

# **CHARFIELD PARISH COUNCIL**

Minutes of the On-Line Ordinary Meeting of Charfield Parish Council held on  
Tuesday 9<sup>th</sup> June 2020  
commencing at 7.30pm

## **PRESENT**

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

**Clerk:** Mrs. Paula Evans

**South Gloucestershire Councillor:** Cllr. John O'Neill

**Public:** No members of the public were present

Action

## **11782/20 To note Apologies for Absence & Acceptance of Reasons**

There were no apologies for absence.

## **11783/20 Declarations of Interest in items on the Agenda**

Cllr. Parker wished to voluntarily declare a personal, non-pecuniary interest in agenda item 7, specifically application P20/08282/F and would take no part in discussions.

Cllr. Cheskin wished to voluntarily declare a personal non-pecuniary interest in agenda item 7, specifically application P20/08751/RVC and would take no part in discussions.

## **11784/20 Public Participation**

There was no public participation.

## **11785/20 To Approve Minutes of Previous Meeting**

Cllr. Law proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the Minutes of the Ordinary remote meeting of Charfield Parish Council, held on Tuesday 12<sup>th</sup> May 2020 as a true and accurate record of the meeting. **All Agreed.** The Chairman would sign the Minutes at the next duly convened physical meeting.

## **11786/20 To receive the Clerk's Report**

The Clerk had circulated a copy of her report, a copy of which is appended to these Minutes.

## **11787/20 Report from Cllr. J. O'Neill, South Gloucestershire Council Representative**

Cllr. O'Neill advised Parish Councillors that some of the additional capacity mortuary spaces had been used.

At their Cabinet meeting on 8<sup>th</sup> June 2020, SGC agreed that new measures put in place to enable essential social distancing outside of SGC schools also supported SGC's objective of improving air quality for children and local communities. These measures, already in place at 28 schools, include providing more space for pedestrians and cyclists and encouraging people to switch from cars to more sustainable and healthier methods of travel. The changes have significantly reduced the number of cars parked outside of school gates with their engines idling, thus improving air quality outside of schools. This would not affect Charfield Primary School as there were already parking restrictions directly outside the school.

CEG had been in touch with Cllr. O'Neill and other members of the Liaison Group, suggesting a remote meeting. It was uncertain as to the nature of the meeting, but it was acknowledged that channels of communication should remain open between CEG and Charfield community. It was thought that CEG may well be re-submitting a reduced planning application.

## **11788/20 Planning Applications**

P20/08751/RVC | Variation of condition 13 (opening hours) and 14 (delivery hours) attached to planning permission 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. Fewes Ltd, Wotton Road, Charfield | To **OBJECT** - The Parish Council believes it is unnecessary for the store operating times to be extended to 06:00 hrs through 23:00 hrs, Monday through Sunday and consider this to be of no practical benefit to the local community. Extended opening hours may be acceptable in a more urban/town/city environment, but Charfield is a rural village. By way of comparison, the Co-Op Store in Wotton-Under-Edge closes at 22:00 hrs and the village convenience store 'Costcutters' closes at 21:00 hrs. This new convenience store is located close to residential dwellings not only on Station Road, but also on the corner of Little Bristol Lane. Therefore, consideration must be given to the noise generated by early morning opening and late evening closing. If the Co-Op Store is to open for 06:00 hrs, then staff would begin to arrive at 05:30 hrs together with various deliveries. The Parish Council considers this to be unacceptable within a residential setting. Additionally, the Parish Council believes the alteration in the location of the store entrance is unacceptable. The 'Proposed Site Layout Plan' dated 27<sup>th</sup> March 2020 differs from that contained in the 'Traffic Management Plan' document dated 18<sup>th</sup> May 2020. The Parish Council believes the entrance has been moved closer to the junction with Wotton Road which could potentially cause traffic to queue on Wotton Road. Finally, the Parish Council noted on the 'Proposed Site Plan' within the Traffic Management Plan document dated 18<sup>th</sup> May 2020 that the applicant has stated "Assumed TPO – TBC" regarding the mature Oak tree within the car park. The Parish Council can confirm this Oak tree is covered by a TPO and therefore all necessary care must be taken during construction including the observance of the Root Protection Zone.

