

CHARFIELD PARISH COUNCIL

Minutes of a meeting held on Tuesday 13th July 2010 commencing 7.30pm in the Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr M Rosher (Chairman), Mrs Y Lloyd, Mr I Kershaw, Mr P Birt, Mr P Patterson, Ward Councillor Mrs S O'Neill

Clerk: Mrs H Saunders

Public: 3 Members – Mr T Lawrence, Mr C Wadsworth, Mr M Higgins

Public were welcomed to Parish Meeting and offered copies of Agenda / Minutes and informed of the order of business.

8781/10 Apologies for Absence Noted and accepted from Mr M Cheskin, Mr R Hancock, Mrs J Law & Mrs N Newns

8782/10 Declaration of Interest in Items on the Agenda Mr M Rosher noted his personal & prejudicial interest regarding one of the planning applications as it is his next door neighbour. He will leave room during that point of discussion – Mr I Kershaw to take the chair.

8783/10 Approval of Minutes It was proposed by Mr I Kershaw and seconded by Mr M Rosher and **resolved** that minutes of meeting held on Tuesday 8th June 2010 are signed as a correct record after minor amendments.

It was proposed by Mrs Y Lloyd and seconded by Mr P Patterson and **resolved** that the minutes of meeting held on Tuesday 22nd June 2010 are signed as a correct record after minor amendments.

8783/10 Public Participation Mr T Lawrence and his wife are in process of purchasing No.32 Wotton Road and were keen to establish if there would be a possibility of them purchasing part of Manor Lane land, which the Parish Council own, in the future. This would be to extend their garden and potentially – subject to planning consent – build a garage. Mr Lawrence passed around some plans that he had printed out – illustrating the part of the land that they were interested in. Mr Lawrence was informed that his proposal would be discussed and itemised for decision at next meeting. Clerk to double check who owns the strip of land at bottom of garden of No.32 Wotton Road.

Mr C Wadsworth – treasurer for Memorial Hall - wanted to show the councillors the art work that the youth group had worked on – as part of a 'Graffiti' project – and to ask if it was alright for them to be placed in the hexagonal shelter – as was originally agreed. This was accepted – so long as no sharp edges once fixed. Council thought the art work was very good.

WC Mrs S O'Neill arrived at approx 19:50.

Mr M Higgins lives opposite Hillside – and the proposed development of their garden – to accommodate 2 dwelling houses. He is unhappy about the development and about 2 houses going on such a small piece of land. He would rather see no development – but if development has to go ahead then 1 house would be acceptable. His concern is around the vehicular access / parking for the properties – potential congestion and the spoiling of the visual landscape.

Mr M Rosher – Chairman – having declared a personal and prejudicial interest in one of the planning application – spoke as a member of the public regarding his objection to planning proposal for 7 Newtown. His concern, being based around the wood burner which would have a chimney / smoke stack a few feet away from his rear bedroom window. He was under the impression that this was to be moved to the rear of the development (or be eliminated totally) – but on plans that have been submitted – that we were able to view / comment on - this didn't appear to be so.

Action Clerk / WC Mrs S O'Neill

Public informed that they could stay should they so wish. Mr C Wadsworth took his leave after thanking council for their time.

8784/10 Clerks Report on MATTERS ARISING from Previous Minutes Other than items included later in agenda – the clerk commented on the following:-

Planning Enforcement that was lodged against Cosy Farm last month – S Glos have replied stating that the building is going ahead with a Certificate of Lawful Use under Planning Application PT08/0850/CLE. They are going to confirm that what is being constructed is compliant with original plans. Clerk to chase up.

Roadworks Despite chasing Laurie from Mouchelle – there are still no confirmed dates / plans regarding the Little Bristol Lane Traffic Calming works that are scheduled. WC S O’Neill has chased to and got some response. Also no response from HA regarding the Traffic Lights and query at J14 of M5...although Clerk did receive an email from Bristol City regarding the experiment in the city centre where they turned lights off. They are happy to forward the report once it is compiled – and it was also mentioned elsewhere in S Glos that they were trialling Traffic Light switch off to save money and energy (similar to streetlight reduction).

