

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of Charfield Parish Council held on Tuesday 15th January 2019 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Rosher, Mr. M. Cheskin, Mrs. J. Law, Mrs. N. Newns, Mrs. V. Roberts, Mr. R. Rawlings, Mr. T. Parker, Mr. A. Threlfall

Clerk: Mrs. Paula Evans

Public: One member of the public were present

11463/19 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllrs. O'Neill and Garside. Due to attending a Memorial Hall Committee meeting as the Parish Council's representative, Cllr. Threlfall would be arriving later.

11464/19 Declarations of Interest in items on the Agenda

No declarations were received.

11465/19 To Approve Minutes of Previous Meeting

The draft minutes of the Extra Ordinary Meeting held on 5th December 2018 had been circulated. It was proposed by Cllr. Roberts, seconded by Cllr. Law and **RESOLVED** to approve the minutes. **All Agreed.** The Chairman duly signed the minutes.

The draft minutes of the full Parish Council Meeting held on 11th December 2018 had been circulated. It was proposed by Cllr. Roberts, seconded by Cllr. Rawlings and **RESOLVED** to approve the minutes. **All Agreed.** The Chairman duly signed the minutes.

The draft minutes of the Annual Budget meeting held on 9th January 2019 had been circulated. It was proposed by Cllr. Roberts, seconded by Cllr. Parker and **RESOLVED** to approve the minutes. **All Agreed.** The Chairman duly signed the minutes.

11466/19 Public Participation

The parishioner present addressed the Parish Councillors regarding their planning application (PT18/5997/F) and explained the necessity for the alterations.

11467/19 To receive the Clerk's Report

The Clerk provided a written report which was discussed. A copy is appended to these minutes.

Item 5 – It was agreed to hold the annual 2019 Big Spring Clean on Saturday 13th April 2019 between 10.00am and 12 noon. The Clerk would advertise this on the Charfield Village Forum.

Item 6 – The Clerk was asked gauge opinion via the Charfield Village Forum whether an evening or weekend defibrillator training session would be preferable to residents or even a session at the forthcoming Summer Fete. The Clerk would then check availability of the Memorial Hall liaise with South West Ambulance Service.

Item 8 and 9 – The Clerk would investigate suitable locations.

Item 10 – The Parish Councillors agreed that the Clerk should carry over 12 hours holiday into holiday year 2019.

11468/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Cllr. O'Neill had provided a written report which was detailed as follows:

Regarding PT18/6493/RM – Land north of Wotton Road. Cllr. O'Neill had written to the planning officer, copying in the Head of Streetworks and Environmental Protection to request additions to

Action

Clerk

the Construction Environmental Management Plan (CEMP), that included planning conditions that can be used to ensure the following – no traffic lights on Wotton Road at peak times, except for safety; wheel washing facilities for both wet and dry conditions when the site commences; roads and footpaths to be kept free of dirt and debris at all times; ensure working hours and noise is conditioned; no advertising on site or in the village without planning permission. The site will proceed as it has outline permission, and the Parish Council will have comments to make. Cllr. O'Neill requested that the Parish Council reiterate the above points when commenting further.

WCK Greenway – The Parish Council would be aware that the Group has been raising funds to complete the Sustrans Feasibility Study which was essential to ensuring that the project proceeded. Gloucestershire County Council and Stroud District Council have both donated £1,000 to the project which requires £7,000 overall. Cllr. O'Neill was able to achieve a £1,000 donation from the Transport Policy Budget of South Gloucestershire Council to match those sums, which means that SGC and Charfield have contributed to the study.

The patching and resurfacing work for Wotton Road and Little Bristol Lane have been moved to the new financial year, which was planned to include work outside both construction sites in this work. However due to the delay it is hoped that work will be completed outside the Bellway site by the end of the month (weather permitting) which would include the hatching and white-lining for the traffic island.

A further outline application, that will move to a reserved matters application in February 2019 is the 85-home Henage Farm development opposite the Gables Hotel in Falfield. This will include the 100 car park and share and works to the A38 and also work to the layby and verge by the motorway. Cllr. O'Neill will be also be looking to address the CEMP for this development to keep the disruption to a minimum for the benefit of commuters. It is anticipated that similar to the Warners Court application, work will commence on these sites before the end of the year.

There will also be a speed reduction consultation from the 21st January 2019 to 11th February 2019 to reduce speed on the A38 in a northern direction from Moorslade Lane to the Stroud District border of around 1km from 60mph to 40mph, which is in close proximity to the Henage Farm application.

