

# **CHARFIELD PARISH COUNCIL**

Minutes of the Meeting of Charfield Parish Council held on Tuesday 12<sup>th</sup> March 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, Mr. T. Parker, Mr. A. Threlfall, Mr. R. Rawlings, Mr. P. Garside

**Clerk:** Mrs. Paula Evans

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

## **11505/19 To note Apologies for Absence and Acceptance of Reasons**

No apologies were received.

## **11506/19 Declarations of Interest in items on the Agenda**

Cllr. Rawlings declared a non-pecuniary personal interest in agenda item 17 as a neighbour of The Plough.

## **11507/19 To Approve Minutes of Previous Meeting**

The draft minutes of the Ordinary Meeting held on 12<sup>th</sup> February 2019 had been circulated. It was proposed by Cllr. Law, seconded by Cllr. Newns and **RESOLVED** to approve the minutes.

**All Agreed.** The Chairman duly signed the minutes.

## **11508/19 Public Participation**

A resident addressed the Parish Councillors regarding a recycling initiative through a company called TerraCycle. This company offers free recycling programmes for things like biscuit and crisp packets and other hard to recycle waste. There are various programmes available for people to sign-up to. The Clerk was asked to investigate this further and place on the April agenda.

Two residents addressed Parish Councillors regarding the new licensing application for The Plough Inn. The residents expressed their concerns about the application and previous and potential anti-social behaviour – late night noise from patrons, inappropriate parking across private driveways etc. The Parish Councillors noted that this application was being re-advertised as SGC had used an out of date address for responses – Castle Street, Thornbury. It was also noted that Charfield Parish Council was not an 'authorised authority' in relation to responding to licencing applications. The Parish Councillors therefore queried why they were being consulted, and felt this to be a failure in local democracy. Cllr. O'Neill said that the Anti-Social Behaviour team had previously visited the pub on a regular basis following complaints and the same situation cannot be allowed to arise again. The Parish Council also noted a planning application for two dwellings in the car park of the pub. The residents suggested that 'residents only parking' be imposed in Kings Meadow. Concern was further expressed by residents that children of visitors to the pub were being allowed to play in the road and felt that an accident was waiting to happen.

Parking also an issue on little Bristol lane – park and share.

Residents also addressed the Parish Council regarding parking on Little Bristol Lane – it would appear that the Lane is being used as a 'park and share' facility.

## **11509/19 To receive the Clerk's Report**

The Clerk provided a written report which is appended to these minutes.

Regarding item 7 (Hawthorns Close gate) it was confirmed the track is adopted highway and SGC is responsible for the maintenance.

## **11510/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative**

The resurfacing work of Wotton Road had been postponed until the new financial year. Exact dates had not been confirmed, but it was hoped to be sometime in April when the schools are on holiday.

Action

Clerk

Regarding planning application PT18/5569/F, neighbours had objected to the application on the grounds of scale. It would appear that the applicant would be content to make alterations in light of the objections. Comments from the Parish Council did not appear on the SGC planning web site. The Clerk checked the minute book – the Parish Council had not made any objections to the application.

Chipping Edge Surgery – The Surgery is proposing to expand and develop and would be looking to South Gloucestershire Council to contribute in light of all the new residents attending the Surgery. The Clinical Commissioning Group considers that one third of new residents would attend Culverhay Surgery and two thirds would attend the Chipping Edge Surgery. These plans would be discussed at the forthcoming Community Engagement Forum. Charfield Parish Councillors reiterated their keenness to get an outreach clinic in Charfield village. The Parish Councillors also queried whether an additional surgery would be required should the Buckover development go ahead.

Additional work had been done outside of the CEG Liaison Group regarding the Memorial Hall facility. It was recognised that if the village did have a new community centre this would probably not be for another five or so years. It also recognised that a holistic view/approach needs to be taken regarding the Hall and the Playing Fields. CEG and Bloor Homes have both been informed that their proposed plans were nowhere near achieving their obligations to supply community facilities.

