

CHARFIELD PARISH COUNCIL

Minutes of the Meeting of Charfield Parish Council held on Tuesday 12th February 2019 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Rosher, Mrs. J. Law, Mrs. N. Newns, Mr. T. Parker, Mr. A. Threlfall, Mr. P. Garside

Clerk: Mrs. Paula Evans

Public: No members of the public were present

11482/19 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllrs. Cheskin and Rawlings. Cllr. O'Neill was unable to attend the meeting due to a prior meeting commitment but had provided a written report.

11483/19 Declarations of Interest in items on the Agenda

No declarations were received.

11485/19 To Approve Minutes of Previous Meeting

The draft minutes of the Ordinary Meeting held on 15th January 2019 had been circulated. It was proposed by Cllr. Threlfall, seconded by Cllr. Law and **RESOLVED** to approve the minutes.

All Agreed. The Chairman duly signed the minutes.

11486/19 Public Participation

There was no public participation.

11487/19 To receive the Clerk's Report

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

Reference paragraph 6, the Parish Council agreed to sign up to the new SGC initiative of Tension Monitoring.

Reference paragraph 7, Parish Councillors would be attending the annual Village Fete on 29th June 2019 in their individual personal capacities.

Reference paragraph 8 and the communication from a resident regarding the gate between Woodlands Road and Hawthorn Close, the Clerk was asked to establish (through Land Registry) the ownership of the surrounding land. This matter returns periodically and has been discussed both in parish Council and with South Gloucestershire. History within the village asserts that from the earliest days of the Woodlands development this gate was kept closed and was not a public right of way, but was reserved for emergency access in the event of fire or flood. Communications from South Gloucestershire have however asserted the gate should not be in place at all, and is blocking a public highway. As such there is no support from the local authority for remedial works to the gate. The Parish Council agreed with residents who wished to see pedestrian but not vehicle access provided at this point and would try to find a practical and achievable solution to that end.

Reference paragraph 11, the annual holiday for the Clerk in August was approved.

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:

B4058 – Speed Reduction Scheme - The speed reduction scheme for the B4058 between Downs Road to the western approach to Cromhall will take effect in the very near future. Clerk will advise on the Charfield Village Forum.

Henage Farm, Falfield - The 85-home development at Henage Farm, Falfield will move to reserved matters before the end of the month, moving to the construction phase before the end of the year – this is the application that also delivers the 100-car park and share opposite the

Action

Gables on the A38, which will include works to the J14 layby and verge to encourage car sharers to use the new facility. Cllr. O'Neill does not have any real issues with the planning applications; clearly the 'self-build' could not start until part of the site has been built out. Cllr. O'Neill's real concern is that there are CEMP's in place for all three phases.

M.J. Fews - Parish Councillors will have seen the comments that Cllr. O'Neill made when he spoke with the Planning Officer, and clearly the applicant is pushing this application. Cllr. O'Neill's main concern on that these retail units is that there has to be a viability issue in placing three convenience outlets within 100 metres of each other, if you include the existing garage.

WECA - The WECA Committee meeting scheduled for the 1st February 2019 was postponed (due to the snow) and will now take place on 15th February 2019. There will be a further allocation of £300,000 for Charfield station to complete further work on the business case to bring it up to Department of Transport compliance, and also further work with Network Rail.

SGC Budget - The South Gloucestershire Council budget will be set at their meeting on 13th February 2019. Probably the most relevant issue is the Council Tax increase proposal of 2.99%, the maximum allowed without a Referendum, but no plans to increase the social care element.

Additionally, Cllr. O'Neill had advised the Parish Council via email that a meeting had been arranged with Leyhill Prison and other community leaders on Tuesday 26th February 2019 at 5.00pm. Cllr. Rosher and Cllr. Newns would be able to attend on behalf of Charfield Parish Council.

