

CHARFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of Charfield Parish Council held on Wednesday 17th July 2019 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

RESENT

Parish Councillors: Mrs. W. Glasgow, Mrs. J. Law, Mrs. N. Newns, Mr. T. Parker and Mr. A. Threlfall

Clerk: Mrs. Paula Evans

Public: Two members of the public were present

Action

11576/19 To elect a Chairman for the Meeting

Cllr. Threlfall proposed, Cllr. Law seconded and it was **RESOLVED** that Cllr. Parker would assume the role of Chairman for this meeting. **All Agreed.**

11577/19 To note Apologies for Absence and Acceptance of Reasons

Apologies were received, noted and accepted from Cllrs. Rosher, Cheskin and Sydenham. District Cllr. O'Neill also sent apologies for the meeting.

11578/19 Declarations of Interest in items on the Agenda

There were no declarations of interest.

11579/19 To Approve Minutes of Previous Meeting

The minutes of Charfield Parish Council Meeting held on 11th June 2019 had been circulated. It was proposed by Cllr. Law, seconded by Cllr. Glasgow and **RESOLVED** to approve the minutes. The Chairman duly signed the minutes. **All Agreed.**

11580/19 Public Participation

Representatives of the Hall Committee addressed the Parish Council and asked how they could access the additional £4,000 budgeted for the Memorial Hall by the Parish Council. The Clerk explained that at the time of the annual budget meeting in January 2019 the Parish Council had had to produce two sets of budget figures – one scenario with the Parish Council being granted a lease by the Hall to continue responsibility/maintenance for the play area, and one scenario with the Parish Council relinquishing all responsibility for the play area. As the Hall Committee had declined to offer the Parish Council a lease for the play area, the latter scenario budget figures had been adopted - this did not show an additional £4,000 budgeted for the Memorial Hall. The representatives of the Hall Committee explained they had incurred additional expenses relating to the upcoming refurbishment of the Hall, as well as an increased insurance premium. The Clerk explained that the financial support given to the Hall was done through the Miscellaneous Provisions 1976 Act S.19 rather than S.137 of the Local Government Act 1972. The 1976 Act allowed a broader use of the money. Parish Councillors suggested to the Hall representatives that they prepare a list of additional expenditure (including supporting invoices) and submit to the Parish Council in September 2019 for approval of any additional financial support.

11581/19 To receive the Clerk's Report

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

11582/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Cllr. O'Neill provided a written report.

Cllr. O'Neill would be meeting with Cemex regarding their forthcoming planning application to extend the quarry. Cemex would also be attending the September Charfield Parish Council meeting in order to give a presentation of their plans prior to submission of the application.

Cllr. O'Neill explained that the RVC application at land north of Wotton Road (Barratt site) dealing with the phasing of development was necessary to prevent the self-build units having to pay CIL – the self-build units were regarded as 'affordable homes'.

The SGC tree officer was still negotiating with the agent for the Barratt site regarding recent damage to the Lime trees. SGC is looking for funds from the developer to mitigate the loss of the trees.

There are still enforcement issues outstanding on the Crest Nicholson site, mainly landscaping that has not been completed as per the planning permission. This was impacting on the existing residents rather than the new residents. An SGC investigating officer would be visiting the site shortly.

11583/19 Planning Applications

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 outline planning permission PT16/6924/O) | Land north of Wotton Road, Charfield | Amended plans received by SGC. | To OBJECT – repeat previous statements regarding appearance.

PT18/5861/O | Demolition of existing garage and erection of 1 no. dwelling and 1 no. detached garage (outline) with access, appearance, layout and scale to be determined, all other matters reserved | 28 New Street, Charfield, GL12 8ES | Full set of revised plans received by SGC | NO OBJECTIONS.

P19/6582/F | Erection of 1 no. detached dwelling with associated works | 5 Wotton Road, Charfield, GL12 8TP | To OBJECT – this was a smaller plot than adjacent properties and the Parish Council considered this to be overdevelopment of the site; lack of access, and potential parking issues.

