

# FALFIELD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 16th January 2018 at 7.30 pm at Falfield Village Hall

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

**In attendance:** Ward Councillor: John O'Neill (part), Clerk: Mr J Carpenter and 1 member of the public.

Minute Ref	Contents	Action
834/18.0.	<b>Apologies for Absence</b> None.	
835/18.0.	<b>To Receive Declarations of Interest in Items on the Agenda &amp; Dispensation Requests.</b> <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> Cllr Stanley declared an interest in the event that any item relating to Church Avenue and Eastley Close was raised, as she is now a member of the newly formed Church Avenue & Eastley Close Residents Association.	
836/18.0.	<b>Minutes of the Previous meetings.</b>	
836/18.1.	<b>To approve the minutes of the meeting held 21<sup>st</sup> November 2017.</b> It was proposed by Cllr Fryer, seconded by Cllr Gregory and <b>RESOLVED</b> unanimously that the minutes be signed as a correct record.	
836/18.2.	<b>To approve the minutes of the Special meeting held 3<sup>rd</sup> January 2018.</b> It was proposed by Cllr Gregory, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously that the minutes be signed as a correct record.	
837/18.0.	<b>Local Police Report</b> Although the Clerk had emailed the Local Beat Team advising them of this meeting no communication had been received and therefore no report was available for this meeting. Cllr Fryer offered to follow this up.	Cllr Fryer
838/18.0.	<b><u>Community Liaison Officer HMP Eastwood Park update</u></b> The Liaison Officer at HMP Eastwood had been emailed advising him of this meeting but no communication had been received back.	
839/18.0.	<b>Public Participation</b> None	
840/18.0.	<b>Correspondence</b>	
840/18.1.	<b>Planning application PT17/4960/F - Decision – Approve with conditions</b>  <i>At this point Cllr John O'Neill entered the meeting.</i>	
840/18.2.	<b>Planning application PT/4800/O – Decision – Approve with conditions</b> The Clerk had previously contacted Cotswold Homes following this decision asking the following questions and had received the following answers. <b>Q:</b> When would they expect to start building? <b>A:</b> <i>At Falfield no works can start until our details are approved and this is likely to be at the end of this year.</i> <b>Q:</b> When would work on the Park & Share start? <b>A:</b> <i>The timing of the park and share is yet to be agreed with South Glos Council.</i> <b>Q:</b> We would request that a Community Liaison Group be set up sooner rather than later? <b>A:</b> <i>We agree that it would be helpful for all involved to have a liaison group to discuss construction issues. An appropriate time to set this up would be on the approval of reserved</i>	

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	<p><i>matters</i></p> <p><b>Q:</b> There is confusion around the Community Hub, relating to whether it was land only offered or land and building. Also as it is referred to as a "Community Hub" that if it would be run by the community for the community and not given over to any one specific organisation. It would be useful to have some clarity now in order to avoid any mis-understanding arising at a later date?</p> <p><b>A:</b> <i>The treatment of the Community Hub in the planning permission is a little unusual. Planning condition 20 asks that the management arrangements are submitted as part of the approval of reserved matters. We have been in discussions with the Scout organisation and it is currently our intention to continue discussions regarding the Community Hub with the Scouts. Ultimately whatever we propose with the Scouts is subject to the approval of South Glos.</i></p> <p>Cllrs were concerned that Cotswold Home's suggestion that the appropriate time to set up a Community Liaison Group would be after the approval of reserved matters. Cllrs felt that any Group should be set-up prior to the submission of reserved matters. Cllrs were still also unclear on the position with regards to the Community Hub building. Cllrs agreed that Cotswold Homes should be invited to a "Pre Liaison Meeting" when these issues could be discussed and a timetable set-up for the creation of a Community Liaison Group.</p>	Clerk
840/18.3.	Oldbury Stakeholders Group Meeting 31 <sup>st</sup> January 2018. <b>NOTED</b>	
840/18.4.	<p><b>Update of Internal Audit Scheme.</b></p> <p>The Clerk advised Cllrs that they had already agreed to join this scheme at their meeting in July 2017. The update included an information pack on the scheme and a request for the Council to complete a form agreeing to participate in the scheme. The Clerk informed Cllrs that as the Clerk would be undertaking the IAC role for another Council on the instruction of the Parish Council, the necessary insurance cover for undertaking the task would be required. The Clerk had already contacted the Council's Insurance Brokers and is awaiting a reply.</p>	Clerk
<b>841/18.0.</b>	<b>Planning Applications</b>	
841/18.1.	<p><b>PT17/5958/F – The Leaze, Sundayshill Lane, Falfield, GL12 8DQ.</b></p> <p>Erection of single storey front extension with balcony over and single storey rear extension to form additional living accommodation. - <b>NO OBJECTION.</b></p>	
841/18.2.	<p><b>Appeal PT17/2006/O - Land South Of Gloucester Road Thornbury Bristol South Gloucestershire</b></p> <p>Cllrs agreed to re-inforce their comments to the Planning Inspectorate that they had made on the initial Application. Cllrs Jarvis and Gregory would look at the subsequent Transport Study produced by the developers and, if felt necessary, forward any further comments to the Clerk for submission by 1<sup>st</sup> February.</p>	Cllrs Gregory & Jarvis
841/18.3.	<p><b>DOC18/0007 - The Pheasant Cottage Iron Hogg Lane Falfield South Gloucestershire GL12 8D</b></p> <p>Discharge of Condition 2 (Landscaping) and Condition 4 (Drainage details) attached to PT16/6941/F.</p> <p>Cllrs noted that minimal drainage information had been submitted and anticipated that South Gloucestershire Council officers will request further supporting information before Condition 4 can be discharged.</p>	
<b>842/18.0.</b>	<b>Reports</b>	
842/18.1.	<p><b>Village Hall.</b></p> <p>Cllr Stanley's written report on the events held in December 2017 had been circulated to Cllrs. The Village Hall Management Committee are next due to meet on Thursday 18<sup>th</sup> January.</p>	

