

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of Charfield Parish Council held on Tuesday 11th December 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, Mrs. V. Roberts, Mr. A. Parker, Mr. R. Rawlings, Mr. A. Threlfall

Clerk: Mrs. Paula Evans

SGC Ward Member: Cllr. John O'Neill

Public: No members of the public were present

11431/18 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllrs. Law and Garside.

11432/18 Declarations of Interest in items on the Agenda

No declarations of interest were received.

11433/18 To Approve Minutes of Previous Meeting

The draft minutes of the previous meeting held on Tuesday 13th November 2018 had been circulated. Cllr. Rosher proposed, Cllr. Parker seconded and it was **RESOLVED** to amend the fourth paragraph of minute 11408/18 and remove the final sentence. **All Agreed.** Following this amendment, it was proposed by Cllr. Newns, seconded by Cllr. Parker and **RESOLVED** to approve these minutes, as amended, which were duly signed. **All Agreed.**

11431/18 Public Participation

There was no public participation.

11432/18 To receive the Clerk's Report

The Clerk circulated her monthly report – a copy of which is appended to these minutes.

With regard to item 8 of the report, the Clerk was asked to email all of last year's grant applicants to advise them the 2019/20 scheme was now open.

11433/18 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Pothole - Wotton Road/Manor Lane junction – another large pothole had appeared in the road which had evidently caused considerable damage to vehicles and problems for road users. The pothole had been filled (albeit temporarily) shortly after it had been initially reported. Once reported the Local Authority is responsible for any damage/injury claims until the hole is filled.

Bellway Site – There had been more reports of mud and stones being brought out onto the Wotton Road from the Bellway site. SGC Officers had reminded the developer and Galtec of their responsibilities regarding the cleanliness of Wotton Road.

Crest Nicholson Advertising Sign, Wotton Road – SGC Streetcare had visited Crest Nicholson and advised that the sign advertising the new houses must be removed by the end of the week. The sign did not comply with SGC policy on roadside advertising. Crest Nicholson had argued they would apply for retrospective planning permission; however the verge is adopted highway and not private land. There had also been several complaints from neighbours regarding the impeded visibility when exiting their properties. The Parish Council were concerned that no attention had been paid to the utilities that run under the verge, and were also of the opinion that the sign should have been removed immediately upon attending the site.

11434/18 Planning Applications

PT18/5226/F | Erection of single storey side extension to form garage | 169 Woodlands Road, Charfield, GL12 8LA | **NO OBJECTIONS.**

PT18/5313/F | Erection of single storey building to form playroom (amendment to previously

Action

Clerk

approved scheme PT17/4241/F) | Charfield Foundation Pre-School, Wotton Road, Charfield, GL12 8TG | **NO OBJECTIONS.**

PT18/5569/F | Demolition of existing dwelling and erection of 1 no. detached dwelling with associated works | Snaefell, The Drive, Charfield | **NO OBJECTIONS.**

PT18/5810/RVC | Variation of Condition 2 attached to PT16/6924/O to allow for the phasing of the proposed development | Land north of Wotton Road, Charfield, GL12 8TG | **NO OBJECTIONS.**

11435/18 Planning Decisions

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 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 | Middle Huntingford Farm, Huntingford Farm Lane, Charfield | APPROVE WITH CONDITIONS

11436/18 Planning Enforcement

There were no new enforcement issues to report.

11437/18 JSP, JTP & Proposed Development within Charfield

The status of the JSP remains very much the same. The pace of the process had slowed to such a point that neighbouring authorities' plans were overtaking the SGC JSP. It was also noted that the impact of development within Stroud District may well have an impact on the northern fringe of the WECA JSP – namely Charfield.

The Parish Council noted the meeting with SGC officers on 18th December 2018 to discuss community facilities within Charfield. The purpose of the meeting would be to discuss what the community think they want out of the development, over and above what is already available – such as a Neighbourhood Hub. SGC officers would like to discuss what is feasible and affordable and there would be further such meetings before any firm decisions have been made.

Cllr. Rosher had prepared a response to the latest JSP Consultation which had been circulated to all Parish Councillors. It was proposed by Cllr. Rosher, seconded by Cllr. Threfall and **RESOLVED** to accept the response as presented which would officially be the response of Charfield Parish Council. **All Agreed.** The Clerk would ensure this was submitted by the response deadline of 7th January 2019.

