

FALFIELD PARISH COUNCIL

Minutes of the Meeting of Council held on 19th July 2011 at 7.30 pm at Falfield Village Hall

Present

Parish Councillors: Mrs J. Hathway (Chairperson), Miss E. Jarvis and Mrs J Mountford.

Clerk: Mrs D. Bramley.

Public: Ward Cllr John O'Neill and 6 Parishioners

Apologies for Absence

Apologies were accepted from Cllr M. Pirie, Cllr A Mair, Cllr P Mair, PCSO Dawn Golding and PC Natailie Drapper.

00192/11 To Approve Minutes of Last Meeting

It was proposed by Cllr Jarvis, seconded by Cllr Mountford and **resolved** that the minutes of the Annual Council meeting held on 17th May 2011 be signed as a correct record.

00193/11 To Receive Declarations of Interest in Items on the Agenda

Cllr Jarvis has a child that attends 1st Falfield Scouts.

00194/11 Public Forum

None

00195/11 To Co Opt a Further Member

Mr Colin Murton applied to fill the vacancy on the Parish Council. It was proposed by Cllr Mountford, seconded by Cllr Jarvis and **agreed** to co opt Mr Murton onto the Parish Council. Mr Murton signed the Declaration of Acceptance to Office.

00196/11 Election of a Vice Chairperson

This item will be postponed until the next meeting.

00197/11 To Appoint a Representative to William Stephens Charity

The Clerk explained that the charity was for the benefit of the poor within in Oldbury, Thornbury and Falfield. The 3 areas take it in turns to propose a beneficiary for the year and meet annually to agree. It is Falfield's turn to propose a beneficiary in 2013. It was proposed by Cllr Hathway, seconded by Cllr Jarvis and **agreed** that Cllr Mountford would represent the Parish of Falfield on the William Stephens Charity.

00198/11 Financial Matters

00198.1/11 To Approve Payments for 2011/2012

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

The Governor, HMP Leyhill - Notice board Invoice (approved previously & paid)	£ 204.00
D Bramley - Clerks Salary (Nett) + Office Expenses	£ 890.01
South Gloucestershire Council – Election Cost – 5 th May 2011	£ 175.00

00198.2/11 To Note the Account Balances

The following balances were noted:

NatWest Account: £2213.62. It will decrease to £944.61 when all the above payments clear.

National Savings and Investments Account (NS & I): £6790.70.

00198.3/11 To Decide Donation Request - 1st Falfield Scouts Lawn Mower

As requested at the last meeting the Clerk has spoken with the 1st Falfield Scouts secretary and found out that approximately a quarter of the Scouts attending live in the Parish of Falfield. They have approached other parish councils but they have declined to contribute. After a short discussion it was proposed by Cllr Mountford, seconded by Cllr Hathway and **agreed** to donate £300 to the 1st Falfield Scouts and get the cheque written and signed as soon as possible.

00199/11 Planning Matters

00199.1/11 To note feedback from PT10/3362/F - Pool Farmhouse Complaint

Cllr Jarvis gave a quick history of the application for Cllr Murton.

There was a site meeting on the 8th June with Ms Quilty who, after this meeting, sent a letter to confirm the scope of investigation that she would be conducting concerning our complaint. The Parish Council replied asking for the points to be expanded upon and again gave further detail. On the 20th June the Parish Council received a response stating that the complaint was being put on hold pending the outcome of the Judicial Review. Prior to the Parish Council being able to response to this letter another letter dated 11th July was

received stating the Judicial Review was not going ahead and did the Parish Council wish to proceed with their complaint.

Councillors agreed to still send the response to the letter dated 20th June and then respond to the last letter stating they did wish to continue with their complaint.

Mr Julian Wheldon asked if he could read out a statement to the Parish Council about the Judicial Review and Parish Council's complaint, which they agreed too.

To discuss the following applications.

00199.2/11 Application PT11/1938/CLE Spring Barn, Home Farm House

Application for the Certificate of Lawfulness for the proposed erection of 2no. dormer windows.