P19/7253/PDR | Erection of a single storey rear extension to form additional living accommodation | 59 Woodlands Road, Charfield, GL12 8LT | NO OBJECTIONS.

P19/7666/F | Erection of a single storey rear and side extension to form additional living accommodation | 16 Severn Close, Charfield, GL12 8TZ | NO OBJECTIONS.

P19/7667/F | Erection of 1 no. detached dwelling with associated works | 18 Station Road, Charfield, GL12 8SY | NO OBJECTIONS.

The Clerk reported that an additional planning application had been received on 17th July 2019 – P19/8564/RM – obviously this had arrived too late to be included on the agenda. It was agreed that the Clerk would request an extension to the 21-day response deadline. If that response was declined, then an Extra Ordinary Parish Council meeting would be called. Additionally, the Clerk was asked to forward a copy of the application to the CNP Steering Team for them to make comment.

Clerk

Clerk

11584/19 Planning Decisions

PT18/5569/F | Demolition of existing dwelling and erection of 1 no detached dwelling with associated works | Snaefell, The Drive, Charfield | APPROVE WITH CONDITIONS.

P19/3294/F | Change of use from Office (Class B1) to Leisure (Class D2) as defined in the Town & Country Planning (Use Classes) Order 1987 (as amended) | Part 1 First Floor, The Pin Mill, New Street, Charfield | APPROVE WITH CONDITIONS.

P19/3929/F | Erection of single storey side and rear extension to form store for takeaway (Class A5) and additional living accommodation (Class C3) | 10 Avon Road, Charfield, GL12 8TT | APPROVE WITH CONDITIONS.

P19/4530/F | Construction of outdoor swimming pool and conversion of existing stables to form

pool pavilion | Pembeley Lodge, Churchend Lane, Charfield | APPROVE WITH CONDITIONS.

P19/5283/F | Erection of single storey rear and side extension to provide additional living accommodation | 38 Farm Lees, Charfield, GL12 8JA | APPROVE WITH CONDITIONS.

P19/5476/F | Garage conversion and erection of first floor side extension to form additional living accommodation | Willow Court, Charfield | APPROVE WITH CONDITIONS.

P19/1813/F | Erection of 2 no. semi-detached dwellings, creation of new vehicular and pedestrian access and associated works | Plough Inn, 68 Wotton Road, Charfield | REFUSAL.

11585/19 Planning Enforcement

Nothing further to report.

11586/19 Charfield Neighbourhood Plan

Parish Councillors noted that the Charfield Neighbourhood Plan had been completed and submitted to South Gloucestershire Council – this being the first formal step towards the Plan being adopted - a copy had been circulated to Parish Councillors. The Parish Council wished it minuted that they recognised the hard work and effort that had gone into developing the Plan by the Steering Group and passed on their grateful thanks .

11587/19 Charfield Burial Ground Report

Cllr. Parker proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the purchase of a double ashes plot for the interment of the late Mrs. Rosemary Sansum. Clerk to liaise with the family.

Clerk

Cllr. Law proposed, Cllr. Glasgow seconded and it was **RESOLVED** to approve the pre-purchase of a single burial plot for a Charfield resident. The Clerk would liaise with the family to ensure all appropriate documents are signed.

Clerk

Cllr. Newns proposed, Cllr. Threlfall seconded and it was **RESOLVED** to approve the purchase of a double ashes plot for the late Mr. Brian Dayment. The Clerk would liaise with the funeral directors.

Clerk

The Clerk advised that she had liaised with the family of the late Mr. Hannigan and a rose bush would be planted in the rose garden on Friday 19th July 2019. The family had purchased the bush and the Clerk had organised for KLH to prepare the hole for planting.

The Parish Council noted the complaint regarding the Peat memorial. The Clerk advised this had been sorted.

The Clerk was liaising with the Cemex Helping Hands Team regarding the pile of stones. This would be done in conjunction with the repairs to the roadside wall by KLH.

The Clerk had spoken with KLH who would re-stain/re-seal the double Oak gates, pedestrian gate and the legs of the notice board. Cost should be no more than £250.

