

CHARFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of Charfield Parish Council held on Tuesday 10th December 2019 commencing at 7.30pm in the Main Hall, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mrs. J. Ashe, Mrs. W. Glasgow, Mrs. N. News, Mr. M. Cheskin, 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

11660/19 Election of Chairman for the Meeting

Cllr. News proposed, Cllr. Glasgow seconded and it was **RESOLVED** that Cllr. Cheskin be elected Chairman for this meeting. **All Agreed.**

11661/19 To note Apologies for Absence and Acceptance of Reasons

Apologies were received, noted and accepted from Cllrs. Rosher and Law.

11662/19 Declarations of Interest in items on the Agenda

No declarations of interest were received.

11663/19 To Approve Minutes of Previous Meeting

Cllr. Glasgow proposed, Cllr. Sydenham seconded and it was **RESOLVED** to approve the Minutes of the Ordinary meeting of Charfield Parish Council, held on Tuesday 12th November 2019 as a true and accurate record of the meeting. **All Agreed.** Cllr. Cheskin duly signed the minutes.

11664/19 Public Participation

There was no public participation.

11665/19 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, the Clerk was given approval to sign the new Regular Users Contract with the Memorial Hall.

Clerk

11666/19 Report from Cllr. John O'Neill, South Gloucestershire Council Representative

Things have been quiet due to Purdah.

Regarding the traffic light scheduling for the forthcoming Barratt Homes development, Cllr. O'Neill had contacted Barratts directly to request there are no temporary traffic lights during peak times. Barratts has requested a TRO for 13th January 2020 to 14th February 2020 - this was still being negotiated. Barratts were taking their lead from their groundworks contractor.

Planning application PT19/8564/RM had appeared on the Circulated Schedule because the Planning Officer was recommending approval whereas the Parish Council had objected. This application related to the Barratt site and removal of certain conditions. It was agreed not to pursue 'calling-in' this application.

11667/19 Planning Applications

Adjoining Local Authority/Parish Application – 19/0069/STMAJW | Change of use of agricultural buildings & yard area to use for processing, recycling and storage of inert waste | Watsome Farm, County Boundary to Charfield Road, Kingswood, GL12 8SP | The Clerk confirmed that she had spoken to the Gloucestershire CC Planning Office regarding the lack of any plans, maps or written details on their web site. GCC said they were aware of the situation and would

be rectifying it. However upon checking on 10th December 2019 there was still no information available. Parish Councillors therefore felt they had to OBJECT to the application due to the absence of any planning documents/information. It was also noted by Parish Councillors there appeared to be some sign of the storage of inert waste already taking place on the site.

P19/17031/PNA | Prior notification of the intention to erect 1 no. agricultural building for the housing of livestock, storage of farm machinery and fodder | Field off Swinhay Lane, Charfield | NO OBJECTIONS.

P19/17548/O | Erection of 1 no. agricultural workers dwelling (outline) with access, layout and scale to be determined, all other matters reserved | NO OBJECTIONS, and to insist that an Agricultural Occupancy Condition be attached to any permission.

P19/17761/LB | Retention of external works for the installation of entrance steps | 1 Manor Farm Cottages, Churchend Lane, Charfield | NO OBJECTIONS.

P19/18002/F | Installation of front entrance steps (retrospective) | 1 Manor Farm Cottages, Churchend Lane, Charfield | NO OBJECTIONS.

11668/19 Planning Decisions

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

P19/13158/F | Erection of 1 no. detached dwelling and associated works with alterations to existing pub car park | Plough Inn, 68 Wotton Road, Charfield | APPROVE WITH CONDITIONS.

P19/14141/F | Erection of front porch. Raising of roofline, 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 | REFUSAL.

11669/19 Planning Enforcement

COM/19/0487/OD - Land at Day House Leaze, Charfield – the Clerk had written again to SGC and the SGC Enforcement Officer regarding the failed trees. If nothing further was heard by the New Year, then the Clerk would raise a new enforcement request.

Clerk

11670/19 Charfield Neighbourhood Plan

Nothing further to report.

11671/19 Charfield Burial Ground Report

The Clerk reported that an approach had been made by a Charfield resident regarding the possibility of purchasing a double ashes plot for their late Grandmother. Their widowed Grandfather was now living in the Parish. Cllr. Cheskin proposed, Cllr. Parker seconded and it was **RESOLVED** to approve the request. **All Agreed.** The Clerk would make the necessary arrangements.