Hawthorn Close Gate – this has always been kept locked. There had been a scheme to introduce a kissing gate to the side but this would require some of the hedge/bramble to be taken out. South Gloucestershire Council had stated this area was adopted highway and would keep the gate shut. It was acknowledged that the access road between Woodlands Road and Hawthorn Close is not adequate enough to be a road. One course of action to stop any vehicular movement through this access road would be a 'stopping-up order'. Cllr. O'Neill would ask that the issue of connectivity between the new development and the village be put on the agenda for the next CEG Liaison Group meeting.

Cllr. O'Neill had responded, on a local level, to the latest Transportation Plan consultation. The consultation does not say anything new about Charfield. There was a need to share the money out a bit more equally.

### **11511/19 Planning Applications**

P19/1813/F | Erection of 2 no. semi-detached dwellings, creation of new vehicular and pedestrian access and associated works | Plough Inn, 68 Wotton Road, Charfield | To OBJECT - Overdevelopment – The Parish Council consider this to be overdevelopment of the site. The building of two new properties in the car park of The Plough would remove the available parking for a viable business; Road Safety – The proposed access for patrons of The Plough would be through Kings Meadow and the Parish Council considers this to be inappropriate. There appears to be a lack of space for delivery vehicles to safely manoeuvre once deliveries have been made. Further, vehicles would be crossing a public footpath; Insufficient Parking – The Parish Council believes that the number of parking spaces proposed for this development is insufficient. It does not allow for visitors to the properties. Using the car park of The Plough to build two new dwellings removes viable parking spaces for patrons of the business and would have a knock-on effect potentially force patrons to park on surrounding residential streets; Charfield Parish Council considers this to be a speculative application when bearing in mind that South Gloucestershire Council has now achieved a five-year land supply and would urge its refusal.

P19/2239/F | Hip to gable extension to form additional living accommodation | Lincroft, 42 Wotton Road, Charfield | NO OBJECTIONS.

### **11512/19 Planning Decisions**

PT18/5226/F | Erection of single storey side extension to form garage | 169 Woodlands Road, Charfield, GL12 8LA | APPROVE WITH CONDITIONS.

PT18/5997/F | Alterations to existing access and creation of new access to include forecourt. Erection of porch area, rear infill and alterations to the finish of external walling | 7 Horsford Road, Charfield, GL12 8SU | APPROVE WITH CONDITIONS.

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 accommodations | Pembeley Lodge, Churchend Lane, Charfield | APPROVE WITH CONDITIONS.

### **11513/19 Planning Enforcement**

The Barratt site was still being investigated.

The Crest Nicholson site has been reported to planning enforcement due to incorrect landscaping. It was noted that the management company appointed by Crest Nicholson had now taken over the management responsibility of the site.

The Parish Council noted that the advertising signage issue at the Railway Tavern appeared to have disappeared from attention of SGC Planning Enforcement.

### **11514/19 Joint Spatial Plan, Joint Transportation Plan & Proposed Development within Charfield Parish**

The Joint Spatial Plan was still awaiting public examination which would take place after the forthcoming Local and Parish Council elections in May.

Representatives of the Hill House Farm development would be attending the next CEG Liaison Group Meeting scheduled for Wednesday 20<sup>th</sup> March 2019.

Proposals for the re-opening of Charfield Railway Station were still moving forward with additional funding being made available via WECA.

### **11515/19 Charfield Neighbourhood Plan**

It was reported that a workable Plan is getting close. Most issues have been comprehensively addressed and the Charfield Neighbourhood Plan Group was planning to hold a public event (including Powerpoint presentations and question/answer session) in late spring/early summer to show the Plan to residents. Considering the delays in adoption of the JSP, there is the very real potential that the Charfield Neighbourhood Plan could still get to the Inspection stage before the JSP.

### **11516/19 Charfield Memorial Hall & Playing Fields**

Cllr. Parker reported that he had undertaken the repairs to the wooden train. Cllr. Rosher reported that he had done a number of clean-ups of the play area.

Cllr. Threlfall (as Hall Representative) reported that at the last Memorial Hall Committee meeting, they had confirmed the Hall Committee would be taking over operational responsibility for the play area and would not be offering a lease to the Parish Council.

