

CHARFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of Charfield Parish Council held on Tuesday 14th January 2020 commencing at 7.30pm in the Main Hall, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr. M. Rosher, Mr. M. Cheskin, Mrs. W. Glasgow, Mr. V. Sydenham and Mr. A. Threlfall

Clerk: Mrs. Paula Evans

South Gloucestershire Councillor: Cllr. John O'Neill

Public: One member of the public was present

Action

11696/20 To note Apologies for Absence and Acceptance of Reasons

Apologies were received, noted and accepted from Cllrs. Ashe, Newns, Parker and Law.

11697/20 Declarations of Interest in items on the Agenda

There were no declarations of interest.

11698/20 To Approve Minutes of Previous Meeting

Cllr. Cheskin proposed, Cllr. Glasgow seconded and it was **RESOLVED** to approve the Minutes of the Ordinary meeting of Charfield Parish Council, held on Tuesday 10th December 2019 as a true and accurate record of the meeting. **All Agreed.** The Chairman duly signed the Minutes.

Cllr. Sydenham proposed, Cllr. Cheskin seconded and it was **RESOLVED** to approve the Minutes of the Annual Budget Meeting of Charfield Parish Council held on Wednesday 8th January 2020 as a true and accurate record of the meeting. **All Agreed.** The Chairman duly signed the Minutes.

11699/20 Public Participation

The member of public present informed Parish Councillors that the Plough would be holding some form of celebration on Friday 8th May 2020 for the 75th Anniversary of VE Day. All profits would go to the British Legion.

The member of public present addressed Parish Councillors regarding planning application P19/19195/F.

Parish Councillors agreed to alter the order of business and discuss Agenda Item 7 – Planning Applications.

11700/20 Planning Applications

P19/19195/F | Demolition of an existing bungalow and erection of two semi-detached chalet style bungalows with associated works | Snaefell, The Drive, Charfield | NO OBJECTIONS, however to request there should be no vehicular or pedestrian access onto Poolfield Farm Lane.

P19/19023/F | Erection of two storey front extension with gable ended roof to form additional living accommodation | 144a Manor Lane, Charfield, GL12 8TN | NO OBJECTIONS.

P19/18706/F | Amendment to previously approved scheme P19/0255/F to add additional first floor play room over the existing sun room | Pembeley Lodge, Churchend Lane, Charfield, GL12 8LJ | NO OBJECTIONS.

Parish Councillors noted that P19/09479/F had already been determined by SGC and was reported below. P19/0069/STMAJW had also been determined on 18th December 2019 by the adjoining Local Authority as 'no objections'.

11701/20 To receive the Clerk's Report

The Clerk reported that her time had been spent in budget preparation, producing minutes of the Annual Budget meeting and the resultant actions.

11702/20 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Joint Spatial Plan – North Somerset had recently announced they would be withdrawing from the JSP and would be working to develop their own Local Plan. SGC would be making their decision soon. It looked as though the JSP would have to be abandoned as far too much work would be required to address all of the issues highlighted by the Planning Inspectors. In the latest Annual Monitoring Report, SGC had maintained its 5-year land supply at 5.36 years.

Barratt Development – Cllr. O'Neill had liaised very closely with SGC and Barratts reiterating that the Charfield community would not stand for continued severe road traffic inconvenience because of temporary traffic lights. Cllr. O'Neill had asked that the temporary light be removed during morning and evening rush hours, but it would appear this request had been ignored by Barratt's contractors. SGC Officers had attended the development site to remind the contractors, who had reported that they were unable to turn off the traffic lights. As a compromise they had agreed to turn the lights away from the road and cover them. Cllr. O'Neill has also asked for the lights to be physically removed from the bridge when not in use. A programme for the temporary traffic lights is awaited. Parish Councillors reported that this was not working as the light on the railway bridge was shining through the black plastic bag and road users thought they had to adhere to the red light. Parish Councillors felt that the current situation on the Wotton Road was extremely dangerous. The Clerk was asked to email SGC Officers and report the Parish Council's concern and dis-satisfaction.