Council Response: None

00199.3/11 Application PT11/2163/F The Cottage, Moorslade Lane

Change of use of land from agricultural to land for keeping of horses. Erection of single storey extension and conversion of existing outbuilding to form 3no. stable block with tack rooms and hay stores.

After a short discussion it was agreed to consult with other residents who live in Moorslade Lane to see if they have any concerns and reply by 5th August.

Council Response: None

The following notification has been received since the last meeting and has been noted.

00199.4/11 Refusal (Tytherington Parish Council) PT11/1198/F Acorn Farm Green Lane

Change of use of land from agricultural to car park (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

00200/11 Highway Matters

00200.1/11 Speedvisor on Sundayhills Lane

This speedvisor is still in place so no results are currently known.

00201/11 To Discuss Establishing a Play Area

The Clerk included information about other play areas in the Parish Council's 5 Alive article and has contacted Charfield Parish Councils Clerk, Hannah Saunders, about the costs for their play area. The information received is as follows: The new equipment cost approx £30K and the area was designed to look natural with grass mounds. The equipment is included in the Parish Councils insurance and is approx £200 per year. (N.B. insurance is dependant on the type and size of equipment). Maintenance and repair costs are approx £400 per year but could be more depending on damage or maintenance needed. Grounds Maintenance – Litter Picking is £20 per week (£1040 per year) plus grass cutting, weeding and hedge cutting at £1,600 per year. They have a sand pit that needs frequently refilling at an estimated cost of £800 per year and the safety inspection is £100 per year. As well as the monetary cost of approximately £4140 per year there is also the time and commitment of the individuals who perform the regular inspections which could be weekly and the time spent dealing with any repairs or maintenance which needs to be actioned immediately.

Although a play area in Falfield Parish may not be as expensive to maintain as the one in Charfield the potential cost is still going to be high and would require a significant time commitment. The Parish Council has therefore agreed that they will not pursue establishing a play area in the Parish.

00202/11 To Receive Reports from Councillors

None

00203/11 To Receive the Clerks Report

00203.1/11 Notice board

This has now been installed and paid for. It still needs a sign.

Action: Clerk

00203.2/11 Jubilee Bench

The slat was not replaced with the notice board as it had been lost. They will make a new one and replace it once it is finished.

Action: Clerk

00203.3/11 PAYE Scheme

We have been assigned a PAYE reference number and the PAYE scheme has been set up online. The HMRC Basic PAYE Tools Kit package has been downloaded and is now in operation.

00203.4/11 Bank Signatories

National Saving & Investment Account – Confirmation has been received that the signatures have been updated.

Nat West – The mandate has been returned to the bank and I am waiting for confirmation that the signatures have been updated.

00204/11 To Approve Changes to Standing Orders

It was proposed by Cllr Hathway, seconded by Cllr Jarvis and **agreed** to adopt the change to Standing Order 32(b) as follows:

32. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- b) A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least **3** councillors.

Clerk to update and circulate new Standing Orders to Councillors.

Action: Clerk

00205/11 To Discuss Village Survey

Cllr Hathway informed the council that she had been looking for sample survey questions but had no luck. Ward Cllr O' Neill showed the Parish Council a sample questionnaire that he had used and said that they divided up the parish and went door to door explaining about the questionnaire asking people to fill it in and to leave it sticking out of their letter box for collection later. He said that the summer months were best for this due to the long evening. Cllr Jarvis said that she has a sample Housing Association survey that they could look at too.

It was agreed to establish a small working group to put together a survey and bring it to the next meeting for discussion. The survey will be circulated in spring so that the working group has time to finalise the questions and get it printed ready for circulation. The working group will consist of Cllrs Hathway, Jarvis, Murton and Mountford along with Mr Carpenter. The survey could include questions relating to the Parish Council and peoples opinions on increasing the precept to assist local organisations e.g. village hall.

00206/11 To Note Feedback from Queens Diamond Jubilee Meeting on 11th July

An open meeting was held at Falfield Village Hall on 11th July at 7.45 pm. Mr Carpenter had sent an email to those who had attended which Cllr Hathway read out. Mr Carpenter thank those who had attended and included the insert he was going to place in the August edition of the 5 Alive. As a number of suggestions were made which required further investigation it was agreed that another open meeting was required near the end of September. This would also give anyone not able to attend the first meeting another chance to get involved.

