

FALFIELD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 21st November 2017 at 7.30 pm at Falfield Village Hall

Present: Parish Councillors: Miss E. Jarvis, Mrs V. Stanley, Mrs M. O'Connor, Mr K. Fryer and Mr A, Gregory.

In attendance: Ward Councillor: Cllr John O'Neill, Mr M. McBrein (Community Liaison Officer HMP Eastwood Park), Mr J. Carpenter (Clerk) and 4 members of the public.

Minute Ref	Contents	Action
810/17.0.	<p>Nomination for the election of Chairman Cllr Jarvis informed Cllrs that Cllr Jane Hathway had decided to step down from the Council due to personal reasons. It was agreed to send a letter of thanks and offering the best wishes of the Council to her and her family. Within the letter of thanks the Council would also wish to acknowledge her commitment to the parish council in her role as Chairman which required her to attend various meetings both of a formal and informal nature while at the same time attending to the needs of her family and relatives.</p> <p>It was proposed by Cllr Stanley, seconded by Cllr O'Connor and RESOLVED unanimously that Cllr Jarvis be elected to the position of Chairman which she duly accepted and which was followed by the signing of the Register of Declaration of Acceptance.</p>	Clerk
811/17.0.	<p>Apologies for Absence There were no apologies, all parish councillors were in attendance.</p>	
812/17.0.	<p>Nominations for Vice Chairman It was proposed by Cllr Stanley, seconded by Cllr Fryer and RESOLVED unanimously that Cllr Gregory be elected to the position of Vice Chairman which he duly accepted.</p>	
813/17.0.	<p>To Receive Declarations of Interest in Items on the Agenda & Dispensation Requests. <i>(If any) in accordance with Local Code of Conduct to receive any declaration of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant dispensation requests.</i> NONE</p>	
814/17.0.	<p>To approve the minutes of the meeting held 17th October 2017. It was proposed by Cllr Fryer, seconded by Cllr Stanley and RESOLVED unanimously that the minutes be signed as a correct record.</p>	
815/17.0.	<p>Local Reports</p>	Clerk
815/17.1.	<p>Police The Local Beat Team had previously given their apologies for not being present, but had sent the General Police update along with Neighbourhood Watch Crime statistics for a 30 day period up to 5th November covering their beat area. A copy of this will be placed on the parish noticeboard.</p>	
815/17.2	<p>HMP Eastwood Park – Community Liaison Officer. Agenda item 9.2 was also discussed in this report.</p> <p>Church Avenue & Eastley Close Street Lighting issues. Communications with the Ministry of Justice Estates continue between HM Eastwood Park and the Parish Council. The Parish Council have written to all residences providing them with an update. The Parish Council have also written to Luke Hall MP requesting his intervention, who in turn has contacted the Executive Director of Estates at the MoJE requesting a response to the residents' concerns. A response has still to be received. A resident had written to Cllr Stanley with their concerns over the condition of the estate, which if not addressed would devalue the properties. Although these issues fall under the responsibility</p>	