The formation of a Community Liaison Group for the Barratt development had not been a requirement of the planning permission. However, Barratt were amenable to the formation of one. The Parish Council would make contact with Barratt to suggest some dates and terms of reference and would also ask residents if they wished to be part of the Liaison Group. It was also noted that Barratts would be donating £5,000 to the Memorial Hall for use of the car park.

Cllr. O'Neill reported there had been an incident of flooding on Manor Lane before Christmas. This had been due to the very wet weather which had cause run-off from the fields. The ditch along the hedgerow had now been cleared out.

Cllr. O'Neill reported that the large puddle on the Wotton Road outside the Bellway development was being looked into by SGC Officers before the road was adopted.

11703/20 Planning Decisions

PT18/6493/RM | Erection of 115 no. residential dwellings to include details of layout, scale, appearance of buildings and landscaping (approval of reserved matters to be read in conjunction with PT16/6924/O) | Land north of Wotton Road, Charfield | APPROVE WITH CONDITIONS

P19/12341/F | Demolition of existing cottage and erection of 3 no. dwellings and associated works | 66 Wotton Road, Charfield, GL12 8SR | REFUSAL

P19/17761/LB | Retention of external works for the installation of entrance steps | 1 Manor Farm Cottages, Churchend Lane, Charfield | APPROVE WITH CONDITIONS

P19/18002/F | Installation of front entrance steps (retrospective) | 1 Manor Farm Cottages, Churchend Lane, Charfield | APPROVE WITH CONDITIONS

P19/09479/F | Erection of 1 no. dwelling with parking and associated works. Partial demolition and change of use of existing agricultural building to light industrial (Class B1c) as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended) | Warners Court, Wotton Road, Charfield | APPROVE WITH CONDITIONS

11704/20 Planning Enforcement

COM/19/1051/OD (previously COM/19/0487/OD) - the Clerk is liaising with the Enforcement

Clerk

Clerk

Officer to ensure the failed trees on the Bellway development are replaced. SGC had previously been advised by Bellway that they would ensure that the trees were replaced back in the autumn.

11705/20 Charfield Neighbourhood Plan

Cllr. Roshier provided a verbal report. The Plan had been extremely well written. The CNP Team had invited the SGC Neighbourhood Plan Officer to attend a meeting, but because of the Purdah period before Christmas this had not happened. The Officer would prefer for the CNP Team to go to the Badminton Road offices during working hours rather than come to Charfield for an evening appointment. The current Charfield Neighbourhood Plan would be considered by SGC on 17th January 2020. It was not thought that a second Regulation 14 consultation would be required. The Team await the outcome of the SGC meeting.

11706/20 Charfield Burial Ground Report

Cllr. Roshier proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the purchase of a burial plot for a previous Charfield resident who now lives in Nibley. **All Agreed.** The Clerk would make the necessary arrangements.

Clerk

Cllr. Roshier proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the purchase of a double plot and interment of ashes of the late Mr. M. Smith. **All Agreed.** The interment would be taking place on 18th January 2020. The Clerk would make the necessary arrangements.

Clerk

Cllr. Roshier proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the interment of ashes of the late Mr. G. Hoadley. **All Agreed.** The Clerk would make the necessary arrangements.

Clerk

11707/20 Youth Group

Cllr. Cheskin had previously circulated a report dated 7th January 2020 which was duly noted by Parish Councillors.

Cllr. Glasgow updated the Parish Council regarding the Youth Parish Council (YPC). CHADRA had agreed that the YPC could do an article for the next edition. The YPC would be looking to hold their meetings on a Monday.

11708/20 Meeting Reports

The Parish Council noted that Cemex had sold a large portion of their business, including Wickwar Quarry to Breedon Group plc - further information was awaited from Cemex. It was hoped that the Quarry Liaison Group meetings would still continue.

11709/20 Correspondence Received

SGC - South Gloucestershire Heritage Partnership new JiscMail mailing list service; COM/19/0487/OD - Land at Day House Leaze, Charfield; Heritage News; Draft Alcohol Strategy 2020-2025 Public Consultation; BT Phonebox Removal 2020 Public Consultation; Highway Improvement Work 2020; Grants available through the Member Awarded Funding (MAF) scheme 2019/20.

NALC/ALCA – Parish Council Email Scam; Job Vacancy; Surveillance Camera Commissioner reminds local councils of regulations; Clerks (and council staff) only networking meeting; Climate Emergency Action Day.