P20/08282/F | Change of use of land from agricultural to equestrian use and erection of stables | Thimble Cottage, Swinhay Lane, Charfield, GL12 8EX | NO OBJECTIONS.

The following planning application had been received after the issue of the Agenda. Parish Councillors agreed to consider this application.

P20/09724/F | Erection of no. 4 car detached garage with associated works | Pembeley Lodge, Churchend Lane, Charfield, GL12 8LJ | NO OBJECTIONS.

### **11789/20 Planning Decisions & Other Matters**

P19/17548/O | Erection of 1 no. agricultural workers dwelling (outline) with access, layout and scale to be determined; all other matters reserved | Meadow View Farm, Devil's Lane, Charfield | APPROVE WITH CONDITIONS.

P20/04363/F | Erection of 1 no. agricultural building | Land off Swinhay Lane, Charfield, GL12 8EX | APPROVE WITH CONDITIONS.

COM/20/0320/OD – Parish Councillors noted this report of breach of planning.

COM/20/0343/COU – Parish Councillors noted this report of breach of planning.

P19/19195/F – Parish Councillors noted the applicant had appealed to the Planning Inspectorate against SGC's decision to refuse. The Appeal would be considered through written representation. The Clerk was asked to forward the Parish Council's comments to the Planning Inspectorate.

**Clerk**

### **11790/20 Charfield Burial Ground**

The Clerk reported that KLH had re-sealed the vehicular and pedestrian access gates and have also cleared away most of the remaining ivy from the adjoining wall with St. James Church. The Wishing Well had been cleared of vegetation – the base of the well is sound however the decorative uprights, roof, and bucket need replacement. The Clerk would liaise with KLH to arrange for replacement of the decorative parts of the Wishing Well to be replaced in Oak.

**Clerk**

The interment of the late Mrs. K. Slater took place on 1<sup>st</sup> June 2020 – all social distancing procedures were observed.

The Clerk advised Parish Councillors that an application had been made by a Charfield family for the interment of ashes of a non-Charfield resident. Parish Councillors considered the adopted criteria for interment within Charfield Burial Ground – ie “The Burial Ground is provided for the interment of Charfield parishioners only. However, the Burial Authority may consider special exceptions where good reason is provided”. After due consideration, Cllr. Roshier proposed, Cllr. Parker seconded and it was **RESOLVED** to regretfully decline the application. **All Agreed.**

Clerk

Cllr. Cheskin proposed, Cllr. Ashe seconded and it was **RESOLVED** to approve the interment of ashes of the Late Mrs. J. Moss. **All Agreed.**

#### **11791/20 Road Traffic Regulation Act 1984 - Consultation**

Cllr. Roshier proposed, Cllr. Threlfall seconded and it was resolved to respond to this Consultation. **All Agreed.** A copy of the Parish Council’s response is appended to these minutes.

#### **11792/20 Charfield Memorial Hall & Playing Fields CIO**

The Parish Council had received an official request from the Memorial Hall & Playing Fields CIO to transfer the Title Deeds, this being the final part of the CIO registration. The CIO had completed forms TR1 and AP1 themselves. The Clerk had looked through the forms to ascertain completeness and advised that section 10 (Deed of Trust) of the TR1 did not appear to have been completed. The Clerk reiterated that she was not a Conveyancer and did not have the legal expertise to advise Cllrs on this matter. Therefore, the Clerk recommended the Parish Council seek appropriate legal advice to ensure the forms were correct and appropriate to sign. Cllr. Roshier proposed, Cllr. Parker seconded and it was **RESOLVED** to approach VVW Solicitors for advice. **All Agreed.**

