

# **FALFIELD PARISH COUNCIL**

Minutes of the Annual Meeting of Council held on 18<sup>th</sup> May 2010 at 7.45 pm at Falfield Village Hall

## Present

**Parish Councillors:** Mr P. Mair(Vice Chairman), Mr J. Whitney, Miss E. Jarvis, Mr K. Fryer, Mr C. Williams, Mr A. Knight, **Clerk:** Mrs D. Bramley.

**Public:** Mrs Sandra O'Neill (Ward Cllr) and 5 Parishioners.

PC Drapper & PCSO Golding have not attended the last 2 meetings. Clerk to see if they are can attend in July.

## **Apologies for Absence**

Apologies were accepted from Councillor M. Pirie and Councillor C. Williams.

## **0095/10 Election of Chairman and Signing of Declaration of Acceptance of Office Book**

It was proposed by Cllr Whitney, seconded by Cllr Fryer and **resolved** that Cllr Mair be elected Chairman. Cllr Mair agreed and signed the Declaration of Acceptance of Office book.

## **0096/10 Election of Vice Chairman**

It was proposed by Cllr Mair, seconded by Cllr Whitney and **resolved** that Cllr Knight be appointed as Vice Chair.

## **0097/10 To Approve Minutes of Last Meeting**

It was **resolved** that the minutes of the meeting held on 18<sup>th</sup> March 2010 be signed as a correct record.

## **0098/10 To Receive Declarations of Interest in Items on the Agenda**

Councillor Fryer volunteers at the Citizens Advice Bureau.

## **0099/10 Public Forum**

### **0099.1/10 Dead Trees**

For Information: The trees planted at the prison by the new car park have or are dying.

### **0099.2/10 Tarmac Breaking Up**

The tarmac in front of the Jubilee Bench has broken up and needs repairing. This needs to be reported to Streetcare.

**Action: Clerk**

### **0099.3/10 Sundayhills Lane Potholes**

The potholes in Sundayhills Lane were identified on a Saturday with yellow paint but this has now faded and as no work has started the whole task could end up being a waste of time and money. Sandra O' Neill stated that the road is due to be surface dressed and would find out when this was planned and inform the Clerk.

### **0099.4/10 Verge Cutting**

The verge along the B4509 has not been cut and it was asked if a 2 cutter width path could be cut. Currently none of the verges have been cut so Sandra O' Neill will find out the timing of this and liaise with the Clerk.

### **0099.5/10 Potholes**

A parishioner informed the council that the Gazette had asked readers to inform Streetcare of any potholes. The potholes they informed them about have now been filled.

## **0100/10 Financial Matters**

### **00100.1/10 To Appoint Responsible Financial Officer (RFO)**

The Clerk is appointed as the Responsible Financial Officer (RFO) for Falfield Parish Council.

### **00100.2/10 To Approve End of Year Accounts 2009/2010**

a) To Approve Statement of Accounts Ending 31<sup>st</sup> March 2010 (Copies Circulated)

The accounts were presented and discussed. The Clerk will clarify the position on reclaiming the VAT on the initial payment to David Cross and Company Solicitors.

It was **resolved** to approve the Statement of Accounts as presented and they were duly signed.

b) To Approve Annual Return 2009/2010 (Copies of Section 1 and 2 Circulated)

It was **resolved** to approve Section 1 of the Annual Return and the form was duly signed.

It was **resolved** to approve Section 2 of the Annual Return and the form was duly signed.

### **00100.3/10 To Approve Internal Auditor for 2010/2011**

It was **agreed** that Mrs Ann Leaney be appointed the Independent Internal Auditor for this financial year.

### **00100.4/10 To Note Payments Received**

The following payments were received:

South Gloucestershire Council Precept Payment (50%)

£ 2079.25

### 00100.5/10 To Approve Payments for 2009/2010

It was **resolved** to approve the following payments

Aon Insurance Premium	£ 418.95
Avon Local Council Association (ALCA) Subscription	£ 92.75
Book - Local Council Administration 8 <sup>th</sup> Edition	£ 55.60
South Gloucestershire Council - Grass Cutting 1 <sup>st</sup> Apr 2009 – 31 <sup>st</sup> Mar 2010	£ 136.42
Society of Local Clerks Membership Fee	£ 82.00
Grant Payment – Citizens Advice Bureau	£ 180.00

### 00100.6/10 To Note the Account Balances

The following balances were noted.