Cllr. Threlfall joined the meeting.

11469/19 Planning Applications

PT18/5861/O | Demolition of existing garage and erection of 1 no. dwelling and 1 no. detached garage (outline) with access, appearance, layout and scale to be determined. All other matters reserved | 28 New Street, Charfield, GL12 8ES | NO OBJECTIONS.

PT18/5997/F | Alterations to existing access and creation of new access to include forecourt. Erection of porch area and alterations to the finish of external walling | 7 Horsford Road, Charfield, GL12 8SU | NO OBJECTIONS.

PT18/6493/RM | Erection of 115 no. residential dwellings to include details of layout, scale, appearance of buildings and landscape (approval of Reserved Matters to be read in conjunction with PT16/6924/O | Land north of Wotton Road, Charfield | Comments relating to this application are reproduced at the end of these minutes, under Appendix A.

PT19/0255/F | Erection of a single storey extension to the south west elevation to form additional living accommodation and roof terrace. Raising of roof line to form first floor living accommodation | Pembeley Lodge, Churchend Lane, Charfield | NO OBJECTIONS

11470/19 Planning Decisions

None received.

11471/19 Planning Enforcement

There were no new enforcement issues to report.

11472/19 JSP, JTP & Proposed Development within Charfield

The Parish Council's response to the current consultation had been made to WECA by the response deadline.

Cllr. Rosher, Cllr. Parker and the Clerk had attended a meeting with SGC Officers on 18th December 2018 and representatives of other Charfield village organisations (Memorial Hall, Fighting for Charfield and Charfield Neighbourhood Plan Group). The meeting had been arranged by SGC to discuss future aspirational community facilities and requirements as the village grows. These informal discussions had covered how different facilities could function and what services could be provided. From a purely aspirational point of view, the Parish Council representatives had suggested that any new community facility should be revenue earning and possibly facilitate a Parish Council office. It was noted that when new community services/facilities are provided through development, the South Gloucestershire Council procedure is to offer the management responsibility of these new facilities to the Parish Council in the first instance. It was emphasised that all of the suggestions made at the meeting were aspirational and nothing had been decided.

11473/19 Charfield Neighbourhood Plan

Cllr. Rosher informed the Parish Council that at the forthcoming CNP meeting on 22nd January 2019 he would be stepping down as Chairman of the CNP. It was noted by the Parish Council that a Neighbourhood Plan must be Parish Council led. Work continues apace on the CNP with a great deal of time and effort being put into this exercise by purely volunteers. Having a Neighbourhood Plan in place would have the benefit of increasing the amount of CIL paid to the Parish Council if, but perhaps only if (advice sought from South Gloucestershire Council) an adopted Joint Spatial Plan (JSP) does not identify Charfield as a Strategic Development Location (SDL).

11474/19 Charfield Memorial Hall & Playing Fields

The play inspection report for the previous week had been received.

Cllr. Threlfall reported that, at their meeting on 15th January 2019, the Hall Management Committee had not been able to make a formal decision on the future management of the play area. The Parish Council acknowledged they would be required to hand over the legal title to the land upon request from the newly formed CIO. It was acknowledged that this transition would still require legal work to be undertaken (on both sides) and there would be resultant legal fees. The Parish Council acknowledged they would still be acting in breach of the Public Trustees Act 1906 during this changeover period. The Parish Council would respectfully ask that the Hall Management Committee provide them with a 'timeline' for when a decision would be reached. Cllr. Threlfall reported the Hall Committee would be contacting the Clerk in order to clarify certain points regarding the current management of the play area.

11475/19 Charfield Youth Group

There was nothing further to report. Youth & Community Services Ltd was very pleased that the Parish Council was able to support the Youth Group for the forthcoming financial year.

11476/19 Charfield Burial Ground Report

All in order. The Clerk had spoken with KLH Landscaping over the Christmas period and asked them to provide a quote for repairs to the road-side wall.

It was proposed by Cllr. Cheskin, seconded Cllr. Roberts and **RESOLVED** to approve the erection of a memorial for the late Mr. W. Frankham. **All Agreed.**

11477/19 Meeting Reports

Bellway Liaison Group Meeting – The Liaison Group meeting had taken place on 15th January

2019. Topics discussed included the gravel path cutting across the play area which the Parish Council did not consider fit for purpose. Bellway Building Director had been present at the meeting and agreed. The path may well be taken up and tarmac used instead. The playground had been installed – the nest swing had been well received; the rotating egg-cup spinner was considered a little small and isolated from the play area and the rope-pull ramp was deemed far too shallow to be effective.

