

FALFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Council held on 15th May 2012 at 7.30 pm at Falfield Village Hall

Present

Parish Councillors: Mrs J. Hathway (Chairperson), Miss E. Jarvis and Mr C. Murton.

Clerk: Mrs D. Bramley. **Public:** Ward Cllr John O'Neill and 6 Parishioners

00253/12 Election of Chair and Signing of the Declaration of Acceptance of Office

It was proposed by Cllr Jarvis, seconded by Cllr Murton and **resolved** unanimously that Cllr Hathway be elected Chairperson. Cllr Hathway agreed and signed the Declaration of Acceptance to Office.

00254/12 Election of Vice Chair

Cllr Mountford has indicated to Cllr Hathway that she was willing to continue as Vice Chairman. It was proposed by Cllr Jarvis, seconded by Cllr Murton and **resolved** unanimously that Cllr Mountford be elected Vice Chairperson.

00255/12 Apologies for Absence

Apologies were accepted from Cllr Mountford, PC N Drapper and PCSO D Golding.

00256/12 To Approve Minutes of Last Meeting

It was proposed by Cllr Hathway, seconded by Cllr Murton and **resolved** that the minutes of the Council meeting held on 20th March 2012 be signed as a correct record.

00257/12 To Receive Declarations of Interest in Items on the Agenda

None

00258/12 Co option of New Members

Mr Ken Fryer applied to fill the vacancy on the Parish Council. It was proposed by Cllr Hathway, seconded by Cllr Jarvis and **agreed** to co opt Mr Fryer onto the Parish Council. Mr Fryer signed the Declaration of Acceptance to Office and was given the Register of Interests form to complete and return to the South Gloucestershire Council Monitoring Officer.

00259/12 Public Forum

00259.1/12 Report from PC Draper

The Clerk read the following report from PC Draper:

"Apologises for myself and Dawn not being able to attend your meeting tonight.

Please be aware that we have had an increase in residents contacting the police regarding Speeding issues in Sundays hill Lane.

This is being addressed and we have spoken to several drivers regarding their speed. There has also been an increase in Anti Social Behaviour incidents in a certain area of Orchard View.

This is being monitored and dealt with by the local beat team.

Please can I ask for residents to continue to call us regarding speeding and any anti social behaviour incidents around this location. Police have also been in contact with Merlin housing to help tackle these concerns.

We are also working jointly with South Gloucestershire Council in order to reduce the offending speeding. South Gloucestershire Council have issued the Parish Council speed signs to put on wheelie bins in order to tackle the speeding issues and to remind motorists of the speed limit.

South Gloucestershire Council are also looking into installing another speed visor in order to monitor speeding in the area.

The beat team are also aware of residents concerns regarding dangerous driving and speeding along the A38 junction with B4061.

This is again being investigated by South Gloucestershire Council and the road policing unit and closely monitored by the beat team.

There has also been reports of shed and garage break-ins mainly stealing push bikes and gardening equipment, please remind your residents to review their security and if they would like some advice from us please contact the beat team either via the Avon and Somerset website or the beat office at Thornbury 0117 9455957 or the non emergency 101 number.

Also report any suspicious activity especially overnight on 999."

Parishioners also added that they have seen the police in the area and that these people involved with the anti – social behaviour have come from elsewhere.

00259.2/12 Potholes on Sunday Hills Lane & A38

Parishioners stated that the pothole on the A38 by Sundayhills Lane had not been repaired and another is appearing at the traffic lights on the A38. Cllr O' Neill will contact Streetcare and find out what is happening.

00260/12 Financial Matters

00260.1/12 To Approve End of Year Accounts 2011/2012

a) To Approve Statement of Accounts Ending 31st March 2012 (Copies Circulated with the Agenda)

The accounts were presented and discussed. It was proposed by Cllr Hathway, seconded by Cllr Fryer and **resolved** to approve the Statement of Accounts as presented and they were duly signed.

b) To Approve Annual Return 2011/2012 (Copies of Section 1 and 2 Circulated with the Agenda)

It was proposed by Cllr Murton, seconded by Cllr Jarvis and **resolved** to approve Sections 1 and 2 of the Annual Return and the form was duly signed.