MR/
NN

11489/19 Planning Applications

PT17/4923/O | Demolition of existing industrial unit and erection of 1 no. building to form retail unit (Class A1) (Outline) with access, layout and scale to be determined. All other matters reserved. Amended site area and amended arboricultural report | M J Fews Ltd, Wotton Road, Charfield | TO OBJECT and comment – The visibility splay at the corner of Station Road and Wotton Road is poor, because of the building of The Railway Tavern. As such, to increase traffic at this already complex junction introduces further hazards. This junction is adjunct a blind hump backed railway bridge, close to an unimproved pedestrian crossing and adjacent the petrol station where cars turn in and emerge in several directions. There appears to be parking for customers but no parking for staff, and on the assumption that staff will arrive by car there needs to be adequate provision to avoid excessive parking on the Station Road. Likewise, delivery vehicles are likely to prove significant obstructions both on site and in the Station Road and Wotton Road and if permitted there should be conditions on delivery times that preclude operations in local peak times. The traffic analysis for this development relies on aged data and does not adequately identify additional vehicle movements from recently built, recently permitted and proposed new dwellings. The TPO protected trees on site have been identified but the protection of some trees, specifically T01, appears insufficient and we would seek the direct input of the current South Gloucestershire Tree Officer. Finally, along with all developments in Charfield, and based on recent experience, we would seek conditions requiring and enforcing a robust CEMP. The Clerk would also ensure that a copy of the latest Neighbourhood Plan draft pro forma CEMP would be included with the response.

Clerk

PT18/5810/RVC | Variation of condition 1, 2, 12, 14 and 19 attached to PT16/6924/O to all for each of the self/custom build dwellings and retail unit to come forward as separate phases | Land north of Wotton Road, Charfield, GL12 8TG | NO OBJECTIONS

11490/19 Planning Decisions

PT18/5313/F | Erection of single storey building to form playroom (amendment to previously approved scheme PT17/4241/F) | Charfield Foundation Pre-School, Wotton Road, Charfield, GL12 8TG | APPROVE WITH CONDITIONS

11491/19 Planning Enforcement

No new planning enforcement issues were reported.

11492/19 JSP, JTP & Proposed Development within Charfield

The Parish Council was aware there was another transportation consultation on-going. The M5 junction 14 proposes a full roundabout rather than a 'dog-bone' arrangement. It was also noted that an additional £300,000 had been made available to finish the feasibility study for Charfield Railway Station. The JSP continues however a decision is unlikely before summer 2019.

11493/19 Charfield Neighbourhood Plan

The Neighbourhood Plan Group had produced a very good document and generally their motivation was very high. Cllr. Rosher had tendered his resignation at the last meeting for personal reasons. There were no volunteers to take over this position, so the Group agreed to continue without a Chairman. The Parish Council would continue to support the Group providing help and assistance when required. The next meeting would take place on Tuesday 26th February 2019. It was also noted that should the JSP fail scrutiny then the Charfield Neighbourhood Plan document would become extremely relevant.

11494/19 Charfield Memorial Hall & Playing Fields

The latest play inspection had been undertaken by Cllr. Parker. The inspection had noted that a number of slats on the train roof required attention. Cllr. Parker had the materials required and would undertake the repairs as soon as possible. The Clerk was asked to circulate an updated play inspection rota.

Clerk

The Parish Councillors considered the insurance for the play area. The Parish Council's annual insurance policy was due for renewal on 1st April 2019. Following extensive discussions, Cllr. Parker proposed, Cllr. Law seconded and it was **RESOLVED** to write to the Hall Management Committee with the following communication:

"Charfield Parish Council's annual insurance policy is due for renewal on 1st April 2019. We are writing to the Hall Management Committee to advise that we do not intend to include the play equipment and surfaces element on the insurance policy as we have been advised that the Hall Committee has adequate insurance cover. Please could you advise formally in writing that as of 1st April 2019 the Hall Committee will accept full responsibility for the public liability and loss insurance of all items of play equipment which includes the skate park, MUGA and tennis court. A copy of the Parish Council's 2018/19 policy is enclosed for comparison".

"Further, as of 1st April 2019, on the assumption that the Hall Committee's insurance will prevail, the Parish Council will cease the weekly inspections. The Parish Council fully supports the work of the Hall Committee and is able to assist with advice on how appropriate safety and inspection training may be secured for Hall Trustees".

