

# **CHARFIELD PARISH COUNCIL**

Minutes of the Ordinary Meeting of Charfield Parish Council held on Tuesday 11<sup>th</sup> June 2019 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

## **PRESENT**

**Parish Councillors:** Mr. M. Rosher, Mr. M. Cheskin, Mrs. W. Glasgow, Mrs. J. Law, Mrs. N. Newns, Mr. T. Parker, Mr. V. Sydenham and Mr. A. Threlfall

**Clerk:** Mrs. Paula Evans

**SGC Ward Member:** Cllr. J. O'Neill

**Public:** One member of the public was present

## **11551/19 To note Apologies for Absence and Acceptance of Reasons**

No apologies were received.

## **11552/19 Declarations of Interest in items on the Agenda**

The Clerk declared an interest in agenda item 22 and would leave the room during those discussions, when invited to do so.

## **11553/19 To Approve Minutes of Previous Meeting**

The minutes of the first meeting of the newly elected Charfield Parish Council Meeting held on 14<sup>th</sup> May 2019 had been circulated. Following one minor typographical amendment, it was proposed by Cllr. Glasgow, seconded by Cllr. Parker and **RESOLVED** to approve the minutes. The Chairman duly signed the minutes. **All Agreed.**

## **11554/19 Public Participation**

The member of public present addressed the Parish Councillors and reiterated that the Transport Scheme no longer had any connection with the Luncheon Club.

The member of public further queried whether the community grant from Cemex had been received. The Clerk confirmed she would chase Cemex.

Additionally, the Parish Councillors were advised that it would be National Yarn Bombing Week (week commencing 19<sup>th</sup> June). Charfield Yarn Bombers sought permission from the Parish Council to chain an old bicycle to the notice board on Manor Lane which would be decorated in knitted items. The Parish Council confirmed they could see no problem with the request.

## **11555/19 Co-Option of Parish Councillor**

The Clerk would advertise the co-opted vacancy on the Parish Council web site and Village Facebook Forum using the amended poster which included the assertion that the Parish Council was not party politically affiliated.

## **11556/19 To receive the Clerk's Report**

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

Regarding item 2 of the Clerk's Report, Parish Councillors agreed that Standing Order 1a would be suspended. The July meeting of the Parish Council would take place on Wednesday 10<sup>th</sup> July, and the September meeting would take place on Wednesday 11<sup>th</sup> September 2019. The Clerk would make the necessary arrangements.

## **11557/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative**

The M5 motorway overbridge (J14) was to be resurfaced. This would require road closures overnight for approximately five nights.

The Parish Council was reminded that the Tortworth Road would be closed between 17<sup>th</sup> and 19<sup>th</sup> June 2019 to facilitate resurfacing works.

Action

Clerk

Clerk

Clerk

There had recently been a number of road traffic accidents on the A38 – vehicles in collisions with deer crossing the road. SGC had erected warning signs.

Bristol Water had been digging up the road outside the school.

South Gloucestershire Council would be refreshing all of the painted road markings in the village.

### **11558/19 Planning 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 | **NO OBJECTIONS**, however to request the SGC apply conditions that the entire external stairs be fully enclosed; an acoustic fence be established where the garden borders adjacent dwellings; and that on-street drinking be prohibited. All the aforementioned conditions to protect the amenity of surrounding neighbours.

P19/5283/F | Erection of single storey rear and side extension to provide additional living accommodation | 38 Farm Lees, Charfield, GL12 8JA | **NO OBJECTIONS**.

P19/5476/F | Garage conversion and erection of first floor side extension to form additional living accommodation | Willow Court, Charfield | **NO OBJECTIONS**.

P19/5594/PDR | Erection of rear conservatory | 22 Manor Lane, Charfield, GL12 8TA | **NO OBJECTIONS**.

### **11559/19 Planning Decisions**

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 | M.J. Fews, 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**.

P19/4206/ADV | Retention of display of 1 no. non-illuminated freestanding 'H configuration' sign | Land north of Wotton Road, Charfield, GL12 8TG | **APPROVE**.

### **11560/19 Planning Enforcement**

COM/19/0487/OD | Development not carried out in accordance with approved landscaping plan/schedule condition 3 (PT16/6580/RM) – Trees have failed and not been replaced | Land at Day House Leaze, North of Wotton Road, Charfield (Bellway Development).

It was noted that Bellway are scheduled to finish at the site in August/September. The Parish Councillors therefore felt it important to ensure that the developer had completed all construction at the site in accordance with the plans. Parish Councillors also noted that there had been complaints on the Charfield Village Facebook Forum about the condition/state of the wildflower area.