00260.2/12 To Approve Internal Auditor for 2012/2013

It was proposed by Cllr Hathway, seconded by Cllr Jarvis and was **agreed** that Mrs Ann Leaney be appointed the Independent Internal Auditor for this financial year.

00260.3/12 To Note Payments Received

Aon Gloucestershire Council - Precept Payment (50%)	£ 2,650.00
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00260.4/12 To Approve the following Payments

It was proposed by Cllr Hathway, seconded by Cllr Jarvis and **resolved** unanimously to approve the following payments.

Aon Insurance Premium	£ 310.47
Avon Local Council Association (ALCA) Subscription	£ 107.42
Society of Local Council Clerks (SLCC) Subscription	£ 97.00
<i>(50% to be recouped from Oldbury on Severn Parish Council)</i>	

00260.5/12 To Approve Updating Bank Account Signatures

NatWest Bank

The Nat West bank mandate requires updating to include the co opted members. It was proposed by Cllr Hathway, seconded by Cllr Jarvis and **resolved** unanimously that Cllrs Murton and Fryer be added as signatories on the account with past councillors M Pirie and P Mair being removed. The Clerk distributed the Additional Party Form for new signatories to be completed by Cllrs and returned to the Thornbury Nat West Bank. The Update Mandate Form was signed by Cllrs Murton and Fryer and then signed by the Chair and Clerk. The Clerk will return this form to the bank too.

Action: Clerk & Cllrs Murton & Fryer

National Saving and Investment Accounts

The Clerk will obtain the Signatory Update Form from NS & I and the signatories will be updated at the next meeting.

Action: Clerk

00260.6/12 To Note 2011/2012 PAYE Online Return Completed

The Clerk stated that the PAYE End of Year submission had been completed online and confirmation of receipt had been received.

00260.7/12 To Note Current Account Balances

The following balances were noted: NatWest Account: £ 3474.92 which will decrease too £ 2960.03 when the above payments are made.

The National Savings and Investments Account (NS & I): £5803.65.

The Clerk stated that the VAT return has been sent after receiving advice from the HMRC helpline concerning having trouble obtaining a VAT registration number from HMP Leyhill which has been chased for 10 months. The Clerk was advised to include an explanation with the return but it still may not be included in the payment.

00261/12 Planning Matters

00261.1/12 To Note the Following Applications – No Comments Given

The following applications were noted with no comments offered

PT12/1138/F - Green Farm, Bristol Road, Falfield, South Gloucestershire GL12 8DL

Change of use of 2no. farm buildings to form 2no. holiday lets (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

PT12/1063/CLP – Land at Eastwood Park, Falfield, South Gloucestershire, GL12 8DB

Application for certificate of Lawfulness for the proposed installation of pumping station and erection of associated control kiosk.

PT12/0948/F - Hope Manor Farmhouse, Cromhall Lane, Cromhall, South Gloucestershire

Change of use from Offices (Class B1) to 1no. live/work unit (sui generis) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).

00261.2/12 To Note the Following Application Notices

The following application notices were noted:

WITHDRAWN - PT12/0708/CLP – Land at Eastwood Park, Falfield, South Gloucestershire, GL12 8DB
Application for certificate of Lawfulness for the proposed installation of pumping station and erection of associated control kiosk within 1.5m high fenced enclosure.

CONSENT - PT11/2719/LB – Mill House Farm, Mill Lane, Falfield, South Gloucestershire GL12 8BU
Erection of single storey rear extension to facilitate the conversion of storage building to residential dwelling with associated works (Resubmission of PT10/2701/LB).

00261.3/12 To Note email regarding Bats at the Orchard View Garage Site

There have been several email correspondences between a parishioner and South Gloucestershire Council regarding Bats roosting at the Orchard View Garage Site.

Cllr Hathway gave a brief overview of the email correspondence which requested a new Species Survey as the previous one was not sufficient and the development should be suspended until it had been completed. Cllr Hathway then read out the final Ecology Response from Mr David Villis (Ecologist) which stated that the Council is aware of the appropriate regulations, the possibility of bats roosting at the garage site is low due to their construction and that he supported the conclusions of the original survey.

