

CHARFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of Charfield Parish Council held on Tuesday 12th November 2019 commencing at 7.30pm in the Main Hall, Memorial Hall, Charfield

PRESENT

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

Clerk: Mrs. Paula Evans

South Gloucestershire Councillor: Cllr. John O'Neill

Public: One member of the public was present

Action

11636/19 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and noted from Cllr. Threlfall due to illness.

11637/19 Declarations of Interest in items on the Agenda

There were no declarations of interest on agenda items.

11638/19 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 8th October 2019 as a true and accurate record of the meeting. **All Agreed.** The Chairman duly signed the minutes.

11639/19 Public Participation

The member of the public present introduced themselves to Parish Councillors and expressed their interest in the Co-Opted position.

11640/19 Co-Option of a Parish Councillor

Cllr. Cheskin proposed, Cllr. Law seconded and it was **RESOLVED** to appoint Mrs. Jennifer Ashe as a Co-Opted Parish Councillor. **All Agreed.** Mrs. Ashe signed her Declaration of Acceptance of Office, witnessed by the Clerk and joined the meeting table. The Chairman welcomed Cllr. Ashe to the Parish Council.

11641/19 To receive the Clerk's Report

The Clerk presented her report which was noted by Parish Councillors. A copy of which is appended to these minutes.

Regarding item 5 of the Clerk's Report, Cllr. Cheskin confirmed that Abacus had attended site on 12th November 2019.

11642/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

At the last South Gloucestershire Council meeting Cllr. O'Neill had advised that residents felt they had been left in limbo in relation to the JSP. The Joint Spatial Plan would be an agenda item at the next SGC meeting in December 2019, which had now been postponed because of Purdah.

The business case for the re-opening of Charfield station had been signed between SGC and Network Rail.

Regarding the re-opening of Charfield station there are crucial issues to be addressed – one being parking in and around the station. If it is decided to have a chargeable car park, this needed to be closely monitored as users not wishing to pay may attempt to use surrounding streets. Cllr. O'Neill had made the point that all SGC car parks are free (The Mall, Thornbury etc). To keep unwanted traffic off side streets, the car parks need to be free.

Cllr. O'Neill had met with the Planning Manager for the Warners Court site. The reason for the meeting was to discuss temporary traffic lights and traffic management during construction. Cllr.

O'Neill had asked for there to be no temporary traffic lights during peak times.

11643/19 Planning Applications

P19/14141/F | Erection of front porch. Installation of 3 no. front dormers to facilitate loft conversion. Erection of single storey rear extension to form additional living accommodation | Westglade, Charfield Hill, Charfield | **NO OBJECTIONS**.

P19/12796/F | Temporary consent (3 years) for erection of 1 no. building for use as tyre fitting and MOT station (sui generis) to include ancillary use of existing portakabin and storage containers | The Old Station, Wotton Road, Charfield | Re-consultation | To repeat Charfield Parish Council's comments to remain **NEUTRAL**, but to comment the Parish Council is aware that this general location holds both historic and listed (albeit neglected and deteriorating) architecture and also industrial buildings of a less attractive design. Wherever possible, it is the Parish Council's hope that the visual amenity of the village is improved, and this proposal does nothing to do so. The Parish Council is mindful of the concerns of nearby residents who are already impacted by the noise from the existing tyre depot and fear the noise will be exacerbated by moving it closer to homes. If permitted, the Parish Council would seek strong Conditions that mitigate the noise of the proposed activity, including noise suppression of compressors and requiring work to be carried out indoors wherever reasonably practicable. The building construction is not shown in any detail, but the Parish Council would seek a requirement that sound absorption be designed into the fabric of the building. It would further seek a Condition on hours of operation. **All agreed.**

11644/19 Planning Decisions

P19/13508/F | Erection of first floor side extension to form additional living accommodation | 150 Woodlands Road, Charfield, GL12 8LY | **APPROVE WITH CONDITIONS**.

11645/19 Planning Enforcement

To chase SGC regarding the dead trees on the Bellway development.