Clerk

The Clerk reported that a resident had approached the Parish Council regarding the purchase of an ashes plot within the Burial Ground. However, the family wished the plot to be at the bottom of a potential third row. The Clerk had circulated a copy of the burial plot map which confirmed there was no capacity for the third row. Cllr. Newns proposed, Cllr. Ashe seconded and it was **RESOLVED** that a third row would not be implemented. **All Agreed.**

Clerk

11672/19 Youth Group

Cllr. Cheskin had previously circulated a written report which was noted by Parish Councillors. One of the voluntary assistants had had their car vandalised (minor damage) after asking a member of the Youth Group to leave. The incident had been captured on CCTV but unfortunately the recording was unclear. The Youth Group leaders have spoken with the small group of members thought to be responsible. Each member of the senior Youth Group would

be asked to sign an undertaking to conduct themselves in an appropriate manner. There has also been an issue with youths entering the Hall toilets to smoke cannabis. Unfortunately the Hall front doors cannot be locked whilst the Hall is being used. Groups with younger children present would be asked to provide 'door keepers'. At the last session of the younger Youth Group there were thirty in attendance.

Cllr. Glasgow provided a verbal report to the Parish Council. A chairman has been elected and the group had come up with some good ideas about what they would like to do. They have suggested that cigarette stubbing out plates be provided to the bins to help with littering. They have suggested some additional benches be put in the playing field. The main thing was they would like a room/somewhere they could call their own and have suggested that the old pavilion be renovated. It was suggested that the Youth Parish Council think about such costs and approach the Parish Council. The Youth Parish Council also talked about raising money and had thought about a music dance class for mothers with children.

11673/19 Meeting Reports

St. Johns Church PCC (Meeting 25th November 2019) – Cllr. Cheskin provided a written report which was duly noted. The estimate of repairs to the Bell Tower (which needs re-roofing and new lightning protection systems) - £20,000-£40,000. The PCC were informed that any organisation can apply to the PC for assistance; Thanks were extended to the PC for an excellent remembrance day parade; The foundation room was not in the control of the Church.

Charfield National School Foundation (Meeting 27th November 2019) – Cllr. Cheskin provided a written report which was duly noted. It had been a very interesting meeting. Cllr. Cheskin was elected as Treasurer and booking secretary; The history of the foundation room was given to the members present; The funds of the Foundation Room are approx. £30,000 (some in investments); Their treasurer, who had been in the role for many years stood down owing to ill health; The aims of the Charity were discussed, which was very interesting and it was agreed to promote this.

Cemex Liaison Meeting had been planned for 4th December 2019.

11674/19 Correspondence Received

SGC - Changes to bus services Jan 2020; Museums & Heritage News; Ash Dieback; Notification of Provisional Council Tax Base 2020/21, Provisional Local Council Tax Reduction Support Grant & Special Expenses; New Development off Wotton Road, Charfield; Meeting dates 2020; PROW Issues resolved; B4058 Road Closure; Wotton Road Closure 10/11th December; CEF Minutes - Charfield, Cromhall, Tortworth, Rangeworthy, Wickwar, Cotswold Edge; Wotton Road, Charfield to Kingswood (806453) UPDATE; Air quality monitoring in Charfield; Community Engagement Forum Boundary Amendments

NALC/ALCA – Chief Executive's Bulletin; NALC Spring Conference 2020; LTN 22 Discipline and Grievance; Purdah - December election; Neighbourhood Planning and Community Health and Well Being; Councillor Safety; Funding for Pocket Parks; Grounds Persons pay; Strengthening police powers to tackle unauthorised encampments; Reminder - Purdah / party politics; Be Winter Ready; Certificate in Local Council Administration (CILCA)

Other – Be Winter Ready (WPD); CEMEX Donation payment - vendor set up; Grant Application Charfield Pre-School; An invitation to South Gloucestershire Parish Councils to attend the AGM of the West of England Rural Network; Charfield Burial Ground; Grant request: Greenway Group - Route Design Study; Join us during South Gloucestershire's first Tree Week; Bristol Airport - Airspace Change Update; Bin moved; Charfield Village Hall; Parish On Line; Four Towns Winter Newsletter; Farm Lees, Charfield, GL12 8JA; Meetings; Charfield Village Hall Regular Bookings Changes effective Jan 2020; Winterbourne Medieval Barn Co-operative Community Fund

11675/19 Parish Water Fountain

Nothing further to report.

