

# **FALFIELD PARISH COUNCIL**

Minutes of the Annual Meeting of Council held on 21<sup>st</sup> March 2013 at 7.55 pm at Falfield Village Hall

## Present

**Parish Councillors:** Mrs J. Hathway (Chairperson), Miss E. Jarvis, Mr K. Fryer & Mr C. Murton.

**Clerk:** Mrs D. Bramley. **Public:** PCSO Golding & 6 Parishioners.

### **00349/13 Election of Chairperson & Signing of the Declaration of Acceptance of Office**

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

### **00350/13 Apologies for Absence**

Apologies were accepted from Ward Cllr John O'Neill.

### **00351/13 Election of Vice Chairperson**

It was proposed by Cllr Fryer, seconded by Cllr Hathway and **resolved** unanimously that Cllr Jarvis be elected Vice Chairperson.

### **00352/13 Election of Representative for the William Stephens Charity**

It was proposed by Cllr Murton, seconded by Cllr Hathway and **resolved** unanimously that Cllr Fryer be elected as the representative of the William Stephens Charity. This year it is Falfield's choice for the recipient of the charity. The Clerk will forward Cllr Fryer's details to the William Stephens Charity. **Action: Clerk**

### **00353/13 To Approve Minutes of Last Meeting**

It was proposed by Cllr Murton, seconded by Cllr Fryer and **resolved** that the minutes of the Council meeting held on 19<sup>th</sup> March 2013 be signed as a correct record.

### **00354/13 To Receive Declarations of Interest in Items on the Agenda**

None

### **00355/13 Co-option of New Members**

None

### **00356/13 Public Forum**

#### **00356.1/13 Police Report - PCSO Dawn Golding**

PCSO Golding introduced herself and gave her report prior to the start of the Annual Parish Meeting. They are still based in Thornbury and although they have requested to stay in Thornbury they have no idea where they will be going. Having looked at the incident database for the last 6 months there have been only been 2 incidents in Falfield. These incidents were for theft and included the money from the Falfield telephone box, although it was believed by parishioners that this box did not take money. There has also been an increase in catalytic converters thefts and rogue traders in the Thornbury area. Please can you let the Police know if rogue traders call on you so that they can be investigated. PCSO Golding then handed out UV marker pens, Cold Calling Door stickers and the Police magazine.

Parishioners asked about the 'Car for Sale' at the end of Sundayhills Lane. PCSO Golding stated that it had been checked and was parked legally. If the same seller is selling multiple cars then please let them know so they can investigate if the person is a dealer. Cllr Hathway thanked PCSO Golding for attending this meeting.

#### **00356.2/13 A38 Verge Cutting**

It was raised by a parishioner that the verge from Whitfield Lodge into the village has been cut before the daffodils have fully died away therefore they may not grow again next year.

#### **00356.3/13 Pool Farm Barns**

A parishioner expressed their concerns that the development at Pool Farm Barns has resulted in the destruction/removal of a pond, trees, hedges and shrubs from behind the Pool Farm Barns development site. The parishioner went through what had been happening at the site since the planning permission was granted including the removal of the trees, hedgerows and shrubs; the filling of the pond with rubble and the changes to the levels of the landscape. These alterations were not part of the planning application and the parishioner would like to know if permission was received for these works. The pond is part of the areas drainage system and as a result of its removal flooding has occurred in areas that have not flooded in 25+ years.

The parishioner also had further concerns that the contaminated land had not been dealt with as required. The contaminated land is meant to have been scrapped back by 60 cm, removed from site and replaced with new soil. It is not meant to be scrapped back and used to level the site or surrounding area including the pond site.

The parishioner asked the Parish Council if they could follow up these issues and request that the pond is reinstated, the removed trees, hedges and shrubs are replanted and that the contaminated land is dealt with accordingly. It was agreed by all that the Parish Council would write to South Gloucestershire Council reiterating these issues.

## 00357/13 Financial Matters

### 00357.1/13 To Approve End of Year Accounts 2012/2013

a) To Approve Statement of Accounts Ending 31<sup>st</sup> March 2013 (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 2012/2013 (Copies of Section 1 and 2 Circulated with the Agenda)

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

The Clerk will return the Annual Return to Grant Thornton, the new external auditor.

