

CHARFIELD PARISH COUNCIL

Minutes of a meeting held on Tuesday 14th July 2009 commencing 7.30pm in the Sportsman's Lounge, Charfield Memorial Hall, Charfield

PRESENT

Parish Councillors: Mr M Rosher(Chairman),Mr R Hancock(from 7:35), Mr I Kershaw, Mr P Patterson, Mrs Y Lloyd, Mr M Cheskin, Mr F Carling, Mrs N Newns, Mr P Birt **Clerk:** Mrs S Bailey **Public:** none

8477/09 Apologies for Absence noted & accepted from Mrs S O'Neill

8478/09 Declarations of Interest in Items on the Agenda none

8479/09 Approval of Minutes

It was proposed by Mr P Patterson and seconded by Mrs Y Lloyd and **resolved** that minutes of meeting held on Tuesday 9th June 2009 are signed as a correct record after a minor amendment. Mr M Cheskin asked if it was possible to put actions against names at the end of an item on future Minutes – the Clerk will trial this and monitor progress. *Action Clerk*

8480/09 Public Participation none

8481/09 Clerks Report on MATTERS ARISING from Previous Minutes

The burger van street trading licence application at Tortworth has received approval from S.Glos Council – our litter objection was considered possible to deal with through normal litter stipulations at the end of each evening. Letter to Mr B Leahy regarding his bravery in army duties whilst suffering injury was very well received. The grass cutting contract for Charfield Green has moved from South Glos to Merlin and they are having teething problems – the new manager has sent the Clerk a map of responsibility areas – put in circulation file. The key holder sign has now been erected by Mr M Rosher on the gate at Woodlands Rd/Hawthorn Close

8482/09 Proposed burial ground at Churchend & planning application Councillors received an update from Mr M Rosher on the recent positive meeting with the architect and South Glos planning office. Details of reports have been circulated. In summary, it is necessary to address each of the following areas individually before a detailed planning application can be submitted: ecological extended phase 1 habitat survey, landscaping specifications and maintenance plan, conservation approach and style, & archaeological assessment. After much discussion, it was proposed by Mr M Cheskin and seconded by Mr P Patterson and **resolved** to spend £590 instructing Avon Wildlife Trust to carry out a habitat survey. Help and expertise is needed with the other areas whilst appreciating that the more we spend on surveys the less we have for the actual burial ground's establishment. Mr M Cheskin offered to help with the landscape plan and the archaeological assessment. The conservation approach may be dealt with by the architect's design statement. A mid August meeting may be appropriate to discuss further developments so that this matter progresses swiftly. Mr M Cheskin noted that he may have some volunteer help with cutting vegetation.

*Action Clerk instruct survey
Action Mr M Cheskin assess archaeology & landscape & vegetation cutback*

8483/09 Feedback from streetlighting trial initiatives After a month, a few complaints have been received so far, 3 to the Clerk and 6 to the Ward Councillor and mostly appear to be a perception of likely safety issues. One complainant's letter will be published in Chadra soon. Other feedback has been positive on being able to see the stars.... Councillors noted that the switch off time does not appear to be consistent. *Action Clerk to check with South Glos lighting*

8484/09 Update from play area working group to draft toddler area design Clerk has made two grant applications; await August response. Mr I Kershaw spoke to another supplier for plans today and should get details in August. Two other quote needed. *Action Mr I Kershaw quote/PAWG*

8485/09 Annual Play Inspection noted and read by Councillors who generally thought it was a good report. No action needed currently as toddler area is being re-organised.

8486/09 Approval of Cllr Kershaw attendance at Playground Training Seminar cost £28 at Churchdown 2/7/09 It was proposed by Mrs Y Lloyd and seconded by Mr P Birt and **resolved** to approve attendance. This seminar was generally thought to be useful although little was discussed regarding new play area design. It is also evident that play area inspectors are highly individual and reports regarding such things as entrapment areas are not always consistent.