Clerk

11646/19 Charfield Neighbourhood Plan

Cllr. Rosher reported a number of last minute comments had been received in connection with the Regulation 14 Consultation. South Gloucestershire Council had also had quite a few comments and was quite robust in their push-back against the Neighbourhood Plan. As the JSP is in limbo, the Neighbourhood Plan needs to align its policies with the old PSP adopted policies. The Neighbourhood Plan Group was keen to keep going and another meeting was planned for the 27th November 2019. The Group had invited an SGC Officer to attend that meeting, but this had been declined because of the forthcoming election on the period of Purdah. The Clerk had queried this reason as according to the Local Government Association web site, during Purdah Local Authorities are allowed to "continue to discharge normal council business".

11647/19 Charfield Burial Ground Report

The Clerk reported that all was in order. The Clerk was meeting with KLH Landscaping week commencing 18th November 2019 to discuss works required in the Burial Ground.

11648/19 Youth Group

Youth Group – there was nothing further to report.

Youth Parish Council – Cllr. Glasgow reported that a meeting was planned for next Tuesday 19th November 2019 and she was liaising with the Youth Group Leader. The youths who had expressed an interest in joining the Youth Parish Council were very keen and happy to come along to Parish Council meetings.

11649/19 Meeting Reports

Frome Environmental Link Forum – Cllr. Law had attended the recent meeting which had been well attended with numerous representatives from various organisations. It was noted that there was Himalayan Balsam on parts of the Little Avon within Charfield Parish. Although this is not

as invasive and damaging as Japanese Knotweed, it still needed dealing with. The Clerk would contact Charfield Anglers to gauge their opinion. Cllr. Law also reported that works had been carried out to Charfield Meadow – fencing had been erected and sheep were grazing. A representative had also talked about Plastic Free Frampton.

Clerk

Cemex Liaison Group – A meeting should have taken place on 12th November which had been postponed. Cemex are preparing to submit their planning application for an extension to the quarry. Cllr. Rosher had attended the recent Quarry Open Day.

Climate Emergency - Supporting Your Community – Cllr. Rosher had attended the recent meeting at Poole Court. There had been all sorts of voluntary organisations in attendance, but not many Parish Council representatives. There had been talks about many things including planting trees and orchards.

Foundation Room – Cllr. Cheskin reported that he had been accepted as the Parish Council representative. A meeting was planned for week commencing 18th November 2019.

11650/19 Correspondence Received

SGC - Estimate of Rough Sleepers in South Gloucestershire; Revised Adopted SGC Code of Conduct; Charfield Bus Stops; Application for a Street Closure Order - Charfield Remembrance Day Parade 2019 - PT.6402; Register of Electors 2020; New Development off Wotton Road, Charfield; Tension Monitoring; Warners Court – Mitigation Tree Planting; Charfield Community Engagement Forum Meeting; Gipsy Patch Lane piling work update; Doing More Together - Catalogue of Services.

NALC/ALCA - In Short Nov 2019; In Short Nov 2019 – erratum; NALC Chief Executive's Bulletin; VE Day 75 toast; Preparing for the website accessibility regulations; NALC and LGA launch new guide to tackle loneliness.

Other – Memorial Hall Fundraiser – And They Came For Me; History of Charfield Parish Council; Grant request: Greenway Group - Route Design Study; Climate Emergency - Supporting your community to respond; Greenway Steering Group; Verge grass cutting damaged phone line; Tree Planting; Vacancy; Cemex Open Day; Keep Britain Tidy - Dark Nights = Dog Poo Increases; ENQ0147 - Charfield Service Station, Wotton Road, Charfield; Town & Parish Council Forum Agenda 15th October 2019.

11651/19 Parish Water Fountain

The Clerk had provided Parish Councillors with a report on the steps needed to be taken surrounding the installation of a water fountain. The report was noted. In the first instance, the Clerk would contact the Hall Committee to ascertain whether they were happy for such an installation to take place.