**Action: Clerk**

### 00357.2/13 To Approve Internal Auditor for 2013/2014

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

### 00357.3/13 To Discuss Moving Insurance Companies

Cllr Hathway gave details of the Aon renewal premium and the quote received from Came & Company which was significantly less. The Clerk has reviewed the policy details and is comparable with the existing one. The Clerk explained that this was a long term agreement for 3 years and the premium should only increase as a result of the assets being indexed linked. It was proposed by Cllr Jarvis, seconded by Cllr Murton and **resolved** by all to take up the Came & Company quote of £159.00. The Clerk will complete the relevant paperwork and return it to Came & Company.

**Action: Clerk**

### 00357.4/13 To Note Payments Received

|  |           |
|--|-----------|
| South Gloucestershire Council Precept & LCTS Payment (50%) | £ 2975.00 |
| HMRC VAT Refund 2012/2013                                  | £ 69.44   |
| Oldbury on Severn Parish Council – SLCC Contribution (50%) | £ 50.00   |

### 00357.5/13 To Approve the following Payments

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

|   |          |
|---|----------|
| Mrs D. Bramley - Salary (April) via Standing Order            | £ 280.68 |
| Mrs D. Bramley (Office Expenses)                              | £ 30.00  |
| Donation – 1 <sup>st</sup> Falfield & Stone Brownies          | £ 30.00  |
| Donation – 5 Alive Benefice Newsletter                        | £ 30.00  |
| Society of Local Council Clerks (SLCC) Annual Subscription    | £ 100.00 |
| Broker Network Ltd – Came & Company Insurance Renewal Premium | £ 159.00 |

### 00357.6/13 To Note Current Account Balances

The following balances were noted: NatWest Account: £4,220.66 which includes the Precept, LCTS and VAT receipts and April salary payment. It will decrease too £3,921.66 when the other receipts and payments have cleared.

The National Savings and Investments Account (NS & I): £ 5,834.88

### 00357.7/13 To Note 2012/2013 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. The transfer to Real Time Information PAYE system was also noted.

### 00357.8/13 To Approve Updating the NatWest & NS & I Account Signatories

#### NatWest Bank

It was proposed by Cllr Fryer, seconded by Cllr Murton and **resolved** unanimously to remove Mrs J. Mountford from the signatories of the account as she had stepped down as a councillor. The Update Mandate Form was signed by the Chair and Clerk and will be returned it to the bank.

**Action: Clerk**

#### National Saving and Investment Accounts

It was proposed by Cllr Fryer, seconded by Cllr Murton and **resolved** unanimously to remove Mrs J. Mountford from the signatories of the account as she had stepped down as a councillor. The signatories will now be Cllr Hathway, Cllr Jarvis,, Cllr Fryer and Cllr Murton. The Resolution Form was signed by the Chair and Clerk and will be return to NS & I.

**Action: Clerk**

## 00358/13 Planning Matters

### To Note the Following Applications – No Comments Given

PT13/0612/F – Land at Cutts Heath Road, Milbury Heath – Conversion of existing barn to form 1no. dwelling with associated works.

### 00358.1/13 To Note the Following Notices

**PERMIT** - PT13/0318/F - Fern Cottage, Gloucester Road Whitfield – Erection of side conservatory

**PERMIT** - PT13/0299/F - Wagon House/Old Cow Shed Green Farm Bristol Road Falfield - Change of Use of agricultural building to 1 no. dwelling with associated works.

**PERMIT** - PT13/0714/RVC - Rudgewood Annexe Horseshoe Hill Milbury Heath - Variation of Condition 2 attached to previously approved planning permission P98/1489 to allow the residential annexe to be used as an independent residential dwelling.

**PERMIT** - PT13/0764/F – Poplar Cottage, Bristol Road, Falfield – Erection of replacement garage.

### **00359/13 Highway Matters**

#### **00359.1/13 Eastley Close**

Concerns have been raised about the condition of Eastley Close road and footpath but as this is not an adopted highway South Gloucestershire Council (SGC) is not responsible for any maintenance. SGC have been asked for an estimate as to how much the work required may cost but no response has been received yet. Ward Cllr O' Neill has looked at the Land Registry and the road and footpaths are registered to the Secretary of Justice and would therefore be responsible for the maintenance. It was agreed by all for the Parish Council to write and ask them about having the road and footpath repaired.

