through the village which would help ease congestion for traffic emerging from side roads. There had been the suggestion of chicanes, but it was agreed this traffic calming measure had not worked which was why they have been removed. It was felt by the Parish Council that average speed cameras may be a good idea.

### **11305/18 Planning Applications**

PT18/2268/TRE | Works to 1 no. Oak tree to prune lateral growth over hanging garden by 1-2m tree covered by SGTPO 07/11 dated 21<sup>st</sup> June 2011 | 12 Kings Meadow, Charfield, GL12 8UB | NO OBJECTIONS.

PT18/2014/F | Demolition of existing rear conservatory. Alterations to existing side/rear extension. Erection of single storey rear extension to provide additional living accommodation | 138 Manor Lane, Charfield, GL12 8TN | NO OBJECTIONS.

PT18/2325/F | Erection of single storey side and rear extensions to existing garage with roof alterations | Tamarisk, 63 Underhill Road, Charfield | NO OBJECTIONS.

PT18/2507/F | Raising of roofline to form house with attached garage and include raised decking area to rear (resubmission of PT17/4741/F) | 38 New Street, Charfield, GL12 8ES | NO OBJECTIONS but request sufficient off-street parking be provided.

PT18/2697/PDR | Erection of rear conservatory | 2 Hawthorn Close, Charfield, GL12 8TX | NO OBJECTIONS.

PT18/2600/F | Erection of single storey rear extension and first floor rear extension to form additional living accommodations. Alterations to existing rear gable to facilitate loft conversion | 7 Wotton Road, Charfield, GL12 8TP | NO OBJECTIONS.

### **11306/18 Planning Decisions**

PT18/1852/F | Erection of single storey rear extension to provide additional living accommodation and change of use of land to residential (C3) and erection of 2.1m fence | 47 Manor Lane, Charfield, GL12 8TN | APPROVE WITH CONDITIONS.

### **11307/18 Planning Enforcement**

The Parish Council noted a Planning Enforcement issue on Underhill Road/Manor Lane regarding the height of a fence. The fence had subsequently been brought down to the required height.

The Parish Council also noted a Planning Enforcement issue on Woodlands Road.

### **11308/18 Planning Appeal**

The Parish Council agreed that the statement to the PI required some updating in light of recent road traffic accidents. The Clerk would attend the first sessions to ascertain when the Parish Council could address the PI.

Further to Cllr. O'Neill's report, the Parish Council noted with great interest a press release that afternoon stating that the Chief Executive of SGC had written to the Secretary of State (James Brokenshire) requesting he 'retrieve' the recent Planning Inspectors decision to approve development at Cleve Park in Thornbury as well as another application in Thornbury and the Warners Court Appeal in Charfield. The request for retrieval of these applications was because of the emerging JSP. The Parish Council also noted that SGC (Patrick Conroy) had written to Barratts in December 2016 requesting that they refrain from submitting a speculative planning application for the same reason – the emerging JSP.

#### **11309/18 JSP, JTP & Proposed Development within Charfield**

It was agreed not to submit comments to the Scoping Report PT17/041/SCO regarding the development of up to 900 dwellings etc on land south of Charfield.

#### **11310/18 Playing Fields Inspection Reports and Note Issues Arising**

The weekly inspection reports were being received.

It was noted a fence panel was missing behind the tennis court however this was not the Parish Council's responsibility.

The Clerk would progress plans regarding the replacement play equipment.

#### **11311/18 Charfield Burial Ground Report**

It was proposed by Cllr. Cheskin, seconded by Cllr. Law and **RESOLVED** to approve the erection of a memorial headstone for the late Mr. and Mrs. Perry – details as supplied by memorial mason James Long Ltd. **All Agreed.**

It was proposed by Cllr. Roshier, seconded by Cllr. Cheskin and **RESOLVED** to allow the placing of a memorial tablet for the late Mr. Vizard. Although the tablet was not of the allowable material according to Appendix A of the Rules and Regulations for Charfield Burial Ground, the Parish Council would make an exception in this particular case, provided the tablet is secured according to BRAMM regulations. The Clerk will liaise with the family to ensure this was done. **All Agreed.**

It was proposed by Cllr. Law, seconded by Cllr. Roshier and **RESOLVED** to approve the purchase of a double ashes plot and interment of ashes of the late Mr. Witt, latterly resident of Charfield. **All Agreed.**

In light of the difficulties and restrictions encountered it was proposed by Cllr. Roshier, seconded by Cllr. Law and **RESOLVED** not to pursue the creation of a walkway through the boundary wall between the Burial Ground and the closed churchyard of St. James Church. The Parish Council would arrange for the stones/rubble from the collapsed part of the wall to be returned to the closed churchyard side. **All Agreed.**

#### **11312/18 Youth Group Report**

Nothing further to report – a meeting with Youth & Community Services would be held later in the month.