Accounts Notice is up letting parishioners know they can inspect accounts should they so desire – and necessary forms have been submitted to Mazars – the external auditors. No issues.

Grants Should here in next 10 days as to whether we have successfully secured a grant from SSCG – initial report looks positive. If we are successful – Clerk will co-ordinate ordering the pots in time for new school term. Looked into grants from Landfill Tax fund (which we could be eligible for – due to location to quarry)...we would need to set up an Environmental Committee – so that we can register that committee as an Environmental Body. Clerk to investigate this further prior to September’s meeting.

Admin Clerk has looked into distribution of Agenda’s electronically. Currently this isn’t feasible – as part of SO / Clerks remit is to ensure that a signed copy of Agenda is delivered as a summons to each individual councillors home address. If the council want Agenda’s delivered electronically they would have to agenda an item for resolution – stating that current method isn’t expedient enough. Clerk also checked that people were receiving emails alright and had correct address.

Miscellaneous Clerk has requested cabling plans from Central Networks re Manor Lane – so that we can establish if it is worth pursuing with looking into planting of a Cherry Tree in the future. Clerk has logged a call with BT regarding phone box by post office and the fact it had been vandalised and there were broken panes and broken glass. Going to escalate as nothing been done to date.

Action Clerk

8785/10 To approve Contractor for Stage 1 of Burial Ground Project Development

Chair and Clerk reported back on the outline proposals that had been received. A couple of these had been discussed in length at meeting on 22nd June.

Three companies were invited to tender – and given information regarding the project. Two came back with lists of products / materials and pricing. One failed to make the deadline for proposals to be received (despite being chased). After double checking some of the info / materials / prices – all seems in order – just with a question on the grasscrete – type of material – concrete / plastic. After discussion it was decided that due to the cost – if S Glos were happy with plastic ‘Geo-Grid’ type grasscrete – that would be the most sensible cost effective option (half price of concrete blocks)...therefore it was recommended that KHL Ltd be appointed contractors – as they seemed to have a more flexible approach and could work with council and time frames accordingly.....

It was proposed by Mr P Birt and seconded by Mrs Y Lloyd and **resolved** by all that KHL Ltd be appointed as contractors for the 1st stage of Burial Ground Development. A more detailed plan will be requested and Clerk / Chair along with architect and KHL Ltd will work on getting conditions of planning discharged

Action Clr Rosher & Clerk

Mr M Higgins took his leave after thanking council for their time

8786/10 To receive progress report on Jane’s Pond Toddler Play Area Rebuild

Chair explained that the contract had been left open requesting that Jane’s Pond build us a toddler play area and landscape within our budget. We have had some unforeseen delays due to the weed issue – which Raycox and JPL sorted this out – by providing and laying turf – but with the unprecedented hot / dry spell – it doesn’t look as good as it could do. Currently the speaking tubes aren’t complete or fit for purpose – there was some discussion regarding the train and fact that the slide wasn’t incorporated as the council were led to believe would be possible.... General feeling was that council aren’t happy with what they have got so far – or the length of time the project has taken. There is concern over the fact that some youths may utilise the mounds as a BMX track – not only ruining the landscape but putting the toddlers playing in the area at risk. Clerk and S’O Neill are going to take some advice from Play People and ALCA regarding the contract / what we have got and a meeting to be requested with Jane’s Pond to start the snagging and discuss way forward.

Action All & Clerk

8787/10 Approve spend(up to £25) for Toddler Play Area Signage

Explained need for a sign in order to deter youths from cycling / damaging the new play area. Clerk has approached Memorial Hall to see if they would be willing for a sign to be erected on the wall (by kitchen area) and is in process of checking the wording of sign / liaising with SSCGs so that all parties can work together. After discussion it was felt £25 may not be sufficient. Therefore it was proposed by Mr P Patterson and seconded by Mr P Birt and **resolved** by all that spend up to £50 be approved for necessary signage.

