

# **FALFIELD PARISH COUNCIL**

Minutes of the Meeting of Council held on 19<sup>th</sup> March 2013 at 7.30 pm at Falfield Village Hall

## Present

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

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

### **00334/13 Apologies for Absence**

None

### **00335/13 To Approve Minutes of Last Meeting**

It was proposed by Cllr Murton, seconded by Cllr Fryer and **resolved** that the minutes of the Council meeting held on 15<sup>th</sup> Janaury 2013 be signed as a correct record.

### **00336/13 To Receive Declarations of Interest in Items on the Agenda**

None

### **00337/13 Co-option of New Members**

With the resignation of Mrs J Mountford the Parish Council now has three vacancies to fill by co-option. An article has been placed in the 5 Alive to advertise these vacancies. Cllr Hathway read part of the article to those present which highlighted the fact that at present only **1%** of the parishioners are members of the Parish Council and that they have a great responsibility in representing the needs of the Parish.

### **00338/13 Public Forum**

None

### **00339/13 Financial Matters**

#### **00339.1/13 To Note Payments Received**

|  |         |
|--|---------|
| National Savings and Investment Account Interest | £ 31.23 |
| Falfield Village Hall Trust Deed Payment         | £ 10.00 |

#### **00339.2/13 To Approve the following Payments**

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

|  |          |
|--|----------|
| Mrs D. Bramley (Salary & Expenses)                           | £ 874.53 |
| Falfield Village Hall – 16 <sup>th</sup> March Booking       | £ 8.00   |
| Grounds Maintenance Sundayhills Lane (Cutting Village Green) | £ 151.67 |
| 2013/2014 Payment (to be made in April)                      |          |
| ALCA Subscription 2013/2014                                  | £ 92.34  |

#### **00339.3/13 To Note Current Account Balances**

The following balances were noted: NatWest Account: £2627.44 and will decrease too £1593.24 when the above 2012/2013 payments have cleared.

The National Savings and Investments Account (NS & I): £ 5834.88

#### **00339.4/13 To Note Local Council Tax Support Grant for Falfield Parish Council 2013/2014**

The Local Council Tax Support (LCTS) Grant to Falfield Parish Council 2013/2014 of £150 was noted, it will be paid 50% at a time with the Precept.

#### **00339.5/13 To Note/Discuss changes to HMRC PAYE to PAYE RTI (Real Time Information)**

The changes to HMRC PAYE to PAYE RTI (Real Time Information) were discussed. The Clerk explained the changes to PAYE and that from April 2013 every time a salary payment is made a report has to be sent to HMRC but the Clerk is currently paid quarterly this may cause problems. The Clerk asked if the salary payment could be paid monthly by standing order.

It was proposed by Cllr Jarvis; seconded by Cllr Murton and agreed by all to change the salary payment to be paid monthly by Standing Order starting from 25<sup>th</sup> April. The Standing Order Request Form was signed.

#### **00339.6/13 To Approve Donation Payments for 2013/14**

After a short discussion it was proposed by Cllr Hathway, seconded by Cllr Fryer and agreed by all to donate £30 to the Stone and Falfield Brownies and £30 to the 5 Alive newsletter. These donations will be paid in the 2013/2014 financial year, usually after the May meeting.

### **00340/13 Planning Matters**

#### **00340.1/13 The following applications were discussed**

PT13/0714/RVC - Rudgewood Annexe Horseshoe Hill Milbury Heath - Variation of Condition 2 attached to previously approved planning permission P98/1489 to allow the residential annexe to be used as an independent residential dwelling.

**Council Response: No Comment**

PT13/0764/F – Poplar Cottage, Bristol Road, Falfield – Erection of replacement garage. Expiry: 26<sup>th</sup> March 2013

**Council Response: No Comment**

PT13/0505/F – The Bothy, Home Farm, Eastwood Park – Erection of three storey rear extension to form additional living accommodation and balcony. Installation of side dormer window.

**Council Response: No Comment**

PT13/0613/F – Training & Conference Centre, Eastwood Park – Construction of new bat roosting facility to mitigate demolition of existing dwellings.

**Council Response: No Comment**

**00340.2/13 To Note the Following Applications – No Comments Given**

PT13/007/SCR - Pound House Farm, Old Gloucester Road - Screening Opinion - 500kw EWT wind turbine.

PT13/0318/F - Fern Cottage, Gloucester Road Whitfield – Erection of side conservatory

PT13/0299/F - Wagon House/Old Cow Shed Green Farm Bristol Road Falfield - Change of Use of agricultural building to 1 no. dwelling with associated works.