NatWest Account: £2727.01. This includes the precept payment. It will decrease to £ 1653.29 when all payments listed above and an outstanding payment of £108 have cleared.

National Savings and Investments Account (NS & I): £7776.00.

To cover upcoming expenses funds from the NS & I account will be transferred into the NatWest account in July.

### 0101/10 Planning Matters

To Note the following applications/notifications that have been dealt with since the last meeting.

**00101.1/10 APPLICATION PT10/0975/PNA Hope Manor Farm, Cromhall Lane**  
*Prior notification of intention to erect an agricultural building for storage of animal feed and machinery.*  
*Consultation Expiry: 25<sup>th</sup> May 2010*  
**Council Response: No Comment**

To Note the following applications/notifications that have been received/dealt with since the last meeting.

**00101.2/10 APPLICATION PT10/0697/F 15 Eastley Close, Falfield**  
*Erection of Boundary Fence (Resubmission of PT09/1335/F)*  
**Council Response: This application was discussed with the Case Officer and thus left with them.**

**00101.3/10 APPLICATION PT10/0663/EXT The Old Wind Mill, Bristol Road**  
*Consent to extend time limit implementation for PT07/0809/LB*  
**Council Response: No Objection**  
**Decision: Permit with Conditions**

**00101.4/10 APPLICATION PT10/0632/EXT The Old Wind Mill, Bristol Road**  
*Consent to extend time limit implementation for PT07/0783/F*  
**Council Response: No Objection**  
**Decision: Permit with Conditions**

### 0102/10 Highway Matters

#### 00102.1/10 Orchard View Event

This event is on the 19<sup>th</sup> May and starts at 7.30 at Falfield Village Hall. Residents and some other locals who live near by have been informed. Councillors Jarvis, Fryer, Mair and Whitney will try to attend. Sandra O'Neill will try to attend but will be late.

### 0103/10 Village Hall

#### 00103.1/10 To Discuss Request for a Grant

The Village Hall Grant Request Letter was emailed to Councillors prior to the meeting. In summary the following was discussed: The Village Hall Committee has received a grant for £8000 to do some work on an out building (new roof and door) and replace the hall floor. Before they replace the floor they would also like to do some work outside and re-plaster the hall walls. Until the floor is removed they do not know the extent of the damage and how much the final bill for the floor will be. It is hoped that the work will be started in August and they are looking at several other sources for grants.

The polling day incidence, where a disabled person fell whilst using the front entrance to the hall, was also discussed and an accident form was sent to them by the village hall committee to complete. The village hall committee also want to make the hall more accessible and include a disabled toilet.

As the cost is currently unknown the Parish Council will keep the situation under review and will consider their position once the extent of the repairs is known. Any affect on the precept will have to be put to the electorate.

#### 00103.2/10 Village Hall Representative

It was stated that the village hall representative does not have to be a member of the parish council. Cllr Pirie attended the Village Hall Committee AGM and the clerk will enquire if he is prepared to act at the parish council representative.

**ACTION: Clerk**

## 0104/10 Public Rights of Way (PROW)

Mr David Corbyn was approached by the Clerk regarding becoming the Footpath Warden for the parish. He has agreed to look at the Severnside ramblers report and liaise with the Clerk regarding the issues raised. Several points have been addressed with Lindsay Saunders (PROW Officer) and includes the path from the bottom of Mill Lane up to the B4509 which is not on the PROW map. Sandra O'Neill will get advice from an attendee of the PROW Liaison Group regarding how the parish council should be involved and inform the Clerk.

## 0105/10 To Receive Reports from Councillors

### 00105.1/10 HMP Eastwood Park Land

Cllr Jarvis reported that the HMP Eastwood Park estate office stated that any surplus land will be sold off. In Falfield this includes some of the garages, the pump house and the land the scout hut resides on. The land will be auctioned sometime in the near future.