8788/10 Approve spend (up to £500) for finishing off Toddler Play Area

Chair / Clerk explained what the spend was required for – a new bin, planting of play area, a rope pull, seeding, staining / painting and any fencing / boulders / tree trunks. Mr P Birt confirmed that he has cedar trees available as and when we are ready to plant. It was proposed by Mr P Birt and seconded by Mrs Y Lloyd and **resolved** that spend of up to £500 for necessary finishing of play area be approved.

Action All & Clerk

8789/10 Comment on Core Strategy

Despite being an interesting document the current proposals within it don't affect Charfield directly – so it was agreed by all that 'No Comment' required. Clerk to respond to S Glos accordingly.

Action Clerk

8790/10 To complete COA / forms for Natwest Bank Plc

After explanation by Clerk as to why second signatures were required – this was duly carried out by all councillors present.

Action Clerk

Mr T Lawrence took his leave after thanking council for their time

8791/10 To receive report on meeting re Potential Diversion of Footpath OCH 8 Level Crossing

The meeting held on 30th June 2010 at the site of potential diversion was discussed. At this stage the briefing was for information purposes and for S Glos / Railtrack to get a sense of what parishioners thought about the diversion. The issue of the crossing being unsafe was highlighted by an S Glos councillor in charge of high ways – who had spent time investigating railway crossing across the county. Potential solutions other than diversion are a tunnel or a bridge – but this is obviously far more costly and each comes with their own problems. Landowners not happy with diversion – one doesn't want it across land. Further consultation will take place later in 2010.

8792/10 To update council re Digleys Play Ground Inspection

This was carried out on 23rd June 2010. No official report yet (Clerk was warned by Digleys that it could be a while due to level of business). As soon as available Clerk will circulate. Only issues were with the Trim Trail and the chain bridge not being secure enough. Everything else okay – useful meeting and lots of information.

8793/10 Comment on parishioner query regarding purchase of part of Manor Lane land

General comment and feeling is that this area is an asset to the parish and it would upset parishioners if a precious open space was given up. There is a TPO on the willow tree. Agenda item for formal committee decision next meeting and Clerk to notify Mr T Lawrence accordingly

Action Clerk

8794/10 To notify re Website changes / updates

Clerk mentioned that a request from councillor had been received requiring update of personal profile on website. This has duly been done and clerk is happy to make any further amendments as / when necessary – just email info across.

Action All / Clerk

8795/10 Discuss planning timescales / meetings

The 21 day turn around of planning applications by S Glos can be tight in-between council meetings (hence need for an additional meeting last month). After discussion it was duly agreed to stay as we are – don't feel there is need for a separate planning committee at this time. Clerk to monitor and work closely with S Glos planning officers.

Action Clerk

8796/10 Confirm Autumn Litter Pick for 25th Sept 2010

This was agreed for Saturday 25th Sept 2010 – 10am – 4pm. Clerk to order skip. All gloves and black bags to be delivered to Chairs house. Posters to be printed – info put on web and rota to be confirmed.

Action Clerk

8797/10 Approve payment to ICO re Data Protection

This is a necessity and as such it was proposed by Mr I Kershaw and seconded by Mr P Patterson and **resolved** to approve payment of £35 for annual renewal.

Action Clerk

8798/10 Approve Streetlight Reduction Scheme as a 'Permanent Fixture' following trial

Chair reported back on meeting recent meeting with Andy Porter from Streetcare – AP hasn't had any queries from parishioners and there has been no reported increase in either crime or accidents since the trial started in June 2009. The failure of the lights is no greater than it was prior to the trial and maintenance costs haven't increased. Due to increase in energy prices the trial has seen an annual cost saving of approx £2k. It was unanimously **resolved** that following a successful trial – this installation now be made permanent. S Glos would like to thank Charfield residents for their support. Charfield has led the way – and sparked a lot of interest across the county.

Action Clerk

8799/10 Approve 1st Quarter Budget and sign Bank Reconciliation

After explanation from Clerk re any variances and where council stood financially at end of Q1 against budget (on track) and after inspection of bank statements against bank reconciliation it was proposed by Mr I Kershaw and seconded by Mr P Birt and **resolved** by all that these be approved and the Chair duly signed the bank reconciliation.