Clerk

11438/18 Charfield Neighbourhood Plan

The Chairman of the Parish Council had been unable to attend recent meetings as they had been held on a Monday. The Parish Council was aware that as a parished area, the Parish Council must be the lead organisation in developing a Neighbourhood Plan. The Parish Council was unsure whether the Chairman of the Neighbourhood Plan Committee needed to be a Parish Councillor. The Clerk was asked to establish whether or not this was the case. The CNP Committee need to get the plan in for Autumn 2019 and therefore need to create a firm timeline. They will possibly need to arrange another village event as a village referendum is extremely important and residents need to be supportive of the Plan. The Committee already have a robust document prepared.

11439/18 Charfield Memorial Hall & Playing Fields

The Play Safety Inspections had been undertaken. A replacement dog sign was needed.

Clerk

The Parish Councillors considered the discussions during the Extra Ordinary Meeting held on 5th December 2018. The Parish Council was eager to ensure that the facilities were maintained in

perpetuity and it was hoped that everything could be ironed out by the end of the current financial year. The ball is in the Hall Committee's court as it was up to the Committee to offer a lease. The Parish Council reiterated they would consider a long-term lease (for the land currently managed by the Parish Council), with no break clauses, at a peppercorn rent. The Parish Council would not be interested in any Lease that involved 'clawback' clauses.

11440/18 Charfield Youth Group

Nothing further to report. The existing contract with Youth & Community Services Ltd for youth provision is due for renewal in April 2019. The Parish Council continue to be happy with the level of service provided and consider this to be an excellent community facility. The level of financial commitment for the forthcoming financial year would be discussed at the annual budget meeting on 9th January 2019.

11441/18 Charfield Burial Ground Report

All in order. However, the Parish Council noted that a few of the stones in the roadside wall are beginning to slip away. The Clerk would ask KLH Landscaping to take a look.

Clerk

It was proposed by Cllr. Roshier, seconded by Cllr. Cheskin and **RESOLVED** to approve the application for the erection of a memorial headstone for the late Mr. Jack Jones as per the description provided by the monumental mason. **All Agreed.**

It was brought to the Parish Council's attention that at the very bottom of the closed graveyard of St. James, a branch of a tree had fallen over and was covering three graves. The Clerk was asked to contact SGC Open Spaces and/or the Friends of St. James to deal with the branch.

Clerk

11442/18 Meeting Reports

- Charfield Luncheon Club – The Chairman, representing the Parish Council had attended an excellent Christmas Lunch. The Clerk was ask to prompt Cemex regarding their community grant.
- No further meetings had been attended.

11443/18 Correspondence Received

South Gloucestershire Council – Support for Annual Seasonal Flu Vaccination Campaign; Charfield Community Centre; Call for Sites; Doing More Together Survey; Report of CIL Spending in 2017/18 of funds collected in 2016/17; Wickwar Police Beat Surgeries; Charfield community facilities meeting 3pm-5pm Tuesday 18th December; Localism Estimate; Electoral Register Data

ALCA – Falmouth Town Council Re-submitting Toilet Tax SCA Proposal To Government; Chief executive's bulletin; 2019-20 NALC/ALCA Estimated Subscription

Other - Legal ownership of hall; Hammond Inscription; Broxap Sunshine Gym Equipment Brochure; CEG Liaison Group Minutes of November 2018; Custodian Trustees; Memorial Application; Stroud District Council Statement of Community Involvement consultation; Advice note - proposed transfer of Charfield Playing Fields and Memorial Hall to new CIO; CEG Liaison group; Funding for Lifeskills Charity; ASB in Hall Car Park; Footpaths; Fire Fighters Christmas Carol Float

11444/18 South Gloucestershire Council Consultations

Charfield Parish Councillors considered the following SGC Consultations:-

- Public Spaces Protection Order: Dog Fouling – The Parish Council supported the consultation, but felt that if it was not appropriately policed and fines imposed, there was little point in the Order.

11445/18 Charfield Parish Councillor Contact Information

The Parish Councillors discussed the recent request by a member of the public (minute

11402/18) that Parish Councillor's individual contact details be advertised. According to the Transparency Code for Smaller Authorities, published by the Department for Communities and Local Government (Dec. 2014), information which should be published included a "list of councillor or members responsibilities" (Part 2: Para 10d and Para 23). The Parish Councillors noted that individual Councillor's addresses were viewable on their Register of Members Interest forms (available via SGC web site). The Parish Council felt the publication of personal contact information (such as mobile/home telephone numbers and email addresses) could potentially expose individual Councillors to abuse. It was agreed that Charfield Parish Councillor's names would remain published on the Parish Council web site, and that primary contact should remain through the Parish Clerk – this complied with the Transparency Code for Smaller Authorities.

