

FALFIELD PARISH COUNCIL

Minutes of the Annual Council Meeting held on 19th May 2015 at 7.40 pm at Falfield Village Hall

Present

Parish Councillors: Mrs J Hathway, Miss E. Jarvis, Mrs M. O'Connor & Mr K. Fryer.

Clerk: Mrs D. Bramley **Public:** Ward Cllr John O'Neill & 7 Parishioners.

00534/15 Councillors Declaration of Acceptance to Office

All councillors signed their Declaration of Acceptance to Office.

00535/15 Election of Chairperson and Signing of Declaration of Acceptance to Office

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

00536/15 Apologies for Absence

None

00537/15 Election of Vice Chair

It was proposed by Cllr O' Connor, seconded by Cllr Fryer & resolved that Cllr Jarvis be elected Vice Chair.

00538/15 To Approve Minutes of Last Meeting

It was proposed by Cllr O' Connor, seconded by Cllr Jarvis and **resolved** that the minutes of the Council meeting held on 17th March 2015 be signed as a correct record.

00539/15 To Receive Declarations of Interest in Items on the Agenda and Dispensation Requests

Cllrs submitted their applications for a dispensation relating to financial items on the agenda e.g. setting of the budget and precept as they reside in the parish. The dispensations were granted on the grounds of 'that so many members of the decision-making body have discloseable pecuniary interests in a matter that it would "impede the transaction of the business". In practice this means that the decision-making body would be inquorate as a result'.

00540/15 Public Forum

00540.1/15 Commuter Parking In Mill Lane

A parishioner raised the issue that commuter parking in Mill Lane was increasing since the waiting restrictions were introduced in Sundayshill Lane. Some vehicles are also parking for extended time periods not just the day. Also the cones that were provided to help with the issue disappeared after 48 hours. The parishioner had sent photographs of the vehicles to the Parish Council and Ward Cllr O' Neill. The Clerk has not seen the photographs so Cllr O' Neil has resent them to the Parish Council.

Cllr O' Neill stated that he had sent the photographs to Streetcare and asked Highways to assess the situation. The area will be monitored, because at an initial visit no vehicles were seen. Cllr O' Neill also stated that a Park and Share scheme was on the Local Plan for the area and land had been identified however this would take several years to be implemented. Cllr O' Neill will continue to chase this issue and the parishioner will continue to forward photographic evidence of the cars.

00540.2/15 Police Report – PCSO Tony Blackmore

Please find below a Police report for the period 17th March to 16th May 2015.

March: 31st – Two vehicle road traffic collision, A38 near to The Gables, non-injury, minor damage.

April: 7th – Report of a confused elderly driver of a car A38 northbound, Falfield, only a partial registration taken, area searched no trace by Police.

April: 13th – Cows loose on the road close to M5 over bridge, Tortworth side, cows placed back in field prior to Police arrival. Report of an abandoned car near to ambulance station, vehicle checked and keeper spoken to, all in order, vehicle broken down, awaiting recovery.

May: 4th – Reports from resident that there is an ongoing issue with drivers driving through red lights, both on M5 over bridge and A38.

There were no reported crimes over this period!

Just a reminder that the next Falfield Police beat surgery will be held on Thursday 11th June at Village Hall between 6:30-7:30pm."

00540.3/15 Flashing Speeding Sign in Falfield

It has been reported by a parishioner that the Flashing Vehicle Activated Speed Sign in Falfield was not working. This has been reported to South Gloucestershire Council who have arranged for the manufacture to repair the sign.

00540.4/15 Dead Deer on A38

It was reported by a parishioner that a number of deer have been killed on the A38 (3 so far). This was passed to the Tortworth Estate Manager who was unaware of the issue but will raise the problem with their tenant farmers to see if anything can be done.

00540.5/15 Footpaths behind Brook Cottages, Gambril Lane

Concerns regarding the removal of a stile and the erection of a gate further along the same footpath have been passed to the Public Right of Way team.

00541/15 Planning Matters

00541.1/15 To Discuss the Following Application

PT15/1875/F - Spring Barn, Eastwood Park - Erection of extension to existing outbuilding to facilitate conversion to detached dwelling with associated works. (Amendment to previously approved scheme PT14/0135/F).

Council Response: None

PT15/1565/RVC - Pound House Farm, Old Gloucester Road - Removal of condition 27 and variation of condition 10 attached to planning permission PT13/2618/F to enable the installation of a hardcore access track.

Council Response: None

PT15/1457/F - Cherry Tree Cottage, Bristol Road - Demolition of existing building & erection of detached annex.

Council Response: Cllr Jarvis went through the points raised by the neighbour which they have submitted themselves. The majority of the points raised are not planning considerations so the Parish Council is unable to comment on them. It was agreed that it is for the Case Officer to determine if the windows on the western boundary on the rear elevation of the proposed annex need to be removed or obscured and open inwards. It was also unclear as to whether the Diocese of Gloucester has been informed of this application as the windows look out over their land. It was agreed unanimously to submit the following comments.

