

FALFIELD PARISH COUNCIL

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

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

In attendance: Ward Councillor: Cllr John O'Neill, Mr J. Carpenter (Clerk), Eirian Vaughan Williams (Clerk, Rockhampton & Oldbury on Severn Parish Councils) and four members of the public.

Minute Ref	Contents	Action
698/17	Apologies for Absence There were no apologies	
699/17	To approve the minutes of the last meeting held on 20th February 2017. Corrections to previous minutes: 699/17.1 <i>Re-wording of last sentence of Minute 695/17.2 to read:</i> "Cllr Fryer noted that other Councils present indicated that they had benefitted from a talk given by Dick Wittington, the Rural Advisor, West of England Rural Network." 699/17.2 <i>Minute 695/17.5 – The attached report notes from the meeting with the Governor of HMP Eastwood Park were missing from the minutes. The Clerk was instructed to attach the notes to the March minutes.</i> 699/17.3 With these corrections noted, it was proposed by Cllr O'Connor, seconded by Cllr Stanley and RESOLVED that the minutes of the meeting held on 20 th February be signed as a correct record.	Clerk
700/17	To Receive Declarations of Interest in Items on the Agenda & Dispensation Requests. None	
701/17	Local Reports 701/17.1 Police – The Clerk informed Cllrs that no report had been received prior to the meeting 701/17.2 HMP Eastwood –Cllr Hathway read out the following written report from Mike McBrien, Community and Industries Manager. <i>"We have some work going on that may mean some more works traffic coming up the road. This is not a massive project so hopefully it will not be too noticeable. I will send letters out to the residents from the Governor on the 27/28-03 regarding the family day. The local training has started and this will be ongoing for the year so the training unit car park will be busier during the day."</i> 701/17.3 Cllr Hathway informed members that she and the Clerk had accepted an invitation from the Governor of HMP Eastwood to attend the Friends & Family Day on 20 th April.	
702/17	Public Forum Nothing raised by members of the public present.	
703/17	District Councillor's Report 703/17.1 Ward Cllr O'Neil informed Cllrs that no appeal had as yet been received from the Developer following the refusal of the Moorslade Lane application in February, although the developers still had until around the middle of August 2017 to lodge an appeal. Regarding comments made to the Joint Spatial Plan (JSP) he was surprised that only 74 individuals responded to the Buckover Garden Village Concept. However during the Summer 2017 an updated draft	