Clerk

#### **11793/20 Parish Water Fountain**

The Clerk reported a response from Bristol Water had been received on 19<sup>th</sup> May 2020 which confirmed any installation must be undertaken by a Bristol Water approved contractor. The unit would also have to be WRAS approved and agreed by Bristol Water. The routine hygiene of the unit must include monthly ‘flushing out’ and daily cleaning as part of an approved and risk assessed regime to mirror the practicable measures undertaken to ensure the unit’s cleanliness – all of this would need to be undertaken by the owner of the unit. Currently all public water fountains across the country have been closed because of the COVID-19 pandemic and it was unclear when they would be allowed to reopen. Additionally, Bristol Water advised that a re-design of units was being undertaken to ensure cleanliness and hygiene of units. The Hall Committee had advised on 2<sup>nd</sup> June 2020 they would not be taking up the Parish Council’s offer of the donation of a Water Fountain to be installed on Hall Committee land. Therefore Cllr. Newns proposed, Cllr. Glasgow seconded and it was **RESOLVED** the Parish Council would cease further investigations into a drinking fountain facility. **All Agreed.** If the practical situation changed regarding availability of land, then the Parish Council would revisit this at the appropriate time.

#### **11794/20 Clerk’s Annual Appraisal**

There was no requirement for the confidentiality resolution to be made as there were no members of the press or public present. The Clerk was temporarily ‘excluded’ from the on-line meeting for the duration of the Parish Council’s discussions.

Following discussions, Cllr. Parker proposed, Cllr. Law seconded and it was resolved to increase the Clerk’s SCP Grade 22 backdated to 1<sup>st</sup> April 2020. **All Agreed.** The Clerk’s appraisal form would be signed at the next available opportunity.

Cllr. Cheskin tendered his apologies as due to a prior engagement he would need to leave the meeting.

### **11795/20 Financial Matters**

The Clerk reported the following available balances as at 9<sup>th</sup> June 2020 with the bank statements being witnessed via video screen by the Chairman and Clerk – these would be signed at the next duly convened physical meeting -

Current Account	£	500.00	(Statement No. 430 dated 1 <sup>st</sup> June 2020)
Business Reserve (1)	£	14,408.32	(Statement No. 219 dated 5 <sup>th</sup> May 2020)
Business Reserve (2)	£	191,302.87	(Statement No. 325 dated 1 <sup>st</sup> June 2020)

The receipts and payments account as at 9<sup>th</sup> June 2020 was noted.

The VAT refund of £3,308.67 had been received into the Business Reserve (2) account.

Minute 11779/20 – The Clerk had contacted WAMA to ascertain whether any further financial support was required. WAMA confirmed an average weekly delivery of sixteen food boxes to Charfield residents and for the time being they have sufficient funds and donation to sustain this level of support.

Minute 11779/20 – The Clerk had completed the MAF Grant registration on 27<sup>th</sup> May 2020 in connection with the ‘partnering’ arrangement for the WAMA Grant from Cllr. O’Neill.

The Clerk had spent time trying to arrange for a new cheque book to be sent. Usually the clerk attends the bank and requests a new book, but because of self-isolation this was not possible. After numerous conversations with ‘virtual bank assistants’ the Clerk prepared a letter which was signed by Cllrs. Law and Newns and posted to the bank. A new cheque book was supplied within days.

The Independent Internal Auditor appointed by the Parish Council had advised she is unable to undertake this year’s audit because of self-isolation/quarantine restrictions. The Clerk has therefore sourced an alternative IIA and is preparing to get the various documents to her. The charge would be the same as in previous years - £120.00.

### **11796/20 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. P. Evans	SO	Clerk's Salary - May	£863.16	£0.00	£863.16
HMRC	2972	Tax & NI	£142.28	£0.00	£142.28
South Glos. Council	2973	Localism Charges	£511.23	£102.25	£613.48
Mrs. P. Evans	2974	Clerk's Expenses	£427.98	£0.00	£427.98
KLH Landscaping	2975	Grounds Maintenance	£1,025.00	£0.00	£1,025.00
			<b>£2,969.65</b>	<b>£102.25</b>	<b>£3,071.90</b>

Cllr. Parker proposed, Cllr. Law seconded and it was **RESOLVED** that the above accounts be paid. **All Agreed.** The Clerk would arrange for cheques to be signed whilst observing the current quarantine restrictions and physical distancing.

### **11797/20 Councillors Open Forum**

Cllr. Rosher reported that the new .gov web site had been populated and urged Cllrs. to accept the recently sent invitation and view the web site.

Cllr. Parker advised that the split Willow Tree within the open space on Woodlands Road had still not be attended to. Concern was expressed about children using the area and the potential danger of the tree branch falling. The Clerk would chase.

