

FALFIELD PARISH COUNCIL

Minutes of the Meeting of Council held on 20th November 2012 at 7.30 pm at Falfield Village Hall

Present

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

Clerk: Mrs D. Bramley. **Public:** Ward Cllr John O'Neill, Sue Simmons (Charfield Village Plan) & 2 Parishioners.

00304/12 Apologies for Absence

Apologies were accepted from Cllr J. Hathway.

00305/12 To Approve Minutes of Last Meeting

It was proposed by Cllr Fryer, seconded by Cllr Jarvis and **resolved** that the minutes of the Council meeting held on 18th September 2012 be signed as a correct record.

It was proposed by Cllr Fryer, seconded by Cllr Jarvis and **resolved** that the minutes of the Council meeting held on 26th October 2012 be signed as a correct record.

00306/12 To Receive Declarations of Interest in Items on the Agenda

Cllrs Jarvis, Fryer, Murton and Mountford - Discloseable pecuniary interest relating to Set Budget & Precept

00307/12 To Receive Applications for Dispensations on Budget & Precept Items on the Agenda

Cllrs submitted their applications for a dispensation relating to the 2013/2014 budget and precept item on the agenda. The Clerk granted the dispensations on the grounds of *'that so many members of the decision-making body have discloseable pecuniary interests in a matter that it would "impede the transaction of the business". In practice this means that the decision-making body would be inquorate as a result'*

00308/12 Co-option of New Members

No one has come forward to fill either of the two vacancies.

00309/12 Public Forum

00309.1/12 Presentation about Completing a Parish Plan

Sue Simmons from the Charfield Village Plan Steering Group attended the meeting to run through how Charfield started their Village Plan.

They started by setting up an initial meeting to gauge interest which about 25 people attended. A second meeting was then set up to decide upon a Constitution and to set up a committee which was attended by about 16 people. Sue is the Public Relations Officer on the committee and deals with newsletters, website etc... Once the committee was established they came up with a Plan of Action and timescales so that they would have the Action Plans within 2 years. Fortunately the Chair of their Committee has a project management background and came up with a detailed plan that they have managed to complete in just over a year and a half. The Charfield Village Plan is due to be published in January.

They have received support from Charfield Parish Council, South Gloucestershire Council, Mr Dick Whittington (South West ARCE Network) and Gloucestershire Rural Community Council (GRCC). A number of mechanisms were used to get information from all the groups in the village, these included having open days, visits to local schools, clubs and face to face meetings. They wanted to engage with as many groups and people in the village. When they were correlating the information they found that they had 8 categories e.g. roads, facilities, transport etc... These categories were then used to produce a survey, which was created using software from GRCC. This software can also analyse the multiple choice sections of the survey but not the written suggestion sections.

The survey was distributed in February/March 2012 to 1000 houses and they had 60% returned. They included a logo on the envelope and tried to do as many face to face meeting as possible. It took a lot of hard work to achieve such a high return but this has given them a strong mandate for any actions.

The results of the survey were then analysed. GRCC scanned the responses and produced a report for the multiple choice sections but the suggestion sections needed to be manually typed into other documents. The Charfield Village Plan was then produced and has detail in the first part and the Action Plans at the back. These Action Plans have groups e.g. Parish Council, South Gloucestershire Council etc... identified to take them forward or identifies where new community groups need to be created.

Parishioners were given a summary of the plan and web access to all the supporting documents and invited to another public meeting so they could volunteer to get involved with specific areas as the whole of the Charfield Parish Plan Steering Group was not continuing with the Action Plans. They also arranged a meeting with representatives of the Heads of departments at South Gloucestershire Council to discuss the Action Plans. Only part of the Charfield Parish Plan will continue on with the Action Plans. Some of the issues that come out of their survey were Broadband speed and the Memorial Hall. Having the evidence that the Parish Plan gives enables the Parish to have a say in how it develops and that they should be listened too.

They intend to have regular meetings every 3-6 months to review the Action Plans and the Parish Clerk is sent copies of the minutes so that they can be summarised at the Parish Council meetings.

Cllrs asked about how the Parish Plan was funded – The Parish Council donated £1,500 but they have not spent much of it and grants are available. Magnox printed the survey, another company donated the envelopes and the glossy summary will be printed by another company. They are also looking for donations for some of the items highlighted in the Action Plan e.g. new signs.