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	<p>proposal would be published for a further round of consultation in Autumn 2017 before an examination in public in 2018.</p> <p>Finally he informed Cllrs that South Gloucestershire Council moved into devolution on 1st March in preparation for the establishment of the West of England Combined Authority. Elections for a new Mayor for this new authority would take place on 4th May 2017.</p>																																					
704/17	<p>Planning Matters</p> <p>Applications decided:</p> <p>704/17.1 PT16/5140/F The Haven Moorlade Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DJ Erection of 1no detached dwelling, parking and associated works. Approve with conditions – 09/03/2017</p> <p>704/17.2 PT16/6821/F Sundays Hill House Sundayhill Lane Falfield Wotton Under Edge South Gloucestershire Erection of single storey side extension to provide additional living accommodation. Approve with Conditions – 17/03/2017</p> <p>704.17.3 Applications received since last meeting: DOC/17/0067 Eastwood Park Ltd Training & Conference Centre, Eastwood Park, Falfield, GL12 8DA Discharge of Condition 7 (Travel Plan) attached to Planning Application PT12/3710/10/F</p> <p>704/17.4 Details of all new and current applications waiting determination are listed at the end of these minutes.</p> <p>704/17.5 Supporting other local Councils and Action Groups on largescale developments. Following recent communications initiated by Rockhampton Parish Council, regarding the setting up of closer links between parishes in respect of largescale planning applications. Cllr Hathway asked Cllrs what support they considered appropriate at the current time. The general feeling of the Council was to wait until the updated Joint Spatial Plan draft proposal was published for further consultation in Autumn 2017.</p>	Ongoing																																				
705/17	<p>Financial Matters</p> <p>To note receipts.</p> <p>705/17.1 The Clerk informed Cllrs that the following receipt had been received: Falfield Village Hall Management Committee – £10 Peppercorn Rent for year ending December 2016.</p> <p>705/17.2 To approve the following payments</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Details of payments due</th> <th style="text-align: right;">Nett</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Gross</th> </tr> </thead> <tbody> <tr> <td>Mr J Carpenter – Clerks Salary March)</td> <td style="text-align: right;">205.72</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">205.72</td> </tr> <tr> <td>Mr J Carpenter – Qtr. Office expenses</td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Mr J. Carpenter - Stationary items and stamps</td> <td style="text-align: right;">22.49</td> <td style="text-align: right;">4.49</td> <td style="text-align: right;">26.98</td> </tr> <tr> <td>H.M.R.C. PAYE (March)</td> <td style="text-align: right;">136.80</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">136.80</td> </tr> <tr> <td>Leyhill Prison (Removal of vegetation from 3 bus shelters)</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>ALCA – Annual Subscription 2017/2018*</td> <td style="text-align: right;">97.68</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">97.68</td> </tr> <tr> <td>SGC – 4thQtr. Localism services (Grass Cutting)</td> <td style="text-align: right;">83.16</td> <td style="text-align: right;">16.63</td> <td style="text-align: right;">99.79</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">675.85</td> <td style="text-align: right;">21.12</td> <td style="text-align: right;">696.97</td> </tr> </tbody> </table>	Details of payments due	Nett	VAT	Gross	Mr J Carpenter – Clerks Salary March)	205.72	0.00	205.72	Mr J Carpenter – Qtr. Office expenses	30.00	0.00	30.00	Mr J. Carpenter - Stationary items and stamps	22.49	4.49	26.98	H.M.R.C. PAYE (March)	136.80	0.00	136.80	Leyhill Prison (Removal of vegetation from 3 bus shelters)	100.00	0.00	100.00	ALCA – Annual Subscription 2017/2018*	97.68	0.00	97.68	SGC – 4 th Qtr. Localism services (Grass Cutting)	83.16	16.63	99.79	Total	675.85	21.12	696.97	
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	<p>*The cheque for the ALCA subscription will be dated 1st April and will therefore be accounted for in the 2017/2018 financial year. It was proposed by Cllr Stanley and seconded by Cllr O’Conner and RESOLVED unanimously to approve the above payments.</p>	
705/17.3	<p>To Note the 2016/2017 Budget & Payments/Receipts Statement. The Budget & Payments and Receipts Statement which had been previously circulated to all Cllrs before the meeting was noted and duly signed by Cllr Fryer.</p>	
705/17.4	<p>Monetary Assets The Clerk advised Cllrs that taking into account unclear cheques and payments approved at this meeting the NatWest current account balance was £8,873.87 and the NS&I Savings account balance was £6,003.00.</p>	
705/17.5	<p>Allocation of Community Infrastructure Levy (CIL) – Local Contribution The Chair informed members that the Clerk had received a letter from South Gloucestershire Council informing the Parish Council that they were entitled to 15% of a CIL arising from planning application PT15/4525/F which amounted to £334.50. Cllr Hathway informed Cllrs that the Parish Council had two options either to instruct South Gloucestershire Council to spend the fund on behalf of the Parish Council or the second option that the Council takes ownership of these funds. Cllr Hathway went onto to inform Cllrs that these funds can only be spent on either (a) provision, improvement, replacement, operation or maintenance of infrastructure or (b) anything else that is concerned with addressing the demands of that development places on it. If the Council decided on option b the Council must use this money within five years and also publish annual reports which were required to include the total received, total spent, total unspent and what it was spent on. It was proposed by Cllr Fryer and seconded by Cllr Jarvis and RESOLVED unanimously that the Parish Council take ownership of this fund. The Clerk was instructed to complete and return the CIL Agreement to South Gloucestershire Council by the 1st April deadline.</p>	Clerk
705/17.6	<p>Appointment of Internal Auditor Cllr Hathway had received correspondence which was communicated to Cllrs from Mr Chris Bowden offering his services to undertake the 2016/17 Internal Audit. It was proposed Cllr Stanley and seconded by Cllr O’Conner and RESOLVED unanimously that Mr Bowden undertakes the 2016/2017 Internal Audit.</p>	
705/17.7	<p>HMRC - Electronic payment of PAYE. The Clerk informed Cllrs that following further enquiries with HM Revenue and Customs he could confirm that although HMRC are encouraging employers to complete PAYE on line payment by cheque/post is still acceptable.</p>	
706/17	<p>Highways Matters</p>	
706/17.1	<p>State of verge between junction A38/B4509 and the north bound exit slip of the M5. This issue has been outstanding since raised in Public Forum at the Councils meeting in November 2016 and had been followed up by the Clerk with Streetcare on a number of occasions. Ward Cllr O’Neill informed members that he had been in touch with Streetcare who advised him that this issue would be dealt with within the next two weeks.</p>	
706/17.2		

