

# FALFIELD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 20<sup>th</sup> February at 7.30 pm at Falfield Village Hall

**Present:** Parish Councillors: Miss E. Jarvis, Mrs M. O'Connor, Mrs V. Stanley, Mr K. Fryer and Mr A. Gregory. **In attendance:** Ward Councillor: John O'Neill (part), Clerk: Mr J Carpenter and four members of the public.

Minute Ref	Contents	Action
853/18.0.	<b>Apologies for Absence</b> None.	
854/18.0.	<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 agenda item 7.5	
855/18.0.	<b>To approve the minutes of the meeting held 16<sup>th</sup> January 2018.</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.	
856/18.0.	<b>Local Police Report</b> PCSO Harriet Davolls introduced herself as a new member of the Local Beat Team replacing Tony Blackmore. Nothing to report directly affecting Falfield, but comment was made on the number of recent burglaries in other villages and Thornbury. Thieves are targeting cash and gold, and normal entry is through patio doors taking place between the hours of 5pm and 10pm.  Cllr Gregory commented on the issue of vehicles using the Maintenance Compound/Ambulance Station entrance off the B4509 for turning during the morning commute at peak times and the potential issue of safety. PCSO Davolls said she was aware and would ask the Ambulance Station if they could erect some appropriate signage. She would also attempt to visit the location to view the situation for herself.	
857/18.0.	<b>Community Liaison Officer HMP Eastwood Park</b> The Liaison Officer was currently off sick and therefore no update was available.	
858/18.0.	<b>Public Participation</b> A parishioner gave a short introduction in respect of the planning applications later to be discuss by Cllrs (agenda items 8.2 and 8.3), which included their reason for changes made following approval of an earlier application.  This was followed by another parishioner, who wanted to brief Cllrs on a further planning application to be discussed by Cllrs (agenda item 8.4), who provided a brief history in regard to previous applications and the issues with the site.  Finally a parishioner commented on the number of potholes now in Moorslade Lane. The Clerk would raise this again with Streetcare but parishioners were also requested to report these issues which would back up the Council's request for work to be completed	Clerk
859/18.0	<b>Correspondence</b>	
859/18.1	PT17/5662/F - Erection of 1 no. detached dwelling with new parking & associated works. Elfin Cottage Iron Hogg Lane Falfield. <b>APPLICATION WITHDRAWN</b>	
859/18.2	PT16/6941/F – Pheasant Cottage, Iron Hogg Lane, Falfield Discharge of Conditions 2 & 4 DOC 18/0007 <b>DECISION:</b> Decision Pending for further details to be submitted	