In principle the Parish Council will be willing to make a donation but the amount will need to be confirmed once the type of event had been determined.

00207/11 Correspondence (*Italics – available by email*)

Respond to:

Policing Priorities 2011/12 Consultation and On line survey – Consultation ends: 19th August

www.consultation.avonandsomerset.police.uk

Council Response: None

Consultation on South Gloucestershire's Street Trading Policy Consultation ends: 12th August

<https://consultations.southglos.gov.uk/consult.ti/streettradingconsent2011/consultationHome>

Council Response: To note this may affect the Diamond Jubilee event next year.

Community Group Support in Severnside – Southern Brooks Community Partnership (SBCP) working with the CVS South Gloucestershire to support community and voluntary sector groups – Need to become a member which is free.

Council Response: It was agreed that the Parish Council will join this group. Cllr Jarvis asked for the information to see if it will be of benefit to the Tortworth Log Cabin After School Club. **Action: Clerk**

South Gloucestershire Council Core Strategy – Options for Filton Airfield Consultation Ends 29th July 2011

<http://www.southglos.gov.uk/NR/exeres/b971e920-bcbe-4811-b6b5-b94ac44f4711>

Council Response: None

War Memorial – Email from War Memorial Trust stating they had received pictures of the war memorial – the plaques are dirty and there is some cracking around the plaque so some work may be required (Pictures have been provided).

Council Response: At the end of the meeting Parish Councillors and the Clerk went and inspected the War Memorial. It was agreed that the plaques needed cleaning but the cracking was not that substantial. This will be monitored at the council's asset inspections. **Action: Clerk**

New Councillors are invited to Sign up for the Parish Matters e service.

Council Response: Cllrs Hathway, Jarvis, Mountford and Murton would like to sign up for this service.

Action: Clerk

For Information:

Email about the Greater Western Ambulance Service (GWAS) estates review which includes the Falfield Ambulance Station – Currently in the Early Stages – Note: public land that could be used for Park & Ride

*DCLG Consultation - "Relaxation of planning rules for change of use from commercial to residential".
Expired by 30th June (Forwarded to Councillors before end of Consultation period)*

<http://www.communities.gov.uk/publications/planningandbuilding/relaxationchangeconsultation>

Thornbury Police 2011 Summer News

*Newly Published Councillors Guide 2011/2012 – **Copied to Cllr Hathway***

Children and Young People (CYP) Bulletin – May 2011

South Gloucestershire LINK e bulletin June 2011 + Annual Report

SLCC Branch Newsletter

Minutes of the Charfield, Cromhall and Tortworth SSCG on 2nd June 2011

Parish Matters Newsletter Summer 2011 Issue 14

Parish Charter Working Group (PCWG) Minutes 14th June 2011

*Trading Standards Bulletins – Block Paving Landscaping and Patio Laying Services, Driveway Cleaning and
Business Advertising Scams*

SBCP Ebullition July 2011 (featuring news, events, training and funding opportunities)

South Gloucestershire Deaf Association Newsletter – June 2011

South Gloucestershire Senior Citizens Forum Newsletter Spring 2011

Clerks and Councils Direct – May 2011

SLCC - The Clerk - May 2011

Clerks and Councils Direct – July 2011 Issue 76

North Bristol NHS Trust - Your Hospital Summer 2011

Minutes of the Partnership for Four Towns and Vale Link Community Transport Meeting 21st July 2010

Winterbourne Medieval Barn Trust Information Leaflets

South Gloucestershire SGN Newsletter Summer 2011

00208/11 Matters for Further Discussion / Information

00208.1/11 Memorial for Lucy Smith

After consultation with Mrs Smith's family a plaque in the Village Hall entrance has been agreed upon.

Action: Cllr Jarvis

Date of Next Meeting: Tuesday 20th September 2011

This concluded the business of the meeting, which closed at 8.50 pm.