

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of Charfield Parish Council held on Tuesday 9th October 2018 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Cheskin, Mrs. N. Newns, Mrs. J. Law, Mrs. V. Roberts, Mr. A. Parker, Mr. A. Threlfall, and Mr. P. Garside

Clerk: Mrs. Paula Evans

SGC Ward Member: Cllr. J. O'Neill

Public: No members of the public were present

11378/18 Public Participation

There was no public participation.

11379/18 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllrs. Roshier and Rawlings.

11380/18 Declarations of Interest in items on the Agenda

The Clerk informed the Parish Councillors that the agenda item regarding legal ownership of the Memorial Hall land and playing fields (agenda item 12, bullet point 3 and 4) would not be discussed as nothing further had been received from the solicitor. In consideration of this, no declarations of interest were received.

11381/18 To Approve Minutes of Previous Meeting

The minutes of the previous meeting held on Tuesday 11th September 2018 had been circulated. It was proposed by Cllr. Newns, seconded by Cllr. Threlfall and **RESOLVED** to approve these minutes, which were duly signed.

11382/18 To receive the Clerk's Report

The Clerk provided a verbal report – time had been spent mainly on catching up with general office and administrative duties.

Cllr. Parker had spoken with Gloucester County Records Office who had confirmed they hold many archived documents relating to the Hall and Land. It was agreed to postpone the visit to the Office until the legal advice had been received.

Cllr. Cheskin agreed to ascertain from the Hall Committee where the Parish Council's £6,000 donation had been recorded in their 2016/17 accounts.

Cllr. Parker had spoken with South Gloucestershire Council regarding the piece of Crown Land off Manor Lane and the possibility of planting a tree and erecting a bench to commemorate the 100th Anniversary of the end of WWI. SGC had confirmed that although this was Crown Land SGC do not maintain it. Cllr. Parker would be meeting with an SGC representative on site.

The Willow tree, footpath and defibrillator matters would be carried over to the November meeting.

11383/18 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Hill House Farm – Cllr. O'Neill had met with representatives of Hill House Farm regarding a potential development of 280 new houses. Plans were still very much in the embryonic stage however Cllr. O'Neill reinforced the issue of problems with access as Station Road was too narrow. To avoid access along Station Road, it may well be that access would be in Stroud District, but this is also a Zone 1 Flood Area and the only way across would be to erect a bridge which could be up to 100 yards long. The representatives suggested that the front field could be used as a car park for the potential new Charfield railway station with the revenues from parking charges being given to the village.

Action

Clerk/
TP

MC

TP

The Parish Councillors discussed generally the amount of potential development – approximately 250 through Bloor, 900+ through CEG and now this potential 280 at Hill House Farm. It was noted that it was very difficult to know just how many new houses would be imposed on Charfield - when adding up the numbers from Bloor, CEG and now Hill House Farm this was far in excess of the 1,200 stated in the draft JSP.

Bellway - At the recent Bellway Liaison Group it had been reported that the open space to the front of the site would be exclusive to the development. However, Cllr. O'Neill had informed Bellway that according to the S.106 agreement the open space must be made available to use by everyone in perpetuity; the layby parking was anticipated to be finished by the end of the month, however it was noted that vehicles are using the space even though it had not been adopted by the Local Authority; lockable bollards are due to be installed to the side of the electrical substation to prohibit unauthorised parking; issues with the pedestrian refuge continue - there should be a gap of 3m on either side of the refuge, however a resident has measured the gaps at 2.7m on one side and 2.9 on the other. There was another incident last week when a vehicle damaged its tyres. It was acknowledged that the lack of street lighting does not help the situation and it was hoped that the repainting of the road markings would help to alleviate further accidents. It was also noted that a Stage 1 road safety audit had taken place and shown it to be safe. The Parish Councillors agreed to send a letter to South Gloucestershire Council putting on record their concerns.

Wotton Road Planned Resurfacing – The works were planned for late October/early November which unfortunately would coincide with the village Remembrance Day procession and Poppy display. Following representations made to SGC, the works would be pushed back to early 2019.

Crest Nicholson Development – SGC Planning Enforcement had received complaints regarding contractors working on a Sunday. Cllr. O'Neill had been working with SGC and a Crest Nicholson representative to rectify this. It had been discovered that there was no condition attached to the Planning Permission restricting working on a Sunday. It was noted that the site was all but finished with approximately 80% of the new houses sold.