**Action: Clerk**

#### **00359.2/13 To Discuss Changes to Highways & Streetcare Services Expiry: 13<sup>th</sup> Sept 2013**

Cllr Hathway and the Clerk had a meeting on the 17<sup>th</sup> May 2013 with Mr Michael Dixon (South Gloucestershire Council (SGC)) The notes from this meeting were circulated to parishioners present and are summarised as follows:

SGC are looking to reduce costs so they are reviewing the services they provide for Highway Adopted Land since some areas receive more services than others. This review does not include services for Public Open Spaces. The services that will be affected within Falfield are the emptying of the dog bins and the highways adopted grass that has been cut to an 'amenity' standard e.g. up to 14 cuts a year. Grass will continue to be cut twice a year. There are three delivery options available to the Parish Council if they wish to receive the same level of service, these being: Buying Back SGC services at a cost of about £755, locally fund the required services or obtain a Licence to Maintain. Cllr Hathway informed Mr Dixon that SGC will not be the ones getting the 'flack' when the Parish Council has to increase the precept by 13% to cover these additional costs. Mr Dixon was given a number of questions to take back to SGC including if the Dog Bins were replaced with normal bins, as they can now be used for dog waste, would the Parish Council have to pay for their collection; the green areas on the map are not consistent with what is currently cut to an amenity standard and needs to be reviewed and whether the Parish Council could have an extension until the 20<sup>th</sup> September to respond to the consultation.

Parishioners were unhappy that if the precept was increased they would be paying again for a service that they already received. Cllr Hathway encouraged those present to complete the Streetcare Localism survey and it was expected that there would be further information available at the July meeting.

### **00360/13 To Receive Reports from Councillors**

#### **00360.1/13 Feedback from Thornbury & Alveston SSCG – Cllrs Hathway**

The last meeting was on the 9<sup>th</sup> May 2013 and the following was reported. The A38/B4061 junction changes will not be made until next year and it is unknown which scheme is to be implemented. To stop some commuter parking in Sundayhills Lane white advisory keep clear markings have been installed between the current Orchard View lay-by and Church Avenue but the minutes from the previous meeting stated that they would extend to the entrance of Church. Ward Cllr O'Neill is looking at having the lines extended to the Church entrance. The Parish Council will be attending the Charfield, Cromhall and Tortworth SSCG from now on and their next meeting is on the 30<sup>th</sup> May 2013 at 7.30 at Tortworth Estate Office. Cllrs Hathway and Jarvis hope to attend. It will be confirmed whether the current issues will be transferred to the new SSCG group.

#### **00360.2/13 Village Hall Management Committee Feedback – Cllr Hathway**

Cllr Hathway reported that there is a new committee and that they need to fund raise. Cllr Hathway had also reported to the committee that the village green underground 'support pipe' cover was broken. It was reported at the meeting that the earth around the site had been raised, a new cover has been put in place so the area was safe and other options were being looked at.

#### **00360.3/13 Community Matters**

##### Bus Service 311

The Service from Dursley to Thornbury via Charfield & Wotton under Edge was intended to be scrapped by the end of August. This service was not included on the original consultation and is used by children to attend school and released ladies from HMP Eastwood Park. South Gloucestershire Council alongside Gloucestershire County Council have now, however, arrived at an arrangement with First that will enable them to continue to operate the current 311 bus service for another year.

### **00361/13 To Receive the Clerks Report**

#### **00361.1/13 Orchard View**

**Wild Plants by New Parking Area** – South Gloucestershire Council (SGC) are purchasing the seeds for planting on the area around the new parking bays.

**Planting Scheme and Parishioners Tree** – The Planting Scheme for Orchard View green area is on the SGC website with the planning application. South Gloucestershire Council are happy to include the parishioner's tree when they do the planting, which will now take place in October.

**Tree Preservation Orders (TPO)** – No feedback has been received but will chase up when the new track is completed. I will start to put together the required information, as detailed on the SGC Website, once the area is cleaned up.