The Parish Councillors received up to date information from the Clerk regarding the S.106 Running Track Project. The Clerk had sought definitive advice from the Society of Local Council Clerks regarding the position with the reclamation of VAT on this project. The SLCC National VAT Advisor had responded stating that *"the Parish Council cannot recover VAT on expenditure that benefits a third party unless it meets the whole of the cost from its own resources (e.g. the precept or the PC share of CIL or capital receipts or uncommitted reserves). Flushing money, often grant money, through a parish council in order to 'get the VAT back', though by no means uncommon, is at best ineffective and at worst VAT fraud"*. The SLCC National VAT Advisor also referred to VAT Note 749.

VAT Note 749 Section 6 specifically requires that in order to be able to reclaim the VAT, the reclaiming organisation "remain owner of the goods or services". Charfield Parish Council is Custodian Trustee of the trust premises and not the 'owner', therefore the Parish Council would not remain the owner of the goods or services. When applying to reclaim the VAT, HMRC would only consider beneficial or economic 'ownership'.

Taking into consideration the above two points, the Parish Council considered that being the lead organisation would have no financial benefit for this project. Cllr. Parker proposed, Cllr. Garside seconded and it was **RESOLVED** to write to the Hall Management Committee informing them that the Parish Council would be withdrawing as lead organisation in this project, stating the above reasons. **All Agreed**. The Parish Council would also advise SGC of their withdrawal as lead organisation.

Clerk

11495/19 Charfield Youth Group

Nothing to report.

11496/19 Charfield Burial Ground Report

All in order. The Clerk would liaise with KLH regarding the roadside wall to affect the repairs.

Clerk

It was proposed by Cllr. Garside, seconded by Cllr. Parker and **RESOLVED** to approve the additional wording on the ashes memorial for the late Mr. W. Bond. **All Agreed**.

11497/19 Meeting Reports

Memorial Hall Committee – The Committee was reviewing their pricing structure for hirers. Initial tenders received for the building works to the front of the Hall had been more than anticipated and were in excess of the Community Centre Contribution Grant. The external gates to the entrance doors were being locked again.

Cemex Liaison Group – the meeting due to take place on 12th February 2019 had been postponed. A new date is to be arranged.

11498/19 Correspondence Received

SGC – Nuclear Power; Notice of submission of the Minerals Local Plan; Planning Services; Review Street Trading Policy Review; Active Life; Proposed Consultation on proposed revocation of Cribbs Causeway AWMA; Plough Inn Licence Consultation.

ALCA – In Short.

Other – Wessex Water Flood Warden Newsletter; Charfield Village Fete; Future of Avon Fire & Rescue Service; Bellway Pavement; Memorial Application; Came & Co Pre-Renewal Notification; Town & Parish Council Forum Presentations; Charfield Playing Field Development Project; Permission; CuGuC Sharps Bin.

11499/19 Consultations

- West of England Draft Joint Local Transport Plan 4 – Charfield Parish Council would not be sending observations.
- New Licence Application Consultation – The Plough Inn, 68 Wotton Road, Charfield, GL12 8SR – The Parish Council considered the consultation document. Additional observations made by Cllr. O'Neill and Rawlings were discussed. It was proposed by Cllr. Rosher, seconded by Cllr. Garside and **RESOLVED** that the Parish Council would request that the playing of live, recorded and performance dance should finish at 23.00 hrs

Clerk

11500/19 Requests for Financial Assistance

A request for financial assistance under the Parish Council's Grant Application Scheme (S.137) had been received from Charfield Out-of-School Club for £500. This would be used to purchase a replacement toy store shed and new playhouse for the Club. The Club had last applied for a grant in 2016/17 and £100 had been approved by the Parish Council. It was proposed by Cllr. Threlfall, seconded by Cllr. Garside and **RESOLVED** to approve a grant of £500 which would be payable in May 2019.

Clerk

A request for financial assistance under the Parish Council's Grant Application Scheme (S.137) had been received from West of England MS Therapy Centre for £250. This money would be used for their new oxygen therapy unit in Bradley Stoke. The Parish Council considered that residents of Charfield would be able to access the Bradley Stoke Centre. The Centre had last

applied for a grant in 2016/17 and £200 had been awarded. It was proposed by Cllr. Garside, seconded by Cllr. Roshier and **RESOLVED** to award a grant of £250 which would be payable in May 2019.