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	<p>Paving Slabs of footpath adj. to Village Green – Ref 559224 This issue had still not been addressed by Streetcare. The Clerk was asked to contact Streetcare requesting a date when this work was expected to be completed as it had originally been reported on 30th November 2016.</p>	Clerk
707/17	<p>To receive Feedback regarding Asset Inspection Actions The Clerk informed Cllrs that work on the two Bus Shelters at Whitfield along with the Bus Shelter on the north side of the A38 adj. to St George’s Church had been completed by HMP Leyhill Working Party. The only action remaining was the seat at Milbury Heath where the views across to the Severn Vale had become restricted due to the height of a hedge. The Clerk informed Cllrs that as the ownership of the hedge was unknown this issue could not be progressed. Ward Cllr O’Neill suggested that the Clerk contact Robert Killen at Tortworth Estate who may be able to clarify this.</p>	Clerk
708/17 708/17.1	<p>Update on Annual Spring Clean The date has been fixed for Saturday 29th April, the Village Hall booked and the necessary forms completed and returned to South Gloucestershire. Arnold Tucker the Group Scout Leader of St George’s Scouts had been contacted by the Clerk asking if the Scouts would like to take part and a positive response has been received. The Landlord of the Huntsman Inn had also been approached to see if he would be willing to cover the cost for the refreshments. He has agreed to do this up to a value of £50 and has also offered to provide a voucher for a meal for two at the Huntsman. Cllrs discussed the most appropriate and fair way of doing this but agreed to leave this decision until their next meeting on 17th April 2017. Cllrs Hathway informed members that she had a small quantity of high vis bibs plus there would be a further quantity supplied by South Glos, but suggested to members that the Council should consider purchasing more, especially smaller sizes for children.</p>	Next meeting
708/17.2	<p>It was proposed by Cllr O’Conner, seconded by Cllr Stanley and RESOLVED unanimously that a maximum of £100 be allocated for the purchase of high vis bibs and protective gloves.</p>	Clerk
709/17 709/17.1	<p>Councillor Reports</p> <p>Falfield Village Hall – Cllr O’Conner Cllr O’Conner reminded members that the Village Hall AGM was to be held on Thursday 27th April at 7pm in the Huntsman Inn. She indicated that a number of Committee members would be standing down at the AGM and that the Committee were hoping for volunteers to come forward to take their place.</p>	Next meeting
709/17.2	<p>Cllr O’Conner indicated that she also wished to stand down from the Village Hall Management Committee as a representative of the Parish Council at the AGM. The Clerk has received a letter (see correspondence) from the Secretary of the Village Hall Management Committee asking for a nomination as a representative of the Parish Council on the Committee. The Chair asked Cllrs if any individual would wish to be a representative but no Cllr came forward. The Clerk would not send a response to the Secretary until after the next Council meeting should the situation change.</p>	Next meeting
709/17.3	<p>Bovis Homes Exhibition – Cllr Gregory A short four slide presentation was given by Cllr Gregory on the public exhibition by Bovis Homes which he attended. The main issues of concern for Falfield should this development go ahead would be:</p>	Next meeting

