

## **CHARFIELD PARISH COUNCIL**

Minutes of the Meeting of Charfield Parish Council held on Tuesday 13<sup>th</sup> November 2018 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

### **PRESENT**

**Parish Councillors:** Mr. M. Rosher, Mr. M. Cheskin, Mrs. N. Newns, Mr. A. Parker, Mr. A. Threlfall

**Clerk:** Mrs. Paula Evans

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

**Public:** Five members of the public were present

**It was agreed** by all Parish Councillors present that the order of business would be altered (Charfield Standing Orders 22d) to allow the Youth Group report (agenda item 13) to be presented by Youth & Community Services.

Action

### **11401/18 Youth Group Report**

It was reported that the SGC Positive Activities subsidy was due to finish. This grant had been used to start an additional project for the younger children. Attendance at the Thursday sessions were usually between 25 and 30; the majority of the 17, 18 and 19 year old attendees have moved on into further education or jobs and the Group have been supporting them in how they wanted to progress themselves; the Group Leaders have made a concerted effort to bring in Year 6 children; Rev. Williams had been helping out where he could; with more housing development happening in the parish, the Group has been looking at how to make the young voices of the community heard; they have been looking to do more activities by visiting Youth Clubs in Yate/Hanham which it was felt would broaden the horizons of the children as being brought up in a rural area is different to being brought up in an urban environment; the Youth Group Leaders are working with the children to develop ideas as to how the Youth Club could look in the future; the Group was looking to enhance their equipment; vandalism remained low, however some drug paraphernalia had been noticed. The Parish Councillors thanked Youth & Community Services for their report and confirmed that the Parish Council remained committed to financially supporting the Youth Group. The Contract for the Youth Service Provision was due for renewal in March 2019 and the Parish Council would discuss their continuing financial commitment at their budget meeting in January 2019.

### **11402/18 Public Participation**

A member of the public addressed the Parish Councillors. The member of public queried why Parish Councillors personal contact details were not readily available, as they had wanted to speak personally with Parish Councillors following the September 2018 meeting. The member of public felt strongly that Parish Councillors contact details should be advertised in order for residents to lobby them directly. It was pointed out to the member of public that the most appropriate route for communication and correspondence should really be through the Clerk, but this would be put on the December agenda for discussion and resolution. The Parish Council also pointed out that the web site was in the process of being updated/upgraded/improved.

Clerk

A member of the public addressed the Parish Councillors specifically regarding minute 11365/18 and their concerns about the wording and accuracy of the motion and resolution. The member of the public felt that "taking into consideration the above" was not the correct wording and in their opinion the motion was voted on incorrectly. The member of public also queried why was something voted on with no contingency plan put in place. The member of public queried how to make a complaint about the Parish Council – the correct route would be through SGC Standards Board. The member of public asked the Parish Council why they had not considered a short-term contract to employ a Deputy Clerk. The Parish Councillors responded that they felt the employment of a Deputy Clerk would have been an additional financial cost implication to the Parish in order for VAT to be reclaimed on the Hall refurbishment project referred to.

The Parish Councillors thanked the member of public for their points of view and reiterated that if the Parish Council was not wholly complying with legislation that this would be rectified.

The Hall Management Committee apologised for the overflowing bins in the play area. Unfortunately the Hall did not have a caretaker at the moment in order to empty the bins. However this situation was soon to be rectified.

#### **11403/18 To note Apologies for Absence and Acceptance of Reasons**

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

#### **11404/18 Declarations of Interest in items on the Agenda**

Cllr. Cheskin declared a non-pecuniary personal interest in agenda item 12.

#### **11405/18 To Approve Minutes of Previous Meeting**

The minutes of the previous meeting held on Tuesday 9<sup>th</sup> October 2018 had been circulated. It was proposed by Cllr. Newns, seconded by Cllr. Parker and **RESOLVED** to approve these minutes, which were duly signed.

Minute 11382/18 – It was reported that the £6,000 grant to the Hall Committee for financial year 2016/17 which should have been reported under ‘Parish Council Grant’ had actually been off-set under ‘Maintenance’.

#### **11406/18 To receive the Clerk’s Report**

The Clerk’s report was noted and is attached to these Minutes.