The Parish Council noted that following the recent heavy rain, water had puddled on the Wotton Road (turning left out of the site). Cllr. O'Neill would take this matter up with South Gloucestershire Council.

There are still a couple of outstanding enforcement issues on the Crest Nicholson site – in addition a new complaint has been made regarding the length of driveways. It would appear these have been constructed too short. This is an issue between the developer and South Gloucestershire Council.

**JON**

### **11561/19 Joint Spatial Plan, Joint Transportation Plan & Proposed Development within Charfield Parish**

All of the comments submitted by organisations during the recent consultation were now available to view on-line. It was noted that Charfield Parish Council's comments did not seem to be on the web site – the Clerk confirmed that the Parish Council's comments had been submitted and a confirmation receipt had been received. It would appear that Highways England broadly agree with the Parish Council's comments on infrastructure. As previously agreed, Cllr. O'Neill would represent, and speak on behalf of Charfield Parish at the forthcoming inspection.

### **11562/19 Charfield Neighbourhood Plan**

The public engagement event held on 10<sup>th</sup> June 2019 had been extremely well attended by residents of Charfield. The presentation of the draft Plan had been well received and residents appeared supportive of the Plan. Those attending the event had been very surprised to see the extent of proposed development immediately around the village. The Parish Council thanked the CNP team for their continued effort. Subsequent to the meeting some emails from residents had been received with useful comments which had been passed on to the CNP team.

### **11563/19 Charfield Youth Group**

The Parish Council received a verbal report regarding the Youth Group and the recent issue with drugs. A meeting had been held last week with Avon & Somerset Police. An unmarked Police car had been covertly patrolling the village and had confiscated a motorbike being ridden by a youth with no helmet which had cost the individual £175 to retrieve from the Police compound. It would appear that the initial presence of the Police had proven effective as there have been no further reports of incidents. Because of the recent drug incident, the Youth Group Leaders had cancelled the subsequent session. The Parish Council noted that some of the Youths involved had gone back to the Group Leaders and apologised. PC Bainbridge was planning to attend one of the Charfield Youth Session to talk to the Group about law enforcement surrounding the lower classes of drugs.

The Parish Council noted that SGC had recently given an Area Wide Grant (which geographically included Charfield) to Southern Brooks Community Partnership for Youth Group Provision. However there was no mention of Charfield Youth Group and Southern Brooks were stating that they had not been given funding for Charfield. Cllr. Cheskin would be contacting Southern Brooks and Cllr. O'Neill would contact SGC.

MC/  
JON

### **11564/19 Charfield Burial Ground Report**

KLH Landscaping had provided a quote for £2,700 for repairing the roadside wall at the burial ground using stone from the existing pile. Cllr. Rosher proposed, Cllr. Cheskin seconded and it was **RESOLVED** to approve the quote. Before any work to commence, the Clerk was asked to check with SGC to ascertain whether the wall was listed and whether planning permission was required to affect the repairs. **All Agreed.**

The Clerk would be meeting with Cemex Lend a Hand Team at the burial ground regarding clearance of the pile of stone to make way for an Oak structure. The Clerk was asked to see if the Lend a Hand Team could also re-stain the bench and both sets of gates with Tung Oil.

The Clerk reported that a request had been received for permission to plant a rose in the rose garden in memory of a recently deceased resident. The Parish Council gave their permission and asked the Clerk to liaise with the family in order to make this happen.

Clerk

### **11565/19 Meeting Reports**

CEG – The meeting had, amongst other things, discussed environmental monitoring and recent climate emergency declarations. The next CEG meeting was planned for 4<sup>th</sup> September 2019. As an aside, Cllr. Rosher would be meeting with Cllr. Trull of Wickwar PC who had a view to make a similar declaration as Charfield Parish Council.

Memorial Hall Management Committee – The Committee were ascertaining whether planning permission was required to install the running track. If permission was required this could delay any actual work being done until next year. The Committee were proposing siting the outdoor gym equipment in one group at the eastern corner boundary with Newtown. Parish Councillors felt that grouping all of the equipment together at this location could potentially cause problems with neighbouring properties. It was also reported that the quote for insuring the play equipment was quite substantial. The Committee were considering not insuring the equipment for accidental damage.

### **11566/19 Correspondence Received**

SGC - Community Engagement Forum Flyer; Future Bright Programme; Future Bright Flyer; QR Code for War Memorial at Charfield, Wotton Road; Planning Appeal Decision - Land South of Gloucester Road, Thornbury (PT17/2006/O); Crest Development; Charfield Parish - Tension Monitoring Report; Public Consultation on the addition of Highways Maintenance onto the South Gloucestershire Council Community Infrastructure Levy Regulation 123 List; Gipsy Patch Lane road closure - commencing 3 June 2019; Notice of Application for a Street Closure Order - Cromhall Triathlon Races 2019 - Temporary Road Closures (PT.6306); Enforcement Weekly Lists; South Glos Community Meeting & Online Survey; Alterations to the electoral register; Notification of StreetCare Satisfaction survey.