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	<ul style="list-style-type: none"> • The development will have a considerable impact on Whitfield. • The three exits from the site will be onto the Gloucester Road significantly increasing the volume of traffic past Countrywide and onto the A38 • An increase of 400/500 cars at national speed limits in the rush hour. Along with the associated noise and dangers of pulling in and out of houses. (Thornbury Fields and Park Farm not finished but traffic already doubled re:TRAPPD survey) • Talk but no Plan to close crossways lane. • No change to the motorway junction situation. • Drainage only deals with the site and no thought has been given to any knock on effects. • Little information on impacts on local services, claims Doctors below 1,700 patients per GP. • This development will bring Thornbury up to the edge of Whitfield and onto the boundary of the proposed Buckover development. 	
710/17	<p>Councillor Training update Cllrs Hathway and Fryer along with the Clerk would attend this training to be undertaken by ALCA at Charfield Village Hall on 3rd May. The approx. cost would be £17.00 person. Cllr Stanley had indicated that she would like to attend but due to commitments this was not possible.</p>	
711/17	<p>Correspondence The following correspondence was noted:</p> <ul style="list-style-type: none"> • Falfield Village Hall – Request for Parish Council representative name for AGM (letter) • NALC–Section 137 Expenditure limit for 2017/2018 (£7.57 per person on the electoral roll) (email) • SGC – Register of electors update (email) SGC – Parish Precept acknowledgement for 2017/2018 (email) • Grant Thornton, External Auditors – Update on procedure for 2016/17 annual return and information pack (email) • Thornbury Mayor - Helen Harrison – Invitation to Cllrs to Prayer Breakfast, Friday 18th April 0700 to 0900, Chipping Sodbury Baptist Church • S & D Bamfield, Tree Surgeons – Offering services for Ground Maintenance (letter) • Norris & Fisher – Insurance providers offering insurance services (letter) 	
712/17	<p>Consultations</p>	
712/17.1	<p>South Gloucestershire Local Plan (SGLP) An acknowledgement has been received from Patrick Conroy, South Glos Council to the Parish Councils comments submitted on 22nd February 2017 in preparation of the Draft South Gloucestershire Local Plan 2018 – 2036. Further information is accessible on line at www.southglos.gov.uk/newlocalplan.</p>	
	<p>This concluded the business of the meeting, which closed at 8.50 pm</p>	

Date of Next Meeting: Tuesday 17th April at 7.30 pm

Chairs signature _____

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 Dated: 17th April 2017

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APPENDIX. MINUTE 704/17.4CURRENT STATUS OF PLANNING APPLICATIONS SINCE LAST PARISH COUNCIL MEETING.

Date	Reference	Address	Description	Council Comments	Decision Date	Decision
13/09/16	PT16/5140/F	The Haven Moorslade Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DJ	Erection of 1no detached dwelling, parking and associated works.	No Comment	09/03/17	Approve with conditions
19/10/16	DOC16/0364	Training And Conference Centre Eastwood Park Falfield South Gloucestershire GL12 8DA	Discharge of Condition 2 (Demolition) attached to planning permission PT12/3708/LB Demolition of the following structures located within the curtilage of the grade II listed Eastwood Park House: 10no. Staff houses; decontamination labs and store buildings; lift labs; bungalow; air conditioning bl...	No Comment		Awaiting Decision
02/12/16	PT16/67401/F	Gable Cottage 4 Heneage Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DN	Demolition of existing garage and porch. Erection of a two storey rear and single storey side extensions to provide additional living accommodation. Erection of a front porch. Erection of a detached garage.	No Comment		Awaiting Decision
06/01/17	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)	Objection		Awaiting Decision
23/01/17	PT16/6821/F	Sundays Hill House Sundayhill Lane Falfield Wotton Under Edge South Gloucestershire	Erection of single storey side extension to provide additional living accommodation.	No Comment	17/03/2017	Approve with conditions
06/02/17	PT17/0545/PN1	Falfield BT Exchange, Mill Lane, Falfield, Gloucestershire, GL12 8DH	Erection of 1no. 15 metre mast with 3no. Integral antennas. 1no. Dish antenna and associated radio equipment cabinets with associated works.	Comment made		Awaiting Decision
22/02/17	DOC/17/0067	Eastwood Park Ltd Training & Conference Centre, Eastwood Park, Falfield, GL12 8DA	Discharge of Condition 7 (Travel Plan) attached to Planning Application PT12/3710/10/F			