Regarding item 7 of the Clerk’s Report, Parish Councillors approved her attendance at the forthcoming training course regarding VAT for Local Councils at a cost of £40.

Additionally, the Clerk had been informed of a live Radio Gloucestershire broadcast at 7.30am/8.00am on Wednesday 14<sup>th</sup> November, relating to the village being ‘yarn bombed’ with Poppies and how this has re-invigorated community spirit. Unfortunately a representative of the Parish Council was not available to join in the broadcast.

#### **11407/18 Report from Cllr. John O’Neill, South Gloucestershire Council Representative**

Briefing attended – JSP re additional evidence. Warners Court will be part of the JSP numbers. It will contribute towards infrastructure. The residents of Charfield need clarity.

The Greenway was not included in the infrastructure – not one of the key parts of the paper. Policy 7 identified the greenway. Responding to the consultation is a must and these points must be raised. CMP plan when it goes to reserved matters. Once outline is obtained, usually a 12 month gap before moving to reserved matters. All land owners have been written to who may be affected by JSP infrastructure matters including J14.

Hawthorn Close Gate – There had recently been a number of comments on the Charfield Village Forum Facebook page. The opening up of this gate would create serious road safety issues. It was noted that within the Charfield Village Plan residents had been in favour of having the gate open. A number of solutions had been considered over the years including a ‘Stopping-Up Order’, however access would still be required for emergency vehicles. With the JSP coming forward there was a need to look at a solution to having the gate open as there are serious road safety issues (on a blind bend) to consider. Looking forward, and until the layout of the new development is ascertained, it was considered practical to defer any action.

**It was agreed** by all Parish Councillors present that the order of business would be altered (Charfield Standing Orders 22d) to allow agenda item 12 to be discussed

#### **11408/18 Charfield Memorial Hall & Playing Fields**

The weekly playground inspections were noted.

The legal advice note had been received from Veale Wasborough Vizard LLP. This had been

circulated to all Parish Councillors and was noted. The Clerk was asked to forward a copy to the Hall Management Committee for their information.

A draft statement had been prepared, however Parish Councillors felt the tone of the statement was too strong, therefore this statement would not be circulated to Parishioners. It was proposed by Cllr. Threlfall, seconded by Cllr. Rosher and **RESOLVED** that the legal advice note from VWV LLP be circulated to Parishioners as a form of communication. **All Agreed**

The legal advice from VWV LLP was that Charfield Parish Council was the Custodian Trustee and as such was prohibited, in law, from managing any part of the Trust Premises. Issues such as insurance of equipment should now cede to the Managing Trustees but the Parish Council's current insurance would stand until the end of the financial year. However, to ensure that health and safety responsibilities were complied with, Charfield Parish Council would continue to undertake their weekly equipment inspections to ensure the safety of the play/sports equipment even though this was in contravention of their role as Custodian Trustee. It was clear that moving forward the relationship between the Parish Council and the Managing Trustees needed to be clarified. There were a number of options to be discussed/considered such as the possibility of the Managing Trustees assigning a lease to the Parish Council to continue to maintain the play area. As it had now been established that Charfield Parish Council was the Custodian Trustee, clarification was also needed regarding the Parish Council's involvement in the managing of the upcoming S.106 Outdoor Sports Facility Project. In the meantime, it was agreed to maintain the status quo.

It was **RESOLVED** to arrange a meeting between the Parish Council and the Managing Trustees, at their earliest convenience to agree a joint statement to Parishioners and work through the practical implications. A date of 5<sup>th</sup> December was suggested.

#### **11409/18 Planning Applications**

As at 13<sup>th</sup> November 2018 no new planning applications had been received.

#### **11410/18 Planning Decisions**

PT18/3810/F | Erection of single storey side and rear conservatory | 29 Woodlands Road, Charfield, GL12 8LT | APPROVE WITH CONDITIONS.

PT18/4063/F | Erection of a single carport/garage for 3 no. cars attached to existing building | The Crest, Charfield Hill, Charfield | APPROVE WITH CONDITIONS.

PT18/4239/F | Erection of a detached double garage | The Tallet, Churchend Lane, Charfield, BL12 8LJ | APPROVE WITH CONDITIONS.