Continuing damage of the rose bushes by deer was briefly discussed. Various preventative measures were considered, all of which have varying degrees of success. It would appear that 'smell' is the best deterrent – lion dung, scented soaps and dog hairs.

Clerk

The Clerk had circulated a copy of the shelter plan approved under the 2010 planning permission. This would be progressed over the summer.

Clerk

11588/19 Meeting Reports

Memorial Hall Committee – The Committee was organising a 'Drink-Us-Dry' evening in order to clear the bar prior to the refurbishment works. In connection with the refurbishment works, extra expenses had been incurred including removal of asbestos from the building. All of the furniture

in the Hall would need to be removed before the building works. The Committee considered that £100,000 of funding was needed to replace the equipment in the play area.

Cemex Liaison Group Meeting – Cllr. Sydenham and the Clerk had attended the meeting on Tuesday 16th July 2019 – Cllr. Sydenham had prepared and circulated a report to Parish Councillors which was taken as read.

11589/19 Correspondence Received

South Gloucestershire Council - Complaint acknowledgement letter for COM/19/0487/OD; Town & Parish Council Forum 27 June 2019; Longs View Play Area – Bench; Better Care Stronger Communities Funding 2020-2023 Consultation; Community Engagement Forum; QR Code for War Memorial at Charfield, Wotton Road; Charfield Parish Council - Register of Members Interests; Survey work – Station Road; Bus Stops; CSET industrial Action; Charfield, Cromhall, Falfield, Tortworth, Rangeworthy, Wickwar & Hawkesbury Upton Community Engagement Forum; School Holiday dates 2019/20; Tension Monitoring – reminder.

ALCA/NALC - Cyber Crime Briefing; Website accessibility regulations; SG ALCA AGM Agenda and papers; In-Short.

Other - Precept Money; Comments on Neighbourhood Plan; Draft report and Updated Agenda 24 June - Results of feasibility study: Wotton, Charfield and Kingswood Greenway; Buying plot in cemetery; Wickwar Liaison Group; CPRE Director's Bulletin June 2019; Community Engagement Forum Report; Damage to trees at Warner's Court / Barratt Homes; Title Search; Greenway Project Wotton, Charfield & Kingswood - minutes and date of next meeting; Charfield Parish Council Burial Ground; JSP Examination In Public - Update from Buckover Garden Village; Land at Manor Lane /Woodlands Road; Spraying of Verges; Grass cutting Church end; Manor road sign; Tortworth Parish Meeting Minutes June Meeting; Charfield Freshers Fair 7th September.

11590/19 Financial Matters

The Clerk reported the following available balances as at 5th July 2019 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£	500.00	(Statement No. 419 dated 1 st July 2019)
Business Reserve (1)	£	14,384.11	(Statement No. 209 dated 5 th July 2019)
Business Reserve (2)	£	130,810.08	(Statement No. 314 dated 1 st July 2019)

The receipts and payments account as at 17th July 2019 was noted by the Parish Council.

The Chairman of the Hall Committee had approached the Parish Council requesting early payment of the second half of the 2019/20 financial support - £3,000. Historically, Charfield Parish Council had resolved to pay the £6,000 grant in two parts – May and November each year in line with receipt of Precept from South Gloucestershire Council. This financial support to the Hall Committee is made using the power of the 1976 Miscellaneous Provisions Act, S.19. Following discussions, Cllr. Newns proposed, Cllr. Parker seconded and it was **RESOLVED** the early payment of the second half of the 2019/20 financial support of £3,000. **All Agreed.**

Cllr. Threlfall proposed, Cllr. Parker seconded and it was **RESOLVED** to purchase a tripod for the new Parish Council projector at a cost of £109.00 (excl. VAT). **All Agreed.**

Cllr. Newns proposed, Cllr. Law seconded and it was **RESOLVED** to purchase a new projector screen which would be erected in the Sportsman's Lounge. This spend would be no more than £100.00 (excl. VAT). **All Agreed.**

11591/19 Accounts for Payment

The Clerk reported the following accounts to be paid.

