

CHARFIELD PARISH COUNCIL

Draft Minutes of Annual Meeting of Parish Council Meeting held on Tuesday 17th May 2016 commencing 7:30pm in the Main Hall of Charfield Memorial Hall, Charfield.

PRESENT

Parish Councillors: Mark Roshier (Outgoing Chairman), Judy Law, Mike Cheskin and Richard Rawlings

Clerk: Ms Hannah Saunders (acting Clerk)

Public: 2 members of public, 0 members press.

10743/16 To elect a Chairman and receive Chairman's Declaration of Acceptance of Office

Cllr M Roshier was nominated by Cllr M Cheskin. Cllr M Roshier said he was happy to restand – so long as he had a vice chairman! The nomination was seconded by Cllr R Rawlings. There were no further nominations – so Cllr M Roshier was duly elected as Chairman and signed Declaration of acceptance of office – witnessed by Clerk.

10744/16 To elect a Vice Chairman

Cllr M Cheskin was nominated by Cllr M Roshier – and agreed that he was happy to stand as Vice Chairman. This nomination was seconded by Cllr R Rawlings. There were no further nominations – so Cllr M Cheskin was duly elected as Vice Chairman.

10745/16/ To note Apologies for Absence and Acceptance of Reasons

These were received and accepted from Cllr Naomi News, Vanessa Roberts and Ward Member John O'Neill

10746/16 Declaration of Interest in items on Agenda

None

10747/16 To approve minutes

It was proposed by Cllr M Cheskin and seconded by Cllr J Law and **RESOLVED** that the minutes of meeting held on 12th April 2016 be approved and were signed by Chairman (after minor amendment).

10748/16 To note way forward to fill vacancies

The Clerk and Chairman explained that currently the 3 vacancies were being advertised as Casual Vacancies. Electors within Charfield have until 5pm on 24th May to contact Democratic Services if they wish to see a by Election take place. If Democratic Services hear from less than 10 registered electors, then they will let Clerk know and the positions can be filled via co-option.

Keep an eye on website and notice board for further information.

10749/16 Public Participation

There were 2 members of public present – who were considering joining the parish council – so had come along to observe meeting.

Chairman explained that this was their chance to ask any questions – either regarding the role of councillor – or about any other items that are due to be discussed on the agenda.

They are both longstanding residents of the parish – and wonder what actual power Parish Councils have. The Chairman duly explained this – and link between Charfield and South Gloucestershire who are the local unitary authority.

There were no further items for public participation – so residents thanked for their time – invited to stay to observe meeting – but wouldn't be able to speak any further.

10750/16 To note Clerks report / matters arising

Most items will come up during the course of the agenda – however – one item that needs to be looked into is regarding contacting BT to remove the phone kiosk on Wotton Road and making the site good.

ACTION CLERK

10751/16 To approve the method of assessing planning applications

It was proposed by Cllr M Rosher and seconded by Cllr R Rawlings that a planning committee wasn't required so would stand in abeyance for a further year.

10752/16 To review (and suggest amendments if necessary to Standing Orders & Financial Regulations

Clerk explained about changes regarding tendering for projects / items over £25,000 and how the Financial Regulations needed amending accordingly. Standing Orders are fine.

It was agreed that the amendments as outlined by NALC be adopted and Clerk revise and send out electronically to all councillors by next full council meeting.

ACTION CLERK

10753/16 To inspect Deeds & Inventory of Equipment

This was duly done – Cllr Cheskin had taken some items to Gloucestershire Archives earlier in year and a receipt for boxes had been received. Asset Register up to date. All deeds are scanned in now and available on Clerks laptop.

10755/16 To appoint representatives to:-

Charfield School Governors (Richard Rawlings confirmed happy to remain as rep)

The National School Foundation (Richard Rawlings confirmed happy to remain as rep)

Charfield Memorial Hall & Playing Field Management Committee (Vanessa Roberts had confirmed happy to remain as rep)

South Gloucestershire Environmental Link Group (Judy Law confirmed happy to remain as rep)

South Gloucestershire branch of the Avon Local Council's Association (Mike Cheskin happy to remain as rep)

Safer Stronger Community Groups (Mike Cheskin is the Chairman – so will act as rep)

Quarry Liaison Group (Mark Rosher is the Chairman – so will act as rep)

PROW (Public Rights of Way) Working Group (Mick Cheskin confirmed happy to remain as rep).

CuGuC Committee (Judy Law is the rep – but hasn't managed to attend a meeting yet as never informed)

Burial Ground Working Group (as and when if necessary – not necessary at moment)

Youth Group (Mike Cheskin, Naomi Newns and Clerk are representatives – ideally need one more councillor)

Neighbourhood Plan Working Group (Mark Rosher is Chairman and Vanessa Roberts is the rep)

10755/16 To note / comment on Planning Applications

PT16/1503/RM Erection of 106 no.dwellings with details of appearance, landscaping, layout, scale and associated works (Approval of Reserved Matters to be read in conjunction with outline application PT13/4182/0). Land South of Wotton Road, Charfield, Wotton under Edge, South Gloucestershire. GL12 8SR.

