

# **FALFIELD PARISH COUNCIL**

Minutes of the Meeting of Council held on 15<sup>th</sup> November 2011 at 7.30 pm at Falfield Village Hall

## Present

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

**Clerk:** Mrs D. Bramley. **Public:** Ward Cllr John O'Neill and 5 Parishioners

**The 100 Club draw took place before the meeting commenced.**

## **Apologies for Absence**

Apologies were accepted from PC Drapper and PCSO Golding.

## **00209/11 To Approve Minutes of Last Meeting**

It was proposed by Cllr Jarvis, seconded by Cllr Hathway and **resolved** that the minutes of the Council meeting held on 20<sup>th</sup> September 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 Report from PC Drapper**

The Clerk read out the report from PC Drapper and informed residents that 2 bikes were stolen from a garden so please could everyone check their security measures and report anything suspicious. There have also been several number plates stolen from the lay-by near the motorway so again if anyone sees anything suspicious then please can they inform the police.

PC Drapper also asked if there were any problems with speeding in the Parish. Speeding is an issue along the A38 and it was agreed to respond stating this and ask for the Mobile Speed Camera Van to be situated in Whitfield.

The Clerk will provide PC Drapper with the dates of the meetings next year.

**Action: Clerk**

### **00211.2/11 A38 Road Surface by Sundayhills Lane**

A parishioner raised the issue of pot holes on the A38 by Sundayhills Lane. The A38, where it has been repaired in the past, is starting to sink causing ruts that are very noisy when lorries go over them especially at night. Ward Cllr O'Neil will contact Streetcare to find out when this section of the A38 is due for resurfacing and inform the Clerk.

## **00212/11 Co option of New Members**

No new members have come forward. The vacancies will continue to be advertised.

**Action: Clerk**

## **00213/11 Election of a Vice Chairperson**

This item is postponed until after the Casual Vacancies have been filled.

## **00214/11 Financial Matters**

### **00214.1/11 To Note Payments Received**

South Gloucestershire Council Precept – 2<sup>nd</sup> Payment

£ 2240.50

### **00214.2/11 To Note the Account Balances**

The following balances were noted: NatWest Account: £ 2901.76 (which includes the above precept receipt) and the National Savings and Investments Account (NS & I): £5790.70.

### **00214.3/11 To Discuss Adopting a Grant Policy**

Cllr Hathway read out the draft Grant policy that was circulated with the agenda and after a short discussion it was proposed by Cllr Mountford, seconded by Cllr Hathway and **resolved** by all to adopt the Grant Policy. It will take effect from April 2012 and a copy will be included on the Falfield Website.

### **00214.4/11 To Discuss Budget & Set the Precept for 2012/13**

The Clerk went through the draft budget that was circulated with the agenda and stated that the increase in the precept would be £902 if this budget was accepted. It was explained that in previous years unearmarked funds had been used to supplement the precept but these funds can not be reduced any further. The only grant allocated except for the Poppy Wreath is for the Queens Jubilee Celebration. It was proposed by Cllr Murton, seconded by Cllr Mountford and **resolved** by all to accept the budget and set the precept to £5,300. The Clerk will include information about the budget in the 5 Alive article.

## **00215/11 Planning Matters**

### **00215.1/11 To Note Feedback from PT10/3362/F - Pool Farmhouse Barns Complaint Hearing**

The complaints hearing took place on the 11<sup>th</sup> November 2011 with Cllrs Hathway, Murton, Jarvis and the Mrs D Bramley (Clerk) in attendance. There were 3 South Gloucestershire Councillors, the Area Planning

Manager (West Team), the Stage 2 Investigating Officer, a South Gloucestershire Council solicitor and the hearing panel Clerk.

The Parish Council stated their reasons for pursuing the complaint to the panel including all the highway safety details. The Parish Council is now waiting for the outcome of this hearing.

#### **00216/11 Highway Matters**

None

#### **00217/11 To Receive Reports from Councillors**

##### **00217.1/11 Remembrance Sunday**

Cllr Hathway stated that attendance of the Remembrance Sunday service was very good and that there was a good turn out from both the Scouts and the Brownies.

##### **00217.2/11 Remembrance Plaque for Mrs Lucy Smith**

Cllr Jarvis has priced a memorial plaque for Mrs Lucy Smith and will consult with Mr Smith to confirm the wording.