8800/10 Correspondence The following items were noted:-

Query re Manor Lane, New owners at Pound View Cottage, S Glos Parish Charter (emailed out to Councillors as comment required prior to next scheduled meeting), Clerk from Doynton Parish Council re Rural Planning, Request to attend Frampton Cottrell's PM re Street lighting & Request from Hampshire re Burial Ground Info, Standards Board Info (put into circulation file for information).

8801/10 Items for Circulation The following items circulated to Members including:-

Various newsletters including, Clerks Direct, CPRE Annual Report, ALCA Newsletter & Being a Good Employee Booklet, Power Lines Newsletter, Travel +, SGN, SLCC Info, Standards Committee, Our News & CAB Annual Report.

8802/10 Planning Applications following applications were circulated:-

It was proposed by Mr M Rosher and seconded by Mr I Kershaw and **resolved** to comment on 7 Newtown first – allowing Mr Rosher to leave room (as he had register a personal and prejudicial interest).

21:45 Mr M Rosher left room and Mr I Kershaw took the chair

PT10/1465/F – 7 Newtown, Charfield. Erection of 2 storey side extension to provide additional living accommodation and garage. Erection of single storey rear extension (amendment to prev approved scheme PT08/1170/F). Comment by 21/6/2010. After due consideration, inspection of plans and discussion it was agreed that W C Mrs S O'Neill check with planning officer Peter Rowe to establish which plans were relevant.

It was **resolved** to make no objection IF the plans had been updated and smoke stack had been moved. However, IF the plans haven't been updated and smoke stack is still in same position on side of proposed extension, it was **resolved** to object to plans on grounds that flue is too close to the adjacent property and if wood burner in use smoke would go directly into upstairs window of neighbour.

21:50 Mr M Rosher invited back – and re took the chair

PT10/1184/MW - Land to south of Cromhall Quarry, Woodend Lane, Cromhall. Change of use of land for the composting of biodegradable green waste. After due discussion it was resolved to **object** to the application.

Main reasons for objection being:-

- 1) The prevailing wind is S Westerly - meaning odour and pollution will be blown directly towards the village of Charfield and hamlet Churchend.
- 2) The Bio-Aerosols are a health hazard to people working and communities living nearby - particularly those that may already suffer from respiratory problems.
- 3) Increase in traffic leading not only to additional road congestion - but additional noise and environmental pollution.

PT10/1542/F - 14 Berkley Close - Charfield - Erection of Rear Conservatory. After due consideration it was **resolved** to make no objection to this application.

PT10/1495/F - 100 Manor Lane - Charfield - Erection of 2 storey front extension. After due consideration it was **resolved** to make no objection to this application.

Standing Order 63b – at 21:58 Chair asked if councillors wished to continue with meeting or adjourn. All voted to continue with meeting

PT10/1461/F - Hillside - Charfield Hill - Erection of 2 dwellings, garage and access. After due discussion it was resolved to **object** to the application.

Reasons for the objection are as follows:-

- 1) Due to the shape / size of the proposed site and the trees that are subject to TPO's the development would be very cramped.
- 2) The properties would potentially be dwarfed by the trees that are subject to TPO's.
- 3) The visual impact on the area would be impaired and make the route in / out of the village feel more urban than it actually is.
- 4) With two properties - this would lead to more traffic accessing the lane - at what is already a difficult junction - it could also lead to parking issues and difficulties.

PT10/1591/F – 16 Manor Lane – Charfield – Erection of rear conservatory. After due consideration it was agreed to check if the glazing on boundary bet 16 and 14 Manor Lane is obscure or not. If not obscure it was **resolved** to object to application on grounds of lack of privacy to adjacent property. If obscure it was **resolved** not to object to the application

8803/10 Planning Decisions following permissions noted:-

PT10/1113/F – 29 Little Bristol Lane – Charfield – Erection of two storey side and rear extension.

PT10/1326/F – 40 Wotton Road – Charfield – Erection of single storey extension.