#### **11411/18 Planning Enforcement**

There were no new enforcement issues to report.

#### **11412/18 Public Inquiry**

The Parish Council noted that the Judge considering SGC's legal challenge to the Planning Inspectors decision relating to APP/PO119/W/17/3179643 Land north of Wotton Road, had now thrown out the challenge. It would appear that all avenues to challenge the decision had now been exhausted.

#### **11413/18 JSP, JTP & Proposed Development within Charfield**

The JSP continued to move slowly forward. There was a new live consultation via the West of England Combined Authority.

The meeting with SGC Planning Officers on 29<sup>th</sup> October 2018 was noted and had been well attended by representatives of organisations within the Parish. The general feeling had been that Charfield Parish was being condemned to receive unsustainable development because of past actions and comments by the Local Planning Authority and the Planning Inspector.

The CEC Liaison Group meeting on 7<sup>th</sup> November 2018 was noted. The meeting had been amiable with CEG providing a brochure detailing their draft plans. It was also noted that CEG had a working name for the development site of 'Pennymead Park'. This was because CEG had seen an old map that had referred to the fields as 'Pennymead Fields'. The Parish Council was unimpressed with this working name.

#### **11414/18 Charfield Neighbourhood Plan**

The Group was looking at the formats of other recently adopted Plans. Policies were being developed and progressed in order to produce a working document. This document would be finessed ready to go to Inspection. Eventually the Plan would go to a public parish referendum – this would require more than 50% of the Charfield electorate to vote on it. If the Plan was adopted it would require that the SGC Local Plan align with the Charfield Neighbourhood Plan.

#### **11415/18 Charfield Burial Ground Report**

The monthly Burial Ground Report was noted.

It was proposed by Cllr. Rosher, seconded by Cllr. Cheskin and **RESOLVED** to approve the additional memorial instruction for the Late Mr. Ralph Hammond.

The Parish Council was very complimentary of the last grass cut of the Burial Ground and the topping of the wildflower area.

#### **11416/18 Meeting Reports**

- Cemex Liaison Group – The recent Liaison Group meeting had been interesting. There had been discussions regarding the possibility of a greenway through to Wickwar. Cemex had also informed the Liaison Group that their local grant scheme had been re-opened. The Chairman and Clerk had taken this opportunity to inquire about a grant towards a new community PA system and the Charfield Luncheon Club. Initial feeling from Cemex was that these two grants would be approved.
- Greenway Group – the Feasibility Phase 1 Study was coming to a conclusion and would be shared with the Parish Council. There was a need to keep up awareness of this project.
- No further meetings were reported.

#### **11417/18 Correspondence Received**

- **SGC** – Letter to Town and Parish Council Clerks re Changes to Planning Process; ANPR Cameras; Council Budget and Savings Programme for 2019 – 2020; Information on reporting graffiti; Consultation letter for LI18/3415/STS; Special Expenses for 2019/20; Street Trading Application LI18/3415/STS; CHARFIELD - WOTTON ROAD PROPOSED WAITING RESTRICTIONS; Charfield, Falfield, Tortworth, Cromhall, Rangeworthy, Wickwar & Hawksbury Upton CEF; Estimate of Rough Sleepers in South Gloucestershire; Doing More Together Focus Group Event; Have your say on the potential removal of recycling bags for kerbside collections; Joint Spatial Plan – additional evidence consultation; Community Engagement Forum; West of England Joint Spatial Plan - Technical Evidence Work Consultation, November 2018.
- **Other** – CEG Charfield Liaison Group meeting Wednesday 7th November 730pm; Tortworth school; Stroud District; Wotton Road Resurfacing; Grant Application; Advice note - proposed transfer of Charfield Playing Fields and Memorial Hall to new CIO; Cemex Community Projects - Request for Financial Assistance; Meeting with Local Planning Authority; Power to Change Community Assets Exchange register.
- **ALCA/NALC** - Draft minutes of the SG Area Group AGM; Oct In short; NALC Newsletter; 45th ALCA AGM; November In Short.
- **Residents** – Luncheon Club Thank You; Accident Outside The Peartree; Litter in Playing Field; Legal ownership of hall etc; Remembrance Day Thanks.