Other – Provision of Bins in Charfield; Charfield Burial Ground; Rural to City Link Service; Wotton Road Traffic; Tortworth Parish Minutes December 2019; Burial Ground Enquiry.

11710/20 Defibrillator Training

Cllr. Sydenham proposed, Cllr. Roshier seconded and it was **RESOLVED** to hold a public Defibrillator Training session on Saturday 14th March 2020 commencing at 9.30am. **All Agreed.** The Clerk would liaise with SWAS and advertise on the Village Forum.

Clerk

11711/20 2020 Annual Parish Meeting

Cllr. Cheskin proposed, Cllr. Glasgow seconded and it was **RESOLVED** to hold the Annual Parish Meeting on Wednesday 22nd April 2020 commencing at 7.30pm. **All Agreed**. The Clerk would make the necessary arrangements.

Clerk

11712/20 Staffing Committee

The Clerk had provided Parish Councillors with some background information. Cllr. Cheskin proposed, Cllr. Rosher seconded and it was **RESOLVED** not to create a Staffing Committee. **All Agreed**. The Parish Council would ensure that open and transparent Disciplinary and Grievance Procedures were in place. The Clerk would prepare these Procedures and present to Parish Councillors for adoption at the February 2020 meeting.

Clerk

It was agreed that the Chairman and Cllr. Cheskin would undertake the Clerk's 2020 Annual Appraisal on 4th May 2020.

MR/
MC

11713/20 Grounds Maintenance – Burial Ground & Manor Lane Verge and Flower Bed

Cllr. Cheskin proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the contract figures as presented by KLH Landscaping for 2020-2022. **All Agreed**. The Clerk would sign the contract on behalf of the Parish Council. The total cost of the contract would be £2,050 (2020), £2,020 (2021) and £2,085 (2022).

Additionally, Parish Councillors noted quotes from KLH Landscaping for the replacement of the mulch on the flower bed - £1,300; removal of the pile of ivy cuttings - £300; removal of the rest of the ivy from the wall adjoining St. James - £300; rebuilding and repointing of the roadside wall - £3,250. All of these quotes would be formally adopted at the February 2020 meeting.

Clerk

11714/20 Financial Matters

The Clerk reported the following available balances as at 1st January 2020 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 425 dated 1 st January 2020)
Business Reserve (1)	£ 14,398.76	(Statement No. 215 dated 3 rd January 2020)
Business Reserve (2)	£141,143.39	(Statement No. 320 dated 31 st December 2019)

The receipts and payments account as at 14th January 2020 was noted.

The Clerk reported that Natwest Bank had returned the additional signatory mandates. The Bank now required sight of the approved minutes which authorised the additional signatories of Cllrs. Glasgow and Sydenham. They also required Cllr. Glasgow to attend the bank with proof of identification. The Clerk had provided this information and Cllr. Glasgow had attended the Bank.

At the Annual Budget Meeting on 8th January 2020, Parish Councillors approved the 2020-2021 Budget and Earmarked Reserves figures. Cllr. Threlfall proposed, Cllr. Rosher seconded and it was **RESOLVED** to request a 2020-2021 Precept of £62,000. **All Agreed**. The Clerk would complete the necessary paperwork and forward to South Gloucestershire Council.

Clerk

11715/20 Accounts for Payment

The Clerk reported the following accounts to be paid having previously verified them as accurate.

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Mrs. Paula Evans	SO	Clerk's Salary	£863.16	£0.00	£863.16
HMRC	2938	Clerk's Tax & NI	£142.28	£0.00	£142.28
Memorial Hall	2939	Room Hire	£46.20	£0.00	£46.20
Broxap Limited	2940	Recycle/Litter Bin	£425.95	£85.19	£511.14
			£1,477.59	£85.19	£1,562.78

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

11716/20 Minor Items Raised by Members or for Future Agenda

No items were raised.

This concluded the business of the meeting which closed at approximately 8.43pm.

Next Ordinary Meeting of Charfield Parish Council would to be held on Tuesday 11th February 2020 at 7:30pm in the Main Hall.

Chairman

11th February 2020

DRAFT