8804/10 Reports/Notices of Meetings

W C Mrs O'Neill's report – Question of re-opening the station at Charfield has received a positive response. Planning applications re Wickwar Quarry's extended hours was discussed (our objection was read out) along with the Cromhall application for green recycling clerk. Last week Mrs O'Neill received so many complaints re the smell emanating from Wickwar Quarry that a report was lodged with Environmental Health. There have been travellers on site by Country Wide – but they moved on without issue after 2 weeks and didn't leave a mess. There have also been complaints regarding HGVs breaching weight restrictions on certain roads in Tortworth / Cromhall. This has been reported to necessary departments and is being monitored.

Charfield Playing Field – Inspection comments from Clerk – inspection carried out by Mr R Hancock & Clerk on morning of 3rd July. No change from last month in that...there was a bit of litter both inside and around the hexagonal shelter. It could do with a wash and seats being re-painted. Small amount of graffiti. One of the outer rafters on roof (towards road) is slightly loose. SMP Multi-Play – black non slip paint on climber needs touching up. Small amount of graffiti on reverse of climbing wall. Notice board – phone number needs changing from old clerks – to new clerks. Adventure Trail – 3rd tall log in has a nail protruding...No glass apart from under fun box at Skate Project. Litter bin under tree at that end is broken (but still useable). Comment on whether should be a notice on gate out to road – asking to keep closed? General condition good. Form completed and filed. Next inspection Mr M Rosher and Mrs Y Lloyd. Clerk issued blank form and let council know that these forms would be updated upon completion of toddler play area

Action Clrs Rosher & Lloyd

Charfield Village Hall Management Committee – latest Minutes are in circulation file. Hall committee has been informed of change of representative from the PC (both by email and verbally). Clerk was invited to attend last meeting to introduce

herself, which she did. Comment back was regarding the new play area, when it will be complete / open and the increased maintenance of the area to be discussed in due course. Next meeting 2nd September 2010.

Quarry Liaison Meeting – held on 29th June 2010 and attended by Mr P Patterson and Clerk. Draft minutes were received this afternoon (13th July) and as soon as they have been finalized will be circulated to PC electronically / via circulation file. Clerk reported back that the quarry extension and associated S106 roadwork's are delayed – and won't be starting till later part of Q3 / beginning of Q4 as haven't gone out to tender yet for the work. Discussed our letter of objection that was submitted and WC S'O Neill mentioned complaints regarding the odour that has been coming from quarry over past week. Despite Mr P Patterson and Clerk being informed at Liaison Meeting about works on bund – and no time were they informed about what they would actually be doing and that it would create such a smell.

8805/10 Accounts It was proposed by Mrs Y Lloyd and seconded by Mr P Birt and **resolved** that the following are approved for payment:

Clerk salary & office expenses (incl internet connection)	£ 584.98
Charfield Memorial Hall Mgmt Committee	£ 130.00
Maintenance (litter) per week @ £20.00 10/6/10, 17/6/10, 24/6/10, 1/7/10, 8/7/10	£ 100
Use of room 8/6/10, 22/6/10 meetings	£ 30
New Clerk Training WWYC Mentoring x Days @ £50 each (14/7 & 27/10) + course notes £55	£ 155.00
CPRE Membership Renewal	£ 29.00
Manor Lane Landscaping	£ 200.00
Manor Lane Notice Board Maintenance	£ 9.98
CPD Cemetery Management Course (21/7) 2 x councillors & clerk. 3 x £95 + VAT	£
344.88	
	<u>TOTAL</u>
<u>£1,443.84</u>	

8806/10 Items To Be Raised By Members for future agenda or minor points

W C Mrs S O'Neill reported that she would be out of action for next 6 weeks as has got to go into hospital. Council wished her well.

Parishioner raised issue of cycle path up Charfield Hill – and how this had come about.

Project Management Course at end September

CiLCA Course – New Clerk Training

Common land query at bottom of Hawthorn Drive

Scrap / rubbish being tipped at old Fujitsu Site – looks unsightly – councillors and parishioners worried

August Meeting?? Poss. will be required to meet up Jane's Pond and also progress Burial Ground. Keep in touch via email.

Action

Clerk

This concluded the business of the meeting, which closed at approximately 2230.

Ongoing Matters; File Storage of Deeds (action Mr M Rosher), New Burial Ground, Toddler Play Area

Chairman

14th September 2010