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859/18.3	<p><b>Local Government Boundary Commission – Final recommendations on the new electoral arrangements.</b> Subject to parliamentary approval – implementation of new arrangements at local elections in May 2019.</p>	
859/18.4	<p>Luke Hall/MoJE – Update on Street Lighting in Church Ave &amp; Eastley Close. An email had been received from Luke Hall along with a copy of a letter from at the MoJE which set out what current actions were being taken.</p>	
<b>860/18.0</b>	<b>Planning</b>	
860/18.1	<p><b>PT17/5618/F - The Haven, Moorslade Lane, Falfield</b> Demolition of existing building &amp; erection of 1no new dwelling with access, parking &amp; associated works. (Amendment to previously approved scheme PT16/5140/F). After due consideration Cllrs unanimously agreed to make <b>NO COMMENT</b>.</p>	
860/18.2	<p><b>PT17/5781/F - Dudden Farm, Sundayshill Lane, Falfield</b> Change of Use of land from agricultural to enlarged residential curtilage (Class C3) as defined in Town &amp; Country Planning (Use Classes) Order 1987 (as amended) Erection of detached double garage. Internal &amp; external alterations to previously approved scheme PT16/3963/PNGR After due consideration Cllrs unanimously agreed to make <b>NO COMMENT</b>.</p>	
860/18.3	<p><b>PT18/0098/F - Dudden Farm, Sundayshill Lane, Falfield</b> Partial demolition of existing barn to facilitate conversion to 1 no. dwelling &amp; associated works. After due consideration Cllrs unanimously agreed to make <b>NO COMMENT</b>.</p>	
860/18.4	<p><b>PT18/0638/F – The Cottage, Moorslade Lane, Falfield</b> Demolition of existing barn. Erection of one dwelling and associated works. After due consideration Cllrs unanimously agreed to make <b>NO COMMENT</b>.</p>	
860/18.5	<p><b>Application for Street Trading Consent in the A38 layby near Stone Garage. Application submitted to Stroud District Council.</b> It was proposed by Cllr Jarvis, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously to <b>OBJECT</b> on the grounds of anti-social behaviour, noise, smell, litter and general health and safety.</p>	
860/18.6	<p><b>Enforcement Notices</b> COM/18/0028/DOC – The Pheasant Cottage, Iron Hogg Lane, Whitfield Breach of condition 2 re PT16/6941/F. Work started before discharge of conditions application received.</p>	
<b>861/18.0</b>	<b>REPORTS</b>	
861/18.1	<p><b>Cllr Stanley’s report for Falfield Village Hall</b> The Management Committee’s last meeting was held on 18<sup>th</sup> January. Future events planned are May Day on the Green, Barn Dane in June and the Annual Quiz Night in January 2019. The previous Treasurer has now taken over the Booking Secretary’s position and Cllr Stanley had taken over the Treasurer’s position. Next meeting arranged for 22<sup>nd</sup> February.</p>	
861/18.2	<p><b>District Councillor’s Report.</b> He urged Cllrs to submit comments to the Local Plan Consultation which closes at the end of April, especially as Falfield has been identified as one of the 35 villages where non-strategic development is proposed. He informed Cllrs that he had received confirmation from Tortworth Estates Consultants that they would wait for the J.S.P. to be completed before submitting any</p>	

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	<p>planning application for Buckover. Cllr Gregory commented that this seems to conflict with St Modwem's who have indicated that a planning application would be submitted later this year. Finally he urged Cllrs to give some thought to the "Offsite Sports and Recreational Facilities" financial contribution which will come from the Cotswold Homes development. There is a considerable amount of funding £123,808.13 plus an additional £95,042.06 and an ongoing maintenance sum of £27,766.07. Tortworth was named as there are no sports facilities in Falfield but this is a development within Falfield and should be discussed by Falfield Parish Council followed by a meeting with Tortworth Parish. Other organisations are permitted to bid for this funding and it is important that we start to think about schemes and get provisional plans in place to ensure that this funding remains within the Charfield Ward.</p>	
861/18.3	<p><b>Cllr Fryer's report on Community Engagement Forum meeting</b> Cllr Fryer confirmed that the information given by the Local Beat Team Officer at the meeting earlier was also reiterated at this meeting. He suggested that when reporting any issues to the police it would be more appropriate to dial 101 where it will be recorded under the crime statistics, rather than reporting to the Local Beat Team as it may not always be recorded in statistics. The next meeting is planned to take place in June.</p>	
861/18.4	<p><b>Clerk's Report.</b></p>	
861/18.4.1	<p><b>Cutting of the grass on the Village Green by SGC.</b> Records show that no payment has been made for 2016/2017. This may be due to the previous issues whereby the Parish Council has been charged twice for this work both, as a separate charge and within the Localism charge. Cllrs may remember that a credit of £970.93 which covered 8 years over overcharging had been made. The Clerk has been in touch with SGC querying this and he is awaiting a response, but Cllrs should be prepared to receive an invoice circa £170 to £180 for 2016/17 followed by a further invoice in July 2018 for 2017/18. This item has been included within the Councils Budget &amp; Precept for 2016/17 &amp; 2017/18 and also for 2018/19.</p>	
861/18.4.2	<p><b>Internal Auditing arrangements</b> Confirmation is still to come from The Council's Insurance Brokers to confirm our insurance is adequate to cover this scheme.</p>	
861/18.4.3	<p><b>War Memorial</b> The Clerk met with the Museum &amp; Heritage Officer along with the Assistant Highways Officer to agree the position of the "QR" code on the War Memorial. This should be installed within the next month.</p>	
861/18.4.4	<p><b>New Notice Board</b> HMP Leyhill have advised that they had made an error and built a smaller notice board than had been requested. They are now building another of the correct size. Cllr Jarvis suggested that the smaller notice board could be installed at the Whitfield end of the Village. The Clerk would speak to the SGC Traffic Management Officer to get guidance. The Clerk would also speak to HMP Leyhill to enquire further on the cost for this notice board</p>	
861/18.4.5	<p><b>Centenary Seat at Buckover</b> The Clerk informed Cllrs that this seat was in poor condition with four of the seven slats rotting or cracked. The Clerk had approached HMP Leyhill regarding refurbishment which they have confirmed they can complete. Cost for this to follow.</p>	