NALC/ALCA - VE Day 75 – 8<sup>th</sup> May 2020; New Councillor Training; Star Council Awards; Chief executive's bulletin; Local Council EXPO; CVS Showcasing Event.

Other - Charfield - Liaison Group Agenda; Thank You – Friends of St. James Church; Charfield Parish Council - Insurance Documentation; Underhill Road grass area; Some information regarding Community Liaison Groups; Chipping Surgery; Waste Bins; Policy to revoke Permitted Development Rights; Winterbourne Medieval Barn; Cemex Liaison Meeting 25th June 10:00; Play equipment - reinstatement values; Charfield Memorial Hall refurbishment; Youth group issues; Charfield "Freshers' Fair" 7th September 2019; Charfield - liaison group minutes; Parish Councils - becoming Carbon Neutral; Crest Nicholson, short drives; Examination of the West of England Joint Spatial Plan; Car sales on highway; Bellway Tree Planting

Parish Councillors noted the evening road closures to facilitate the date of the Cromhall Triathlon - 12<sup>th</sup> June 2019.

### **11567/19 Installation of a QR Code at the War Memorial**

The Parish Council noted that some of the factual details of the Fallen from Charfield, on the SGC web site were wrong. Cllr. Threlfall had advised SGC. Unfortunately, as the War Memorial is Listed, it was not possible for the QR code to be sited by the wall on the right-hand side. SGC proposed putting the code on the grass verge to the left-hand side. The Parish Council was happy for this to happen. The Clerk was asked to advise SGC accordingly and to remind them that there were utility cables running underneath this verge.

Clerk

The Clerk advised Parish Councillors that she had contacted Cottle Memorial Masons of Stroud to request a quote for cleaning the Memorial and re-leading the names. A quote was awaited.

### **11568/19 2019 Annual Parish Meeting**

There were no significant matters arising. Numbers attending had been down on previous years.

### **11569/19 Request for Financial Assistance**

This item was withdrawn from the agenda and was not discussed.

### **11570/19 Road Signage – Hedgehogs Crossing**

Following a request from a resident to install additional signage at either entrance to the village on the Wotton Road to caution vehicles about hedgehogs crossing the road, the Parish Councillors declined to support this approach. It was felt that the additional signage was not necessary and contrary to SGC's policy on excessive highway signage.

### **11571/19 Additional Bus Stop – Wotton Road**

Following discussion, it was agreed that the Parish Council would ask South Gloucestershire Council to undertake a proper assessment of the sites and to ask for firm costings for the provision of additional bus stop facilities on the Wotton Road adjacent to the Crest Nicholson site. The Parish Council felt that the figures provided were too vague. It was agreed that if car usage was to be reduced, the Parish Council needed to support use of community transport facilities.

### **11572/19 Clerk's Annual Appraisal**

The Clerk volunteered to leave the meeting room. Parish Councillors did not feel this was necessary.

Cllrs. Roshier and Cheskin had undertaken the Clerk's annual appraisal. They felt that the Clerk was continuing to do a good job. It was proposed by Cllr. Threlfall, seconded by Cllr. Glasgow and **RESOLVED** to adopt the Clerks 2019 Annual Appraisal report. **All Agreed**. The report was therefore signed by Cllrs. Roshier and Cheskin, and the Clerk.

Additionally, Cllrs. Roshier and Cheskin had reviewed the Clerk's pay point. Currently the Clerk was on SCP 17 (old SCP 25) which was the top of LC1. The Parish Councillors felt that since setting the job specification at LC1, the work and responsibility required to administer the parish had increased. The Parish Council therefore felt that the increased workload warranted moving the job specification into LC2.

Cllr. Threlfall proposed, Cllr. Cheskin seconded and it was **RESOLVED** to increase the Clerk's pay point up to SCP 19 (old SCP 26) backdated to 1<sup>st</sup> April 2019. **All Agreed**. The Clerk would make the necessary amendments to the standing order.

### **11573/19 Financial Matters**

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

|                      |             |   |
|----------------------|-------------|---|
| Current Account      | £ 500.00    | (Statement No. 418 dated 31 <sup>st</sup> May 2019) |
| Business Reserve (1) | £ 14,379.46 | (Statement No. 207 dated 5 <sup>th</sup> May 2019)  |
| Business Reserve (2) | £135,821.15 | (Statement No. 313 dated 31 <sup>st</sup> May 2019) |

The receipts and payments account as at 11<sup>th</sup> June 2019 was noted by the Parish Council.