Cllr. Rosher proposed, Cllr. Threlfall seconded and it was **RESOLVED** to implement Standing Order 30a – to review a previous decision, namely minute 11430/18 (specifically bullet point 3) made in December 2018. The Clerk confirmed that four Cllrs. had confirmed they wished to invoke Standing Order 30a. **All Agreed.**

It was proposed by Cllr. Rosher, seconded by Cllr. Cheskin and **RESOLVED** that as of midnight on 31<sup>st</sup> March 2019, insurance obligation, operational maintenance and responsibility would be

passed to the Memorial Hall Committee. **All Agreed.** The Clerk would advise the Hall Committee.

It was proposed by Cllr. Roshier, seconded by Cllr. Rawlings and **RESOLVED** that the play equipment would be removed from the Parish Council's insurance schedule. **All Agreed.**

The Parish Council was entering the final year of a three-year grasscutting contract with KLH Landscaping for the play area. The Parish Council would honour payment for this final year. The Clerk would liaise with the KLH and Hall Committee regarding cutting dates.

Clerk

The Clerk was asked to advise the Hall Committee of the company who undertake the annual play inspection. The Clerk advised that this had been included in the detailed report recently supplied to the Hall Committee but would nonetheless re-advise.

Clerk

Cllr. Roshier would update the Parish Council web site.

MR

### **11517/19 Charfield Youth Group**

Cllr. Cheskin had prepared a written report which was noted by the Parish Council.

A meeting had been held on 11<sup>th</sup> March 2019 between Youth & Community Services, Cllrs. Cheskin and Newns and a representative of the Hall Committee. Minor matters from the previous meeting had been concluded. It was reported that the average attendance in the senior group was twenty and ten in the younger group. Attendance in the younger group had fallen to only three prior to Christmas but had now recovered. The Youth Leader had confirmed his commitment to the end of the summer term and Youth & Community Services had plans in place to employ the Youth Leader full time after that. A donation of £350.00 had been received from Renishaws and would be used for a trip out. There had been a discussion regarding the involvement of a company called Sothern Brooks. This company had been awarded the contract for youth work in South Gloucestershire. Their involvement, if any, would be supplemental to the Youth & Community Services work. It was brought to the attention of the Youth Group that there had been some small acts of anti-social behaviour which had taken place whilst the Group were using the Hall. There had also been a report of vandalism and theft from the Cricket Clubs store hut. The latter was reported for information purposes only and no responsibility was placed on the Youth Leaders. A drug problem was also discussed, but again this was for information purposes. The Youth Group were also informed that following a recent Health & Safety visit, the practice of keeping small items of food in the fridge had to cease. The Youth Group were given two weeks to comply. It was suggested that the Group could obtain a fridge just for their use. Confirmation of the Parish Council's financial support of £12,000 for the next financial year was given. Youth & Community Services thanked the Parish Council for their continued support. The next meeting was suggested as Monday 17<sup>th</sup> June 2019, which was to be confirmed.

### **11518/19 Charfield Burial Ground Report**

It was proposed by Cllr. Threlfall, seconded by Cllr. Parker and **RESOLVED** to retrospectively approve the purchase of fifty Snowdrop. **All Agreed.** Cllr. Roshier reported that the bulbs had already been planted.

It was proposed by Cllr. Rawlings, seconded by Cllr. Roshier and **RESOLVED** to approve the purchase of a double ashes plot and the interment of ashes for the late Mr. D. Hannigan. The Clerk confirmed that all criteria had been met. The interment would take place on 30<sup>th</sup> March 2019. The Clerk confirmed that a set of Rules and Regulations for the Burial Ground had been emailed to the funeral director to pass on to the family.

### **11519/19 Meeting Reports**

Cllrs. Roshier, Cllr. Newns and the Clerk had attended a recent meeting organised by Cllr. O'Neill between Tortworth School, Parents, School Governors, Leyhill Prison and surrounding Parish representatives and businesses. The discussions had focused on absconder procedures

and the setting up of an information dissemination system/procedure following any future Prisoner absconding. There had also been discussions on appropriate fencing and CCTV.

### **11520/19 Correspondence Received**

SGC - Community concern regarding dog thefts; Charfield - Sports Pitches and POS requirements; Electoral Register Data; Gipsy Patch Lane roadworks & travel survey; Alterations to the electoral register; Notice of Proposal - Traffic Order - (PT.6201 ) Proposed Wotton Road, Charfield - Prohibition of Waiting; QR Code for War Memorial at Charfield, Wotton Road; South Gloucestershire Council - Planning Service Reviews; Local Elections May 2019 - Information for Clerks; The Plough Inn Licence Application; Charfield Memorial Hall Grounds; Tension monitoring – reminder.