8487/09 Weather proofing to hexagonal shelter Mr Cheskin a& Mr Rosher have chatted to youths who were strongly in favour of some sort of weather proofing to this shelter during bad weather as it is too exposed to be of use in the winter. After much discussion, it was proposed by Mr P Patterson and seconded by Mrs Y Lloyd and resolved to approve some carpentry work to 4 sections of the shelter, filling foot section one inch above concrete and above seats to just below head height. The bottom can be painted same as shelter and the above may be adopted by the youths for their own graffiti art and this may encourage care of ownership. Clerk to get quote and spend up to £500. *Action Clerk*
Clerk to instruct Mr J Russell to postpone shelter repainting during the school holidays. *Action Clerk*

8488/09 Possibility of combined tennis courts/Muga sports area & funding implications Discussion centred on the use of the courts and the need for youth space for a kick wall and basketball hoop. Tennis Club has so far not been in favour of a tall wall which could be combined as a fence/wall with funding assistance for their proposed second court. Aerial photo needed to check viability of area & other possibilities *Action Clerk*
Mr F Carling noted that a kick wall and basket ball hoop were removed previously due to excessive broken glass and youths wanting a skate park. Councillors felt the need for a site meeting with Tennis Club
Action Mr I Kershaw to speak to Mr C Riley of Tennis Club

8489/09 Review of Standing Orders and Financial regulations last updated 2003 New clause was discussed at the last meeting and adjourned: If the meeting does not end by 10pm then the Chairman will ask Councillors whether they wish to continue or adjourn the meeting to another date. It was proposed by Mr M Cheskin and seconded by Mr P Birt and **resolved** to insert the above clause and to also change Point 27a which will now refer to 'the latest Code of Conduct adopted by Council' and to adopt this document as the latest Standing Orders for the Parish Council.
Action Clerk to finalise document

8490/09 Update on youths congregating at Longs View 'Dippy' Mr M Cheskin has spoken nearby residents who complained and situation has improved. Litter in storm drain is also a problem which has been cleaned out by Mr Cheskin. Grill covering drain lifts up and could trap small children. *Action Clerk to ask S.Glos to bolt securely*

8491/09 Autumn litter pick Sat 26th September & arrange schedule/advertising Date is confirmed and skip will be provided by South Glos. Councillor volunteers needed to man site between 10-4pm; e-mails to Clerk regarding preferred times. Clerk to add a map & list of updated litter routes. Mr Cheskin returned the two litter pickers. Advertising hopefully in Gazette and letter to Scouts and website. Banner to be amended. *Action Clerk e-mail times & list & map/routes*

8492/09 Request for financial assistance with electronic viewing of planning applications at meetings Moves from Central Govt are encouraging local planning departments to dispense with paperwork and use electronic plans more frequently to speed up response times for applications. In order for a Parish Council to still democratically comment on plans at a meeting without paper copies it will be necessary to see it electronically on a screen with a projector, using the Clerk's laptop, and preferably with a broadband connection. Councillors agreed to write to South Glos Council requesting financial assistance for this venture which is being imposed upon rural Parish Councils. *Action Clerk*

8493/09 Unwanted material amongst contents of circulation folder Excessive paperwork relating to items outside of the Parish were commented upon by Mr M Cheskin as unnecessary however, other Councillors felt that it could be disregarded easily if a Councillor did not want to read it, and also it allowed Councillors to see a wider variety of information – keep current system.

8494/09 Anti-social behaviour leaflets and distribution via Chadra Councillors agreed that the leaflet was excellent and approved of Mr M Cheskin's idea to attach to next Chadra mailshot, however the requested copies had not arrived and Mr Cheskin will chase again. *Action Mr M Cheskin*

8495/09 Information Commissioners Office regarding Data Protection Act £35 It was proposed by Mr P Birt and seconded by Mrs N Newns and **resolved** to approve payment to ICO.

8496/09 1st Quarter budget report April–June 09 It was proposed by Mrs Y Lloyd and seconded by Mr M Cheskin and **resolved** to approve this budget report which was sent with agendas.

The Clerk left the room during the following discussion

8497/09 Increase in NALC recommended petrol mileage for Clerk In line with NALC guidelines and the employment contract it was proposed by Mr P Birt and seconded by Mrs Y Lloyd and **resolved** to approve the increase in mileage allowance from 58.7p per mile to 60.1p effective 1st April 2009.