An invoice from SGC for the May elections was still anticipated - £4,438.69.

The annual independent internal audit had taken place on 24<sup>th</sup> May 2019. All procedures and documentation to support the 2018/19 accounts had been given a clean bill of health. The auditor had picked up on the fact that the asset register would need to change to reflect the removal of the play equipment, and would expect to see this minuted.

The Annual Governance and Accountability Return 2018/19 had been circulated to all Parish Councillors, including the bank reconciliation and explanation of variances (as per PKF Littlejohn's format).

Cllr. Threlfall proposed, Cllr. Glasgow seconded and it was **RESOLVED** to approve the 2018/19 Annual Governance Statement, which was duly signed by the Chairman and Clerk. **All Agreed**.

Cllr. Threlfall proposed, Cllr. Law seconded and it was **RESOLVED** to approve the 2018/19 Accounting Statement, which was duly signed by the Chairman and Clerk. **All Agreed**.

The dates for the public's right to inspect documents had been set by PKF Littlejohn as Monday 17<sup>th</sup> June through to Friday 26<sup>th</sup> July. The Clerk would advertise accordingly.

## 11574/19 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              | £863.16          |                | £863.16          |
| HMRC                       | 2896    | Tax & NI                    | £142.28          |                | £142.28          |
| South Glos Council         | 2897    | Localism Charges            | £507.63          | £101.52        | £609.15          |
| Charfield Memorial Hall    | 2898    | Room Hire                   | £38.50           |                | £38.50           |
| KLH Landscaping            | 2899    | Burial Ground - Wildflowers | £85.00           |                | £85.00           |
| Mrs. N. Morton             | 2900    | Independent Internal Audit  | £120.00          |                | £120.00          |
| Netsupport UK              | 2901    | Business Licences           | £226.28          | £45.26         | £271.54          |
| Youth & Community Services | 2902    | Youth Group Provision       | £1,583.00        |                | £1,583.00        |
|                            |         |                             | <b>£3,565.85</b> | <b>£146.78</b> | <b>£3,712.63</b> |

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

## 11575/19 Minor Items Raised by Members or for Future Agenda

Cllr. Cheskin would assume responsibility for the installation of the remaining defibrillator unit. **MC**

The Parish Council noted that the village fair would take place on Saturday 29<sup>th</sup> June 2019.

Cllr. Sydenham would ask Thornbury Town Council to email the Clerk regarding their forthcoming training course 'Planning in Plain English'. It was understood there were places still available. **VS**

The Parish Council noted the beautiful display of red poppies at the Hamerley Downs road junction.

The purchase of a tripod for the new projector and an improved pulldown screen for the Sportsmans Lounge would be included in the July agenda. **Clerk**

The Parish Council would begin to use the notice board on Little Bristol Lane and remove the notice board at Costcutters.

The Clerk was asked to resurrect the implementation of a voluntary footpath warden role. **Clerk**

The Clerk was asked to include the non-political affiliation declaration on the footer of agendas. **Clerk**

The review of the new Standing Orders would be placed on the July agenda for resolution. **Clerk**

*This concluded the business of the meeting which closed at approximately 9.43pm.*

*Next meeting of Charfield Parish Council would to be held on Wednesday 10<sup>th</sup> July 2019 at 7:30pm in the Sportsman's Lounge.*

Chairman

10<sup>th</sup> July 2019

**CLERK'S REPORT**  
**Presented to Full Parish Council Meeting on 11<sup>th</sup> June 2019**

1. Thank you emails have been received from the Friends of St. James the Less and the Memory Group for the Parish Council's recent Grants.
2. July and September meetings – Councillors will remember that the Sportsman's Lounge is pre-booked on 9<sup>th</sup> July and 10<sup>th</sup> September, therefore the Parish Council is unable to hold their regular monthly meetings on those days. The Clerk would recommend suspending current Standing Order 1a so that the meetings may be held on Wednesday 10<sup>th</sup> July and Wednesday 11<sup>th</sup> September 2019.
3. Time has been spent preparing the Annual Return for 2018/19 and ensuring that documents supplied to PKF Littlejohn meet their stipulated format.
4. The Clerk has liaised with the Hall Management Committee regarding additional rubbish bins and potentially a recycling bin. The Hall would like to site two more anti-vandal rubbish bins (approx. £550 each inc. VAT) and a recycling bin (approximately £480 inc. VAT). This would be appropriate use of CIL money. The prices are quoted including VAT as the VAT element would not be reclaimable because the bins would not remain the property of the Parish Council. The Clerk will include this on the July agenda.

Paula Evans  
Clerk  
11<sup>th</sup> June 2019