00262/12 Highway Matters

00262.1/12 Feedback from A38/B4061 Junction Meeting (1st May) – Cllrs Hathway & Jarvis

There was a meeting with the Police, traffic division, a representative from the Highways Department, Cllr Jarvis, Cllr Hathway and a parishioner to explain and show them the issues. The Highways Department have undertaken to look further into this matter.

Cllr Jarvis also mentioned an accident where a telegraph pole was broken when a car hit it at some speed. The pole has been repaired and the accident was put down to bad weather.

00263/12 To Receive Reports from Councillors

00263.1/12 Feedback from Thornbury & Alveston SSCG (25th Apr 2012)

Cllrs Hathway & Jarvis attended the meeting on behalf of the Parish Council. The issues that have been raised are:

Issue 1: Sundayhills Lane – Speeding Traffic, Parking Issues and Child Safety

Cllr Hathway stated that she had received the Bin Stickers and would put together a letter explaining what they are for and distribute them to the residents to hopefully stick on their bin.

It was also mentioned that cars drive on the grass verge as parked cars are making the lane narrow. South Gloucestershire Council increased the tarmac to include part of the grass verge. However cars are still driving on the grass verge and are getting very close to ditch that runs along Sundayhills Lane. This may become more of an issue when building work starts on the Orchard View development. Cllr O' Neill will inform South Gloucestershire Council.

Issue 2: Speeding and the Dangerous Traffic Conditions around the B4061/A38 Junction

There was a meeting at the site as mentioned in Highway Matters and the Highways department are looking at the junction.

00263.2/12 Feedback about the Falfield Big Spring Clean

Cllr Hathway wanted to thank the 15 people who turned out to help with the clean up and stayed for the refreshments after. She has also had lots of nice comments back regarding the Big Spring Clean and it was agreed to carry out the Big Spring Clean annually. In total there were 19 bags of rubbish and a carpet which were collected promptly by the Council and an article appeared in the Thornbury Gazette with a copy being saved in the Parish Council's files.

00264/12 To Receive the Clerks Report

00264.1/12 Notice board Signage

The Clerk has contacted Croglin Designs for a quote for an Oak sign about 70 cm long * 5 cm high to attach to top notice board. An initial quote of about £50 was given but this needs to be confirmed. It was also unclear if this includes postage. **Action: Clerk**

00264.2/12 Part Night Lighting Scheme

A response from Simon Beecroft, HMP Eastwood Park Governor thanking the Parish Council for asking for his views on the change was received and stated that it should not be an issue. He also invited councillors to visit and have a brief tour of the establishment. The Clerk has responded to say that Cllrs would like to visit and have a brief tour. The trees that were planted to stop light pollution have died and it possible Cllrs could inform Mr Beecroft at the meeting. **Action: Clerk**

00265/12 To Note Progress with Asset Inspection Actions List

A copy of the Action List was sent to Cllrs prior to the meeting. Cllr Hathway went through the list and updated everyone on any progress. Due to the bad weather not much progress has been made but it was agreed to try to get together a working group to do some of the work with a fixed date.

ASSET INSPECTION ACTION LIST		
No.	Description of Task	Parish Council Comments / Progress
1	Clean the War Memorial Plaques	Clean in spring
2	Repair render on War Memorial bollards and monitor paving around War Memorial	Look at replacing bollards
3	Varnish All 5 Benches, Notice board posts & Village Green Gates	Varnish in spring
4	Repair Seat Bolt on Bench at Milbury Health	Needs to be looked at and new bolt purchased
5	Cut Trees back at Village Green	Completed
6	Cut down bush in middle of Village Green	Completed
7	Remove Ivy etc from Bus Shelter - Whitfield North Bound (4/5)	Remove in spring Clerk to request SGC to Spray Ivy
8	Notice board Falfield Parish Council Sign	Refer to Clerk's Report
9	Remove Small Notice board, Printer & Laptop from the Asset Register	Completed
10	Remove Small Notice board, Printer & Laptop from the Insurance Policy	Completed

Cllr Hathway also mentioned an email that was received stating that the Grass Verges had not been cut due to the bad weather.

00266/12 To Receive Parish Survey Update

Cllr Hathway circulated a draft copy of the Parish Survey results to Cllrs and thanked Mr Mountford for his help with the bar charts and graphs. It was hoped the results could be circulated with the 5 Alive magazine and the aim was to get it completed so it can go out with the July 5 Alive. Cllr Hathway and the Clerk will look at getting the results printed.