Bus Stop (east of New Street) – Complaints had been received regarding road safety and visibility issues when residents try to exit their properties, as well as vehicles exiting New Street. Public and School buses were unable to pull in safely and had to remain stationary on the highway as vehicles were being parked in the layby. Following discussions, Cllr. O'Neill was asked to progress a scheme to make the layby part of the bus stop.

JON

Meeting with Local Planning Authority – Cllr. O'Neill had organised a meeting between Charfield village organisations and South Gloucestershire Council planning representatives. This meeting would take place on 29th October 2018 at 7.30pm in the Memorial Hall. Cllr. O'Neill requested permission for the Clerk to attend to take the minutes. This was agreed by the Parish Councillors.

Clerk

11384/18 Planning Applications

PT18/4063/F | Erection of a side carport/garage for 3 no. cars attached to existing dwelling | The Crest, Charfield Hill, Charfield | NO OBJECTIONS

PT18/4239/F | Erection of a detached double garage | The Tallet, Churchend Lane, Charfield, GL12 8LJ | NO OBJECTIONS however the Parish Council would request that due to the close proximity of a Grade 1 Listed Church that the construction be in keeping with surrounding buildings/area and that an archaeological survey be carried out.

PT18/4390/F | Change of use from agricultural land to residential (Class C3) amenity space as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended) (retrospective). Erection of a single storey side and front extension to form annex ancillary to the main dwellinghouse. Alterations to roofline and chimneys, erection of single and two storey

side, front and rear extensions with balcony to provide additional living accommodation. Demolition of existing garage and erection of two storey outbuilding to form garages, workshop, offices, games, art and storage rooms | NO OBJECTIONS.

11385/18 Planning Decisions

PT18/3295/F | Installation of 2 no. front and 1 no. rear dormer windows, erection of single storey rear extension and first floor extension to form ancillary annexe | Oak Court, Charfield Green, Charfield | APPROVE WITH CONDITIONS.

PT18/3614/F | Erection of single storey side extension to form attached garage. Retention of existing access track (part retrospective) | The Barn, Churchend Lane, Charfield, GL12 8LJ | APPROVE WITH CONDITIONS.

11386/18 Planning Enforcement

- COM/18/0818/OD – Land at Part of the Old Station and M J Fews – Land being used for deliveries to M J Fews.
- COM/18/0863/BOC – Land south of Wotton Road – Breach of condition attached to PT16/1503/RM – working hours.
- COM/18/0864/BOC – Land south of Wotton Road – Breach of conditions attached to planning permission – men working on site on a Sunday.

11387/18 Public Inquiry

Regarding the planning challenge by South Gloucestershire Council, Cllr. O'Neill confirmed that a court date was awaited.

11388/18 JSP, JTP & Proposed Development within Charfield

The draft minutes from the second meeting of the CEG Liaison Group had been received and circulated to Parish Councillors. The next meeting was planned for 14th November 2018.

Additional discussions relating to proposed development within Charfield were minuted under 11383/18 – Report from Cllr. O'Neill.

11389/18 Charfield Neighbourhood Plan

The next meeting of Charfield Neighbourhood Plan Group would take place on 22nd October 2018.

11390/18 Playing Fields Inspection Reports and Note Issues Arising

- The playground safety inspection reports were being received and noted. It was noted that the latest play inspection highlighted the metal gates (off Little Bristol Lane) required replacing. The Clerk was asked to organise their replacement as a matter of urgency and to contact the Hall Management Committee to inform them of the Parish Council's plans. **Clerk**
- Following discussions it was agreed to explore establishing an Advisory Committee to progress plans for the S.106 Running Track & Outdoor Gym Equipment project. The Clerk would investigate and ascertain terms of reference for such a group to ensure that it complied with the Parish Council's standing orders and financial regulations when dealing with contracts for work involving over the £25,000 value. **Clerk**
- As reported under agenda item 11380/18, nothing further had been received from the legal advisor regarding the ownership of the land. As such, this item was not discussed. However the Clerk reported that she had obtained a certified copy of her passport and an up to date copy of the Parish Council's bank statement which had been forwarded to the legal advisor.

11391/18 Youth Group

Cllr. Cheskin report that the Youth Group was going well.

