


CHARFIELD PARISH COUNCIL

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AGENDA

PARISH COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
THE ANNUAL PARISH COUNCIL MEETING OF CHARFIELD PARISH COUNCIL
TO TAKE PLACE ON TUESDAY 11th JUNE 2019 AT 7:30pm
IN THE MEMORIAL HALL, CHARFIELD (Sportsmans Lounge)

Signed Clerk to the Council: 

Dated: 5th June 2019

1. **To note Apologies for Absence & Acceptance of Reasons**
2. **Declarations of Interest in Items on the Agenda**
3. **To Approve the Minutes** of the Full Parish Council Meeting held on 14th May 2019.
4. **Public Participation**
5. **Co-Option of Parish Councillor**
 - To RESOLVE to fill the one remaining vacancy for a Parish Councillor through the Co-Option process.
6. **Clerk's Report** – to note report on matters arising from previous minutes/not covered elsewhere on agenda
7. **Cllr. John O'Neill, South Gloucestershire Council Representative** – to receive update report
8. **Planning Applications** – to note and comment upon the following applications
 - P19/4818/F | Replacement of existing rear external stairs with new compliant stairs and replace external first floor rear door. Creation of outdoor children's play area, and seating area for consumption of food and drink | Railway Tavern, 56 Wotton Road, Charfield.
 - P19/5283/F | Erection of single storey rear and side extension to provide additional living accommodation | 38 Farm Lees, Charfield, GL12 8JA.
 - P19/5476/F | Garage conversion and erection of first floor side extension to form additional living accommodation | Willow Court, Charfield.
 - P19/5594/PDR | Erection of rear conservatory | 22 Manor Lane, Charfield, GL12 8TA
9. **Planning Decisions** – to note the following decisions
 - PT17/4923/O | Demolition of existing industrial unit and erection of 1 no. building to form retail unit (Class A1) with access, layout and scale to be determined. All other matters reserved | M.J. Fews Ltd, Wotton Road, Charfield | APPROVE WITH CONDITIONS.
 - P19/3680/RVC | Removal of condition 2 attached to PT17/0906/F | Downs Lodge, Charfield Hill, Charfield | APPROVE WITH CONDITIONS.
10. **Planning Enforcement Issues** – to receive updates on current issues and note any new issues
11. **Joint Spatial Plan, Joint Transportation Plan & Proposed Development within Charfield Parish** - to receive any update
12. **Charfield Neighbourhood Plan** – to receive update and RESOLVE any matters arising.
13. **Charfield Youth Group** – to receive update and RESOLVE any matters arising.
14. **Charfield Burial Ground Report** – to receive update
15. **Report of Meetings** - To note any meetings to be brought to the Parish Council's attention.
16. **Items of Correspondence Received – Post and Electronic** - List will be available at the meeting
17. **Annual Parish Meeting** – To note any matters arising.

18. **Installation of QR Code at the War Memorial**
- To **RESOLVE** approval of revised location of QR Code
19. **Request for Financial Assistance**
- To **RESOLVE** financial assistance of £200 to Charfield Transport Scheme
20. **Road Signage – Hedgehogs Crossing**
- To **RESOLVE** support for additional road signage to identify hedgehogs crossing the road
21. **Additional Bus Stop – Wotton Road**
- To discuss and **RESOLVE** provision of an additional bus stop on the Wotton Road (adjacent Crest Nicholson development)
 - To **RESOLVE** funding this additional bus stop through use of Community Infrastructure Levy
22. **Clerk’s Annual Appraisal**
- To note the Clerks Annual Appraisal and **RESOLVE** any matters arising
 - To **RESOLVE** to adopt 2019-20 NJC Negotiated Salary Award – increase of 38p/hr to £12.39/hr
23. **Financial Matters**
- To note and approve the current bank statements
 - To note the up-to-date receipts and payments account
 - To note the Annual Internal Audit Report for 2018/19
 - To **RESOLVE** to approve the Annual Governance Statement for 2018/19
 - To **RESOLVE** to approve the Accounting Statement for 2018/19
 - To note the designated period for the Public’s Right to Inspect Documents for 2018/19
24. **Accounts for Payment for May 2019** – to **RESOLVE** payment of the following
(All invoices excluding VAT)
- | | | |
|----------------|-----------------------------------|---------|
| Mrs. P. Evans | Clerk’s Salary – May 2019 | £863.16 |
| HMRC | Tax and NI – May 2019 | £142.28 |
| Mrs. N. Morton | Annual Independent Internal Audit | £120.00 |
25. **Minor Items Raised by Members or for future agenda**

The date and location of the next meeting of Charfield Parish Council will be advised.

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, age, religion, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human rights.