**DEEMED CONSENT** - PT13/0160/R3F – Land in Front of 1 to 14 Orchard View, Falfield – Construction of 5 no. parking bays, tarmac spur road, granular access track and upgrade of existing footway and ancillary works. (Amendment to previously approved planning permission PT12/3310/R3F)

**PERMIT** - PT13/0021/F – Weavers Lodge, Sundayhills Lane - Erection of single storey front extension to provide additional living space.

**00340.3/13 To Note the Following Notices**

**REFUSED** - PT12/4064/F – Green Farm, Bristol Road – Conversion of Old Cow Shed to form 1 no. Holiday let.

**PERMIT** - PT12/3395/F – Land at Stumps Wood, Gloucester Road, Whitfield – Erection of a base and ancillary structures with associated works (Retrospective).

**00340.4/13 Orchard View Development Update**

Orchard View - Request regarding wild flowers on triangle by parking bays

It was agreed to ask South Gloucestershire Council to include wild plant seeds when they turf the area by the new parking bay. **Action: Clerk**

Preservation of the Orchard View Green Area

Parishioners have requested that the Parish Council looks into preserving the green area by Orchard View.

Ward Cllr O' Neill stated that he had spoken with South Gloucestershire Council (SGC) and they have no plans to develop the green area as it has been deemed an amenity space. The Parish Council would need to apply for village green status and if granted this would result in the Parish Council having to insure and maintain the green area. The application would also need to meet set criteria and it is usually only requested when there is a threat of development which is not the case here. A parishioner objected to waiting until there was a threat of development and stated that preserving the green area should be done now as the biggest threat he feared was from SGC.

The Parish Council decided that requesting Village Green status was not a viable option as it would result in an increase in the precept. However they will pursue obtaining Tree Preservation Orders (TPO) on the remaining trees. The Clerk stated that a request has been submitted to South Gloucestershire Council asking for details of the TPO's along Sundayhills Lane and Orchard View and for the criteria to obtain them. **Action: Clerk**

Tree Planting on the Orchard View Green Area

Parishioners have also stated that they have a tree they would like planted on the green so the Clerk will obtain the Tree Planting Scheme for the green area from South Gloucestershire Council and ask if the parishioner's tree could be included **Action: Clerk**

**00341/13 Highway Matters**

Sundayhills Lane - Removal of large direction road sign (about 20 ft. high) on Orchard View Green Area

Parishioners have requested that the directional road sign on the green area is removed as it does not include the M5 and is obstructed from view by trees when driving up the lane to the A38.

After a short discussion which included having more information included on the direction sign on the A38 at the end of Sundayhill Lane and reducing the size of the current sign, it was agreed by councillors to put a request into Highways to have the size of the original sign reduced and have the M5 included. **Action: Clerk**

Moorslade Lane - Erosion of Lane & Standing Water

Ward Cllr O' Neill will discuss the erosion of the road and the blocked ditches with Streetcare.

Footpaths

Cllr Hathway asked that a request be submitted to Streetcare requesting they trim back the grass that has grown over the footpath especially along the paths along the A38. **Action: Clerk**

## **00342/13 To Receive Reports from Councillors**

### **00342.1/13 Feedback from Thornbury & Alveston SSCG – Cllrs Hathway**

Cllr Hathway attended the meeting and expressed the parish's frustration that they have not got much support for the issues that they have raised at the SSCG meetings and that they are just as important as others.. Falfield also does not fit with the other members of this group as it is a small parish. In future Falfield's issues will be prioritised from this meeting and actioned accordingly. Moving to the Charfield group will also be looked into but the group you are in is decided by the Police beat you come under.

Cllr Hathway also explained the issue with the commuter parking in Sundayhills Lane and that it is causing serious visibility problems for residents driving along Sundayhills Lane, Church Avenue or leaving their properties. Access is also restricted for residents visiting the Church. Cllr Hathway also explained that Church Avenue is the entrance road to HMP Eastwood Park and that this issue of commuter parking has been raised in the past with South Gloucestershire Council (SCG) but is now much worse than previously reported. Mr Gaches will look into what has happened in the past with Highways and look at options for further action. Pictures of the parking were sent to Mr Gaches so that he could see the extent of the problem. It was noted that up to 17 cars have been seen parked along the lane, some of which were parked on the pavement and others right up to the A38 junction. It was agreed to forward pictures of the commuter parking to the police and to ask them if they are able to do anything.

It was also noted that we have had 2 letters from parishioners regarding the commuter parking on Sundayhill Lane and the damage it is causing to the verges where drivers of cars and farm vehicles have to go on them to get passed the parked cars. Also included were comments regarding parking to visit the Church as it is now open daily, asking The Huntsman's Inn if the mobile library can park in their car park and that the situation is now a great deal worse due to the Orchard View layby now being Residents Only parking. The Huntsman's Inn has already been consulted about letting the mobile library use its car park but the owner of the public house advised that this is not possible for health and safety reasons.