11446/18 2019 Parish Council Meeting Dates

Unfortunately the Hall was unable to accommodate the Parish Council meeting dates for January, July and September. The Clerk was asked to investigate alternative locations and advised the Parish Council. The Parish Council may well have to consider suspending Standing Order no. 1 in order to hold the monthly meeting on an alternative day.

Clerk

11447/18 Financial Matters

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

Current Account	£	500.00	(Statement No. 412 dated 1 st December 2018)
Business Reserve (1)	£	14,367.58	(Statement No. 203 dated 5 th December 2018)
Business Reserve (2)	£	122,740.12	(Statement No. 307 dated 1 st December 2018)

The receipts and payments account as at 11th December 2018 was noted by the Parish Council.

The current bank statements, as at 1st December 2018 did not show the BACS transfer of the community grant from Cemex. Therefore, the Parish Council was unable (at this time) to pass on the £500 grant towards Charfield Luncheon Club.

The Clerk would begin work on the budget figures for 2019/20 in readiness for the January Annual Budget Meeting. The Clerk would liaise with Cllr. Cheskin in this matter.

No invoice had been received from VWV for the additional legal advice.

The S.137 limit had been notified to all Parish Councils for 2019/20 = £7.86 per head of electorate. According to NALC Legal Topic Notice 31, the criterion for calculating S.137 donations was "The relevant population is the number of persons on the electoral roll for the town, parish or community as at 1 April". According to the official Electoral Register for Charfield as at April 2018, the number on the Register was 1,997 which equalled a **maximum** of £15,696.42 available for the Parish Council to spend using the power of S.137 of the LGA 1972 Act. Anything above this amount would not be permitted and would be questioned during annual audit. The Parish Council did not have to spend the full amount available – it is a discretionary, maximum figure.

The Clerk asked all Parish Councillors to consider any capital projects they felt may need to be undertaken in financial year 2019/20 in readiness for the Annual Budget Meeting.

11448/18 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 - Nov	£863.16	£0.00	£863.16
HMRC	2866	Tax & NI	£142.28	£0.00	£142.28

ALCA	2867	VAT Course for Clerk	£40.00	£0.00	£40.00
G.M. Wintle Builders	2868	Emergency Repairs to Gate	£40.00	£0.00	£40.00
South Glos Council	2869	Localism Charges	£463.14	£92.63	£555.77
			£1,548.58	£92.63	£1,641.21

Cllr. Roberts proposed, Cllr. Threlfall seconded and it was **RESOLVED** that the above accounts be paid. **All Agreed.**

11449/18 Minor Items Raised by Members or for Future Agenda

It was noted that Costcutters have started to put their storage cages next to the Parish Council notice board.

The Clerk was asked to chase the Manor Lane notice board refurbishment.

Clerk

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

Next meeting of Charfield Parish Council is to be held on Wednesday 9th January 2019 at 7:30pm in the Sportsman's Lounge, this being the Annual Budget Meeting.

Chairman

15th January 2019

CLERK'S REPORT Presented to Full Parish Council Meeting on 11th December 2018

1. The VAT course recently attended by the Clerk was extremely interested and provided up to date legislation on what can and cannot be reclaimed by Parish Councils.
2. The Clerk has been contacted by a resident regarding an overgrown hedge on Longs Drive, this has been reported to SGC via their 'Report-It' page.
3. The member of public also commented on the poor state of the footbridge over the railway line and needs a clean. The Clerk will be asking SGC whether it is their responsibility or that of Network Rail.
4. The Clerk has also been contacted by one of the retained firefighters at Wotton Fire Station – they would like to add a date for the Father Christmas float to visit Charfield.
5. Time has been spent working through items relating to the Memorial Hall and Playing Fields. This has included initial investigations regarding whether it is possible for the Parish Council to take on a lease of the play area and land. Initial investigations suggest that further expense would be incurred in organising a survey of the land and equipment to establish the condition, legal expense would be incurred in agreeing the contents of a Heads of Agreement document and subsequent lease including Break Clauses. NALC strongly recommends that independent legal advice is sought.
6. An emergency repair was organised on the vehicular access gate to the play area - the metal bar that was sticking out was removed.
7. The new PA equipment has been added to the insurance cover.
8. The 2019/20 will be advertised on the Parish Council web site and Village Facebook Forum.

9. The Clerk would like to thank the Parish Councillors for their support during this time due to an unexpected family bereavement.
10. Time has been spent on catching up with general administrative duties.

Paula Evans
Clerk
11th December 2018

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