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Dated: 17th April 2017

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Notes from the meeting with the Governor of Eastwood Park and Falfield Parish Council.

Date: Monday 30th January 2017 @ 3.30pm

Present:

For Parish Council: Cllr Jane Hathway (JH), Cllr Veronica Stanley,(VS)Cllr Ken Fryer (KF) & Clerk James Carpenter.(JC)

For Eastwood Park Prison: Governor Suzy Dymond White (SDW) & Mike McBrien (MMcB)

For following issues were raised/discussed;

- Signage – JH raised the issue of the lack of a “Children Playing” sign displayed in at either end of Church Ave which had been raised at an earlier meeting with the previous Governor. SDW indicated that she had been advised that as 15 MPH signs were displayed there was no requirement for additional signage.
- Road Markings – JC raised the issue on the lack of road markings at the junction of Church Ave with Sundayshill Lane. JH & SDW understood that this was under the ownership of South Glos. JC would raise this with Streetcare.
- Long term parking in the Training Car Park. – VS & JH raised their concerns that vehicles were being parked in this car park long term and that in some cases may be being used as a business (car sales and repairs) SDW indicated that they may consider undertaking a leaflet drop to remind residents that the Training Car park was only available to the general public after normal working hours.
- SDW went onto say that the Prison due to training requirements may require the use of the training car park after normal working hours (between 5pm and 7pm) one day a week at some point in the future. It was agreed that this could be added to the leaflet drop indicated above.
- Insurance – SDW questioned whether cars parked on Church Avenue were covered under insurance as Church Avenue was a private road and would look into this further.
- Garages – JH commented on the condition of a number of garages at the rear of Eastley Close and the fact that she considered it a “no go area” after dark due lack of street lighting. It was uncertain in whose ownership these garages were.
- General Street lighting – MMcB indicated that work was progressing to rectify the issues with the remaining lights that were not operational.

General items of discussion.

- SDW stated that the maximum tally for the prison was 442 inmates and that currently the prison was almost full.
- JH asked if there Eastwood Park were operating any Community Engagement projects. SDW confirmed that this was happening and that if the Parish Council had a project in principal it could be accommodated providing four weeks’ notice was given. Any requests to MMcB. JC would also make the Village Hall Management Committee and St George’s Scouts aware of this.

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- SDW stated that the Prison now had their own Women's Institute, although still in its infancy and that they still continued to produce soap and other decorative goods. It was agreed that it would be beneficial for both the community and the prison to have closer involvement and exchange of information. JC would provide MMcB with the contact for the 5 Alive magazine in order that any items of interest to the local community could be conveyed to other villages in the area.
- JH asked if it might be possible for closer links between the parish, St George's Church and the Chaplaincy at Eastwood. Although JH could not speak for St George's PCC she floated the idea of St George's being made available once a week for visitors to the Prison. SDW also indicated that perhaps help within their own Visitors Centre could be of use.
- Finally SDW suggested that the community could become involved in their Friends & Family Day which is to take place at Easter. This would consist of a tour, sniffer dog demonstrations along with tea and cakes.
- SDW advised that repairs to the potholes in Church Avenue were to be completed in due course.

The meeting closed at 4:25 pm

DRAFT