It was suggested that one solution to the commuter parking would be a Park & Share scheme; this is mentioned in the Core Strategy but contains no other details. This document is still under review and more details will not be able to be obtained until after it is approved.

Feedback regarding the A38/B4061 junction in Whitfield was given. SGC Highways have given approval for the proposed scheme which will be implemented by Streetcare Operations. The Clerk will ask Mr Gaches for a copy of the approved scheme. The next SSCG meeting is on 13<sup>th</sup> May. **Action: Clerk**

### **00342.2/13 Village Hall Management Committee Feedback – Cllr Hathway**

The AGM is coming up in April when there will be more changes to the committee officers. Cllr Hathway will remain as the Parish Councils representative and the Clerk will return the nominated representative form to Kay Rea. Cllr Hathway also pointed out that the Parish Council is the Holding Trustees of the village hall.

### **00342.3/13 Community Matters – Cllr Hathway**

#### Big Spring Clean

The event was attended by 10 volunteers, less than last year, but they still managed to collect 17 sacks of rubbish, 4 sacks of recyclable waste along with car parts, a broken window frame and 2 road signs which was then collected by South Gloucestershire Council. Cllr Hathway thanked everyone who helped with the Big Spring Clean.

#### Request for Wool & Baby Cloths to HMP Eastwood Park

There was a good response to the 5 Alive requests and Cllr Hathway has passed on 4 sacks of wool, 2 boxes & 2 bags of baby clothes to the prison. The wool will be used by the Rubies (or over 50's) to knit blankets for rescue dogs and the cloths have been put in the prison cloths store. Cllr Hathway received a big thank you from the prison and at the moment they no longer require any more baby cloths.

## **00343/13 To Receive the Clerks Report**

### **00343.1/13 Prison Vans Parking on Sundayhills Lane**

GEOAmeY, the Prisoner Transport Company have been contacted and reported back that they have issued instructions to the local drivers not to park along Sundayhills Lane.

### **00343.2/13 Garages in Eastley Close**

Having spoken with Mr Thorne, Grounds Manager at HMP Eastwood Park, the garages owned by the Home Office have been looked at to ensure they are safe, which they are at the moment. They intend to return and take down any parts that can be removed safely and have put up warning signs for asbestos and danger signs for fragile roofs.

### **00343.3/13 Huntsman's Inn Grass Cutting**

Although I have not had a response from South Gloucestershire Council (SGC) the land in front of the Huntsman Inn by the A38 appears to be being cut by SGC now.

### 00344/13 To Note Progress with Asset Inspection Actions List

A copy of the Action List was sent circulated with the agenda and no further progress has been made on the tasks due to the inclement weather.

| 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                 |

Another asset inspection needs to be conducted and Cllr Hathway stated that there were brambles bushes on the Bus Shelter by the Jubilee bench.

### 00345/13 To Note/Discuss Asset Register Update for Insurance Quote – circulated with Agenda

The updated Asset Register, circulated with the Agenda, was accepted by councillors and this will be used to obtain an insurance quote from Came & Co for the next meeting.

### 00346/13 To Note/Discuss Parish Survey Task List/Feedback – circulated with Agenda

A Task List generated from the Parish Survey last year was noted along with the progress that has been made. Please refer to Appendix A.

### 00347/13 Correspondence (*Italics – available by email*)

#### Respond to:

*Consultation – South Gloucestershire Waste Strategy*

**Council Response:** *No Comment except Cllr John O' Neill stated that the document included a £36 green bin annual charge. The Clerk will forward this to Cllr Hathway.*

*Invitation to Comment on Draft Landscape Planning & the Renewables Supplementary Planning Document*

**Council Response:** No Comment.

#### For Information:

South Gloucestershire Over Fifties Forum Newsletter Winter 2012/2013, South Gloucestershire Age UK Services Update January 2013, South Gloucester News Winter 2012/13, Healthy Lifestyles Directory for Older People 2013, South Gloucestershire Deaf association Newsletter March 2013, Clerks & Councils Direct March 2013, The Clerk Magazine and Merlin Non-traditional Housing Redevelopment Newsletter.