"Falfield Parish Council would like to make the following observation: As a number of neighbours to this site were only officially consulted when they contacted South Gloucestershire Council personally after finding out this about this application through word of mouth. The Parish Council would like to know if the Diocese of Gloucester has been officially consulted of this planning application as their land borders the site"

Action: Clerk

00541.2/15 To Note the Following Applications – No Comments / Consultation Expired

PT15/1155/F - Hope Manor Farm, Cromhall Lane - Erection of side extension to existing storage barn.

NO OBJECTION - PT15/1338/PNH - 8 Eastley Close, Falfield - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4 metres, for which the maximum height would be 3.2 metres and for which the height of the eaves would be 2.2 metres

PT15/1112/F - Land Adjoining Spring Barn, Eastwood Park, Falfield - Change of Use of land to residential (Class C3) to include new access and associated works.

00541.3/15 To Note the Following Notices

WITHDRAWN - PT15/0349/F - Pound House Farm, Old Gloucester Road - Erection of 50m wind turbine with associated works including track & crane pad. (Amendment to previously approved scheme PT13/2618/F).

PERMIT - PT15/0948/F – 16 Eastley Close, Falfield - Erection of single storey front and side extension to form additional living accommodation

PERMIT - PT15/0098/F - Old Oaks Farm, Bristol Road - Erection of 1no. agricultural workers dwelling with associated works

00542/15 Financial Matters

00542.1/15 To Approve Statement of Accounts Ending 31st March 2015 - circulated to Cllrs

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

00542.2/15 To Approve Annual Return 2014/2015 Sections 1 & 2 - circulated to Cllrs

It was proposed by Cllr O' Connor, seconded by Cllr Fryer and resolved to approve Sections 1 and 2 of the Annual Return and the form was duly signed. The form will be returned to the external auditor.

Action: Clerk

00542.3/15 To Approve Internal Auditor for 2015/2016

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

00542.4/15 To Note the Payments Received

South Gloucestershire Council Precept & LCTS Payment (50%)	£ 3163.00
HMRC VAT Refund 2014/2015	£ 137.06

00542.5/15 To Approve the following Payments

It was proposed by Cllr Fryer, seconded by Cllr Jarvis and **resolved** unanimously to approve the following payments along with the annual regular payment record which listed the Clerk's Salary and grass cutting.

Mrs D. Bramley – Salary (April) via Monthly Standing Order	£ 289.72
Society of Local Council Clerks (SLCC) Annual Subscription	£ 118.00
Insurance Renewal Premium – Came & Company	£ 159.00

00542.6/15 To Note 2014/2015 PAYE Online Return Completed

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

00542.7/15 To Discuss / Approve Updating the NatWest & NS & I Account Signatories

The Nat West bank mandate requires updating now that a new parish council has been elected. It was resolved and unanimously agreed that Cllrs J. Hathway, E. Jarvis, K. Fryer, M O' Connor be signatories on the account with past councillor Mr C Murton being removed. Each cheque requires any two signatures. The Clerk distributed the mandate form for new signatories to sign along with their Additional Party Form. All forms need to be returned to the NatWest bank. **Action: Clerk**

The NS & I account signatories also need updating now that a new parish council has been elected. It was resolved and unanimously agreed that Cllrs J. Hathway, E. Jarvis, K. Fryer, M O' Connor be signatories on the account with past councillor C Murton being removed. Each withdrawal requires any two signatures. The Clerk distributed the change of signatory form for the councillors to sign and will then return it. **Action: Clerk**

00542.8/15 To Note 2015/2016 Budget & Payments/Receipts Statement - Circulated to Cllrs

The Budget & Payments and Receipts Statement was noted and signed.

00543/15 Highway Matters

00543.1/15 To Receive Feedback regarding Sundayhill Lane Commuter Parking

The scheme has been completed and will be monitored to ensure it is enforced. The signs have been installed and are small.

00543.2/15 To Discuss / Receive Feedback regarding A38/B4061 Whitfield Junction

The scheme has been implemented at the junction and is slowing traffic down as intended.

00543.3/15 To Receive Feedback regarding the Request for Wild Flowers on the B4509

Cllr O' Connor stated that this item is on-going as there has been an issue with identifying the land ownership.

00543.4/15 To Receive Feedback regarding Orchard View Track

There has been no progress with this item due to the 'planning's' not being available owing to an ongoing dispute between supplier and contractor. Ward Cllr O' Neill is also chasing this item every few weeks.

Cllrs are extremely dissatisfied with the lack of progress in two years especially as the track is "not fit for purpose". A number of suggestions have been put forward by Cllrs and parishioners which have been rejected due to drainage issues. Cllr O' Neill will go back to Mr Speding to get a further update.

Cllr Hathway asked "What can we do? Would a face to face meeting with South Gloucestershire Council help to progress this issue or talking with planning directly to determine if the drainage issue was resolvable?"

At this time it was agreed that Cllrs would raise this issue at the next Safer Stronger Community Group meeting and that Cllr O' Connor would attend the Severn Area Forum in June and raise the issue there.

00544/15 To Receive Reports from Councillors

00544.1/15 To Note Feedback from Charfield, Cromhall and Tortworth SSCG Feedback

Cllr Fryer attended the meeting on the 14th April, the minutes have been circulated to Cllrs. Cllr Fryer raised the issue about the lack of a Bus Timetable at the Gables Hotel stop which has now been rectified.