ALCA - Funding opportunities for under 18s; New email scam; NALC Newsletter; In Short; Pointers on Local Elections; Publication of councillors home addresses; Obligation to Provide Allotment Gardens.

Other - ANPR cameras; Community Grant Scheme 2019/20; Youth Work Invoice; Liaison group minutes – Charfield; Charfield Railway Station; Warner's Court Works; Draft Minutes from T&PC Forum 31st January 2019; Snowdrops; Leyhill Prison Meeting; Proposed bypass routes; Barratt Homes Contractors Obstructing Wotton Road; Came & Company Local Council Insurance - Renewal Invitation; Identifying Landowner; Allotment Provision; Kids Park; Environmental Link Forum; Submission of the West of England Joint Spatial Plan – Technical Evidence Work; Charfield Parish Council - Community Sports Opportunities; Help with our lifesaving missions in 2019; WPD's Digital Panel & Online Workshops.

Regarding the item of correspondence from South Gloucestershire Council in connection with the siting of a QR Code on the War Memorial, the Clerk was asked to make further enquiries and report back to the Parish Council in April.

Clerk

### **11521/19 Consultations**

The Plough Inn – Cllr. Threlfall proposed, Cllr. Rawlings seconded and it was **RESOLVED** that the Parish Council repeat their objects 'on behalf of the residents' to request that the operating hours be brought down from midnight to 23.00 hrs. **All Agreed.** The Parish Council also discussed the reduction in available parking spaces for patrons, and vehicular access to the pub should the planning application P19/1813/F be approved.

### **11522/19 Charfield Parish Council Standing Orders**

Unfortunately these had still not been completed and so would be deferred until the April meeting.

Clerk

### **11523/19 2019 Local & Parish Elections**

The Clerk advised the Parish Councillors on the procedures for the forthcoming Local & Parish Council elections on 2<sup>nd</sup> May 2019 and supplied those Cllrs. with nomination papers. All advertising material provided by South Gloucestershire Council would be posted at the appropriate times.

### **11524/19 IT/Computer Equipment**

Following a DSE review of the Clerk's home workspace, it was proposed by Cllr. Roshier, seconded by Cllr. Rawlings and **RESOLVED** to purchase a docking station, multi-media keyboard, monitor and six-button scroll mouse at a cost of £353.30 (excl VAT). **All Agreed.**

It was proposed by Cllr. Threlfall, seconded by Cllr. Rawlings and **RESOLVED** to purchase a Dell Mobile Projector at a cost of £316.16 (excl VAT). **All Agreed.**

### **11525/19 Greenway**

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they

were instructed to withdraw from the following item.

Cllr. C. Braun of Stroud District Council provided Charfield Parish Councillors with a verbal update on the Greenway project. Cllr. Braun requested that the Parish Council promote the project in and around the Parish. Cllr. Rosher offered to put something on the Charfield Neighbourhood Plan web site. The Parish Council reiterated their support for the project.

### **11502/19 Financial Matters**

The Clerk reported the following available balances as at 1<sup>st</sup> March 2019 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 415 dated 1 <sup>st</sup> March 2019)
Business Reserve (1)	£ 14,372.46	(Statement No. 204 dated 5 <sup>th</sup> February 2019)
Business Reserve (2)	£106,159.30	(Statement No. 310 dated 1 <sup>st</sup> March 2019)

The receipts and payments account as at 12<sup>th</sup> March 2019 was noted by the Parish Council.

The attached income and expenditure spreadsheet assumed the additional purchase of the docking station, screen and mouse following a DSE review of the Clerk's home office and the purchase of the portable projector. Following a query from Cllrs. the Clerk confirmed that this had been accrued on the receipts and payments account, but had been done as a 'one-off' in order to ensure the purchase was in financial year 2018/19.