No other meetings reported.

11478/19 Correspondence Received

SGC – Charfield Community Facilities Meeting 18th December 2018.

ALCA – In Short.

Other – Youth Provision in Charfield; Farm Lees Signage; Bristol Clay Shooting 6th Jan; Budget Meeting.

11479/19 Financial Matters

The Clerk reported the following available balances as at 1st January 2019 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£	500.00	(Statement No. 413 dated 31 st December 2018)
Business Reserve (1)	£	14,367.58	(Statement No. 203 dated 5 th December 2018)
Business Reserve (2)	£	109,314.88	(Statement No. 308 dated 31 st December 2018)

The receipts and payments account as at 15th January 2019 was noted by the Parish Council.

Following the Annual Budget Meeting held on 9th January 2019, two levels of budget figure were discussed – one where the play area was retained and one where the play area was removed. As Cllr. Threlfall had previously reported under agenda item 12, the Memorial Hall had still not been able to reach a decision, therefore it was proposed by Cllr. Roberts, seconded by Cllr. Cheskin and **RESOLVED** to adopt the budget figures as if the play area was retained - £73,800. This was considered to be a financially prudent decision, as the figures included increased professional fee costs and continued maintenance. **All Agreed.**

It was proposed by Cllr. Roberts, seconded by Cllr. Roshier and **RESOLVED** to set the 2019/20 Precept figure at £62,000 being unchanged from 2018/19. **All Agreed.**

The Clerk reported she had emailed Cemex gently reminding them that the community grant of £750.00 had not been transferred.

Clerk

Whilst reviewing the invoices paid during the recent budget work, it appeared that room hire and litter pick invoices for August 2018 and October 2018 had not been paid. Together with the November 2018 and December 2018 invoices an amount of £486 was due to the Memorial Hall which was presented under the forthcoming Accounts for Payment agenda item.

The Clerk reported that she would be making a stationery order before the end of the financial year which would include toner, new printer drum, paper (white and coloured) – estimated value would be £170.

11480/19 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 - Dec	£863.16	£0.00	£863.16
HMRC	2870	Tax & NI	£142.28	£0.00	£142.28
VWV LLP	2871	Professional Fees	£200.00	£40.00	£240.00

Memorial Hall	2872	Room Hire & Litter Pick	£486.00	£0.00	£486.00
			£1,691.44	£40.00	£1,731.44

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

11481/19 Minor Items Raised by Members or for Future Agenda

Parish Councillors expressed concern that an audio recording of a previous Parish Council meeting had been made without it being made clear to both Parish Council and other members of the public present that it was being done. Parish Councillors acknowledged that the recording of a Parish Council meeting is permissible in law, as it is a public meeting and the Parish Council's Standing Orders specify this. However, other members of the public present at that meeting may not have known about the recording and may not have been comfortable about such an activity taking place. The Parish Councillors noted that any person making a recording (visual or audio) must be mindful of the presence of vulnerable adults and/or children and must seek the consent of their responsible adult, parent or carer before recording is permitted (Standing Order 66 refers).

S.106 Running track and outdoor gym equipment project – the Clerk was asked to clarify whether or not the Parish Council could be involved (as Custodian Trustee) and liaise with Ian Davey of SGC.

Clerk

Information had been received from Kingswood Parish regarding the installation of ANPR cameras. Parish Councillors agreed to push forward with investigating the possibility of installing cameras on the Wotton Road. It was noted there was sufficient funds within the unallocated reserves for this to happen. The Parish Council would invite someone from Kingswood Parish Council along to the February 2019 meeting to answer some questions.

Clerk

The Parish Councillors formally acknowledged receipt of Cllr. Roberts resignation as a Charfield Parish Councillor. On behalf of the Parish Council, Cllr. Rosher thanked Cllr. Roberts for all of her hard work over recent years and was sorry to see her leave the Council. The Clerk confirmed that as the resignation had occurred within six months of the next Local Elections in May 2019, there was no legal requirement for the Parish Council to fill the vacancy through co-option.

Clerk to chase Willow tree application as a priority.

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 Tuesday 12th February 2019 at 7:30pm in the Sportsman's Lounge.

Chairman

12th February 2019

Clerk's Report Presented to Full Parish Council Meeting on 15th January 2019

1. The Clerk was contacted by a resident regarding the annual budget meeting and raised the question as to whether the Parish Council received precept money as and when newly properties were occupied as they would be charged this via their Council Tax. A great deal of time was spent researching this and responding to the resident. Basically, SGC make an assessment at a particular point in time of how many properties will be occupied and then spread the precept amongst those properties.