#### **11313/18 Charfield Neighbourhood Plan**

New members from the Fighting for Charfield Group have joined the CNP and plans are progressing.

#### **11314/18 Meeting Reports**

- Village Hall Committee – The Clerk had attended two informal meetings with the Committee. They are in the process of updating the Committee from a Scheme to a CIO. The Parish Council's absolute title to the land and property had been established following legal advice from NALC. The Parish Council will continue to provide assistance as this matter progresses.

- Cemex – The Liaison Group had held a meeting on 12<sup>th</sup> June. The discussions had been very interesting. Cemex plan to hold an open day in September at the Quarry to celebration 100 years of quarrying activity; Cemex are looking into developing a greenway from the Quarry through to Charfield; there had been issues with the new crusher installation; there had been a complaint regarding low level noise and vibration; the Helping Hands volunteer group would progress plans to reinstate the footpath from Katherine's Close across the playing field – the Clerk would be liaising with the Quarry Manager.
- Crest Nicholson – Nothing to report.
- Day House Leaze – Nothing to report.
- Greenway group – The Group are progressing feasibility plans.
- CEG – Nothing further to report.
- Charfield Yarn Bombers – The Group have a 'Tommy' figure which they hope to include in their yarn bombing display.

### **11315/18 Correspondence Received**

- SGC – Estimate 2019 Election Costs; Broadband Update.
- ALCA/NALC/SLCC – Naming Members of the Public in Minutes
- Other – Bloor Homes Flyer for drop-in event on 19<sup>th</sup> May 2018; Glasdon Street Furniture Brochure; Glasdon Village Gateway Brochure; Hags Sports Equipment Brochure; G10-048 - LA – Middle Huntingford Farm - Charfield Parish Council Initial Consultation – Preliminary – For Comment; Budget Meeting 4<sup>th</sup> January

### **11316/18 Footpaths**

OCH8 – The Parish Council noted with disappointment, the proposal to 'extinguish' OCH8. A bridge or tunnel Order had been discussed at a hearing in June 2017, but both had been rejected as unfeasible. The Parish Council noted there had been only one objection raised by a member of the public (not a Charfield resident) and one letter of support. The Order recommended Network Rail and SGC make improvements to the alternative pathway (permissive) in order to address concerns raised.

The Clerk was asked to advertise (via Charfield Village Facebook Forum and web site) for a Footpath Warden. This would be a voluntary role and all training in the use of the brush cutter and spraying equipment would be provided.

Clerk

### **11317/18 Annual Parish Meeting**

The Parish Council noted that the attendance had been poor. It was agreed to defer agreeing the 2019 date until later in the year.

### **11318/18 The Pound**

A 'signed for' letter had been sent to the Licensee (received 1<sup>st</sup> June) but nothing further had been received. It was proposed by Cllr. Cheskin, seconded by Cllr. Rosher and **RESOLVED** that a further 'signed for' letter be sent to the Licensee informing them that if payment of the backdated rent had not been received within 14 days of the date of the letter, the Parish Council would seek recompense through the Small Claims Court. **All Agreed.**

Clerk

### **11319/18 The Willow Tree, Manor Lane**

The Clerk had not been able to progress this matter.

### **11320/18 Allotments**

Following discussions under public participation, the Clerk was asked to enquire of Tortworth whether there was any land available to rent/purchase for use as allotment gardens.

Clerk

### **11321/18 Clerk's Annual Appraisal**

The Clerk left the room whilst discussions took place. Cllrs. Rosher and Cheskin had undertaken the Clerk's Annual Appraisal and were pleased to report that the Clerk's overall performance was good. It was therefore proposed by Cllr. Rosher, seconded by Cllr. Cheskin and **RESOLVED** to increase the Clerk's grade by one point to SCP25 as from 1<sup>st</sup> June 2018.

The Clerk was invited back into the meeting room.

### **11322/18 General Data Protection Regulations (GDPR)**

The Clerk had circulated a report to the Parish Council regarding GDPR which was noted. It was proposed by Cllr. Rosher, seconded by Cllr. Threlfall and **RESOLVED** that the Privacy Notice, Email Contact Privacy Notice and Councillor Privacy Notice be approved and adopted by Charfield Parish Council. **All Agreed**. These Notices would be uploaded to the Parish Council web site.