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	<p>of the MoJE the Clerk was instructed to write to the Governor of HMP Eastwood bringing this to her attention.</p> <p>Cllr Stanley went onto say that the same resident raised the issue of residents using the Training Centre Car Park outside of the authorised period required by the Prison. The Community Liaison Officer responded that the Governor had been aware of this, in particular with regard to one resident who they understand has a number of vehicles which are being left in the Training Centre Car Park and around the Estate. Currently the Governor was seeking advice from their Solicitors on the best course of action to be taken in this matter.</p>	Clerk
816/17.0.	<p>Public Participation</p> <p>The Secretary of Falfield Action Group requested to know who at HMP Eastwood could provide information on the capacity and requirements of their sewerage system. The Clerk would forward the email addressed to the Community Liaison Officer who would be the initial contact.</p> <p>The following relates to Planning applications (PT16/0770/O and/or PT17/4800/O)</p> <p>The Clerk of Falfield Action Group asked Ward Cllr if a further site visit would take place before the Cotswold Homes application would be considered by the Development Control (West) Committee. Cllr O’Neil replied that this would be unlikely, but suggested that the Action Group contact the Planning Dept. giving their reasons why they believe a further site visit was required.</p> <p>The Clerk of Falfield Action Group commented that they had received a copy of the letter containing a position statement from the Scout Group regarding the offer of land within the Cotswold Homes Development. It was agreed that a copy should be provided to the Parish Council for record purposes.</p> <p>Finally the Secretary of Falfield Action Group made the Council aware of letters/emails that the Action Group had sent to:</p> <p>a) Secretary of State for Transport objecting to Highways England’s comments relating capacity on junction 14 of the M5 motorway submitted to the Planning Officer.</p> <p>b) Merlin Homes in response to affordable homes, and although a reply had been received, it did not address the questions raised.</p>	Clerk
817/17.0.	<p>Correspondence</p> <p>817/17.1. Update on the new access gate in Sundayshill Lane.</p> <p>817/17.2. Request by the Parish Council to SGC to reconsider the location of the Council Offices in Yate for the Cotswold Homes appeal in Feb 2018. Confirmation had been received that no venue had been sourced but the Parish Council would be advised once it was known.</p> <p>817/17.3. PT17/3939/F – 11 Watermill Close, Falfield GL12 8BW. Erection of a single storey rear extension to form additional living accommodation. – Approve with conditions. The resident of No 12 Watermill Close was concerned that access would be required to their property. Both Ward Cllr and the Clerk had advised that access to their property can only take place with their written permission.</p> <p>817/17.4. PT16/6941/F - The Pheasant Cottage Iron Hogg Lane Falfield South Gloucestershire GL12 8DU. Erection of 1no. dwelling with creation of new vehicular access and associated works.(Re submission of PT16/3581/F). Approved with Conditions which included CIL and 106 agreements.</p>	

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818/17.0.	Planning Applications	
818/17.1.	<p>PT17/4800/O - Heneage Farm Moorslade Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DJ. Change of use and development of agricultural land to provide up to 85no. dwellings with associated access, parking, hard/soft landscape works, public open space, and drainage, together with development of a 'Park and Share' facility for up to 100 cars and new Community Hub (Outline) with access to be determined. All other matters reserved.</p> <p>Cllrs agreed that the reduction in the number of dwellings to 85 from 115 in the previous application the previous 10 objections raised were still applicable. A further objection was added in relation to the proposed Community Hub. It was proposed by Cllr O'Connor, seconded by Cllr Stanley and RESOLVED unanimously to object to this application for the reasons of its unsustainability.</p>	Clerk
818/17.2.	<p>PT16/0770/O - Heneage Farm Moorslade Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DJ. Planning Appeal Revision</p> <p>Request by Cotswold Homes to Planning Inspectorate (PINS) to revise their proposal from 115 to 85 dwellings.</p> <p>A draft letter with the proposed Council's comments had been previously circulated. It was proposed by Cllr Gregory, seconded by Cllr Jarvis and RESOLVED unanimously that the comments within this letter are acceptable and it be forwarded to the Planning Inspectorate along with a copy of the Council's objection to planning application PT17/4800/F for reference.</p>	Clerk
818/17.3.	<p>PT17/4446/F - Baden Hill Farm Baden Hill Tytherington Wotton Under Edge</p> <p>Conversion of agricultural barn to form 1no. residential dwelling and associated works</p> <p>As this was in an adjoining parish, Cllrs agreed that that they had NO COMMENT to make regarding this application.</p>	
819/17.0.	Reports	
	Clerk's Report	
819/17.1.	<p><u>Notification of external auditor appointments for the 2017/18 financial year</u></p> <p>Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The appointed auditor for FPC will be PKF Littlejohn. This appointment covers the financial period from 2017/18 until 2021/22. However Cllrs may remember that at their July meeting it was resolved that Internal Auditing arrangements going forward would be carried out by the Internal Audit Consortium operated by ALCA. FPC are exempt from an external audit but must have an external auditor appointed, in case an interested party wishes to raise an objection to an item of account. In the event that an objection is raised the fee for a limited assurance review would cost £200.00.</p>	
819/17.2.	<p><u>Village Hall Trust Deed.</u></p> <p>The Clerk had advised Cllrs that the situation is unchanged. The Clerk had again emailed the Gloucester Diocesan Secretary on two occasions since the last meeting but has not received any response.</p>	
819./17.3.	<p><u>Parish Council meetings.</u></p> <p>Providing Cllrs are happy to continue with the current monthly meetings (excluding August & December) for the period April 2018 to March 2019, a booking has been made for the 3rd Tuesday in the month.</p>	