11392/18 Charfield Burial Ground Report

The Clerk had circulated her report which was noted by the Parish Council:

A request for the re-opening of an ashes plot for the interment of ashes for the late Mr. Bond had been received. It was proposed by Cllr. Cheskin, seconded by Cllr. Law and **RESOLVED** to approve this interment. **All Agreed**. The interment would take place on Thursday 11th October 2018 at 11.00am. All arrangements, including the removal of the memorial was being organised by the funeral director.

The interment of the ashes for the Late Mr. Terry Witts would now take place on Sunday 21st October 2018 at 12 noon. The Parish Council had already given approval for the interment at the June 2018 meeting. The Clerk would continue to liaise with the family and the grave digger to ensure arrangements meet the family's wishes.

A query had been received from the family of the Late Mr. Jack Jones regarding the type of memorial that was permitted within the Burial Ground. The family had queried why black granite was not included in the list of permitted materials and why they had not been informed of the regulations. The Clerk had emailed the family and confirmed that the regulations are always posted on the notice board in the Burial Ground and the web site. The Clerk further suggested they speak with a memorial mason regarding their ideas and submit an application to the Parish Council as each application was considered on an individual basis. The Clerk confirmed that funeral directors who regularly use the Burial Ground are provided with an up to date copy of the rules and regulations and charges. For future interments, the Clerk would remind the funeral director to advise families of the memorial regulations. If an application for interment was made directly to the Parish Council, the Clerk would ensure that families were made aware of the regulations at that point in time.

11393/18 Meeting Reports

- Bellway Liaison Group – Meeting took place on Tuesday 25th September 2018. Everything appears to be going according to plan and it was anticipated that works would finish by the end of 2019. There was an issue raised regarding the use of the public open space/play area to the front of the site. Bellway were of the opinion that it was 'private' and to be used by residents only. Subsequently, Cllr. O'Neill pointed out that according to the S.106 agreement the "open spaces shall remain freely available for use by the general public in perpetuity". Also, the continuing vehicle accidents at the pedestrian refuge were raised. The Parish Council were aware of at least eleven vehicles bursting their tyres after hitting the kerb (travelling west along the Wotton Road). The next meeting is planned for 15th January 2019 in the Bellway Show Home.
- Crest Nicholson – nothing further was reported.
- Cemex Liaison Group – The next meeting was planned for 23rd October 2018. The Clerk informed the Parish Councillors that the Wickwar Oak had been entered into the Woodland Trust 'Tree of the Year' competition.
- Wotton, Charfield & Kingswood Greenway Group – nothing further was reported.
- Cllr. Cheskin reported he had attended the recent PCC meeting. The PCC were considering organising an event to welcome new residents to the village. The event would include stands representing the various village organisations so that new residents would be familiar with the numerous organisations supporting the village. The PCC also discussed the potential removal of the pews so that the building could evolve as a 'living' church. It was also noted that the church does not own the Foundation Room.

11394/18 Meeting Reports

- SGC – Invitation to Visit Your Local Library; Air Quality Monitoring; Notice of Intent - Temporary Traffic Order - Wotton Road, Charfield - Temporary Road Closure (PT.6061); Bellway Site – Open Green Space; Notice of Intent - Temporary Traffic Order - Various

Roads Tormarton, Charfield and Staple Hill - Temporary Road Closures (PT.6081); Parish Precept Decision Dates for 2019/20; Charfield, Tortworth, Falfield, Cromhall, Rangeworthy, Wickwar & Hawkesbury Upton Community Engagement Forum; Streetlighting; Charfield Remembrance Sunday Security Advice; Hill House Farm; Escapees from Leyhill Prison.

- Other – Dog Bin on Little Bristol Lane; Luncheon Club; CEG Liaison Group Agenda; Complaints Procedure; Tortworth Parish Meeting Minutes; NPPF; The Wickwar Oak; Individual Statement following release of PC meeting minutes; Legal Advice; Meeting with Local Planning Authority; New badger cull zones could include Avon for the first time; Grant Application CuGuC; CEG Liaison Group Draft Minutes; Little Bristol Lane - Overgrown Hedge - between Little Bristol Close & Woodlands Road; Environmental Link Group Meeting; Dementia Link Group Invitation.