**Action: Cllr Jarvis**

#### **00218/11 To Receive the Clerks Report**

##### **00218.1/11 Notice board Signage**

The Clerk is continuing to look for a sign for the notice board. The Clerk has also purchased a new lock to replace the one that has been broken. Cllr Murton said he knows of another possible place that we may be able to obtain a sign from and will pass the information to the Clerk.

**Action: Clerk**

##### **00218.2/11 Risk Assessment Review Actions Update**

1. Retrieve Notice board key from past Councillor – the key has been returned but the lock has been broken.
2. Ensure current Councillor can obtain password information – Clerk to pass information to the Chair.
3. Document and adopt a Grant Policy – Refer to Item 00214.3/11.
4. Increase Election Contingency Fund over next 3 years – This has been included in the 2012/13 Budget.
5. Update the Asset Register and update Insurance accordingly – Refer to Item 00219/11.

#### **00219/11 To Discuss Asset Inspection & Asset Register**

Cllr Hathway went through the Asset Inspection, included with the agenda and highlighted all the actions. These are as follows:

1. Clean the War Memorial Plaques
2. Repair render on War Memorial bollards and monitor paving around War Memorial
3. Varnish All 5 Benches, Notice board posts and Village Green Gates
4. Repair Seat Bolt on Bench at Milbury Health
5. Cut Trees back at Village Green
6. Cut down bush in middle of Village Green
7. Remove Ivy etc from Bus Shelter - Whitfield North Bound
8. Notice board Falfield Parish Council Sign – Refer to Item 00218.1/11 above
9. Remove Small Notice board & Laptop from the Asset Register  
A copy of the updated Asset Register was also included with the agenda.
10. Remove Small Notice board & Laptop Insurance.

After some discussion it was agreed to see if the Parish Council could obtain a Grant from the War Memorials Trust to fund the cleaning of the plaques. It was also agreed to put together an action list with timescales and include it in the 5 Alive magazine to see if anyone would be prepared to take on any of the tasks.

#### **00220/11 To Receive Village Survey Update - Working Group**

Nothing to report.

#### **00221/11 To Note Feedback from Queens Jubilee Meetings**

The next meeting will be on Monday 21<sup>st</sup> November and it looks like a Barn Dance will be arranged along with a church service and a picnic on the Sunday. They are also looking into providing a commemorative mug for all the children.

#### **00222/11 Correspondence (*Italics – available by email*)**

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

*Part Night Lighting Schemes – SGC Street Care Officers would like to attend a parish council meeting to discuss the scheme and answer any questions.*

**Councils Response: The Clerk is to invite SGC Streetcare Officers to the January meeting.**

**For Information:**

The Clerk Magazine – November 2011  
Clerks and Council Direct – November 2011  
South Gloucestershire Senior Citizens Forum Newsletter Autumn  
National Grid – Hinkley Point C Connection Project Update  
Avonside Voice Newsletter August 2011

*Horizon – Community Update Issue 6 October 2011*  
*Democratic Services Area Forum Newsletter - Autumn*  
*CVS South Gloucestershire e-bulletin – September 2011*  
*Minutes from the Charfield, Cromhall & Tortworth Safer Stronger Community Group Meeting on 1<sup>st</sup> Sept*  
*National Association of Local Councils - e bulletins & updates*  
*South Gloucestershire Area Group Area Group AGM meetings minutes from 14<sup>th</sup> July*  
*South Gloucestershire LINK e-bulletin – October & November 2011*  
*Information about the Welfare, Debt and Benefit Advices services in South Gloucestershire.*  
*South Gloucestershire Core Strategy Update- October 2011- forwarded to Cllr Jarvis*  
*Society of Local Council Clerks Newsletter*

**00223/11 Matters for Further Discussion / Information****00223.1/11** Donation to the Village Hall

A parishioner raised the fact that a number of years ago the Parish Council agreed to make a donation to the village every year of £500. The Clerk has checked the account records and a grant was last given for £250 in 2003, it had been given for a number of years but never for £500. It was agreed to add this item to the agenda for the next meeting.

**Date of Next Meeting Tuesday 17<sup>th</sup> January 2012**

**This concluded the business of the meeting, which closed at 8.30 pm.**