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819/17.4.	<p>Fly tipping Bags of waste left next to litter bin at top of Sundayshill Lane. This was reported to Streetcare on 20th November. It had been noted that this had been removed on 21st November.</p>																			
819/17.5	<p>Parish Council website. As Cllrs will be aware the Parish Council uses the facilities of the Village website to display agendas, minutes and other financial information in order to comply with the Transparency code for smaller authorities. Currently there is no cost to the Council for this service, as the village website is currently run by the Clerk in a personal capacity as a hobby. Therefore Cllrs need to be aware and consider what actions are required should the village website cease to exist in order to ensure that the Council continues to comply with the Transparency code.</p>																			
819/17.6.	<p>Village Hall Management Committee – Cllr Stanley Report Cllr Stanley provided a short report of the last village hall meeting which only discussed the forthcoming “Carols around the Christmas Tree” on the Village Green. This would take place on Friday 8th December between 6pm and 8pm.</p>																			
819/17.7.	<p>William Stevens Charity - Cllr Fryer Report Cllr Fryer had attended a meeting of this charity, which is made up of representatives from Thornbury, Oldbury and Falfield, on the previous evening. At this meeting discussions took place regarding the continuation of the charity due to the fact that their outgoing exceeded their annual income of £20.00. Their meeting ended with an agreement to see whether the charity could be wound up and any monies transferred to a charity with similar aims.</p>																			
819/17.8.	<p>Ward Councillor John O’Neil Report Ward Cllr O’Neil had no report to give but stated that since the last meeting a lot of his time had been taken up with resident’s issues in Charfield in relation to the residential building now taking place.</p>																			
820/17.0.	Financial Matters																			
820/17.1.	<p>To approve the following payments It was proposed by Cllr Gregory, seconded by Cllr Fryer and RESOLVED unanimously to approve the following payments.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 35%;">Mr J Carpenter</td> <td style="width: 35%;">Clerk’s salary for November</td> <td style="width: 30%; text-align: right;">£ 307.74</td> </tr> <tr> <td></td> <td>Office expenses – ink cartridges</td> <td style="text-align: right;">£ 31.99</td> </tr> <tr> <td></td> <td>Materials required to paint war memorial chains & bollards</td> <td style="text-align: right;">£ 24.07</td> </tr> <tr> <td>South Gloucestershire Council</td> <td>Clerk GDPR training</td> <td style="text-align: right;">£ 45.00</td> </tr> <tr> <td>HMRC</td> <td>November PAYE</td> <td style="text-align: right;">£ 38.40</td> </tr> <tr> <td>Village Hall Management Committee</td> <td>Rental charges Oct 2017 to March 2018</td> <td style="text-align: right;">£ 45.00</td> </tr> </tbody> </table>	Mr J Carpenter	Clerk’s salary for November	£ 307.74		Office expenses – ink cartridges	£ 31.99		Materials required to paint war memorial chains & bollards	£ 24.07	South Gloucestershire Council	Clerk GDPR training	£ 45.00	HMRC	November PAYE	£ 38.40	Village Hall Management Committee	Rental charges Oct 2017 to March 2018	£ 45.00	
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820/17.2.	<p>The 2017/2018 Budget & Payments/Receipts Statement. NOTED: The Budget & Payments and Receipts Statement and bank statement dated 30th Aug 2017, which had been previously circulated to Cllrs, was checked and signed by Cllr Fryer.</p>																			
820/17.3.	<p>Budget Precept for 2018/2019 The draft budget had been previously circulated to Cllrs for comment. Cllr O’Connor put forward the idea that the budget amount for unspecified donations should be increased from the £100 planned with members agreeing that this should be increased to £150.00</p>																			