11395/18 Remembrance Day

The Clerk reported that SGC had confirmed approval of the road closure for 11th November 2018. The Clerk would arrange for the usual road closure signs to be hired. The Bugler had confirmed his attendance. The Clerk was finalising the Order of Service. As an ex-Serviceman, Cllr. O'Neill volunteered to read out the names of the Fallen. This offer was accepted by the Parish Council. The Clerk had yet to contact the RBL Standard Bearer and confirm arrangements for the refreshments prior to the Procession.

11396/18 Policies & Procedures

Following the September 2018 Parish Council meeting, the Clerk was contacted by the member of public present requesting sight of Charfield Parish Council's Complaints Procedure. The Clerk checked paperwork and discovered the Parish Council did not actually have a Procedure in place. Therefore a standard Local Government Complaints Procedure was obtained and tailored to Charfield Parish Council, and a copy circulated to Parish Councillors. The Clerk also forwarded a copy of this draft Procedure to the member of public and confirmed that although in draft format, the Parish Council would be happy to comply with the contents. Nothing further was heard from the member of public regarding a potential complaint. It was proposed by Cllr. Law, seconded by Cllr. Threlfall and **RESOLVED** to adopt the Complaints Procedure document as circulated. **All Agreed**. The Clerk would ensure this was posted to the Parish Council web site.

Clerk

11397/18 Request for Financial Assistance

Two requests for financial assistance had been received and were considered as follows:-

Charfield Luncheon Club – The Luncheon Club requested financial assistance towards the Club's Christmas Lunch and was requesting £200. It was proposed by Cllr. Roberts, seconded by Cllr. Cheskin and **RESOLVED** to grant £200. **All Agreed**.

Clean Up Green Up Charfield – CuGuC requested a contribution of £1,000 towards an oak carved sculpture that had been commissioned which would be erected on the 'Nursery Triangle' on Charfield Hill. CuGuC have already received funding from this project totalling £1,034 through a bequest and a donation from CHADRA. Following discussions and a vote (four votes for and three votes against) it was **RESOLVED** to grant £1,000 towards the project.

11398/18 Financial Matters

The Clerk reported the following available balances as at 1st October 2018 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 410 dated 1 st October 2018)
Business Reserve (1)	£ 14,362.25	(Statement No. 199 dated 5 th September 2018)
Business Reserve (2)	£141,459.08	(Statement No. 305 dated 1 st October 2018)

The receipts and payments account as at 1st October 2018 was noted by the Parish Council.

The second tranche of the 2018/19 Precept and LCTR Grant had been received into the bank account on 29th September 2018 (Business Reserve 2).

Cllr. Cheskin and the Clerk had briefly discussed the VAT implication of the S.106 running track and outdoor gym equipment project. The total available was £107,330.36 (capital) and £32,479.32 (revenue). The Parish Councillors were made aware this could mean at some stage during the course of the project and financial year, Charfield Parish Council could pay out £21,466 in VAT before it could be reclaimed. This figure was based upon the capital expenditure with the revenue element assumed to be for ongoing upkeep/maintenance/insurance etc.

PKF Littlejohn had completed the external audit of the 2017/18 Accounts – there was nothing to report. As required, the Notice of Conclusion of Audit had been placed on the Parish Council's web site and notice board.

11376/18 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 - Sept	£863.16	£0.00	£863.16
HMRC	2855	Clerk's Tax & NI	£126.57	£0.00	£126.57
PKF Littlejohn	2852	Annual External Audit	£300.00	£60.00	£360.00
South Glos Council	2853	Localism Charges	£463.14	£92.63	£555.77
Complete Business	2854	Toner Cartridge	£46.95	£9.39	£56.34
CuGuC	2856	S.137 Grant	£1,000.00	£0.00	£1,000.00
Charfield Luncheon Club	2857	S.137 Grant	£200.00	£0.00	£200.00
			£2,999.82	£162.02	£3,161.84

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

11377/18 Minor Items Raised by Members or for Future Agenda

Following discussions, it was agreed that the play inspections could not be carried out by one Parish Councillor rather than the current two. The Clerk was asked to circulate a revised schedule of checks.

Clerk

The Clerk was asked to ascertain, as a matter of urgency, whether the rubbish/dog bins within the playing fields could be added to the Parish Council's current list of bins to be emptied around the Parish.

Clerk

This concluded the business of the meeting which closed at approximately 9.40pm.

Next meeting of full council is to be held on Tuesday 13th November 2018 at 7:30pm in the Sportsman's Lounge.

Chairman

13th November 2018