Payee	Chq	Description	Net	VAT	Gross
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	No.		£	£	£
Mrs. P. Evans	SO	Clerk's Salary - June 2019	£863.16	£0.00	£863.16
HMRC	2903	Tax & NI - June 2019	£142.28	£0.00	£142.28
ALCA	2904	Councillor Training	£200.00	£0.00	£200.00
Rangeworthy Mem. Hall	2905	Room Hire - Cllr. Training	£36.00	£0.00	£36.00
Complete Business Solution	2906	Stationery	£55.82	£11.16	£66.98
Mrs. P. Evans	2907	4-hole Punch, Refreshments	£31.72	£0.00	£31.72
Charfield Memorial Hall	2908	Room Hire	£15.40	£0.00	£15.40
Charfield Out of School Club	2909	Grant - S.137	£500.00	£0.00	£500.00
Charfield Memorial Hall	2910	2 nd Tranche Annual Grant	£3,000.00	£0.00	£3,000.00
			£4,844.38	£11.16	£4,855.54

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

11592/19 Minor Items Raised by Members or for Future Agenda

Parish Councillors noted that the stile off Woodlands Road had been replaced.

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

Next meeting of Charfield Parish Council would to be held on Wednesday 11th September 2019 at 7:30pm in the Sportsman's Lounge.

Chairman

11th September 2019

CLERK'S REPORT

Presented to Full Parish Council Meeting on 17th July 2019

1. Due to the reduced number of Cllr. in attendance at the July meeting, items for resolution have been deferred to the September 2019 meeting. These include:-
 - a. Adoption of updated Standing Orders.
 - b. Purchase of additional rubbish and a recycling bin for the Memorial Hall grounds.
 - c. ANPR Camera presentation by Kingswood Parish Council
2. The Clerk advised SGC that Charfield Parish Council was happy with the revised location of the QR Code at the War Memorial; however they should be aware that utility cables ran under the verge. SGC would be investigating.
3. The 'non-political affiliation' statement has now been included at the bottom of agendas going forward.
4. A reminder to Parish Councillors that the Charfield Fresher's Fair will take place on Saturday 7th September 2019 (before the next Parish Council meeting). The Parish Council has agreed to have a table at the event hosted by the PCC. Please could the Clerk have volunteers to man the table between 2.00pm and 5.00pm. The Clerk would prepare some literature to hand out.
5. An email of complaint was sent to SGC regarding the recent destructive works to the Lime trees on Wotton Road.
6. New/Refresher Councillor training took place on 4th July 2019 in Rangeworthy Memorial Hall. Charfield Parish Councillors were joined by Cllrs. from Hawkesbury, Wickwar and Dodington. The Clerk had been in contact with ALCA regarding some planning training.

17th July 2019 **1593**

7. Following on from the Parish Council's recent Climate Emergency Declaration, the Clerk is in the process of reviewing administration procedures to see where processes can be improved. To this end the Clerk is trialling some 100% recycled paper; seeing where printing can be kept to a minimum; planning journeys to Charfield to ensure maximum use of time and tasks etc.
8. Cemex would be attending the September 2019 meeting in order to give a 20/30 minute presentation to the Parish Council regarding their plans to extend the quarry (reported separately under Agenda Item 13). Cemex would also be providing the Clerk with a short press release in order to inform parishioners of their plans.
9. Parish Councils have been advised of new regulations relating to their web sites. The new regulations require that web sites are easily accessible to all – this includes users with physical, audio and visual disabilities. The regulations will come into force in September 2019. Initial scanning of the regulations had identified the following; where a photograph or video is posted on the web site that a narrative is also available; resolution should be easily readable at 200%; there should be nothing that triggers epileptic seizures; that each page heading adequately describes what it contained on the page etc. The previous list is not exhaustive and the regulations require closer scrutiny.
10. Work would be progressed on the following items outstanding:-
 - a. Voluntary Footpath Warden
 - b. Installation of Defibrillator
 - c. Removal of Parish Council Notice Board from Costcutters
 - d. Repair of Manor Lane notice board
11. Reminder that the Clerk will be on annual leave from Monday 12th August through to Friday 30th August inclusive.

Paula Evans
Clerk
16th July 2019