Sue Simmons also said that it is a big time commitment and is a lot of hard work. Cllr Mountford thanked her for coming and giving us a very informative presentation.

00309.2/12 Comments regarding Mr Sprackman's Presentation

A parishioner stated that there was a lot of negative feedback at the last meeting regarding the development idea presented by Mr Snook & Mr Sprackman and that some councillors were clock watching during the presentation. They went on to say: that if the village is to survive and have facilities like those in Charfield it needs to develop and grow; that 2 businesses (Petrol station and Falfield Garage) have already been lost; the pub closes on a Sunday; Falfield Village Hall is just a room with no space for expansion and if this continues other things like the Church will be lost. The proposals from Mr Sprackman provide a village hall and a play area and although the development does not affect him if the parish is not allowed to develop and grow over time it eventually will.

The parishioner also commented that parishioners at the presentation were 'no' to the development and the Parish Council could have promoted the advantages of such a development idea.

Ward Cllr John O'Neill stated that it was not negative feedback but there is not much the Parish Council can do at the moment as it was just an idea. Cllr Jarvis stated that the Parish Council needs to get feedback from all the parishioners as the Parish Council needs a wider view.

00309.3/12 Police Report from PCSO Dawn Golding

The Clerk requested a report from PCSO Golding and information about where to obtain some 'KILL YOUR SPEED' signs. The following is a summary of the response from PCSO Golding:

'PC Draper has been on secondment for the last 4 months and PCSO Golding has been off on long term sick and only returned last week. PCSO Golding looked through the police log and found that since September there have been 4 burglaries in the area. People have been arrested and prosecuted for 2 of the burglaries. The elderly man who had to be cut out of the car involved in the recent accident by Clementine Cottage is expected to make a full recovery. The 'KILL YOUR SPEED' signs are only available to Community Speed Watch groups.'

00310/12 Financial Matters

00310.1/12 To Note Payments Received

South Gloucestershire Council Precept – 2 nd Payment	£ 2650.00
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00310.2/12 To Approve the following Payments

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

Mr R Hathway –Wax for Memorial Plaques	£ 13.98
Falfield Village Hall (26 th October Booking)	£ 12.00

00310.3/12 To Note Current Account Balances

The following balances were noted: NatWest Account: £3568.45 which includes the precept payment and will decrease too £3524.47 when the above payments have cleared along with an outstanding payment of £18.

The National Savings and Investments Account (NS & I): £5803.65.

00310.4/12 To Discuss Budget & Set the Precept for 2013/14 – Circulated to the Cllrs

The Clerk went through the draft budget that was circulated with the agenda and stated that the increase in the precept would be £500 if this budget was accepted. This would result in an increase of approximately £2.24 per household annually. The Clerk will obtain an insurance quote from Came & Company to see if this cost could be reduced. Funds of £100 have been allocated for donations excluding the Poppy Wreath and will be allocated at the next meeting.

Action: Clerk

It was proposed by Cllr Fryer, seconded by Cllr Murton and **resolved** by all to accept the budget and set the precept to £5,800.

00311/12 Planning Matters

00311.1/12 The following applications were discussed

PT12/3732/F - The Park Hotel Gloucester Road Whitfield - Change of use of part first floor from Hotel (Class C1) to Office (Class B1) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).

Council Response: No Comment

PT12/3513/RVC - Sundayshill Lane, Falfield, Wotton Under Edge, South Gloucestershire, GL12 8BX - Variation of condition 2 attached to planning permission PT10/2883/F to read, No development to commence until the highway works to form 5no. parking bays permitted by PT12/3310/R3F have been substantially completed.

Council Response: The Clerk had obtained an extension to respond to this application from the planning officer.

After some discussion it was agreed to object to the Variation in Condition 2 on the grounds that the number of cars needing to park on Orchard View would be increased due to the cars being displaced from the garage site. These cars would have nowhere to go without the tarmac spur & track being completed to allow parishioners access to the parking bays or their properties and will not be able to park safely nearby. Having two developments in the same vicinity will also increase the traffic at Orchard View and result in other issues such as noise.

Action: Clerk

Cllr O' Neill added that they hope to have the parking bays completed in December then after having some work completed by BT the track would be completed in January.