Cllr Hathway raised an issue regarding the safety of parishioners using the Tortworth Road bus stops as there is no official stop sign or footpath. Cllr O' Neill stated that this issue has been referred to South Gloucestershire Council and Gloucestershire Council.

Cllr Hathway also highlighted the amount of rubbish that is on the M5 Junction 13 slip road, Cllr O' Neill said that he would pass on the details of the agency reasonable for clearing the slip road.

00544.2/15 To Note Village Hall Management Committee Feedback

Cllr Hathway reported the Annual General Meeting was on the 27th April and they have several new members. The bank balance is healthy and they have a good number of bookings.

00544.3/15 To Note Big Spring Clean Feedback – Cllr Hathway

Cllr Hathway reported that the Big Spring Clean was attended by 14 Adults and 3 Children even though it was raining heavily. Cllr Hathway thanked all those who came to help collect the rubbish on Saturday and those who came out on Sunday too.

00545/15 To Discuss/Approve Revised Risk Management Review Document – circulated to Cllrs

It was proposed by Cllr Hathway, seconded by Cllr O' Connor and resolved unanimously to approve the Revised Risk Management Document. The only action from the document is as follows: Complete Setting up Pension Requirements & other associated requirements by Staging Date. This action is already included on the agenda as a separate item.

00546/15 To Note Update to Asset Register and associated Insurance

The Clerk circulated the updated Asset Register and informed Cllrs that St George Church had thanked the Parish Council for the Lawn Mower. The Lawn Mower has now been removed from the Asset Register and Insurance.

00547/15 To Receive Feedback regarding Asset Inspection/Risk Assessment & Date for next Inspection

The progress regarding the actions is shown below:

1	War Memorial Repairs – Flooring, Chain and Bollard Repairs	A quote for £350 has been received for the proposed works. As the War Memorial is now a Grade II listed building the Conservation Officer at South Gloucestershire Council (SGC) had to be consulted to approve the proposed repair work. As it is just repair work the Conservation Officer has approved the work and it will be going ahead in mid-June. The weeds are also going to be sprayed prior to the work starting. The New Homes Bonus is still available so along with the 2015/2016 Maintenance funds there are sufficient funds available.
2	Bus Shelter – The Huntsman (South Bound) - Some graffiti	No Progress – talk to Streetcare
3	Bus Shelter – Whitfield Gate Farm (North Bound) - Some graffiti	No Progress – talk to Streetcare

The Clerk stated that the Risk Assessment and Asset Inspection was due again. It was agreed that Cllr Fryer along with the Clerk would undertake this task again.

Action: Cllr Fryer/Clerk

00548/15 To Discuss/Receive Feedback regarding the Changes to the Pension Requirements

The Clerk informed Cllrs that Cllr Hathway as Chair had been nominated as the primary contact with the Clerk as the secondary contact.

00549/15 To Receive Feedback regarding Document to Comply with the New Transparency Code

The Clerk went through the requirements to comply with the new Transparency code and showed Cllrs the draft document. Mr Carpenter is happy to publish the required information on the village website. The Clerk will finalise the document and publish it on the website.

Action: Clerk

00550/15 Correspondence (*Italics – available by email*)

Respond to:

Consultation - *Draft Single Equality Plan 2015-19* - **Council Response:** None

Consultation – *To Agree a way forward for the upcoming Policies, Sites & Places Consultation for the Proposed Submission version of the Policies, Sites and Places Plan (PSP Plan) and the nominated Local Green Spaces (LGS) in your area for inclusion in the PSP Plan* - **Council Response:** It was agreed that if the consultation falls outside the normal council meetings and the parish Council needs to respond that they reiterate their initial comments.

For Information:

Deaf Association Newsletter Spring 2015, Clerks & Councils Direct May 2015 & the Clerk May 2015

Rural Housing Policy Review – Summary Report, Senior Siren Issue 24, Came & Company Council Matters Spring 2015, ALCA Spring 2015 Newsletter, Healthwatch South Gloucestershire ebulletin April & May 2015, CPRE Avonside Newsletter - April 2015, Thank – you for the Lawn Mower from St George Parochial Church Council and The Introduction of Community Infrastructure Levy in South Gloucestershire

00551/15 Matters for Further Discussion / Information**00551.1/15 Formal Documents Proposed Updates**

The Clerk circulated the recommendations for updates to the Standing Orders and Financial Regulations for approval at the next meeting.

00551.2/15 Oldbury Site Stakeholders Group

Cllr O' Neill informed Cllrs that they could send a representative to the Oldbury Site Stakeholder Group meetings. The Clerk stated that she was the current representative but had been unable to attend. The next meeting is on the 29th July 2015 and Cllr Hathway stated that she will attend. The Clerk will send the information about the meeting once it is received.

Date of Next Meeting Tuesday 21st July 2015 at 7.30 pm

There will be a presentation from Horizon regarding the New Power Station Development at this meeting

This concluded the business of the meeting, which closed at 8.55 pm.