The Clerk's travel expenses for 2018/19 had been claimed at 40p/mile and equated to two trips from Iron Acton to Peasdown St. John for CiLCA training sessions, one trip to Oldland Common for a VAT Course and one trip to Tortworth School for the recent meeting with Leyhill Prison. The mileage claim for was available for inspection.

The Clerk's SLCC membership was due for renewal on 31<sup>st</sup> March 2019. This cost had been apportioned between Charfield and Rangeworthy and equated to £156 for the year.

All posted paid out by the Clerk was now reclaimed.

The £750 unspent budget in budget category Election Expenses would be vired across to earmarked reserves and made available should a contested election occur.

The stationery order had been placed, but the invoice had not been received.

When setting the 2019/20 budget in January 2019, the Parish Council had assumed their continued management of the play area via a lease granted by the Hall Committee. As a lease had not been granted by the Hall Committee, the Clerk was asked to place an item on the April agenda to invite Charfield Hall Committee to apply for this unused Memorial Hall funding from the 2019/20 budget.

Clerk

The Clerk was asked to advertise that Community Infrastructure Levy money is available for use around the parish, and the Parish Council would welcome hearing from the community. It would also be pointed out to residents that the CIL money has strict caveats regarding its use.

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 - March	£863.16	£0.00	£863.16
HMRC	2875	Tax & NI	£142.28	£0.00	£142.28
South Glos Council	2876	Localism Charges	£463.14	£92.63	£555.77

Memorial Hall	2877	Room Hire & Litter Pick	£345.00	£0.00	£345.00
ALCA	2878	Annual Membership	£503.23	£0.00	£503.23
Mr. M. Rosher	2879	Domain Name & Bulbs	£61.39	£5.69	£67.08
Mrs. P. Evans	2880	Laptop etc	£1,777.86	£309.15	£2,087.01
Youth & Community Services	2881	Youth Provision	£2,000.00	£0.00	£2,000.00
			<b>£6,156.06</b>	<b>£407.47</b>	<b>£6,563.53</b>

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

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

The Parish Council reiterated their support for the Greenway initiative and would consider a donation to the project. The Clerk was asked to put this on the April agenda.

**Clerk**

The Parish Councillors were made aware of small parcels of land within Charfield parish which may be unregistered. Cllr. Garside was tasked with investigating this further. This subject would be put on the April agenda for further discussion.

**Clerk**

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

*Next meeting of Charfield Parish Council was to be held on Tuesday 9<sup>th</sup> April 2019 at 7:30pm in the Sportsman's Lounge.*

Chairman

9<sup>th</sup> April 2019

### **Clerk's Report Presented to Full Parish Council Meeting on 12<sup>th</sup> March 2019**

1. Time has been spent researching and re-affirming knowledge of legislation surrounding the provision of allotments within a parish. This was prompted following comments on the Charfield Village Facebook Forum and the mis-interpretation of the Small Holding & Allotments Act 1908 s.23. The suggestion was made that the Parish Council had a duty to compulsorily purchase land for the provision of such allotments. The Clerk sought advice from the SLCC and ALCA. There are guidelines to be followed such as six electors writing to the Parish Council expressing their wish regarding allotments. The Parish Council then has a duty to consider such a request. The CPO would have to be made by the Local Authority with the Parish Council paying all expenses. An extremely good case would have to be made to the Court for a CPO demonstrating that there was a demand for allotments, as effectively an application is being made to take someone's land away. The best way forward is probably for this to be placed on the agenda at the forthcoming Annual Parish Meeting.
2. A date for the Annual Parish Meeting needs to be set.
3. The new laptop has arrived and been partially set up.
4. The new dotgov.uk domain name has been purchased.
5. The Microsoft 365 licences have been applied for.
6. The tree works application has been sent off – awaiting a planning number. The tree surgeon has been contacted and confirmed they are happy to undertake the work at the same cost as last year.

7. The Clerk has obtained the OS numbers for the land on either side of the Hawthorn Close gate. An application to Land Registry for a search of the register has been requested. The Clerk has written to the resident who made the enquiry.
8. The ANPR discussion has been deferred to the April meeting. Kingswood PC members have been invited.
9. The Clerk has spent time re-familiarising herself with election procedures.

Paula Evans  
Clerk  
12<sup>th</sup> March 2019

DRAFT