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861/18.4.6	<p><b>GDPR update</b> A General Data Protection Regulations toolkit for T&amp;PC, will be published and sent out to all members very soon. National Assoc. of Local Councils continues to lobby government to mitigate the implications. The options for a national Data Protection Officer Service is being explored. Consideration is being given to setting up a sector body (as with the External Audit) for data protection and cyber security to co-ordinate future activity and support. ALCA will be organising a GDPR workshop in April.</p>																			
861/18.4.7	<p><b>Other items</b> Date booked for Spring Clean – 28<sup>th</sup> April 2018 Date for next Town &amp; Parishes Forum is Tuesday 17<sup>th</sup> April @ Filton A quick reminder from ALCA of some very old legislation and advice about a new topic which Councils might find useful: <u>CHURCHES</u> - Local Councils are <b>not permitted</b> to fund or give grants to churches, even with S137 or using General Powers of Competence. <u>LIBRARIES</u> – a Local Council cannot just decide to run a library</p>																			
<b>862/18.0</b>	<b>FINANCES</b>																			
862/18.1	<p><b>Receipts</b> £10.00 peppercorn rent had been received from Falfield Village Hall Management Committee for the year ending December 2017. Also confirmation had been received that the National Savings Investment account had received £28.29 interest for the year ending 31<sup>st</sup> December 2017.</p>																			
862.18.2	<p><b>To approve the following payments</b></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>Clerk's net pay for February 2018</td> <td style="text-align: right;">£ 307.54</td> </tr> <tr> <td>HMRC</td> <td>PAYE due for February 2018</td> <td style="text-align: right;">£ 38.40</td> </tr> <tr> <td>Mr J Carpenter</td> <td>HP Printer Black &amp; Colour cartridges</td> <td style="text-align: right;">£ 51.05</td> </tr> <tr> <td>Mr J Carpenter</td> <td>64GB microSDXC Memory Card</td> <td style="text-align: right;">£ 19.99</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>£ 416.98</b></td> </tr> </tbody> </table> <p>It was proposed by Cllr Jarvis, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to approve the following payments. Cheques were signed by Cllrs O'Connor and Jarvis.</p>	To	Ref	Amount	Mr J Carpenter	Clerk's net pay for February 2018	£ 307.54	HMRC	PAYE due for February 2018	£ 38.40	Mr J Carpenter	HP Printer Black & Colour cartridges	£ 51.05	Mr J Carpenter	64GB microSDXC Memory Card	£ 19.99	<b>Total</b>		<b>£ 416.98</b>	
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862/18.3	<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 30<sup>th</sup> January 2018, which had been previously circulated to Cllrs, was checked and signed by Cllr Jarvis.</p>																			
862/18.4	<p><b>Renewal Localism Contract with SGC for a further 3 years from 1<sup>st</sup> April 2018</b> It was proposed by Cllr Jarvis, seconded by Cllr Stanley and <b>RESOLVED</b> unanimously to renew the Contract with SGC.</p>	Clerk																		
<b>863/18.0</b>	<b>Consultations</b>																			
863/18.1	<p><b>South Gloucestershire Local Plan 2018 - 2038.</b> Cllrs agreed to discuss this at their March meeting.</p>	March mtg																		
863/18.2	<p><b>Special Educational Needs &amp;/or Disability Draft Strategy 2018-2023. – NOTED</b></p>																			