The Clerk returned to the room

8498/09 Correspondence – noted and given to Mr M Cheskin who may attend

ALCA area group meeting Bradley Stoke Thursday July 30th

ALCA AGM Wed 23rd September 6:30pm Conygre Hall, Timsbury & buffet – reply needed

8499/09 Items for Circulation. The following items circulated to Members including:

Periodicals (The Clerk, Clerk & Councils Direct, CPRE, CVS, Active Hub)

Newsletters eg ALCA, Rural Parish Matters,

SITA Trust funding letter

S.Glos traveller sites proposed document

Notices of meetings & decisions from South Glos Council

8500/09 Planning Applications

PT09/1095/F 1 Manor Farm Cottages Churchend – alteration to raise height of lower edge and gutter on east elevation of outbuilding (amendment to previously approved scheme PT08/0269/F)

PT09/1097/LB 1 Manor Farm Cottages Churchend – alteration to raise height of lower edge and gutter on east elevation of outbuilding (amendment to previously approved scheme PT08/0262/LB)

After due consideration Charfield Parish Council makes no objection to the above applications.

8501/09 Planning Decisions – the following permissions were noted

PT09/0785/F The Limes Wotton Rd – erection of 1no. detached double garage

PT09/0778/F The Rose Swinhay Lane – alterations and extension to the roof of the existing garage

PT09/0921/F Old Hall Farm Wotton Rd – erection of replacement storage building & double garage

PT09/0848/F Hill House Farm Station Rd – demolition of existing garage and erection of new building to provide home gym

Mr M Cheskin gave a summary of an amenable visit with the owner of Hill House Farm and his own opinion that plans appeared to be for residential use and had no hidden purpose. This was noted by Council.

8502/09 Reports/Notices of Meetings

Ward Councillor report - none.

Charfield Playing Field – Playground Inspection Report from Mr M Cheskin & Mr M Rosher. Mr Rosher gave an improved more concise version of assessment of the play area although the report will still be filed as normal and a copy forwarded to Mr J Russell for any attention. A low branch overhanging from the Oak near the skate park will be taken out for safety reasons. The toilets appear to have very erratic opening hours since S.Glos operatives took over – Mr M Cheskin to monitor times for a period. Mr Cheskin has also cleaned the graffiti off the signs and cleared the glass debris from the skate park.

Next inspection Mrs N Newns & Mr P Birt. It was agreed that an inspection during August is needed due to more use by the children in summer and therefore next year an August inspection will be scheduled into the rota.

Action Mr M Cheskin oak branch & toilet hours

Action Mr M Rosher fix handgrip SMP

Charfield Village Hall Management Committee. Latest report in circulation file.

The Safer Stronger Community Groups meeting was attended by many Councillors and Memorial Hall members and Charfield succeeded in getting various local issues dealt with as top local policing priorities; these were parking outside the school, anti social behavior n Woodlands Rd, vandalism and anti social behavior at the Memorial Hall, speeding on Wotton Rd. Furthermore it was brought to our attention that humps are scheduled for Little Bristol Lane about which we knew nothing! It is essential that we continue to attend these meetings in future if local issues are to be tackled by police.

8503/09 Accounts It was proposed by Mr P Birt and seconded by Mr P Patterson and **resolved** that the following are approved for payment:

Clerk salary & office expenses
 Charfield Memorial Hall Mgmt Committee
 Maintenance (litter) per week @ £20.00 11/06/09, 18/06/09, 25/06/09, 30/06/09, 02/07/09 -£ 100
 Use of room 09/06/09 meeting £ 15
 SLCC Clerks annual conference & training 3rd Dec Four Pillars S.Cerney
 Charfield Memorial Hall Mgmt Cttee GRANT towards replacing heating & lighting in the main hall
 Mr I Kershaw Play Seminar at Churchdown £28.00 & mileage 0.399p x 57 miles £22.74
 Information Commissioners Office regarding Data Protection Act

TOTAL £2906.38

8504/09 Items To Be Raised By Members for future agenda or minor points

Mr I Kershaw noted that the new concrete area near the gate inside the play area had started crumbling – monitor and reassess – we have not received any invoice for this.

Mr M Cheskin noted that we ought to consider sending a letter of support to the youth group project worker if they are to attract any continuation funding. *Action Clerk*

Mr P Birt noted that the untidy vegetation corner by the Safety Testing shop on Manor Lane needs attention and maybe a letter from the PC to the shop owner would help *Action Clerk*

It was noted generally that the grass cutting on Manor Lane corner is inconsistent yet again and also that Manor Lane landscaping needs to be put back on the next agenda.

This concluded the business of the meeting, which closed at approximately 9:45 pm.

*Ongoing Matters; Manor Lane Landscaping, File Storage of Deeds (action Mr M Rosher)
 Registration of The Pound, New Burial Ground,
 Streetlighting Reduction, Toddler play area revamp*

Chairman

8th September 2009