2. A resident reported to the Clerk that the road sign at the entrance to Farm Lees required attention. This has been reported to SGC as they are responsible for road signage.
3. A resident contacted the Clerk regarding the level of noise coming from the Huntingford shooting club on 6th January and the fact they had gone beyond their advertised time of 1.00pm. The Clerk responded to the resident stating that the shooting club was actually located in Stroud District, therefore the complaint should be made to them. Also, after further enquiries, the Clerk understands that the club was holding an Open Ladies Day (which was apparently well attended), hence the increased level of noise.
4. Time has been spent preparing the annual budget figures, including meeting with Cllr. Cheskin.
5. The 2019 Big Spring Clean has been advised by SGC – this will take place between Monday 11th February and Friday 10th May. If the Parish Council wishes to participate, a date needs to be chosen.
6. The Clerk has spoken with South West Ambulance Service regarding a community demonstration event. Ms. Cooper has advised that any evening would be acceptable, although she is on annual leave the last week of February and first week of March.
7. When the Clerk tried to post the agenda on the Parish Council notice board, she had to physically move three metal cages from in front of the board in order to gain access.
8. The Clerk has spoken with the Chairman about the location of the defib unit – bearing in mind point 7 above, it may be more realistic to consider siting the unit elsewhere. One possibility is on the sub-station at the entrance to Manor Lane. This would require contacting WPD. The Clerk is trying to get hold of the relevant department.
9. Also regarding defib units – the Parish Council decided to budget for a further two units to be located around the Parish. Consideration needs to be given to the most suitable locations in order to maximise their coverage.
10. Following the Clerk's recent family bereavement, the remainder of allocated annual leave for the year was taken immediately before and over Christmas and New Year – total 32 hours (representing just over one and a half weeks annual leave).

Paula Evans
Clerk
15th January 2019

Appendix A

Charfield Parish Council would comment as follows:-

The Barratt Bristol OSHES CPSHE Plan is not robust and cannot be accepted. Arguably this is a generic document with little or no site specific detail and is not fit to be relied upon for the specific site environmental and location related conditions.

Dust suppression reliant upon local water abstraction is neither adequate nor appropriate given the likely mud contamination of local supplies. The use of road sweepers in dry weather makes no reference to mud being deposited on the highway from vehicle movements on and off site during non-dry weather, and neither is road sweeping sufficient when earth moving vehicles are known to leave large dropped mud deposits (from adjacent development site). The Parish Council would therefore insist that a condition be imposed requiring water wash-down facilities of all HGV vehicles and heavy plant leaving the site, including pressurised water washing of wheels and under-carriage of vehicles.

The access design shows a pedestrian crossing very close to the junction of Newtown with the Wotton Road. If this pedestrian crossing is built as shown, it may make it impossible for some vehicles to access or egress Newtown. It may even preclude house moves through making it impossible for removals vehicles to access the houses.

In order to retain the ability of Newtown residents to turn right out of Newtown and left into Newtown (which because of the tightness of the access requires vehicles to cross the centre line) any central pedestrian refuge in the design of the pedestrian crossing must be unkerbed and paint only.

Also that the pedestrian crossing lights be shielded to avoid light pollution into 50 and 52 Wotton Road.

Additionally Charfield Parish Council would request the following conditions be applied:-

That no pavement width is removed from the southern side of Wotton Road, and all expansion of the Wotton Road is made by extending into the site including the Warners Court verge if necessary.

The imposition of strict working hours and delivery times which should avoid peak traffic times and avoid unduly annoying neighbours. Hours of work no earlier than 08:30 commencement and 16:30 completion Monday through Friday, 08:30 to noon Saturday and no work Sunday or Bank Holidays. Deliveries to avoid 07:00 - 09:00 and 15:00 - 18:00.

In order to prevent light pollution, there should be no permanent security lighting.

Traffic management plan shall define when large deliveries take place, even prior to construction ie large earth moving plant, and these shall avoid peak times ie shall only access or egress site between 10:00 and 14:00 Monday through Friday.

Traffic management on the Wotton Road shall only be undertaken accordance with traffic plan agreed by South Gloucestershire Council. Traffic lights to be used only where necessary and only in working hours and should be removed out of hours. Traffic light systems that cross Newtown to be prior notice advised to Newtown residents and adjacent Wotton Road residents and operated in such a way as to allow continued access to and from Wotton Road.