After due consideration – members resolved to OBJECT to the plans as they currently stand. There is still no news on where exactly the crossing is to be sited. Full transcript can be seen on South Glos Planning Website.

PT16/1616/CLE Certificate of lawfulness for the existing residential use (Class C3). Cosy Farm, Swinhay Lane, Charfield, South Gloucestershire. GL12 8EY.

It was duly agreed no issues. Nothing that could be done.

PT16/1746/F Erection of 2no. single storey side extensions to form additional living accommodation. Shelbourne, The Drive, Charfield, WuE, South Gloucestershire. GL12 8HX.

After due consideration it was concluded not to object to these proposals.

PT16/1721/F Demolition of attached garage. Erection of two storey side extension to form additional living accommodation. 117 Woodlands Road, Charfield, WuE, South Gloucestershire. GL12 8LT

Members concluded that it was hard to make an informed decision on this application as there was insufficient information, especially regarding the parking – and there was concern that the extension /

parking was going to be close to a prominent tree – and they felt that tree root protection ought to be taken into consideration by planning officers.

10756/16 To note Planning Decisions

PT16/0855/LB Amendment to previously approved scheme PTO3/3678/LB for external and internal alterations to include 3no. rooflights to the NW rear roof. Huntingford Mill, Swinhay Lane, Charfield, Wotton under Edge, S Glos. GL12 8EX. APPROVE WITH CONDITIONS.

Doc16/0094 Discharge of conditions 3 (materials) 4 (landscaping) and 5 (SUDs) attached to planning permission PT13/4115/F allowed on appeal APP/PO119/A/14/2218831 for demolition of existing garage to facilitate erection of 1no.detached dwelling with access and associated works. 9 Wotton Road, Charfield, WuE, S Glos. GL12 8TP. DISCHARGE OF CONDITIONS.

PT16/0172/F | Demolition of existing conservatory. Erection of first floor side, two storey rear/side and single storey extensions to form additional living accommodation. | 52 Farm Lees Charfield Wotton Under Edge South Gloucestershire GL12 8JA. APPROVE WITH CONDITIONS

10757/16 Other Planning Matters

Friday 19th May 2016 – there will be a site visit by DC West at Day House Leaze.

The other week – when the smell of manure from south end of village got so bad – Ward Member John O'Neill and Hannah contacted enforcement and Environmental Health.

The muck has been spread now but one of the officers is going to speak to the farmer in question to ensure that it doesn't happen in future.

There is some concern over the work that is going on at the Pear Tree Public House on Wotton Road – Clerk to contact Ward Member John O'Neill and find out what they are doing – and if they have / need permission for it.

10758/16 To receive Burial Ground Report

Members have heard nothing back from Petrina Peat regarding memorial for her daughter.

Chairman would like something in writing from the PCC regarding the Wall – and that it is okay to have a style type link between the old and new burial grounds.

Clerk to check with Kevin what the situation is regarding installation of bin. Mike said one had been delivered to the garage – but he believes it is for the hall and not burial ground. Clerk unsure if it has ever been ordered.....

10759/16 To receive Neighbourhood Plan Update

A very well attended information / brain storming session was held at the end of April 2016. This saw 80 people attend – and a good level of participation. The next step now is for Cllr Rosher along with Yvette and Sue to go through the box of post it notes that was collected on the evening and look at range of ideas generated.

ACTION CLLR ROSHER

10760/16 To receive Youth Group Report

Numbers have been low recently – it has been said that this is due to exam season – but one session was cancelled due to staff issues and then the following 3 weeks has seen on 3 or 4 attending. It was agreed that this needs to be monitored carefully – and that they need to be told that if numbers don't improve the Parish Council is going to have consider the funding going forward.

10761/16 To receive CuGuC Report

Nothing further to report – other than what was said at the Annual Meeting. At CuGuCs request the Chairman has removed all of the poppy wreaths from the War Memorial. Need to include in Remembrance Day to do – when to remove (normally February time).

10762/16 To note Annual Parish Meeting (and any actions for future agenda's)

Comments were that notices should be put up further ahead – to try and raise awareness. It was well attended – but really only by the groups that are active within the village and not local residents. Need to think of getting a PA system for the hall – as it echo's so badly – it can be hard to hear what people are saying.

ACTION CLERK

10763/16 To note success of Village Fete on May 2nd

Despite the terrible weather – the hall raised £1400 for their funds and fete was well attended. The donkey lady didn't make it in the end. The chairman offered his thanks and congratulations to the organising committee.