### 00105.2/10 Eastwood Park Conference and Training Centre Development Workshop

The event on the 22<sup>nd</sup> April 2010 was attended by 30 – 40 people. There were more detailed plans for the development with 10 -12 large detached houses at the military camp site and 30-35 houses on the corner of the estate by the A38. This development will finance the improvements to the main house. HMP Eastwood Park has not been approached regarding access via Church Avenue, sewerage in the area is also an issue and one development is on a flood plane.

## 0106/10 To Receive Clerks Report

### 00106.1/10 LINK Attendance to July Meeting

Sarah Booker, LINK's Development & Information Worker is able to attend the meeting in July. She will talk for about 10 minutes and then take questions.

### 00106.2/10 Asset Inspection

Councillor Ken Fryer and I completed the asset review on 30<sup>th</sup> April 2010. Please refer to the Asset Inspection document for a complete report at the end of these minutes. The items mentioned below need maintenance:

Notice board	The back is detaching from the case and the pin board is warped due to water getting in	
Jubilee Bench	Broken Rung on seat part of the bench	
Milbury Health Bench	The top rung of the seat back is not attached on one side	
Bus Shelters	Falfield (South Bound)	Branches and Ivy need cutting back Perspex broken on timetable
	Falfield (North Bound)	Window View blocked by Tree
	Whitfield (South Bound)	No Bus Stop Sign or Timetable
	Whitfield (North Bound)	Ivy needs removing No Bus Timetable
	Brink Marsh Lane (South)	Ivy needs removing No Bus Stop Sign, Timetable or Lay by
Laptop	Some keys on the keyboard not working	

The Clerk will:

- contact HMP Leyhill and enquire if they can repair the notice board and benches
- contact South Gloucestershire Council IT department regarding the laptop keyboard

**Action: Clerk**

### 00106.3/10 War Memorial

The Royal British Legion does not have any policy regarding insuring War Memorials but referred me to the War Memorials Trust. They recommend that custodians consider insuring their war memorials for future protection.

### 00106.4/10 Litter Picking

I have obtained the litter picking equipment from South Gloucestershire Council and passed it to the Falfield Scout group. They plan to litter pick later this month and then some Saturdays.

### 00106.5/10 Parish Council Website

The website is down again and has been for at least a month. I have asked Mr Carpenter about the possibility of transferring all the information to the Falfield website which as long as all the documents are in word he is OK with and they currently do not have a size restriction.

It was **agreed** at the meeting to move the parish council documents to the Falfield website. **Action: Clerk**

### **00106.6/10 Training**

I have been awarded 5 modules of my Working with Your Council Course. The last module is ready to be sent for verification.

### **00106.7/10 Standing Orders and Financial Regulations**

The National Association of Local Councils (NALC) has updated their model versions of these documents. Our documents therefore need to be reviewed against these and updated accordingly. **Action: Clerk**

### **0107/10 Correspondence (*Italics – available by email*)**

*If councillors would like to view/borrow any item please ask the Clerk*

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

*Consultation on the South Gloucestershire Core Strategy Pre-Submission Consultation Draft. You can download the Core Strategy from [www.southglos.gov.uk/corestrategy](http://www.southglos.gov.uk/corestrategy). - emailed to Councillors There will be an exhibit before the next Charfield Safer Stronger Meetings meeting in July (Date to be confirmed). The Clerk will circulate the paper copy of this document once it is received.*

ALCA Members Needs Survey – The Clerk will liaise with Cllr Whitney to complete and return the survey

#### **For Information:**

South Gloucestershire Disability Action Group Newsletter March 2010  
South Gloucestershire Senior Citizens Forum Newsletter Spring 2010  
Thornbury Volunteer Centre Annual Report 2009-2010  
CVS South Gloucestershire Newsletter 33 including Children and Young People's Newsletter 33  
ALCA Newsletter April + May 2010 + Information sheets  
South Gloucestershire News Spring 2010  
Our News – South Gloucestershire Partnership Newsletter  
*Rural and Parish Matters Newsletter Winter 2009/2010 & Spring 2010*  
*Thornbury EcoFair Saturday 22<sup>nd</sup> May 2010 from 10.30 am – 4 pm in the Chantry on Castle Street*  
*Children and Young Peoples E Bulletin April 2010*  
*South Gloucestershire LINK e bulletin April 2010*  
*Capital Grants Information – Applications up until 28<sup>th</sup> May 2010*  
*SLCC News Letter and the Clerk Magazine May 2010*  
Clerks and Councils Direct Magazine – May 2010  
Quality of Life Spring 2010 – The annual quantity of life indicators report for South Gloucestershire  
Campaign to Protect Rural England Avonside Branch Newsletter Spring 2010 Issue 1  
Avon & Somerset Police Authority Newsletter April 2010  
Travel Newsletter March 2010  
South Gloucestershire Disability Action group Newsletter May 2010  
*South Gloucestershire LINK e bulletin May 2010 + Letter from the Chairman*