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	It was proposed by Cllr Stanley, seconded by Cllr Jarvis and RESOLVED unanimously that the council budget for 2018/2019 be approved to include a precept of £6,553.00	
821/17.0.	Highways issues. The Clerk gave the following report	
	Moorslade Lane Streetcare Ref. 767879	
821/17.1.	Potholes to repair and resurfacing assessment requested, also weed removal from centre of carriageway requested.	
821/17.2.	Sundayhill Lane Ref. Streetcare 764724 Potholes to repair and large patching areas sent to Operations for works.	
821/17.3.	Hedge encroaching onto verge (area between War Memorial and Village Hall). The original request Streetcare Ref 148936 The last response received as that "this area is not an allocated shrub bed on the maintenance regime. It was teeming in bird life and song today but will put order through for some works to contain the sprawl of undergrowth when bird activity lapsed."	
821/17.4.	Pavement outside Village Green Streetcare Ref No 783743 response following Parish Council complaint that work had not be completed to their satisfaction Streetcare response "completed and referred to Safety Inspections Manager to reply to Parish Council"	
812/17.5.	Footpath running in front of No 15 Eastley Close The hedge running the front of No 15 Eastley Close has still not been cut back even though the Occupier had informed the Footpaths Officer that a contractor had been booked for the end of October. The Clerk has since emailed the Footpaths Officer to advise this. However the Clerk has not received any response and as of 20 th November the hedge had still not been cut.	
822/17.0.	Consultations	
822/17.1.	The West of England Joint Spatial Plan (JSP) Update October 2017 Consultation period runs from 22 nd Nov 2017 until 10 th Jan 2018. Councillor agreed to meet again on Wednesday 3 rd January to discuss and agree a response to this consultation.	
822/17.2.	South Gloucestershire Council capital and revenue budgets Council tax levels for next year (2018/19), and its overall savings plan. – NOTED <i>At this point Ward Cllr O'Neil left the meeting.</i>	
823/17.0.	General Data Protection Regulations The Clerk, who had recently attended an Introduction to GDPR given by "Integra" (The training arm of SGC), informed Cllrs of this regulation which is due to come into effect on 25th May 2018. How this new legislation will impact on the Local Council sector is still very much an unknown and, to a degree, still being negotiated by the National Assoc of Local Councils on our behalf. Full guidance will not be available until next year, potentially as late as spring.	
824/17.0.	Charter between South Gloucester Council and Town and Parish Councils Cllrs agreed to defer a decision until the meeting on 16 th January 2017	

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825/17.0.	Replacement Notice Board At the meeting Cllrs were circulated with a list of 6 companies who had been invited to quote of whom four had responded. The Clerk informed Cllrs that Company D on the list circulated, who had quoted for the hardwood option, were unable to supply the glass to go in the doors. It was proposed by Cllr Fryer and seconded by Cllr Gregory and RESOLVED unanimously that a two bay unit with each bay being able to accommodate 9 x A4 sheets should be purchased from Company D at the quoted price of £95.81 plus VAT.	Clerk
826/17.0.	Request for Clerk to attend Risk Assessment Training Cllrs agreed that Clerk should attend this training session organised by ALCA. Date 30 th November at Salford, Bristol at a cost of £30.00.	
827/17.0.	Minor items Raised by Members for future agenda Cllr Stanley raised concerns over grass cuttings being disposed of on the verge in Sundayshill Lane and also on the verge of the A38 adj to the Old Vicarage which could harbour rats. The Clerk to check whether this was classified as "fly tipping", and, if this is the case, in the spring of 2018, when submitting a report to the 5 Alive magazine bring, to the attention of parishioners the effect of disposing of grass cutting etc. onto the grass verge.	Clerk

Date of Special Meeting to discuss the Councils comments to the JSP Consultation:

Wednesday 3rd January 2018 at 7.30 pm

Date of Next Meeting: Tuesday 16th January 2018 at 7.30 pm

This concluded the business of the meeting which finished at 10.06 pm

FALFIELD PARISH COUNCIL

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Minute ref 820/17.3 Page 17 /279

FALFIELD PARISH COUNCIL

Draft Budget for 2018 / 2019

	2017/2018 Budget	2017/2018 Actual to Date	2017/2018 Revised
Estimated receipts for 2017/2018			
Precept	6,460.00	6,478.00	6,478.00
Account Interest	40.00	0.00	27.00
Grants / Donations/ Bursaries	0.00	0.00	0.00
Rental	10.00	0.00	10.00
Refunds inc VAT Refund	85.00	100.00	100.00
Community Infrastructure Levy	0.00	334.50	334.50
	6,595.00	6,578.00	6,949.50

2018/2019 Budget	% change 2017/2018 Budget	Comments
2018/2019 Proposed Budget		
6,553.00	+1.44%	
27.00	-32.50%	
0.00	#DIV/0!	
10.00	0.00%	Village Hall Trust Deed Rent
100.00	+17.65%	
0.00	#DIV/0!	
6,690.00	+1.44%	Estimated Receipts

Estimated Payments for 2017/2018 (Excluding VAT)