10764/16 To receive update on refurbishment of Tennis Court

This is nearing completion – there was some concern as to whether they were doing a proper job – the tennis court when laid was higher than edge – which then had to be filled in. The tree isn't too much of a problem. Need to raise funds for a new net. In the meantime old one will be reinstated.

10765/16 To note completion of Internal Audit

Clerk reported that the internal audit had been successfully completed the previous week by Mr Iain Selkirk. He found all processes and procedures to be in order. Clerk thanked Cllr Mike Cheskin for collecting the accounts from Wotton Civic Centre.

10766/16 To approve draft annual accounts and Governance Statement

It was proposed by Cllr Mike Cheskin and seconded by Cllr Judy Law and RESOLVED to approve the draft annual accounts and Governance Statement. These were duly signed by the Chairman and Clerk. Clerk to post to Grant Thornton and put notices up on Notice Board Website regarding Exercising of Electors Rights.

ACTION CLERK

10767/16 To note and confirm details regarding recruitment of Clerk / RFO

Chairman confirmed that cut off for applications is 23rd May 2016. To date there have been 6 or 7 applications and know of more that are due to be submitted.

Intention is to interview week commencing 6th June. It has been suggested that 2 stage interviews are done.

It was confirmed that Chairman and Cllrs Vanessa Roberts and Mike Cheskin would sit on interview panel and Cllr J Law happy to meet greet as has done previously.

Clerk – H Saunders to help with questions.

ACTION ALL

10768/16 To note the following Correspondence

NALC / ALCA:- Updated information sheets and LTNs received

S Glos Council:- Up to date Electoral Register, information on EU Referendum and how to vote.

Consultation on Members Awards and Devolution.

Magazines:- None.

Other:- None

10769/16 To note the following items for Circulation

Items are emailed out as and when.

10770/16 To receive REPORTS OF MEETINGS

- a) Ward Member John O'Neill – nothing that hasn't already been reported – apart from consultation on devolution that is open until end of June – on 29th June council will be debating what the next stages should be.
- b) Charfield Playing Field – All okay Richard Rawlings and Judy Law emailed their reports and Mike Cheskin had his at meeting for file. It is felt that more sand is needed – new phone number for the sign needs to be sorted. Cllr Cheskin was more than happy to do the inspection going forward. However all councillors will attend the training by Play Inspector Company when they do annual inspection on 6th June 2016.

- c) Charfield Village Hall Management Committee – at their AGM the previous week all officer's posts had been filled. Work at back of hall is now finished. Nothing else to report at this time.
- d) Any other meeting reports – in Cllr Roshers absence – Ward Member John O'Neill chaired the Quarry Liaison meeting – he reported that there have been no complaints or problems since the last meeting in February. Next meeting is scheduled for July 2016.

10771/16 To receive April's Accounts and approve April's Cheques for Payment

*It was proposed by Cllr. Richard Rawlings and seconded by Cllr Judy Law and **RESOLVED** that the following be passed for payment – the Chairman checked the bank accounts and signed the bank reconciliation. Clerks payment was discussed – and this will be sorted out along with Locum's when new clerk in post and all necessary handovers are completed.*

<u>Approval April cheques at May PCM</u>	<u>Chq No</u>	<u>Amount £</u>	<u>Info.....</u>			
		<i>to be paid</i>				
Salary for April to David Jellings	2683	542.05				
Tax and NI for David Jellings	2700	118.00				
Memorial Hall hire / litter	2684	271.00				
KLH - Sand and 50% of Grass Cutting Contract	2685	2,000.00				
50% Precept Money to Hall	2686	3,000.00				
Grant to 1st Woodend Scouts	2687	200.00				
Grant to Cricket Club	2688	100.00				
Grant to Football Club	2689	200.00				
Grant to OOSC	2690	100.00				
Grant to CuGuC	2691	500.00				
Grant to Memory Café / Dementia Group	2692	500.00				
Grant to Friends of Charfield Preschool	2693	500.00				
Grant to CADS	2694	100.00				
Grant to Junior FC	2695	200.00				
Grant to MS Therapy Centre	2696	200.00				
Grant to CAB	2697	100.00				
Grant to Luncheon Club	2698	200.00				
Grant to Memorial Hall Summer Fair	2699	300.00				
Virgin Media Direct Debit for phone line		72.00	Month debit payment on 1st April £72.00 including VAT			
TOTAL		<u>9,203.05</u>				

10772/16 Minor Items raised by Members – or Items for future Agenda's

Cllr Judy Law gave people details of the next Environmental Link Meeting – to be held in Dodington Parish Hall.....

Cllr Mark Roshers informed those present that at S Glos Council meeting this evening they will be discussing the use of Glycosphate going forward and looking at other ways of dealing with weeds.

*This concluded the business of the meeting which closed at approximately 9:45pm.
Next meeting of full council is Tuesday 14th June 2016, 7:30pm.*

Chairman

14th June 2016