Clerk

11501/19 Charfield Parish Council Standing Orders

This would be deferred to the March 2019 meeting for approval.

Clerk

11502/19 Financial Matters

The Clerk reported the following available balances as at 5th February 2019 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 414 dated 1 st February 2019)
Business Reserve (1)	£ 14,372.46	(Statement No. 204 dated 5 th February 2019)
Business Reserve (2)	£107,634.34	(Statement No. 309 dated 1 st February 2019)

The receipts and payments account as at 12th February 2019 was noted by the Parish Council.

The 2019/20 Precept request of £62,000 has been submitted to SGC and acknowledged.

An up to date quote for a new laptop has been requested and received from Dell. This was for a slightly different machine, but the same specification and was slightly cheaper at £767.35. The quote had been confirmed as acceptable by Cllr. Threlfall. The Clerk would therefore place the order.

Clerk

Following the gentle reminder from the Parish Council, Cemex are chasing the £750 community grant awarded to the Parish Council - £500 for the luncheon club and £250 towards the purchase of the PA equipment.

The Clerk highlighted an overspend on the Telephone/Postage budget category which was due to two years' worth of invoices for the PO Box renewal being paid this financial year. The invoice for 2018/19 was received late as Royal Mail had not updated their contact details for the Clerk.

11503/19 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 - Jan	£863.16	£0.00	£863.16
HMRC		Tax & NI	£142.28	£0.00	£142.28
Royal Mail Group Ltd		PO Box Renewal	£222.50	£44.50	£267.00
			£1,227.94	£44.50	£1,272.44

The invoice for the web domain renewal as notified on the agenda had not yet been received. Therefore payment of this invoice was deferred until March 2019.

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

11504/19 Minor Items Raised by Members or for Future Agenda

A resident had recently approached the Chairman regarding the process for nomination for the forthcoming Local Elections.

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

Clerk's Report
Presented to Full Parish Council Meeting on 12th February 2019

1. The resignation of Cllr. Roberts was advised to SGC Democratic Services Department and a request made to remove the associated Register of Members Interest. Democratic Services confirmed this would be done, and they would also provide a notice to be displayed stating that the vacancy had arisen, but would be filled at the next Local Elections in May 2019.
2. The Willow Tree application has now been submitted through the Planning Portal and an updated quote for the resultant works requested from the previously approved tree surgeon.
3. A request for information had been received from the Hall Management Committee. This related to the management of the play area – costs, suppliers, insurance etc. A report was prepared by the Clerk, circulated to Parish Councillors and sent to the Hall Management Committee.
4. Following the suggestion at the January meeting the Clerk has contacted South West Ambulance Service asking for guidance regarding the community training session and whether or not this could be an outdoor presentation. A response is awaited.
5. The Big Spring Clean 2019 reservation form has been forwarded to SGC. Confirmation that the equipment is available is awaited and the date will be advised to residents via the Charfield Village Forum.
6. The Clerk had been made aware of a new initiative through SGC called Tension Monitoring. An email had been circulated to Parish Councillors detailing the initiative. This may be something that Charfield Parish Council wish to sign-up to.
7. The Annual Village Fete will be held on Saturday 29th June 2019 noon-5.00pm. Does the Parish Council wish to have a presence at the Fete?
8. An email was received from a resident regarding the gate between Woodlands Road and Hawthorn Close, which was forwarded to Parish Councillors. This resident's request requires a response, and a draft communication was prepared and sent to Parish Councillors.
9. Cemex has responded to the Parish Council's gentle chasing up of the £750 worth of community grant. The grant approval coincided with changes to Cemex internal accounting procedures. This is being chased by Harriett Turner, their Responsible Business Specialist who works with Ian Southcott.
10. Time has been spent sorting through and archiving over 8,000 emails on the laptop in readiness for the new one. An up to date quote has been requested from Dell for a new laptop.
11. The Clerk would like to request 60 hours holiday for weeks commencing 12th, 19th and 26th August 2019.

Paula Evans
Clerk
12th February 2019