

FALFIELD PARISH COUNCIL

Minutes of the Annual Council Meeting held on 20th May 2014 at 7.30 pm at Falfield Village Hall

Present

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

Clerk: Mrs D. Bramley **Public:** 5 Parishioners

00439/14 Election of Chair and Signing of Declaration of Acceptance of Office

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

00440/14 Apologies for Absence

Apologies were accepted from Ward Cllr John O'Neill.

00441/14 Election of Vice Chair

It was proposed by Cllr Hathway, seconded by Cllr Murton & **resolved** that Cllr Jarvis be elected Vice Chair.

00442/14 To Approve Minutes of Last Meeting

It was proposed by Cllr Murton, seconded by Cllr Fryer and **resolved** that the minutes of the meeting held on 18th March 2014 be signed as a correct record.

00443/14 To Receive Declarations of Interest in Items on the Agenda

None

00444/14 Co-option of New Members

Mrs Megan O' Connor applied to fill one of the vacancies on the Parish Council. It was proposed by Cllr Jarvis, seconded by Cllr Murton and agreed by all to co-opt Mrs O'Connor onto the Parish Council. Mrs O'Connor signed the Declaration of Acceptance to Office. The Register of Interest Form will be returned to South Gloucestershire Council.

00445/14 Public Forum

00445.1/14 Blocked Footpath

A parishioner reported that the footpath behind the prison going towards Pound Farm has been blocked by a fixed fence that had been used to replace a gate. The Clerk will inform the Public Rights of Way Officer. **ACTION: Clerk**

00445.2/14 Collapsing Section of Sundayshill Lane

A parishioner reported that part of Sundayshill Lane, outside of Timaru was collapsing by the water pipe. The Clerk will contact South Gloucestershire Council and inform them of the problem. **ACTION: Clerk**

00445.3/14 War Memorial

A parishioner is collating information about the soldiers commemorated on the War Memorial for the website and enquired if the Parish Council had any information in the parish records. The Clerk will look at the records and get back to the parishioner. **ACTION: Clerk**

00446/14 Financial Matters

00446.1/14 To Approve End of Year Accounts 2013/2014

a) To Approve Statement of Accounts Ending 31st March 2014 (Copies Circulated with the Agenda)

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

b) To Approve Annual Return 2013/2014 (Copies of Section 1 and 2 Circulated with the Agenda)

It was proposed by Cllr Hathway, seconded by Cllr O'Connor 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 external auditor.

00446.2/14 To Approve Internal Auditor for 2014/2015

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.

00446.3/14 To Note Receipts Received

South Gloucestershire Council Precept & LCTS Payment (50%)	£	3147.00
HMRC VAT Refund 2012/2013	£	32.31
Oldbury on Severn Parish Council – SLCC Subscription Contribution (50%)	£	58.00

00446.4/14 To Approve the following Payments

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

Mrs D. Bramley – Salary (Apr) via Monthly Standing Order	£	283.47
Mrs D. Bramley – Office Expenses	£	32.00
Society of Local Council Clerks (SLCC) Annual Subscription	£	116.00
Insurance Renewal Premium	£	159.00

The Clerk stated that the Invoices from South Gloucestershire Council for the Village Green Grass cutting & Street Scene Buy Back Services are expected soon and will chase them if they are not received by the end of May.

00446.5/14 To Note HMRC 2013/2014 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.

00446.6/14 To Discuss Updating the NatWest & NS & I Account Signatories

After a short discussion it was agreed by all not to update the bank signatories to include Cllr O'Connor at this time as there is an election next year.

00446.7/14 To Note 2014/2015 Budget & Payments/Receipts Statement - Circulated to Cllrs

The Budget & Payments and Receipts Statement was noted.

The current balances are: NatWest Current Account: £ 6,447.28
National Savings & Investment Account: £ 5,878.64

00447/14 Planning Matters

00447.1/14 To Note the Following Applications – No Comments / Consultation Expired

PT14/1344/F - Eastwood Park Woman's Prison, Eastwood Park - Change of land use for the construction of a new sewage pumping station site to include new control kiosk and increase in size of vehicular.

PRIOR APPROVAL REQUIRED - PT14/1359/PNA - Land at Cutts Heath, Buckover – Prior notification of the intention to erect an agricultural building for the storage of fodder and machinery..

00447.2/14 To Note the Following Notices

PERMIT - PT14/0822/HED - In Fields South East Of Eastwood Park Woman's Prison, Eastwood Park - Removal of 9no. 10m wide hedgerows to facilitate the installation of a new sewer.

REFUSAL - PT14/0588/F - Eastwood Garden Plant Centre, Eastwood Park, Falfield - Erection of single storey rear extension to form extended tea room and kitchen area. Erection of front entrance porch.

PERMIT - PT14/0093/F - Sundayshill Lane, Falfield - Change of use of land for the temporary stationing of 1no. mobile home for use as an agricultural workers dwelling for a period of 3 years.

REFUSAL - PT14/0135/F - Spring Barn Eastwood Park Falfield - Erection of extension to existing outbuilding to facilitate conversion to detached dwelling with associated works. An APPEAL has been submitted.

PERMIT - PT13/2618/F - Pound House Farm, Old Gloucester Road - Erection of 1 no. 77 m maximum high wind turbine with associated works.

PERMIT - PT13/4062/F - Whitfield Garage, Gloucester Road, Whitfield - Demolition of two buildings and extension to existing building to facilitate the change of use of existing commercial unit to 1no. work/live unit and associated offices and workshop.

00448/14 Highway Matters

00448.1/14 To Discuss / Receive Feedback regarding A38/B4061 Whitfield Junction

Cllr Hathway reported Cllr O' Neill's comments as follows: The scheme had now been passed to the Highways Engineer Marc Cashmore. Any plans that have been drawn up so far are now null and void. Cllr O'Neill will pass on any further information he receives to the Parish Council.