Clerk

11652/19 Street Name, Barratts Development, Warners Court

Following suggestions made by residents, Cllr. Law proposed, Cllr. Cheskin seconded and it was **RESOLVED** to suggest Poskett Drive as the new name for the access road within the Barratts upcoming housing development. This was in memory of the late Mr. John Poskett who was a much respected resident and served on the Parish Council for over fifty years. Reserve names were suggested as Midland View and Warners Way. **All Agreed.** The Clerk was asked to advise SGC accordingly.

Clerk

11653/19 Additional Bus Stop, Wotton Road

The Chairman and Clerk had met with Cllr. O'Neill and SGC Officers to discuss the viability of a new bus stop adjacent to the Crest Nicholson development. SGC Officers had prepared a cost estimate to carry out the initial feasibility/scoping study - £6,000. Three options on how to proceed had been suggested by SGC – Parish Council to pay the £6,000 to SGC to prepare a detailed cost estimate for a specific scheme; the proposal to be added to the SGC priority list for potential future funding; the £6,000 investigation costs could be funded next year as part of the 2020/21 SGC Public Transport Infrastructure Improvement Budget. It was proposed by Cllr. Cheskin, seconded by Cllr. Parker and **RESOLVED** that before any first decision be made, a

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questionnaire would be distributed to residents of the Crest Nicholson development, and that part of Wotton Road to gauge the demand for a new bus stop. **All Agreed.**

11654/19 Request for Financial Assistance

Cllr. Cheskin proposed, Cllr. Sydenham seconded and it was **RESOLVED** to donate £5,000 to the Greenway Group for development of the Route Design Study. This donation would be made from Community Infrastructure Levy funds. **All Agreed.**

11655/19 VE Day – 75th Anniversary – Friday 8th May 2019

Cllr. Parker proposed, Cllr. Glasgow seconded and it was **RESOLVED** that the Parish Council would consider the possibility of financial support for any Charfield village organisation who wished to organise a community event to commemorate the 75th Anniversary of VE Day. **All Agreed.**

11656/19 SGC Consultation – Wickwar Traffic Management Scheme

The Parish Council noted the current SGC Consultation regarding the Wickwar Traffic Management Scheme. It was agreed that the Parish Council as a body would not make any comment.

11657/19 Financial Matters

The Clerk reported the following available balances as at 1st November 2019 with the bank statements being witnessed and signed by the Chairman and Clerk:-

Current Account	£ 500.00	(Statement No. 423 dated 1 st November 2019)
Business Reserve (1)	£ 14,391.51	(Statement No. 212 dated 5 th October 2019)
Business Reserve (2)	£149,832.82	(Statement No. 318 dated 1 st November 2019)

The receipts and payments account as at 12th November 2019 was noted.

The Clerk reported that two cheques were raised and signatures obtained during the course of the month – reference cheque numbers 2925 and 2926. These two invoices were now presented to Parish Councillors for retrospective approval.

Additional bank signature mandates had been obtained from Natwest Bank to add Cllrs. Glasgow and Sydenham to the bank accounts. The Cllrs. details had been added to the forms and would be sent to the bank for implementing.

Clerk

ALCA had advised that the membership fee for 2020/2021 would be approximately £516.55 based on an electorate of 2,104. The new Electoral Register was due for release at the end of December 2019 which would give a more accurate figure.

The Clerk reminded Cllrs. that the Three-year Grounds Maintenance contract was due to end in December 2019. There was no requirement under the Parish Council's adopted Financial Regulations to go out to tender as the cost of the contract would be less than £50,000. Regulation 11.1 (i) stated that the Clerk shall obtain three quotations. It was agreed that the Clerk should contact the existing contract holder and two additional contractors to quote for the maintenance of the burial ground and Manor Lane verge on a three-year basis. The quotes would be brought to the January 2020 Annual Budget Meeting for approval. It was confirmed that the Hall Management Committee were aware that as from 1st January 2020 Charfield Parish Council would no longer pay for grass cutting or hedge trimming in the playing field.