It was agreed that the Clerk would continue to receive, report and monitor correspondence received and forward on only that which was relevant to Parish Councillors.

### **11418/18 Planning System Changes**

The Parish Council noted the letter. Members of the council felt it disenfranchised Parish Councillors and residents, but felt there was no point in pursuing it.

### **11419/18 South Gloucestershire Council Consultations**

The Parish Council considered the following two SGC Consultations:-

- Wotton Road, Charfield – Waiting Restrictions. It was proposed by Cllr. Roshier, seconded by Cllr. Cheskin and **RESOLVED** to respond that Charfield Parish Council is happy with the proposal but see no point in them as they are not policed. **All Agreed.**
- Council Budget for 2019/20 (Organisations Survey) – no response felt necessary.

Charfield Parish Council noted the following SGC Consultations:-

- Wickwar – Sodbury Road, Proposed Road Humps – this Consultation was outside Charfield Parish, therefore no response felt necessary.

### **11420/18 Renewal of Street Trading Consent**

The Parish Council noted receipt of an application to renew the Street Trading Consent for Marco's Takeaway located in Tortworth Layby. The Parish Council had no comments to make.

### **11421/18 2019 Parish Council Meeting Dates**

The list of dates for Full Parish Council Meetings for 2019 (all second Tuesday of the month commencing at 7.30pm), together with the date for the Annual Budget Meeting in January 2019 was agreed as follows:

Wednesday 9 <sup>th</sup> January 2019 (Budget Meeting)	Tuesday 11 <sup>th</sup> June 2019
Tuesday 15 <sup>th</sup> January 2019	Tuesday 9 <sup>th</sup> July 2019
Tuesday 12 <sup>th</sup> February 2019	Tuesday 10 <sup>th</sup> September 2019
Tuesday 12 <sup>th</sup> March 2019	Tuesday 8 <sup>th</sup> October 2019
Tuesday 9 <sup>th</sup> April 2019	Tuesday 12 <sup>th</sup> November 2019
Tuesday 14 <sup>th</sup> May 2019 (Annual Parish Council Meeting)	Tuesday 10 <sup>th</sup> December 2019

Additionally, the Parish Council agreed to advertise the Annual Parish Meeting which was to be held on Tuesday 21<sup>st</sup> May 2018 in the Memorial Hall commencing at 7.30pm, subject to availability of the main hall. The Clerk was asked to check availability of all the above dates.

Clerk

### **11422/18 Parish Council Notice Board**

It was proposed by Cllr. Roshier, seconded by Cllr. Cheskin and **RESOLVED** to remove the Parish Council notice board on the Costcutters wall. **All Agreed.** This would facilitate the installation of the defibrillator unit.

It was proposed by Cllr. Roshier, seconded by Cllr. Parker and **RESOLVED** to refurbish the notice board at the junction of Manor Lane and Wotton Road. **All Agreed.** This would facilitate use of the middle section by the Parish Council. The Clerk would obtain quotes to be approved at the December meeting.

Clerk

### **11423/18 Request for Financial Assistance**

Two requests for financial assistance had been received - the Brandon Trust and Four Towns & Vale Link Community Transport. It was agreed to respond to these two organisations and suggest they apply for a grant under the 2019/20 round of applications.

Clerk

### **11424/18 Financial Matters**

The Clerk reported the following available balances as at 1<sup>st</sup> November 2018 with the bank

statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 411 dated 1 <sup>st</sup> November 2018)
Business Reserve (1)	£ 14,365.22	(Statement No. 201 dated 5 <sup>th</sup> November 2018)
Business Reserve (2)	£124,138.78	(Statement No. 306 dated 1 <sup>st</sup> November 2018)

The receipts and payments account as at 13<sup>th</sup> November 2018 was noted by the Parish Council.

HMRC had contacted the Parish Council regarding a small underpayment of the Clerk's tax and NI. This was due to a mis-calculation on the PAYE Basic Tools programme. An additional payment of £47.27 was required to bring the account up to date for this financial year. The Clerk's tax and NI would now be £142.28 per month.