All

Clerk

Cllr. Sydenham advised that overgrowing/overhanging vegetation along the footpath (leaving Woodlands Road, turning left towards Wotton Road) was creating a safety hazard. The path was now far too narrow and people observing the 2m social distancing rule would have to move into the road. The Clerk would report to SGC.

Clerk

*This concluded the business of the meeting which closed at approximately 8.55pm.*

*Next Meeting of Charfield Parish Council would be the Parish Council Meeting to be held on Tuesday 14<sup>th</sup> July 2020 at 7:30pm On-Line.*

Chairman

Date

**Clerk's Report  
Presented to the on-line Parish Council Meeting on 9<sup>th</sup> June 2020**

1. The Coronavirus COVID-19 quarantine restrictions remain in force and legislation and guidelines continue to be monitored by the Clerk.
2. South Gloucestershire Council had advised their Sort-It Centres would reopen as of 16<sup>th</sup> May 2020; that weekly recycling collections would recommence as of 13<sup>th</sup> May 2020; and bulk waste collections as of 26<sup>th</sup> May 2020.
3. SGC has advised they are progressing the re-opening of public toilets throughout the county. The Clerk has advised SGC the public toilets are now owned by the Memorial Hall and provided contact details.
4. The closure of the Downs Road prompted some emails from Churchend Lane residents concerned the Lane would be used as a 'rat-run'. The Clerk liaised between the residents and SGC and asked that 'no through road' signs be placed at the entrance to Churchend Lane (roundabout end) to stop any additional traffic, just in case vehicles thought they could cut through.
5. The various footpath/PROW/stiles issues were reported to SGC by the Clerk and tickets raised.
6. The Clerk has contacted SGC and Network Rail regarding overgrowing vegetation on the bridge/footpath over the railway line.
7. The Clerk liaised with Cllr. Law regarding the plastic mesh email, which was then sent to SGC.
8. WordPress software was purchased for the new .gov Parish Council web site. Cllr. Rosher has populated the site and provided the Clerk with training on the software.
9. Cllr. Rosher has expressed an interested in attending the Climate Emergency Community Engagement Group meeting on Thursday 11<sup>th</sup> June 2020 commencing at 7.30pm. This is a Zoom meeting organised by SGC. If any other Cllrs. are interested, the Clerk can forward details on how to join.

Paula Evans  
Clerk  
5<sup>th</sup> June 2020

**Agenda Item 10**  
**Road Traffic Regulation Act 1984 – Consultation**  
**Zebra Crossing, Wotton Road, Charfield at junction with Poskett Way**

Charfield Parish Council has considered this consultation and acknowledges the requirement for a pedestrian crossing to serve the new Barratt's development at Warner's Court because of a lack of pavement on the north side of Wotton Road. The Parish Council also notes that again, the Consultation has come after the pedestrian crossing has been installed.

The Parish Council has serious concerns regarding the type of beacons that have been installed which is clearly adversely impacting the residents of the adjoining dwelling at 50 Wotton Road. The Parish Council is aware the light intrusion from the flashing Belisha Beacons is causing serious day-to-day and sleep disturbances for the residents. South Gloucestershire Council has installed some shielding of the flashing lights; however, this has not alleviated the problem.

Charfield Parish Council would therefore strongly urge South Gloucestershire Council to replace the beacons with LED type lights like those installed outside the One Stop Shop in Wotton-Under-Edge which we understand is a 'Modustar' product. The Parish Council believes that this type of light, together with some form of additional shielding may help to reduce the intrusive light pollution of the current beacons.

Additionally, the Parish Council notes that new, taller LED streetlights have been installed at the same point on the Wotton Road. Again, these new streetlights are extremely light intrusive and conflict with the 'Dark Skies' initiative that Charfield Parish Council carried out in conjunction with South Gloucestershire Council.

Charfield Parish Council would also point out to South Gloucestershire Council that the increased lighting at this point on the Wotton Road is leading to increased vehicle speeds through this part of the village at night. The widening of the Wotton Road, as part of the new Warner's Court development has eliminated any discouragement to speed that the narrower part of this carriageway offered.