Clerk

11658/19 Accounts for Payment

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

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Memorial Hall	2925	Room Hire	£38.50	£0.00	£38.50
Handyman Holmes	2926	Defib Unit	£125.00	£0.00	£125.00
Mrs. Paula Evans	SO	Clerk's Salary	£863.16	£0.00	£863.16
HMRC	2927	Clerk's Tax & NI	£142.28	£0.00	£142.28
YACS	2928	Youth Group Provision	£6,150.00	£0.00	£6,150.00
ALCA	2929	Cllr. Training	£100.00	£0.00	£100.00
Mrs. Paula Evans	2930	Clerk's Expenses	£120.94	£0.00	£120.94
KLH Landscaping	2931	Grounds Maintenance	£1,772.50	£0.00	£1,772.50
NetSupport UK	2932	Business Licence	£130.80	£26.16	£156.96
Greenway Group	2933	Greenway	£5,000.00	£0.00	£5,000.00
			£14,443.18	£26.16	£14,469.34

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

11659/19 Minor Items Raised by Members or for Future Agenda

The Clerk was asked to report the kissing gate on OCH16/50. Part of the footpath needed topping up with hard-core as it was very muddy.

The Clerk was asked to report to SGC that in order to avoid the cattle grid across the track to Poolfield Farm (from OCH/34X to OCH8/10, pedestrians are having to cross a homemade stile.

The Clerk was asked to chase Cemex again for their promised donation to the Luncheon Club and Parish Council.

Clerk

It was noted that cars appeared to be parking on the grass verge at the Little Bristol Lane/Manor Lane junction. The Clerk was asked to report this to SGC.

This concluded the business of the meeting which closed at approximately 9.27pm.

Next meeting of Charfield Parish Council would to be held on Tuesday 10th December 2019 at 7:30pm in the Main Hall.

Chairman

10th December 2019

Clerk's Report Presented to Full Parish Council Meeting on 12th November 2019

1. The Civil Act of Remembrance on Sunday 10th November 2019 was very well attended and passed off without any hitches. We were delighted to be able to welcome representatives of RNAS Yeovilton Royal Marines, Army (1st Lancers) and the RAF. The two Youth Group representatives did a sterling job reading out the names of the Fallen. There were a couple of incidents of 'road rage' from drivers who were a little irritated at the road closure, but these were swiftly dealt with by Cllr. Threlfall and the PCSO. There have been some very positive comments made about the respectful way Charfield parish commemorates Remembrance Day. Late on the Saturday afternoon a request was received to allow two horses and riders to join the procession. This was declined due to the late timing, but will be discussed for next year.
2. The defibrillator has been fitted.

3. The old Parish Council notice board has been removed. The contractor will reuse one of the Perspex sheets to replace the broken sheet on the Manor Lane notice board. A key for access is required.
4. The outdoor litter/recycling bin had been ordered. Because the Parish Council had ordered the bin there was a discount of £14.00 bringing the price down to £375. A fixing kit was also orders at a cost of £9.95. Delivery will be £41.00. Although being advised the bin was ready for delivery, there would now appear to be a delay of some 2-3 weeks. After speaking with Cllr. Cheskin the Clerk has asked Broxap to deliver the bin to the garage. The Parish Council still need to arrange for fitting.
5. The Clerk had contacted Abacus Doors, a local company from Iron Acton to provide a quote for the replacement access gates on Little Bristol Lane. A surveyor should be attending the site on Tuesday 12th November 2019.
6. Cllrs. will remember the string of emails during the month regarding the field/orchard at the bottom of the burial ground. The Parish Council had expressed an interest in taking on the tenancy of this field. Tortworth has now been in touch to say that as the current tenancy does not expire until next year, they will review the situation in the New Year.
7. The Parish Council has been advised of an application for variation of the premises licence for Costcutter – the notification was for information purposes only.
8. The new revised Grant Application forms have been uploaded to the web site and advertised on the Charfield Village Facebook Forum.
9. All Parish Councils have been written to by SGC regarding Ash Die Back.
10. Outstanding items:
 - a. Web site domain and email set up.
 - b. Burial Ground wall.
 - c. Burial Ground Oak Structure.
 - d. Burial Ground Yew Tree and Rose planting.
 - e. Burial Ground removal of cuttings.

Paula Evans
Clerk
12th November 2019