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863/18.3	<p><b>Climate Change Strategy 2018 – 2023</b> Cllr Gregory would attempt to produce a draft to circulate for comment prior to the closing date of 12<sup>th</sup> March 2018.</p>	Cllr Gregory
863/18.4	<p><b>Home Choice Re-housing Policy 2018 – NOTED</b></p>	April mtg
863/18.5	<p><b>South Gloucestershire Draft Playing Pitches, Indoor &amp; Built Sport Facilities Strategies.</b> Cllrs agreed to defer any comments until their April meeting.</p>	April mtg
<b>864/18.0</b>	<p><b>Highways issues</b></p>	
864/18.1	<p><b>Fly tipping</b> The Clerk had contacted Streetcare regarding fly tipping which had occurred in Sundayshill Lane on the border between Falfield &amp; Rockhampton. This had now been removed.</p>	
864/18.2	<p><b>Concrete Planters</b> The Clerk had also contacted Streetcare asking for the removal of the young saplings and brambles which are obstructing the concrete planter on the A38 northbound adj. to The Gables Hotel.</p>	
864/18.3	<p><b>Rubbish at the Bus Stop adj. to The Gables Hotel</b> The Clerk had contacted Streetcare in relation to a general enquiry regarding the installation of waste bins. Streetcare came back to the Clerk and advised that South Gloucestershire Council do not routinely install additional bins. In view of the continuing situation of litter at the bus stop adj. to The Gables if the Parish Council wished to site a bin at this location the cost of purchase and installation of a standard dual litter and dog waste bin is £448.00. A plastic purpose bin would be £300.00. The cost of emptying would be £240.50 per annum. Cllr Fryer suggested that before the Cllrs considered this option that perhaps contact should be made with the Community Liaison Officer at HMP Eastwood to enquire whether they could assist with a litter picking working party.</p>	Clerk
864/18.4	<p>Cllr Stanley raised concern in relation to the condition pavement between Heneage Lane and the junction of the A38/B4509 due hedge undergrowth encroaching on the pavement reducing its width. The Clerk would report this to Streetcare.</p>	Clerk
<b>865/18.0</b>	<p><b>The refreshed Charter between South Gloucestershire Council &amp; Town &amp; Parish Councils</b> The inaccuracies highlighted by the Council have now been corrected. Also the concern that Cllrs had on the section on page 10 “Achieving Equally” it has been confirmed that current services supplied by SGC would not be removed but that if the Parish Council wished for additional financial support from SGC this may not be possible. An example being litter bins (see 864/18.3) It was proposed by Cllr Jarvis, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously that the Parish Council sign up to this charter.</p>	Clerk
<b>866/18.0</b>	<p><b>Deed of Variation between Gloucester Diocesan Trust &amp; Parish Council</b>  The Clerk informed Cllrs that the Council were now in receipt of a copy of the fully signed deed of variation. The original is not held by Star Legal. The Clerk would forward copies to The Village Hall Management Committee and St George’s PCC for their records.</p>	Clerk
<b>867/18.0</b>	<p><b>To APPROVE the set-up &amp; ongoing costs of the Parish Council’s own website</b>  It was proposed by Cllr Jarvis, seconded by Cllr O’Connor and <b>RESOLVED</b> unanimously that, subject to the transparency grant application being successful, the Council accept the quotation</p>	

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	from "Town & Parishes Website" for the set-up cost of £299.00 plus an ongoing cost of £150.00 per annum for UK-based web hosting technical support, software updates, backups and domain name.	
<b>868/18.0</b>	<b>Update on village planters/flowers in Orchard View/bulb planting</b> Due to time constraints Cllrs agreed to defer this matter to their April meeting.	April mtg
<b>869/18.0</b>	<b>Cllrs feedback from meeting with Cotswold Homes</b>  Cllrs felt that the meeting was useful, however some Cllrs were still unclear over some aspects of the Community Hub and the Clerk was requested to ask Cotswold Homes to confirm this in writing to avoid any later confusion.  <b>See notes of meeting on pages 18/296 &amp; 18/297.</b>	Clerk
<b>870/18.0.</b>	<b>Minor items Raised by Members for future agenda</b>  None	

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

**This concluded the business of the meeting which finished at 10.00 pm**

# FALFIELD PARISH COUNCIL

Meeting between Falfield Parish Council & Cotswold Homes. Tuesday 20<sup>th</sup> February 2018 at 6.45 pm

## **Present:**

For Cotswold Homes: Mike Glen & Liam Rinn.