### **0108/10 Matters for Further Discussion / Information**

#### **00108.1/10 Sewerage Issue**

There is currently an issue with sewerage getting into the ditch/stream at the back of the Scout Hut. The Environment Agency and Water Board are looking into the problem because the waste water is getting into the storm water drainage system which feeds into the ditch.

**Date of Next Meeting: Tuesday 20<sup>th</sup> July 2010**

**This concluded the business of the meeting, which closed at 9.10 pm.**

# Falfield Parish Council

## Fixed Assets Inspection Summary April 2010

No.	Asset / Description	Quantity	Location / Custodian	Comments
1	War Memorial	1	St Georges Church	Monument - Good condition Role of Honour - Readable and in good condition Chain Fence - OK
2	Bus Shelter - Block Built	1/5	Nr Village Hall - South Bound	External - Branches and Ivy need cutting back Internal - Bus Shelter and Seat in Good Condition. Window view blocked by hedge Bus Stop Sign and Layby - Yes Bus Timetable - Yes, the perspex is broken on the timetable
3		2/5	Nr Village Hall - North Bound	External - Good condition Internal - Bus Shelter and Seat in Good Condition. Window view blocked by tree Bus Stop Sign and Layby - Yes Bus Timetable - Yes, the perspex is broken on the timetable
4		3/5	Whitfield - South Bound	External - Visible subsidence but structure OK Internal - Ok but No Seat Bus Stop Sign and Layby - Layby but No Bus Stop Sign Bus Timetable - No
5		4/5	Whitfield - North Bound	External - Ivy needs clearing from the Shelter Internal - Ivy coming through window and No Seat Bus Stop Sign and Layby - Layby and Bus Stop Sign Bus Timetable - No
6		5/5	South of Brinkmarsh Lane	External - Ivy needs clearing from the Shelter. Behind very large road signs. Internal - Moss on Floor, ivy through the window and no seat - no evidence it is used Bus Stop Sign and Layby - No Layby or Bus Stop Sign Bus Timetable - No
7	Wooden Bench (Jubilee Seat)	1	War Memorial	Seat - A rung is broken on the seat part of the bench and needs replacing Fittings - Ok
8	Wooden Bench (50th Ann WII)	1	Sundays Hill Lane by Noticeboard	Seat - Ok Fittings - Ok
9	Wooden Bench (Falfield Centenary)	1	Milbury Heath	Seat - A rung on the seat back is missing a bolt nut that fixes it to the seat post Fittings - Ok
10	Village Green	1	Next to Huntsman Inn Car Park Up to Boundary Stones	Green - Ok Trees and Bushes - Ok but could need cutting back at a later date Boundary Stones and Plaque - Visible and Ok
11	Gates	2	Village Green	Small Gate - Ok Large Gate - Ok Fittings - Ok
12	Notice board	1/2	Sundays Hill Lane	Exterior - The back of the case is coming away Interior - Pin board is warped and water is getting in
13		2/2	Cllr Pirie	N/A
14	Lawn Mower (Masport Maxicut Combo S/P)	1	Colin Smith	Not viewed at this time but have not been informed of any problems
15	Village Green Fencing	-	Village Green	Fencing - Good condition Posts - Ok
16	Dell Laptop Computer	1	Mr Pike - Champery, Mill Lane	Laptop - Some of the keys do not work but it can be used when you connect a external keyboard
17	Dell Printer 926	1	Mr Pike - Champery, Mill Lane	Printer - Ok
18	Bench	1/2	Village Green	Seat - Good condition Fittings - Ok
19		2/2	Village Green	Seat - Good condition Fittings - Ok