Payments		2017/2018 Budget	2017/2018 Actual to Date	2017/2018 Revised
Salary	Clerk	4,300.00	2767.49	4,151.00
Expenses	Administration	75.00	97.88	120.00
	Office Cost	120.00	60.00	120.00
	Travel	50.00	29.70	50.00
	Rental	Village Hall	126.00	45.00
	PCC	10.00	0.00	10.00
Insurance & Fees inc Audit and Solicitors	Insurance	175.00	150.00	150.00
	Internal Audit	0.00	0.00	0.00
Subscriptions/ Training/ Meetings	ALCA	120.00	97.68	98.00
	SLCC	90.00	93.00	93.00
	Training/Meetings	50.00	129.56	200.00
Election Costs	Election Costs	50.00	0.00	0.00
Recreation / Arts	Asset Replacement e.g. projector	250.00	72.96	150.00
	Maintenance	500.00	124.07	144.07
	SGC VG Grass Cutting	150.00	0.00	150.00
	SGC Grass Verge Cutting	333.92	166.65	333.92
Sub Total		6,399.92	3,833.99	5,859.99

2018/2019 Proposed Budget

2018/2019 Budget	% change 2017/2018 Budget	Comments
4,250.00	-1.16%	Budgeted for a 2.38% salary increase
120.00	+60.00%	Inc. Printer Cartridge. Paper, Stamps
120.00	0.00%	Contribution to Clerk's Office Expenses
50.00	0.00%	
126.00	0.00%	10 Regular Council Meetings (Full Rate) + another 4 meetings
10.00	0.00%	Village Hall Trust Deed Rental
175.00	0.00%	
60.00	+100.00%	Clerk 4 hours plus travelling
110.00	-8.33%	Avon Local Council Association
100.00	+11.11%	Society of Local Council Clerks
150.00	+200.00%	Clr & Clerk training requirements
0.00	-100.00%	Previous years reserves already covers this item
250.00	0.00%	Min £250 to cover insurance excess (1 claim)
400.00	-20.00%	inc Bus Shelters
150.00	0.00%	South Gloucestershire Council (awaiting confirmation of amount)
334.00	+0.02%	South Gloucestershire Council (confirmed by letter 13/11/2017)
6,405.00	+0.08%	Estimated Total Ex. Grant Payments

Section 137 Payments How does the donation benefit the Parish?	Poppy Wreath	60.00	60.00	60.00
	5 Alive Annual Donation	75.00	75.00	75.00
	Donations	100.00	50.00	50.00
Sub Total		235.00	185.00	185.00
Total		6,634.92	4,018.99	6,044.99

60.00	0.00%	Annual Contribution
75.00	0.00%	Annual Contribution
150.00	+50.00%	Non specific
285.00	+21.28%	Total Grant Payments
6,690.00	+0.83%	Estimated Total Inc. Grant payments
6,690.00		Estimated Expenditure

Earmarked Funds	2016/2017	2017/2018	2017/2018
	EOY	Payments to Date	EOY
Election Cost Contingency	3,200.00	0.00	3,200.00
Village Hall Contingency	1,500.00	0.00	1,500.00
Travel	221.00	29.70	241.30
Training/Meetings	250.00	0.00	300.00
Asset Replacement e.g. Projector	1,000.00	72.96	1,177.04
Maintenance	500.00	100.00	900.00
Transparency Grant	119.72	84.56	35.16
Flowers & Seeds for Orchard View	110.00	0.00	110.00
Community Infrastructure Levy	0.00	0.00	334.50
	6,900.72	287.22	7,798.00

Comments
£50 Moved from 2017/2018
£41 Moved from 2017/2018
£50 Moved from 2017/2018
£500 Moved from 2017/2018
£500 Moved from 2017/2018
Remaining Transparency Grant Funds
From Donations
To be spent before April 2022 after which time any balance to be returned the SGC.

Estimated Balances at 31/03/18

Nat West 9,000.00 Based on known expenditure between December 2017 and March 2018 plus £650.00 for unknown items
NS & I 6,030.00 Includes an estimate of £27 interest expected in January 2018.

Estimated End of Year Balance 15,030.00

Earmarked Funds 7,798.00 As Detailed Above

Unearmarked Total 7,232.00 Approx. - Need to maintain unearmarked funds to cover minimum spend. Currently unearmarked funds are approx. £6.7K so is sufficient

Initialed/Signed.....