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842/18.2.	<p><b>Ward Councillor.</b></p> <p>The consultation has now closed for the Joint Spatial Plan (JSP) with an examination in public due in the summer of 2018. The Local Plan is due out for consultation in the next two months. This plan will eventually run alongside the JSP. JO'N also commented that in the current climate more speculative planning applications for housing development are expected. Finally the Local Government Boundary Commission has produced their final recommendations for the new electoral arrangements for South Gloucestershire in which no changes are being proposed for the Charfield Ward.</p>	
842/18.3.	<p><b>Clerks report.</b></p> <p><b><u>Issues in Church Avenue &amp; Eastley Close.</u></b></p> <p>A Residents Assoc for Church Avenue and Eastley Close has been formed and an initial meeting with Mike O'Brien (Community Liaison Officer for HMP Eastwood) had taken place. The Clerk is in receipt of notes from the meeting if Cllrs require a copy. Communication between the Council and Luke Hall over the current issues is continuing.</p> <p><b><u>Biodiversity Plan</u></b></p> <p>A newly adopted Biodiversity Action Plan covering 2016 to 2026 for South Gloucestershire has been adopted by SGC along with an updated action plan for the Parish. The Clerk would forward a copy on to Cllrs on request.</p> <p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>There is nothing further to report on the GDPR which comes into force in May 2018. There will be a brief presentation by Luke Hawke on how South Glos are working towards this at the Town &amp; Parishes Forum meeting on 22<sup>nd</sup> January.</p> <p><b><u>New Notice Board</u></b></p> <p>Delivery is due any day. This just leaves the purchase of glass and installation to be addressed.</p> <p><b><u>Localism</u></b></p> <p>A new contract from SGC for grass cutting under Localism for the next three years has been received. This will be placed on the agenda for the next meeting for Cllrs to discuss.</p> <p><b><u>Councillor vacancies.</u></b></p> <p>Following the resignation of Cllr Hathway and subsequent confirmation from the Democratic Services that no election had been requested after the statutory period required, a further notice was posted on the notice board asking if any parishioner was interested in coming forward before this meeting. Initially two people had showed an interest in joining the council. However one has decided not to progress it any further and in regards to the second individual they have indicated that due to current circumstances they wish to wait until later this year before putting themselves forward.</p> <p><b><u>Tortworth Lake</u></b></p> <p>Email received from Tortworth Estate advising that Tortworth Lake would not be opening on the first Sunday in February due to ongoing works but should be open from the first Sunday of the month from March onwards.</p> <p><b><u>Correspondence</u></b></p> <p>Cllrs were asked if they were happy with the format of circulating a list of correspondence on a fortnightly basis with the exception of any correspondence considered urgent or of specific interest to Cllrs which would be sent to all Cllrs. All Cllrs were content with this arrangement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Next meeting</p>