For Parish Council: Cllrs Emma Jarvis, Veronica Stanley, Megan O'Connor, Ken Fryer and Andrew Gregory.

Also Present: Ward Cllr John O'Neill and Clerk James Carpenter

After formal introductions Mr Mike Glen gave an overview in regard to the current position in relation to the development of 85 dwellings, a Community Hub and a Park and Share on land at Heneage Farm.

## **Reserved Matters**

All details in relation to the Reserved Matters Application are still to be submitted to South Gloucestershire Council. Currently surveys are ongoing in respect of drainage, access and ground conditions. Cotswold Homes would then expect to submit their Reserved Matters Application in the late summer of 2018 and at best would be breaking ground in February 2019. However this is subject to work to be undertaken by Wessex Water to increase the capacity of the Sewerage Treatment works at Leyhill. Until this is completed building work would not commence. Mike Glen also went on to say that legislation had recently changed in regard to the infrastructure charge which now meant that the developer would no longer be required to contribute towards the upgrade of the sewerage works and that it was for Wessex Water to allocate funds.

## **Community Engagement.**

Cllr Jarvis asked if Cotswold Homes intended to undertake a further Community Engagement prior to submitting their Reserved Matters application. Mike Glen confirmed that it was their intention to do this.

## **Park & Share.**

Mike Glen confirmed that Cotswold Homes would undertake the required highways works for access to the Park & Share and create a number of parking spaces. Funds required for the balance of parking spaces up to 100 would be transferred to South Gloucestershire Council for any further development at a later date. As the initial number of spaces to be provided had not been established with SGC, Mike Glen asked Cllrs what they thought would be an initial number. It was generally thought that between 30 and 50 would be an ideal number.

## **Community Hub**

When questioned by Cllr Jarvis about the Community Hub, Mike Glen stated that the situation is a little unclear in that, from the description of the application on the planning consent notice, a Community Hub forms part of the consented scheme. However in the Development Control (West) Committee meeting minutes of 14<sup>th</sup> December 2017 the Community Hub did not form part of the reasoning in granting the consent. Also in the signed Section 106 Agreement there is no such requirement to construct a Community Hub.

However the landowner has confirmed that he will 'gift' land for a Community Hub to the Scouts and also make a contribution towards the construction of the building. In this event it will still be necessary to obtain a reserved matters consent for the building to deal with issues such as the location and design.

## **Community Liaison Group**

Cllr Jarvis requested that a Community Liaison Group be set up prior to or following the Community Engagement but certainly before the Reserved Matters Application was submitted. Ward Cllr O'Neil suggested that any Group should be small in number and made up of individuals who would be directly affected by the

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development works. Mike Glen felt that it would be more appropriate for a Community Liaison Group to be set up following the approval of the Reserved Matters Application.

## Highways

Access onto the A38 would be from Moorslade Lane. Mike Glen confirmed that the existing junction met current highways standards, but that some re-alignment between Moorslade Lane and the junction of the A38/B4509 would be required. This forms part of the Section 106 Agreement which requires this work to be completed before any development takes place.

## General Items

Cllr Gregory pointed out that noise could be an issue during development, especially due to the rural environment, and commented that it was essential that prior warnings were given and that any noise would need to be well controlled. He went on to say that good communications was required between the site, local residents and the Community Liaison Group,

Mike Glen confirmed that they would undertake good housekeeping and, where possible during the removal of materials to and from site, that this was done in a controlled manner.

The meeting closed at 7.30 pm

DRAFT