Clerk

### **11323/18 Financial Matters**

The Clerk reported the following available balances as at 1<sup>st</sup> June 2018 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£	500.00	(Statement No. 406 dated 1 <sup>st</sup> June 2018)
Business Reserve (1)	£	14,360.44	(Statement No. 196 dated 5 <sup>th</sup> June 2018)
Business Reserve (2)	£	113,952.34	(Statement No. 301 dated 1 <sup>st</sup> June 2018)

The receipts and payments account as at 12<sup>th</sup> June 2018 was noted by the Parish Council.

The accounts for 2017/18 had been independently internally audited on Friday 18<sup>th</sup> May 2018 – no issues arising. The Parish Council noted completion of the 2017/18 Annual Return Internal Audit Report.

It was proposed by Cllr. Rosher, seconded by Cllr. Threlfall and **RESOLVED** to approve the 2017/18 Annual Governance Statement. **All Agreed**.

It was proposed by Cllr. Cheskin, seconded by Cllr. Rosher and **RESOLVED** to approve the 2017/18 Annual Accounting Statement. **All Agreed**.

It was proposed by Cllr. Threlfall, seconded by Cllr. Rosher and **RESOLVED** that the period for the Public Right to Inspect Documents would be Monday 25<sup>th</sup> June through to Friday 3<sup>rd</sup> August inclusive. **All Agreed**.

The Parish Council also noted supplementary information – explanation of variances and bank reconciliation in connection with the 2017/18 Annual Return.

The completion of the 2017/18 Annual Return had taken some time as there had been new procedures in place, although some of the processes had been simplified. There was no now requirement to provide a detailed breakdown of reserves unless they were more than double the precept amount.

South Gloucestershire Council had written to all Parish Councils informing them of the estimated cost for the 2019 elections. The calculations would be based on the number of electors per parish. For Charfield this amount would be £4,438.69.

### **11324/18 Accounts for Payment**

The Clerk reported the following accounts to be paid.

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Mrs. P. Evans	SO	Clerk's Salary - Apr	£863.16	£0.00	£863.16
HMRC	2835	Clerk's Tax & NI	£126.57	£0.00	£126.57
KLH Landscaping	2836	Burial Ground Grass Cutting	£325.00	£0.00	£325.00
Charfield Memorial Hall	2837	Room Hire & Litter Pick	£133.00	£0.00	£133.00
Complete Bus. Solutions	2838	Stationery	£52.13	£10.43	£62.56
Mrs. N. Morton	2839	Internal Audit Fee	£120.00	£0.00	£120.00

			£1,619.86	£10.43	£1,630.29
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Cllr. Roshier proposed, Cllr. Threlfall seconded and it was **RESOLVED** that the above accounts be paid. Cllrs. Law and Parker were instructed to sign the cheques. **All Agreed.**

**11/1825 Minor Items Raised by Members or for Future Agenda**

Cllr. Threlfall was asked to prepare a report to be presented to the Parish Council regarding a possible replacement laptop and associated software to ensure Charfield Parish Council is secure and compliant with GDPR legislation.

AT

*This concluded the business of the meeting which closed at approximately 10.05pm.*

*Next meeting of full council is to be held on Tuesday 10<sup>th</sup> July 2018 at 7:30pm in the Sportsman's Lounge.*

Chairman

10<sup>th</sup> July 2018

**CLERK'S REPORT  
Presented to Full Parish Council Meeting on 12<sup>th</sup> June 2018**

1. The main focus of the Clerk's time this month has been on the 2017-18 Annual Return and GDPR compliance.
2. The Annual Return has been completed according to the new External Auditors requirements.
3. Most of the GDPR policies/notices/procedures have been produced, but three are presented today for approval.
4. The Clerk has attended a CiLCA support session hosted by ALCA.
5. Complaints were noted via the Charfield Village Facebook Forum regarding noise from the railway line overnight. The Clerk contacted Network Rail who responded, apologising for the noise which was mainly due to a bucket being changed on a digger.
6. The Annual Parish Meeting minutes were completed and uploaded to the Parish Council web site.
7. The Clerk has attended two meetings with the Charfield Memorial Hall Committee – this is fully reported under agenda item 16.
8. A query was received from a resident regarding the amount of financial reserves held by the Parish Council. The Clerk responded to the resident.

Paula Evans  
Clerk  
12<sup>th</sup> June 2018