00448.2/14 To Receive Feedback regarding Orchard View (inc Purchase of Wild Plant Seeds)

Cllr Hathway reported Cllr O' Neill's comments as follows: South Gloucestershire Council are still waiting to complete the work on the track and the Parish Council has requested that the Orchard View Green area is considered for designation as a Local Green Space. This will help protect the area from any future development.

The wild flower seeds have been replaced and it was agreed that the cost of the seeds will be reimbursed from the donation received last year.

Cllr Hathway also read the remainder of Cllr O' Neill's report from the 5 Alive magazine.

Cllr O' Connor asked if there was any information regarding the Residents Only Parking sign for the layby. The Clerk will ask Cllr O'Neill if there is any further information.

ACTION: Clerk

00449/14 To Receive Reports from Councillors

00449.1/14 To Note Feedback from Charfield, Cromhall and Tortworth SSCG

At the meeting on the 10th April Cllrs Hathway and Jarvis raised the issue of not being consulted on Highway Schemes that are being implemented or investigated in the parish. The litter at the M5 junction was also discussed in detail as it affects both Falfield and Tortworth Parishes. Both Parishes have been out litter picking but it is very dangerous to do this area. Jacqui Ward will investigate if Michael Wood service station could use bio-degradable containers as they form a large part of the litter in the area. The Highways Agency has a litter collection on their task list and it was stated that 2 Traffic Regulation Orders were required to close the road so that they can repair the damaged traffic light. The minutes of the meeting were circulated to Cllrs.

00449.2/14 To Note Village Hall Management Committee Feedback

Cllr Hathway reported that the Annual General Meeting was held in April and the committee has a number of new members. Fundraising activities include a table top sale last weekend and a Barn Dance arranged for June.

00449.3/14 To Receive Feedback regarding The Big Spring Clean 29th March 2014

Cllr Hathway reported that 15 Adults and 8 children turned out to help clean up the parish. We were grateful for the use of St George Church as our original meeting venue was unavailable. Bacon butties & hot dogs were served to those that took part. The Parish Council will look at obtaining some more Hi – Vis jackets for next year.

00449.4/14 To Receive Feedback regarding HMP Eastwood Park Meeting

Cllr Hathway reported that Susie Richardson is still putting together a leaflet about the new charity that is being set to support the women and she is very delighted that the parish is interested in the project. The leaflet will be forwarded to the Parish Council once it is completed.

00449.5/14 To Receive Feedback regarding HMP Leyhill Working Party

The Parish Council received a letter stating that due to a reorganisation at HMP Leyhill the "Through the Gate" working party programme will no longer be operating. A number of organisations in the parish have used the working party service. The Village Hall management committee, supported by the Parish Council, have written to Steve Webb MP. Mr Webb MP has arranged a meeting with HMP Leyhill in June to discuss the importance of this service to the community.

00450/14 To Receive the Clerks Report

00450.1/14 Footpaths along the A38 (New Refs: 22874 & 13134 (Old Ref: 279769))

The Clerk stated that the footpaths along the A38 have finally been cleared except for the one in Falfield by the village hall. This path could be done by volunteers or when the War Memorial work is carried out.

00450.2/14 War Memorial Works

After some discussion about the work required at the War Memorial including relaying several of the paving slabs in the chained off area around the War Memorial Cllr O' Connor agreed to enquire if a neighbour would be interested in taking on the task.

ACTION: Cllr O' Connor

00451/14 To Note Next Risk Assessment & Asset Inspection is due in July 2014

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

00452/14 To Discuss/Approve Revised Standing Orders - – circulated to Cllrs

It was proposed by Cllr O' Connor, seconded by Cllr Hathway and **resolved** unanimously to approve the Revised Standing Orders.

00453/14 To Discuss/Approve Revised Financial Regulations – circulated to Cllrs

It was proposed by Cllr Murton, seconded by Cllr Fryer and **resolved** unanimously to approve the Revised Financial Regulations, with the changes as discussed.

00454/14 To Discuss/Approve Revised Risk Management Document – circulated to Cllrs

It was proposed by Cllr O' Connor, seconded by Cllr Murton and resolved unanimously to approve the Revised Risk Management Document. The review of the Financial Regulations against new NALC Model which was highlighted in the review has now been completed.

00455/14 Correspondence (*Italics – available by email*)

Respond to: None

For Information:

South Gloucestershire Advice Spring Newsletter, Senior Siren Issue 18, Draft South Gloucestershire Compact, South Gloucestershire News Spring 2014, Healthwatch South Gloucestershire ebulletin April & May 2014, Parish Matters Spring from Came & Co, Minutes of the Town & Parish Council Forum meeting on the 2nd April 2014, Police Beat Surgery Dates at Falfield Village Hall, Community Grant Information, Advice South Gloucestershire Partnership, 'Improving Lives for People in South Gloucestershire' Report, ALCA Local Council Matters Issue 1, Minutes of the South Gloucestershire Area Group Area Meeting (14th Nov 2013) and Minutes of the Charfield, Cromhall, Falfield and Tortworth SSCG on the 10th April 2014

South Gloucestershire Over Fifties Forum Spring 2014, Letter from HMP Leyhill regarding the end of the Supervised Work Party, Western Power Distribution – Power Cut Kit, Clerks & Councils Direct May 2014 & The Clerk May 2014.

00456/14 Matters for Further Discussion / Information

The Clerk informed the Parish Council about the South Gloucestershire Community Infrastructure Levy - Draft Charging Schedule Consultation.

Date of Next Meeting Tuesday 15th July 2014 at 7.30 pm

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