The second instalment of financial support for Charfield Memorial Hall was now due - £3,000.

The second half of the Ground Maintenance contract with KLH was now due - £1,749.50.

It was proposed by Cllr. Parker, seconded by Cllr. Rosher and **RESOLVED** to retrospectively approve the purchase of an outdoor PA system at a cost of £505.92. **All Agreed.** Just under half the cost would be covered by the Cemex community grant of £250. The Clerk had used Financial Regulation 3.4 to purchase the equipment and had kept Parish Councillors informed at all times.

#### **11425/18 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 - Oct	£863.16	£0.00	£863.16
HMRC	2858	Tax & NI	£189.55	£0.00	£189.55
Mrs. P. Evans	2859	PA Equipment & Book	£618.91	£123.78	£742.69
Mr. M. Rosher	2560	PA Equipment Extras	£19.82	£0.00	£19.82
Veale Wasborough	2561	Legal Advice	£1,230.00	£246.00	£1,476.00
Youth & Community Services	2562	Youth Provision	£2,748.96	£0.00	£2,748.96
KLH Landscaping	2563	Grounds Maintenance	£2,164.50	£0.00	£2,164.50
Charfield Mem Hall	2564	Room Hire & Fin Support	£3,108.00	£0.00	£3,108.00
RBL Poppy Appeal	2565	Wreath	£45.00	£0.00	£45.00
			<b>£10,987.90</b>	<b>£369.78</b>	<b>£11,357.68</b>

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

#### **11426/18 Minor Items Raised by Members or for Future Agenda**

If required, Cllr. Cheskin offered some storage space for the PROW equipment.

The Parish Council noted that a laurel hedge had been planted on the corner of Manor Lane and Hawthorn Close.

Cllr. Parker had spoken with an SGC Officer regarding the area of Crown Land on Manor Lane. SGC would like to progress ideas for this small piece of land. It was considered this may be a pertinent location for the 'Tommy' and also a bench.

*This concluded the business of the meeting which closed at approximately 9.55pm.*

*Next meeting of full council is to be held on Tuesday 11<sup>th</sup> December 2018 at 7:30pm in the Sportsman's Lounge.*

Chairman

11<sup>th</sup> December 2018

## **CLERK'S REPORT**

### **Presented to Full Parish Council Meeting on 13<sup>th</sup> November 2018**

1. Time had been spent finalising the Annual Remembrance Day commemorations in the village. This was extremely well attended with probably in excess of 350 people attending. The new outdoor PA system had worked relatively well, although some tinkering with the settings is probably required to ensure sound output is at maximum. The addition of a microphone stand was a welcome addition bearing in mind how breezy the morning was. Emails of thanks have been sent to all those who played a part in the commemorations.
2. Time has been spent reading through the legal advice received from VWV LLP and understanding the implications.
3. The Clerk attended the recent meeting with SGC and Charfield Organisations on Monday 29<sup>th</sup> October 2018 in order to take the minutes. The minutes will be finalised by the end of this week.
4. At the recent Cemex Liaison Group Meeting, attendees were informed they had re-opened their community grant scheme. Therefore, the Clerk applied for two lots of financial assistance. The first was for the Charfield Luncheon Club (£500) to cover the costs of annual insurance, ongoing food hygiene training and replacement equipment. The second was for assistance with the purchase of the new outdoor PA system (£250). The Clerk was very pleased to be able to report that Cemex approved both applications. The grants will be BACS'd into the Parish Council's bank account with the £500 paid over to Charfield Luncheon Club.
5. A copy of the Tree Works Application has been hand delivered to the Badminton Road Offices of South Gloucestershire Council. The application will now go through the relevant process.
6. The Clerk has emailed SWAS regarding the community defibrillator training. As part of the Memorandum of Understanding the Parish Council is required to organise a training session. The Clerk has explained we are still in the process of having the units fitted and as soon as that is done a session will be arranged in conjunction with SWAS.
7. The Clerk would like to attend a training course on 30<sup>th</sup> November 2018 on 'VAT for Local Councils'. The cost is £40 and relates to CiLCA module 19 and will earn 2 Continuous Professional Development points.

Paula Evans  
Clerk  
13<sup>th</sup> November 2018