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843/18.0.	<p><b>Finance</b></p> <p>843/18.1. <b>To approve the following payments</b> It was proposed by Cllr O'Connor, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to approve the following payments. Cheques were signed by Cllrs O'Connor and Jarvis.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">To</th> <th style="width: 45%;">Ref</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Mr J Carpenter</td> <td>Clerks nett pay for Dec 2017 &amp; Jan 2018</td> <td style="text-align: right;">£ 615.08</td> </tr> <tr> <td>HMRC</td> <td>PAYE due for December 2017 &amp; January 2018</td> <td style="text-align: right;">£ 76.80</td> </tr> <tr> <td>Mr J Carpenter</td> <td>3rd quarter expenses (Space, heating &amp; lighting)</td> <td style="text-align: right;">£ 30.00</td> </tr> <tr> <td>Falfield Village Hall</td> <td>Hire of Village Hall for meeting on 3rd Jan 2018</td> <td style="text-align: right;">£ 9.00</td> </tr> <tr> <td>St George's PCC</td> <td>Village Hall peppercorn rent for 2017</td> <td style="text-align: right;">£ 10.00</td> </tr> <tr> <td>South Glos Council</td> <td>Grass cutting for October to December 2017</td> <td style="text-align: right;">£ 100.19</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>£ 841.07</b></td> </tr> </tbody> </table>	To	Ref	Amount	Mr J Carpenter	Clerks nett pay for Dec 2017 & Jan 2018	£ 615.08	HMRC	PAYE due for December 2017 & January 2018	£ 76.80	Mr J Carpenter	3rd quarter expenses (Space, heating & lighting)	£ 30.00	Falfield Village Hall	Hire of Village Hall for meeting on 3rd Jan 2018	£ 9.00	St George's PCC	Village Hall peppercorn rent for 2017	£ 10.00	South Glos Council	Grass cutting for October to December 2017	£ 100.19	<b>Total</b>		<b>£ 841.07</b>	
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<b>Total</b>		<b>£ 841.07</b>																								
843/18.2.	<p><b>The 2017/2018 Budget &amp; Payments/Receipts Statement.</b> <b>NOTED:</b> The Budget &amp; Payments and Receipts Statement and bank statement dated 29<sup>th</sup> December 2017, which had been previously circulated to Cllrs, was checked and signed by Cllr Gregory</p>																									
844/18.0.	<p><b>Concrete planters located adj. to the 30mpg signage on the A38</b> Cllrs agreed to contact the Gables Hotel to see if they were able to help in looking after the concrete planters adj. to the Hotel. The Clerk would also contact HMP Eastwood to see if they would be able to help look after the concrete planters located adj. to Pipers Lodge. A request would also be put in the 5Alive newsletter.</p>	Clerk																								
845/18.0.	<p><b>Highways</b></p> <p>The Clerk informed Cllrs that the following issues had been raised with Streetcare since the November 2017 meeting.</p> <p>Litter around the Bus stop on the A38 on north of the Gables Hotel. Ref: 799698 Fly tipping - Issue of apples and other vegetation found dumped behind the road sign on the A38 close to the Old Vicarage at the December meeting. Following the meeting the Clerk notified Streetcare of the issue under fly tipping and within 7 days of reporting it, it had been removed. Ref: 799697 Unlit lamp post in Orchard View. Ref: 829336 Cllr Gregory had also raised three issues for the Whitfield, Gloucester Road end of the village. Fly tipping (gas bottles) in the layby on the Old Gloucester Road. Ref: 815149  Gloucester Road – Pot holes and road cracking up. Ref: 799244 Safety Grill on culvert missing Ref: 80271.</p>																									
846/18.0.	<p><b>Consultations</b></p> <p>846/18.1. <b>South Gloucestershire's' Climate Change Strategy</b> Cllrs agreed to discuss this at their February meeting.</p> <p>846/18.2. <b>Healthwatch South Gloucestershire "Experiences of using GP Services".</b> Noted.</p> <p><i>At this point Cllr Stanley left the meeting.</i></p>																									

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847/18.0.	<p><b>Town &amp; Parishes Charter</b></p> <p>Cllr Jarvis required the following points to be addressed before the Council could approve this Charter.            Page 8 Involvement in Policy Documents section 4 reference Appendix 6, should be appendix 5.            Page 10 – Achieving Equality (b) 2            Town &amp; Parish Councils should acknowledge the fact that South Gloucestershire Council may not always be able to offer support to allow Town &amp; Parish Councils to take on additional services.            Further clarification required on this point. Clerk to follow up. Defer to next meeting for a decision.</p>	Clerk
848/18.0.	<p><b>Village Spring Clean 2018</b></p> <p>The Clerk had previously contacted the Brownies and Scouts inviting them to take part in this event and offering some suitable dates. After a discussion Cllrs agreed on 28<sup>th</sup> April as their first choice with the 14<sup>th</sup> as a back-up. The Clerk would contact Streetcare to establish the availability of equipment and book accordingly.</p>	Clerk
849/18.0.	<p><b>Request to locate “QR” code near to War Memorial as part of the First World War Project in Sth Gloucestershire.</b></p> <p>Cllrs had no issues with this request and agreed that Clerk should arrange to meet with The Museums Officer and Asst Engineer for Highways on site to agree the most appropriate location adj. to the War Memorial.</p>	Clerk
850/18.0.	<p><b>Parish Council Grants Policy</b></p> <p>It was proposed by Cllr O’Connor and seconded by Cllr Jarvis and <b>RESOLVED</b> unanimously to approve the revision of the Parish Councils Grants Policy.</p>	
851/18.0.	<p><b>Setting up of a Council web site which would include an application for a grant from the Transparency Fund</b></p> <p>It was Proposed by Cllr O’Connor and Seconded Cllr Jarvis and <b>RESOLVED</b> unanimously that the Council apply for a transparency grant to cover the costs of setting up a website and that the quotes for the set-up and running costs of a website should be obtained to be brought to the next meeting for discussion.</p>	Clerk
852/18.0.	<p><b>Minor items Raised by Members for future agenda</b></p> <p>None</p>	

**Date of Next Meeting: Tuesday 20<sup>th</sup> February 2018 at 7.30 pm**

**This concluded the business of the meeting which finished at 9.40 pm**