A Parish Survey results surgery would then be arranged for October, earlier if possible, to discuss the results; discuss solutions and introduce developing a Parish Plan. A separate steering group would need to be set up to develop a Parish Plan and would therefore need support from the Parish. Funding is available for the development of Parish Plans and a number of parishes have or are developing them. **Action: Cllr Hathway & Clerk**

00267/12 To Note Feedback from Queens Jubilee Meetings

The Jubilee Mugs have been purchased and donations almost cover their cost. Tickets are available for the Barn Dance at Buckover Farm on 4th June from 8 pm – Midnight. There is a Big Jubilee Lunch on 3rd June at the Village Green after Church Service from 12.30 – 4 pm. All you need is a picnic & chair and there will be games and craft activities for the children who can come in fancy dress and Cream Teas in the Church from 2.30 pm.

00268/12 Correspondence (*Italics – available by email*)

Respond to:

Heritage Orchard Survey, Requesting volunteers to verify the orchards in the Parish - The information was passed to Mr Colin Smith to look at.

Correspondence (email) from a Parishioner asking for information regarding the increase in the precept.

a) Explain the need for such a large increase

The budget, which is very tight, was discussed at the meeting in November 2011 and in the previous years the unearmarked funds in the reserve account were used to supplement the Parish Councils outgoings. These unearmarked funds have now been reduced and could not be used this year; hence the precept has had to be increased to cover costs. The increase was £902 and equates to approximately £4.37 per property.

The Precept which was set at £5,300 and covers items including the Clerks Salary & Expenses, Insurance, Grass Cutting, Maintenance, Rental, Poppy Wreath, Supplement to Election Contingency Fund and a donation of up to £500 for the Jubilee Celebrations.

b) Justification for this given the current government recommendation for no increase in council tax

The recommendation was for the County and District Councils and did not include the Parish Councils.

c) What is the extra revenue for – break down of the use etc...

There is no extra revenue except the Election Contingency Fund in the Reserve account needs to be increased to cover the possibility of an election in 2015 which would have cost in the region of £3K in 2011.

The Clerk will reply to the parishioner.

Action Clerk

For Information:

Leaflets – Diamond Jubilee Family Fun Day on 7th June & Armed Forces Day on 23rd June at Kingswood Park
South Gloucestershire News Spring 2012

South Gloucestershire Over Fifties Forum Newsletter Spring 2012

Avon and Somerset Police Authority Newsletter March 2012

NALC e-Bulletins – March & April

Green Infrastructure Presentation from the ALCA Meeting on 29th March 2012 – Circulated with agenda

Agenda - ALCA South Glos Area Group AGM on 31st May at 7.15 pm at Baileys Court Activity Centre, Bradley

Stoke – National Planning Policy Framework & Minutes of ALCA meeting on 29th March 2012

Southern Brooks Community Voluntary Sector ebulletin - April & May

Thornbury Eco Fair – 19th May 10.30 – 4.00 at The Chantry

South Gloucestershire LiNK e-Bulletin April 2012

SLCC Branch Newsletter April 2012

South Gloucestershire Press Release - 'Part night' Lighting scheme extended to 'A' roads

Capital Grants Scheme Information – Open for Bids from 30th April – 11th June

VOLUNTARY and community groups in South Gloucestershire can apply for help with the cost of capital projects such as buying or enhancing buildings or purchasing new equipment, machinery or vehicles.

Broadband Survey Results – circulated to Cllrs Hathway and Jarvis

CPRE Avonside Newsletter

00269/12 Matters for Further Discussion / Information

00269.1/12 Village Hall Request for Permission regarding Changes to Toilet Facsimiles

Cllr Hathway stated that she had been approached by the Falfield Village Hall committee regarding obtaining permission to make changes to the hall toilet facilities. They also need the permission of St George Parochial Church Council and the Gloucester Diocese. This item will be added to the agenda for the July meeting.

Date of Next Meeting Tuesday 17th July 2012 at 7.30 pm

This concluded the business of the meeting, which closed at 9.15 pm.

The 100 Club draw took place at the end of the meeting