00311.2/12 To Note the Following Notices

PERMIT - PT12/3006/RVC – Mill House Farm, Mill Lane, Falfield – Removal of condition 6 attached to planning permission PT11/2719/LB regarding to need to provide a sample panel of render.

PERMIT - PT12/2980/RVC – Mill House Farm, Mill Lane, Falfield – Removal of condition 8 attached to planning permission PT11/2720/F regarding to need to provide a sample panel of render.

00311.3/12 Changes to the Planning System

For those who had signed up to the planning application notification emails you will be aware that they have now stopped and a new system is in place. To use the new system you will need to register and then set up specific parish searches and any applications you wish to track yourself. You will then be emailed about any changes to the applications and notified about any new applications in the parish. The Clerk has been set up as a 'Consultee' and all applications need to be responded to by the Clerk using the Consultee area in the new planning system.

In the future South Gloucestershire Council want as many Parish Councils to move to having planning applications in electronic form only. Some Parish Councils have already gone paperless and have invested in laptops, projectors and screens but this is a large cost for a small parish that only has 20 -30 applications a year. Currently we have the option to retain the paper copies which will be requested.

00312/12 Highway Matters

00312.1/12 Moorslade Lane – Mud and Road Breaking Up

The surface of Moorslade Lane is breaking up and there has been more mud of the road than usual. Having Streetcare clean the lane would have no effect as it is a recurring issue however it has been noted that local residents have regularly cleaned the A38 end of the lane. Cllr O' Neill will have Streetcare come out and look at where the lane is breaking up.

00313/12 To Receive Reports from Councillors

00313.1/12 Feedback from Thornbury & Alveston SSCG – Cllrs Hathway & Jarvis

Cllrs Hathway and Jarvis were unable to attend the meeting on the 14th November but an update regarding what is reported at the SSCG meeting regarding the A38/B4061 junction was requested. The update received from Brian Gaches, the new Community Engagement Officer for this area, was as follows: *'Nov update: A scheme has been drawn up and is with SGC Highways for consideration'*

The next meeting is on 6th February at Alveston Methodist Church, Greenhill, Alveston

00313.2/12 A38/B4061 Junction Update including Mr Wheldon Meeting

A meeting with Mr Wheldon took place on 1st October 2012 and Cllr O' Neill stated he would take Mr Wheldon's ideas back to South Gloucestershire Council. Cllr O' Neill stated that Highways are working on their Capital Works Program and once that is completed they will review Mr Wheldon's proposals.

00313.3/12 William Stephens Charity – Cllr Mountford

Cllr Mountford stated that she had attended the William Stephens Charity meeting in October 2012. The next meeting is in October 2013 when a parishioner of Falfield will be the recipient from the charity.

00313.4/12 Village Hall Management Committee Feedback – Cllr Hathway

313.4.1/12 Christmas Tree Festival

Cllr Hathway had informed the Clerk that she was prepared to purchase a tree (5 ft x 4 ft) and sort out the decorations. The Clerk explained the idea for the decorations was to take pictures of the parish and put them in shaped picture holders e.g. stars, trees and bells. The Clerk showed everyone samples of the picture holders and everyone was happy with this suggestion.

Volunteers are needed to help decorate the tree on the 30th November at 1 pm. Several Councillors will already be there and may be able to help. A volunteer was sought to wrap a few boxes to decorate the bottom of the tree.

The Clerk is meeting Cllr Hathway next week to take the photos and will email everyone to ask for volunteers again.

Action: Clerk

313.4.2/12 New Treasurer & Booking Secretary

Cllr Mountford stated that a new treasurer and booking secretary had been found and Mr & Mr Shutt will be taking over from January.

00313.5/12 HMP Eastwood Park Meeting

The next meeting with the Governor has been arranged for 28th November at 1 pm. Like last time mobile telephones, chewing gum, cigarettes etc... are not allowed and that you need to bring photographic identification. The Clerk has a list of issues that have been mentioned ready for the meeting which will be circulated. Cllr Fryer mentioned setting a standard agenda at this meeting for future ones.

