

FALFIELD PARISH COUNCIL

Minutes of the Meeting of Council held on 20th September 2011 at 7.30 pm at Falfield Village Hall

Present

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

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

Apologies for Absence

Apologies were accepted from Cllr J Mountford, Ward Cllr John O'Neill, PC Natalie Draper and PCSO Dawn Golding.

00209/11 To Approve Minutes of Last Meeting

It was proposed by Cllr Hathway, seconded by Cllr Murton and **resolved** that the minutes of the Council meeting held on 19th July 2011 be signed as a correct record.

00210/11 To Receive Declarations of Interest in Items on the Agenda

None

00211/11 Public Forum

00211.1/11 PSCO Dawn Golding Report

The Clerk read out the report from PSCO Golding. In summary: two bicycles were stolen from Eastley Close so could everyone ensure that their sheds and garages are locked and nothings is left out; there has been some fly tipping by the Park Hotel which has been reported and should be removed shortly and the new number for reporting a Non Emergency is now 101.

00212/11 Election of a Vice Chairperson

Postponed until after the Casual Vacancies have been filled.

00213/11 Update Regarding Casual Vacancies

Cllrs P Mair, A Mair and M Pirie have handed in the resignation. The casual vacancy process has begun and the vacancy notice has been displayed on the notice board. The Clerk is in contact with South Gloucestershire Council and has confirmed the process. The Parish Council now has to wait until the end of the notice period on the 6th October to see if a bye election is required otherwise they can then co opt 3 new members. If a bye election is not called then parishioners will be asked to volunteer for co option.

00214/11 Financial Matters

00214.1/11 To Note transfer of funds from NS & I Account to Nat West Account

The funds (£1000) have been transferred but the passbook has not been received. A lost passbook form now needs to be completed. **Action Clerk**

00214.2/11 To Approve Payments for 2011/2012

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

D Bramley - Clerks Salary (Nett) + Office Expenses	£ 873.35
British Royal Legion - Poppy Wreath	£ 50.00
Mazars – External Auditor	£ 60.00

00214.3/11 To Note the Account Balances

The following balances were noted:

NatWest Account: £1944.61 including the £1000 transferred from NS & I account. The balance will be £961.26 when all the above payments clear. The precept payment (50%) will be paid on the 30th September.

National Savings and Investments Account (NS & I): £5790.70.

00214.4/11 To Note return of the Annual Return with no queries

The external auditor Mazars has returned the Annual Return Form with no comments and this has been displayed on the notice board.

00214.5/11 To Note the NS & I and Nat West Account Signatories have been updated

The signatories for the parish Council account have been updated but now need to be changed due to the recent resignations. It was agreed to update the signatories once the casual vacancies have been filled.

00215/11 Planning Matters

00215.1/11 To note feedback from PT10/3362/F - Pool Farmhouse Complaint

Cllr Jarvis briefed the Parish Council on the Outcome of the Stage 2 Complaint. The report from Ms Quilty stated that 2 of the points were not commented on as they had been covered in the Judicial Review, the third point regarding closing of 2 gates to reduce highway impact was not upheld and the last point relating to the introduction of Highway measures to reduce the risk of hazards was also not upheld. No recommendations were made as a result of the investigate either.

A letter was also received from Mr C Sane, Strategic Head of Transport and Deputy Director stating that they accept the findings of the investigation and note that no recommendations were made.

The parish council was also advised to take their case to the local ombudsman, an option not open to parish council's and that they have 20 working days from receipt of Mr Sane's letter to request proceeding to the next Stage of the complaints procedure.

Cllr Jarvis had circulated a response to Ms Quilty's letter regarding the Stage 2 complaint outcome prior to the meeting. It was agreed to proceed to Stage 3 and send Cllr Jarvis's letter to Ms Quilty. A letter to Mr Brown, the departmental complaints representative asking to proceed to Stage 3 will also be sent with a copy of the letter to Ms Quilty attached.

Lobbying the South Gloucestershire councillors was also discussed but it was felt that following the defined procedure was currently the better option. **Action: Cllr Jarvis & Clerk**

To discuss the following applications.

00215.2/11 Application PT11/2503/F Old Oaks Farm, Bristol Road, Falfield
Change of use of land from agricultural to land for the stationing of a temporary agricultural workers dwelling for a period of three years. Expire 21st Sep 2011 **Council Response: None**

The meeting was adjourned at 7.55 pm when Cllr Jarvis left the room and recommenced at 8.00 pm

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

00215.3/11 Lawful PT11/1938/CLE Spring Barn, Home Farm House
Application for the Certificate of Lawfulness for the proposed erection of 2no. dormer windows.

00215.4/11 Permit 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.

00215.5/11 To Note update on Orchard View Development

The Clerk read out the email received from Clare Burchell, South Gloucestershire Council Acting Enabling Officer. In summary: the Orchard View development for 2 affordable homes did not receive funding in the 2010/11 financial year. The scheme has been entered into a bid for funding from the Homes and Communities Agency as a part of a programme of development that will cover the next 4 years. When more is known the parish council will be informed.