**Road Direction Sign** – The response received from Rob Wiltsher has been circulated and summarised as follows:

*SGC is under pressure to remove sign clutter and having looked at the signs will:*

- 1. As this is indeed a very old sign and given the above is now not needed, will arrange for its' complete removal along with the integral poles.*
- 2. Arrange for directions to the M5 to be incorporated into the existing A38 sign at the junction of Sundayshill Lane and the A38 directing drivers to Gloucester.*

*No timescale is available for the completion of this work.*

#### **00349.1/13 Clearing of Footpaths along A38**

A request has been submitted (SGC Reference Number: 279769) to have the footpaths cleared and having chased up the progress was informed that the inspector had logged and sent the following to the area maintenance team 'The north and south bound footpaths need to be dug out and swept'. They are currently finding out why the team has not completed the inspectors request.

#### **00349.2/13 Whitfield A38 / B4061 Junction**

The approved scheme has been requested from Mr Gaches but has yet to be received.

#### **00350/13 To Note Progress with Asset Inspection Actions List**

Cllr Hathway stated that the Asset Inspection now needs to be undertaken again and asked for volunteers. Cllr Fryer volunteered to accompany the Clerk and a date for the review will be arranged

**Action: Clerk**

#### **00351/13 To Discuss/Note Parish Survey Task List/Feedback – circulated with Agenda**

The Task List generated from the Parish Survey last year has been updated to show any progress/comments. All the repeated items, items that have been completed or are now standard items on the agenda have been removed. Please refer to Appendix A.

#### **00352/13 Correspondence (*Italics – available by email*)**

##### **Respond to:**

*Consultation - Channel Strategy (Delivery of Services and Customer Interaction) Expiry: 31<sup>st</sup> May 2013.*

*Consultation - Duty to Co-operate schedule & the Strategic Housing Market Assessment Pre-production brief Expiry 31<sup>st</sup> May 2013*

##### **Council Response to above consultations: No Comment**

*Notification of the Publication of the 2011 Census – Clerk to Forward to Cllr Hathway*

##### **For Information:**

*Advice to homeowners on oil spills and suspected oil leaks from central heating oil systems, Children's Playlink Spring Newsletter, Southern Brooks ebuletin April & May 2013, South Gloucestershire CVS March & April Newsletter, South Gloucestershire CVS Quarterly Digest April 2013, South Gloucestershire Parking Enforcement Policy Changes, Draft Updated Parish Charter, Localism Event Questions & Answers, Avon and Somerset Police and Crime Commissioner ebuletin*

*South Gloucestershire Over Fifties Forum Newsletter Spring 2013, Western Power Distribution Newsletter, South Gloucestershire Newsletter – Spring 2013, Police & Crime Plan 2013 – 2017, Clerks & Council Direct May 2013 & The Clerk May 2013.*

#### **00353/13 Matters for Further Discussion / Information**

None

**Date of Next Meeting Tuesday 16<sup>th</sup> July 2013 at 7.30 pm**

**This concluded the business of the meeting, which closed at 9.25 pm.**

**The 100 Club draw took place after the meeting**

# APPENDIX A

## TASK LIST FROM PARISH SURVEY

|   |  |
|---|--|
| <b>Location</b>   |  |
| * Request updated Bus Timetables & that the Perspex is repaired   | The timetables have been updated.<br>Need to get the Perspex repaired/replaced   |
| <b>Safety Concerns</b>  |  |
| * Inform South Gloucestershire School Transport department of the danger to the children crossing the A38 due to no crossing. |  |
| <b>Other Parish Issues</b>  |  |
| <b>Dog Fouling</b>  |  |
| * The Parish Council will include an article in 5 Alive regarding dog fouling with in the Parish.                             | An article has been written and will appear in the 5 Alive magazine  |
| <b>Falfield Village Hall</b>  |  |
| * Review increasing the precept to make regular donations to the Village Hall   | The Parish Council has reduced the amount of donations it makes as they have had to increase the precept to cover its regular costs. There will also be additional costs next year for the Parish Council due to the Streetcare Localism Consultation (e.g. paying for some grass cutting and the emptying of dog bins). |

Repeated items, items that have been completed or is a standard item on the agenda have been removed