00314/12 To Receive the Clerks Report

00314.1/12 Streetcare Requests

1. A38 Footpath & Verge (Sundayhills Lane to Stone) – The verge has been cut and bushes etc... around the north bound plantar have been removed so it is now accessible.
2. A38/B4061 Junction Verge – This has now been cut back so visibility when turning right at this junction is improved.
3. Refuse/Recycling Collections from Eastley Close & Church Avenue – A smaller vehicle has been requested and it has been passed to SITA. Cllr Hathway had informed the Clerk that a smaller vehicle was currently being used.
4. Grass Area Running along The Huntsman Inn – A request has been sent to Streetcare to have this area added to their grass cutting task list.

00314.2/12 Standing Orders and Other Formal Orders

The Standing Orders need to be updated due to the change to the Code of Conduct. Whilst making this change the Clerk will review the Standing Orders along with the other formal documents e.g. Financial Regulations and Risk Schedule Review.

Action: Clerk

NALC will be releasing a new edition of the Model Standing Orders in Autumn 2013 on which the Standing Orders are based.

00314.3/12 Falfield Village Hall Booking 2013

The Village Hall will be booked for the meetings in 2013 and as the Parish Council now has a representative on the Village Hall management committee the Clerk will request for the regularly user reduced rate. Cllr Mountford advised the Clerk to send all the forms /request prior to the handover to the new Treasurer.

Action: Clerk

00315/12 To Note Progress with Asset Inspection Actions List

A copy of the Action List was sent to Cllrs prior to the meeting. There has been no further progress with the tasks since the last meeting.

ASSET INSPECTION ACTION LIST		
No.	Description of Task	Comments / Progress
1	War Memorial	This area will be monitored.
	Repair render on bollards	The render needs to be renewed
	Monitor paving around memorial	The paving just needs to be re-laid
2	Varnishing of Wooden Assets	
	Notice board and Posts	Waiting for it to dry out
	Village Green Gates	Waiting for it to dry out
3	Remove Ivy from Bus Shelter - Whitfield North Bound 4/5	Still to be removed

00316/12 To Receive Parish Surgery Update

The Parish Survey surgery went ahead on the 13th October at Falfield Village Hall and 4 parishioners attended the event. One parishioner said they would volunteer for a Community Speed Watch group but there were no

volunteers for a Parish Plan Steering Group. A list of tasks has been taken from the Parish Surgery presentation and is being worked on.

The Parish Council now needs to decide if there is enough interest in completing a Parish Plan and how they are going to proceed.

00317/12 Correspondence (*Italics – available by email*)

Respond to:

Consultation on South Gloucestershire Councils Parking Enforcement Policy - Expiry: 14th December 2012

Consultation on South Gloucestershire Councils Planning Enforcement Policy - Expiry: 14th December 2012

Consultation on South Gloucestershire Councils Housing Strategy - Expiry: 11th January 2013

Consultation on South Gloucestershire Councils Budget 2013/2014 – Expiry: 21st December 2012

South Gloucestershire Councils Youth Provision Survey – Expiry 30th November 2012

Consultations on South Gloucestershire Councils Community Infrastructure Levy – Expiry: 11th January 2013

Consultation on South Gloucestershire Councils Residential Parking Standards – Expiry 11th January 2013

Councillors will look at the Consultations online.

For Information:

LINK ebuletin Oct & Nov 2012, Southern Brooks ebuletin Oct & Nov 2012, Police Authority News Autumn 2012, Strong Safer Communities – Community Engagement Team Reorganisation, Bus Service changes Bristol and South Gloucestershire starting 4th November 2012 (including 309/10 & 311), Contact Details for Non Traditional Team, Department for Communities and Local Government Community Right to Bid Document, Community Rights to Challenge, to Bid, to Build and Neighbourhood Planning Information, Friendship Clubs for Older People Leaflet, South Gloucestershire Over Fifties Forum Newsletter Autumn 2012, Merlin Non-traditional Housing Redevelopment Newsletter October 2012, South Gloucestershire News Autumn 2012, SLCC The Clerk – 40 years Anniversary and Clerks & Council Direct November 2012.

00318/12 Matters for Further Discussion / Information

00318.1/12 Eastwood Park Training and Conference Centre

Cllr O' Neill stated that the Eastwood Park Training & Conference Centre planning application had been submitted last week.

Date of Next Meeting Tuesday 15th January 2013 at 7.30 pm

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