*Notice of Thornbury Sort It!\* Centre Reuse Shop Outlet – “Revive” Opening in January, South Gloucestershire Contact List January 2013, Southern Brooks e bulletin Feb & Mar 2013, 2011 Census - Population and Household Estimates for Wards and Parishes, Stolen Number Plates Information, CVS South Gloucestershire January & February 2013 ebulletin, South Gloucestershire LINK ebulletin Feb & Mar 2013, Core Strategy Update Feb 2013, The Rural Exception Site Guidance, The Rural Affordable Housing Statement of Commitment, Letter from NALC Chairman regarding the retirement of Chief Exec Mr John Findlay OBE*

### 00348/13 Matters for Further Discussion / Information

#### 00348.1/13 Severn Vale Forum Feedback

Cllr O' Neill commented on the fact that there is a Grant available that could be used for the maintenance work on the War Memorial. He will forward the information to Cllr Hathway. It was thought that rather than re-rendering the bollards it may be worthwhile replacing them.

#### 00348.2/13 Poppy Wreath Removal

Cllr Hathway commented on the fact that the remembrance Sunday poppy wreaths have been removed from the War Memorial and asked if anyone knew who had removed them. It was also confirmed that it is the Parish Council's decision as to when they are removed.

**Date of Next Meeting Tuesday 21<sup>st</sup> May 2013 at 7.30 pm**

**Please note this will be the Annual Parish Meeting followed by the Annual Meeting of the Council**

**This concluded the business of the meeting, which closed at 9.05 pm.**

**The 100 Club draw took place at the end of the meeting.**

# APPENDIX A

## TASK LIST FROM PARISH SURVEY

|   |   |
|---|---|
| <b>Parish Councillors</b>   |   |
| * Include the names and contact details of the Parish Councillors regularly with the Parish Council bi-monthly article in the 5 Alive magazine. | On going  |
| * Add Councillor Ken Fryer's details to the Website   | Completed<br>Need to remove Mrs Jan Mountford   |
| <b>Communication</b>  |   |
| * Ensure that all communication details are up to date and accessible for parishioners.   | On going  |
| <b>Location</b>   |   |
| * Put a Map of the Parish on the Noticeboard and possibly the website   | A map has been put on the noticeboard, but there is not enough space for a large map to be displayed. |
| * The Parish Council will object to unnecessary signage in the parish   | On going  |
| * Request updated Bus Timetables & that the Perspex is repaired   | The timetables have been updated.<br>Need to get the Perspex repaired/replaced                        |
| <b>The Parish of Falfield</b>   |   |
| <b>Safety Concerns</b>  |   |
| * Continue working on the issue of speeding in the Parish.  | On going  |
| * Ask for volunteers for a Parish Community Speed Watch group.<br><i>Do you wish to volunteer? Yes, let the Parish Council know.</i>            | We had 1 volunteer from the Parish Surgery but need more if we wish to go forward                     |
| * Try to obtain 'Speed Can Kill' signs  | Unable to obtain these signs as they are for Community Speed Watch areas                              |
| * Inform South Gloucestershire School Transport department of the danger to the children crossing the A38 due to no crossing.                   |   |
| <b>Other</b>  |   |
| * Report any potholes in the Parish   | On going  |
| * Continue to forge a relationship with Mr. Simon Beecroft, the Governor of HMP Eastwood Park.  | On going - The Parish Council have started having a quarterly meeting with the Governor               |

|   |   |
|---|---|
| <b>Other Parish Issues</b>  |   |
| <b>Dog Fouling</b>  |   |
| * The Parish Council will look into obtaining another dog bin.  | A Dog bin costs between £150-£250 and £4.26 per empty - If it is emptied twice a month that would cost 24*£4.26=£102.24 |
| * The Parish Council will include an article in 5 Alive regarding dog fouling with in the Parish.   |   |
| <b>Speeding Vehicles</b>  |   |
| * Raise speeding with in Church Ave with HMP Eastwood Park Governor   | This has been raised with the Governor and he will remind staff about the speed limit on Church Ave.                    |
| <b>Parked Cars</b>  |   |
| * Raise commuter parking with the Thornbury & Alveston Safer Stronger Community Group.  | This has now been raised at the Safe Stronger Group Meeting and feedback will be via the Councillor Reports section.    |
| <b>Police</b>   |   |
| * Get feedback from PC Draper & PCSO Golding for Parish Council Meetings if they are unable to attend in person.  | On going - Clerk to email prior to meeting  |
| <b>Development</b>  |   |
| * The Parish Council will listen to development proposals and take into account the opinion of the whole parish when responding to any planning applications. | On going  |
| <b>Youth Facilities</b>   |   |
| * Youth facilities including providing a play area within the Parish are issues that require further investigation  | Would be covered as part of a Parish Plan but at present there is not enough support to proceed.                        |
| <b>Falfield Village Hall</b>  |   |
| * Pass all the comments onto the Falfield Village Hall Management Committee   | On going  |
| * Review increasing the precept to make regular donations to the Village Hall   |   |

Repeated items have been removed and some items are beyond the Parish Council