00216/11 Highway Matters

00216.1/11 To Note confirmation of Bus Shelter Ownership to South Gloucestershire Council

The Clerk explained that a letter had been received regarding ownership of the Bus Shelters in the parish. The Clerk confirmed that they were owned and maintained by the Parish Council.

00216.2/11 To Discuss Fly Tipping in Eastley Close / Sundayhills Lane

Cllr Hathway met with Mr Gary Stone the grounds man from HMP Eastwood Park and discussed the issue. Signs regarding tipping had been vandalised and pulled down but a new one has now been displayed. The area has been tidied up but everyone is asked to be vigilant.

Fly tipping can be reported on the South Gloucestershire Council website but this is for council owned or maintained land.

00216.3/11 To Note Speedvisor Results for Sundayhills Lane – copy sent to Cllrs

The speedvisor results showed that the 85thile speed was 32 mph and as it is under the police enforcement level the speedvisor had not been programmed to return. Cllrs agreed to request that the speedvisor is returned to Sundayhills Lane next year. **Action: Clerk**

00217/11 To Receive Reports from Councillors

None

00218/11 To Receive the Clerks Report

00218.1/11 Notice board Signage

The Clerk will continue to look for a sign for the notice board the one that was original found was too big for the notice board. **Action: Clerk**

00218.2/11 Jubilee Bench

The bench slat has been returned and secured in place.

00219/11 Assets

00219.1/11 To Discuss Asset Inspection and Cleaning of War Memorial plaques

Cllrs Murton & Hathway have agreed to accompany the Clerk and inspect the assets. The Clerk will coordinate a date for the inspection. Clearing of the war memorial plaques will be included on the asset inspection actions. **Action: Clerk**

00220/11 To Discuss Risk Assessment Review – copy sent to Cllrs

After a brief discussion it was **agreed** to accept the Risk Management and Assessment review. The items highlighted in the review that require further action are:

1. Retrieve Notice board key from past Councillor
2. Ensure current Councillor knows or can obtain password information
3. Document and adopt a Grant Policy
4. Take steps to increase Election Contingency Fund over next 3 years
5. Update the Asset List and update Insurance accordingly

Action: Clerk

00221/11 To Discuss Parish Survey – Working Group – copy sent to Cllrs

A copy of the draft Parish Survey was sent to the Cllrs prior to the meeting. Cllr Hathway stated that a letter would accompany the survey to explain what it was about and explain further some of the questions in the survey further.

Parishioners had asked if it could be sent out earlier than spring next year. The reason for waiting until the spring is due to the fact that the survey can be distributed and collected in the evenings when most people are home which will hopefully increase the chances of getting the survey completed.

Parishioners also asked what the Parish Council was going to do with the results. Cllr Hathway stated that the intention was to inform the parish of the issues raised and what they were doing or going to do about it.

00222/11 To note next Queens Jubilee Meeting on 26th Sept at 7.30 pm at Falfield Village Hall

The next meeting to discuss the Queens Jubilee Celebration is on the 26th September, not the 29th as previous advertised. Everyone is welcome to attend.

00223/11 Correspondence (*Italics – available by email*)

Respond to:

North Bristol NHS - All Aboard for the future of local healthcare - A Consultation to become Foundation Trust.

Council Response: None

Invitation ALCA AGM on 13th October 2011 at Long Aston Community Centre from 7.30 pm Reply 30th Sept.

Council Response: Clerk to Send Apologies

Sustainable Community Strategy Consultation & Workshop on 18th Oct at Thornbury Council Offices - Reply to Attend

Council Response: Clerk to forward to Cllrs Jarvis and Hathway

For Information:

Notice of Removal of 35 Recycling Bins from around South Gloucestershire including Park Hotel, Falfield.

Youth Service Annual Report 2011-2011

Bags for Recycling Cardboard Collection Point Information

Royal Horticultural Society – In Bloom Campaign Information

South Gloucestershire Council SGN News Summer 2011

Magnox Powerlines - Issue 16 Summer 2011

Severn Tidings – Issue 13 Summer 2011 Partnership Membership - £50

Senior Citizens' Forum Newsletter Summer 2011

South Gloucestershire Deaf Association – September 2011 Issue 43

Clerks and Councils Direct September 2011 Issue 77

The Clerk September 2011

Avon & Somerset Strategic Policing Plan 2011 – 2014

Avon & Somerset Police Authority Newsletter July 2011

Merlin Housing Society Consultation – Information Only

South Gloucestershire LINK Summer e-bulletin

SLCC August Newsletter

Parish Charter Annual Review Meeting - 27th Oct 2011 from 7.00 pm at Yate Town Council, Poole Court

Participation Newsletter – July 2011

Severnvale Locality e-bulletin – Autumn 2011

Invitation to Severnvale Community Network Meeting - The Chantry, Thornbury 6th Oct 2011 10.00 -12.30

Information about Revenue Grants 2012/2013

00224/11 Matters for Further Discussion / Information

None

Date of Next Meeting: Tuesday 15th November 2011

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