11676/19 Additional Bus Stop, Wotton Road

Cllr. Cheskin reported that after further investigation it would appear there is already an approved bus stop adjacent to the Crest Nicholson development called The Limes, but there is no bus stop sign on the road as you come from Wotton. The Clerk was asked to write to SGC to inform them of this. It was also confirmed that buses do stop there when requested by passengers.

Clerk

11677/19 Litter & Dog Bin Provision

The Clerk provided information regarding litter and dog bin provision throughout the Parish. From a map from 2013 there appears to be four dedicated dog bins, eight dedicated litter bins and three combined litter/dog bins. Community Infrastructure Levy could be used for this provision. The Clerk was given permission to investigate the cost and potential locations for additional receptacles.

Clerk

11678/19 Financial Matters

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

Current Account	£	500.00	(Statement No. 424 dated 1 st December 2019)
Business Reserve (1)	£	14,393.95	(Statement No. 213 dated 5 th November 2019)
Business Reserve (2)	£	148,441.85	(Statement No. 319 dated 1 st December 2019)

The receipts and payments account as at 10th December 2019 was noted.

The Clerk confirmed that the Cemex Community Grant of £750 should be paid into the bank account by close of business on Friday 13th December 2019. The Parish Council agreed to raise a cheque for £500, payable to Charfield Luncheon Club which was to be given to the Group once confirmation of receipt of the grant had been made by the Clerk.

Clerk

The two additional bank signatory forms had been deposited with the bank to be actioned.

11679/19 Accounts for Payment

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

Payee	Chq No.	Description	Net	VAT	Gross
			£	£	£
Mrs. Paula Evans	SO	Clerk's Salary	£863.16	£0.00	£863.16
HMRC	2936	Clerk's Tax & NI	£142.28	£0.00	£142.28
South Glos Council	2934	Localism Charges	£507.63	£101.52	£609.15
Memorial Hall	2935	Room Hire	£23.10	£0.00	£23.10
Charfield Luncheon Club	2937	Cemex Grant	£500.00	£0.00	£500.00
			£2,036.17	£101.52	£2,137.69

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

11680/19 Confidential Item

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

Following discussions, it was **RESOLVED** that the Parish Council would not be nominating an alternative representative.

11681/19 Minor Items Raised by Members or for Future Agenda

No items were raised.

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

The Annual Budget Meeting of Charfield Parish Council would take place on Wednesday 8th January 2020 commencing at 7.30pm in the Memorial Hall

Next Ordinary Meeting of Charfield Parish Council would to be held on Tuesday 14th January 2020 at 7:30pm in the Main Hall.

Chairman

14th January 2020

Clerk's Report Presented to Full Parish Council Meeting on 10th December 2019

1. New Street Name, Barratt Development – with the positive power of social media and help from Charfield residents, the Clerk was able to contact the grandson of the late Mr. John Poskett to obtain the family's permission to use their surname to name the access road to the new development. This confirmation has been forwarded to SGC. The only change is that SGC would prefer "Poskett Way" rather than "Drive" as the word "Drive" suggests a road through to somewhere. The family has been advised of the change from "Drive" to "Way" and are quite happy.
2. The Hall Committee has been in touch regarding the litter bin sited by the Little Bristol Lane entrance gates. The Committee would like the bin moved further into the playing fields to deter residents from depositing dog poo bags. The Clerk will obtain a price to move the bin as soon as the new litter/recycling bin has been delivered so that the two can be done together. As an interim deterrent the Clerk has purchased some "No Dog Waste" stickers to be put on the bins.
3. The Parish Council has been made aware of an issue with a small parcel of ownerless land on Farm Lees.
4. The Parish Council was made aware of a planning application in an adjoining Parish – Watsome Farm. The Clerk tried to obtain details from the Gloucestershire County planning portal, but none were available. The Clerk therefore contacted the Planning Officer dealing with this case and was assured that the details would be put on the portal. However, upon checking again, no further details were showing.
5. The Hall Committee has prepared a set of new instructions hirers of the Hall. Regular users are being asked to sign a new regular bookings contract. With your approval the Clerk will sign the contract on behalf of the Parish Council.
6. 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
10th December 2019