

# **FALFIELD PARISH COUNCIL**

Minutes of the Council Meeting held on 20<sup>th</sup> September 2016 at 7.30 pm at Falfield Village Hall

Present

**Parish Councillors:** Mrs J Hathway, Miss E. Jarvis, Mrs M O' Connor, Mrs V. Stanley & Mr K. Fryer.

**Clerk:** Mrs D. Bramley **Public:** Ward Cllr O'Neill, Mr James Carpenter (New Clerk), Andrew Gregory (New Councillor) & 4 Parishioners,

## **00664/16 Apologies for Absence**

PC N. Jones and Mr M. McBrien (HMP Eastwood Park)

## **00665/16 Co-option of New Member**

Mr Andrew Gregory applied to fill one of the vacancies on the Parish Council.

It was proposed by Cllr Stanley, seconded by Cllr Jarvis and agreed by all to co-opt Mr Gregory onto the Parish Council. Mr Gregory signed the Declaration of Acceptance to Office.

The Register of Interest Form will be completed & returned to South Gloucestershire Council.

## **00666/16 To Approve Minutes of Last Meetings**

It was proposed by Cllr O'Connor, seconded by Cllr Stanley and **resolved** that the minutes of the Council meeting held on 19<sup>th</sup> July 2016 be signed as a correct record.

*NOTE: the Buckover Garden Village public workshops proposed for September have been postponed.*

## **00667/16 To Receive Declarations of Interest in Items on the Agenda and Dispensation Requests**

None

## **00668/16 Public Forum**

### **00668.1/16 Questions from Falfield Action Group regarding the Buckover Garden Village Expression of Interest Submission to the Dept. of Communities and Local Government**

Cllr Hathway read out the questions, which were answered after each one.

1. Were the Parish Council aware of the proposal before its submission and if so, did they contribute to any of the comments made in favour of the development?  
*Falfield Parish Council was not aware of the proposal and only found out about it on the 2<sup>nd</sup> August when they were informed by South Gloucestershire Council (SGC). Falfield Parish Council did not contribute to the submission in any way.*
2. Who approved the application to submit Buckover Garden Village for the scheme? We understand neither Falfield nor Thornbury Town Councils were involved in this process.  
*It is unclear as to who at SGC were involved with the submission as it was not discussed or agreed at a public meeting although it is believed to be a select group of SGC Planning Staff approved the submission. Falfield & Thornbury Councils were NOT involved*
3. Was the newly formed Environment and Community Services Committee (ECS) involved in the submission? Can you please confirm how many of the members of this committee are 'local' i.e. represent the wards in the North of the county?  
*Ward Cllr O' Neill will confirm if the ECS committee were involved in the submission. Information regarding representatives of this committee are available on the SGC website and the majority are not local to this area.*
4. The proposal does not have 'local support', a key requirement for inclusion in the scheme, so can you please arrange for Matthew Riddle and those responsible for approving the submission to attend a Parish Council Meeting to explain how the application was reviewed, approved and answer questions with regard to how the proposal does not meet key requirements for inclusion in the scheme.  
*This question will be covered in Item 00669.5/16.*
5. What actions/activities are the Parish Council taking in respect of the submission?  
*Further details can be found in Item 00669.5/16*
6. Is there a plan to co-ordinate activities with Thornbury Town Council and other local councils?  
*Falfield and Thornbury Council Clerks are liaising and keeping each other in the loop regarding any action they are taking. Falfield Cllrs have discussed the importance of ensuring that the impact on Falfield is highlighted and that we are not just lumped in with Thornbury.*

Ward Cllr O' Neill clarified that Locally Led means Local Authority Led not Local Community Led and that SGC were the only ones that could submit the Expression of Interest for the Buckover Garden Village. He has expressed his view that the Buckover Garden Village does not meet the criteria set out by the Department of Communities and Local Government so should not have been submitted.

It was stated by a parishioner that if this submission is approved then government funding will be available and the Parish Council will be steam rolled.

### **00668.2/16 Sundayshill Lane Stream Pollution**

A parishioner informed Cllrs that the Environment Agency has been informed about the pollution in the stream.

### **00668.3/16 Police Report – PC Jones**

In PC Jones absence the Clerk summarised her report as follows: "Sheryl Drewitt, the new PCSO for Falfield is now permanent and the Clerk has been asked to provide her with dates for future meetings. Falfield has been quiet over the last few months except for two recent incidents. A white box van trailer was stolen from the Scout Hut between 2<sup>nd</sup> and 4<sup>th</sup> September. Also on the 17<sup>th</sup> September a property in Eastwood Park was broken into and property stolen. If anyone knows anything about either incident please call 101.

The Neighbourhood Beat Team can be contacted via the Avon and Somerset Website by clicking onto your area/postcode, calling 101 and leaving a message or emailing the officers directly, their email addresses are on the noticeboard.

The next Beat Surgery at Wyevale Garden Centre is 21<sup>st</sup> September between 1.30 – 3pm and then on 12<sup>th</sup> October.

### **00669/16 Planning Matters**

#### **00669.1/16 To Discuss the Following Applications**

**PT16/5140/F** - The Haven, Moorslade Lane - Erection of 1no detached dwelling, parking and associated works.

**Council Response: None**

**PT16/4784/LB** - Mount Pleasant Chapel Bristol - Regularisation of external and internal works including external lime render, works to trusses, installation of 6no. timber shutters to windows, re-fit balcony and install new staircase.

**Council Response: None**

**PT16/4999/ADV** - The Gables Hotel, Bristol Road, Falfield - Display of 1no. internally illuminated double sided post mounted sign and 1no. internally illuminated wall sign.

**Council Response: None**

#### **00669.2/16 To Note the Following Applications – No Comments / Consultation Expired**

**PT16/4623/PNH** - 9 Eastley Close, Falfield - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 2.4m, and for which the height of the eaves would be 1.8m

#### **00669.3/16 To Note the Following Notices**

**PERMIT - PT16/3963/PNGR** - Dudden Farm, Sundayshill Lane - Prior notification of a change of use from agricultural buildings to 3no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

**WITHDRAWN - PT16/3581/F** - The Pheasant Cottage, Iron Hogg Lane - Erection of 1no. dwelling with creation of new vehicular access and associated works.

**OBJECTION - PT16/3282/PNC** - Samspeed Marine, Whitfield - Prior Notification of Change of use from Storage or Distribution Building (Class B8) to residential (Class C3) as defined in the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015

**REFUSAL - PT16/2743/F** - The Cottage, Moorslade Lane - Erection of 1no detached dwelling, access & associated works.

#### **00669.4/16 To Receive Feedback regarding Cotswold Homes Meeting**

Cllr Hathway read out the questions and answers received from the meeting with Cotswold Homes held on the 28<sup>th</sup> July 2016 which can be found in Appendix A.

The planning application discussion at the Development Control (West) Committee meeting on the 8<sup>th</sup> September was postponed until a response is received from Highways England regarding the M5 Junction 14. Once a meeting has taken place between Highways England and SGC Highways Officers proposals regarding the M5 Junction 14 will be determined then the application is expected to be discussed at a Development Control (West) Committee meeting.

#### **00669.5/16 To Approve Way Forward/Discuss/Receive Feedback re: Buckover Garden Village**

Cllr Hathway stated that a meeting had been held with representatives from the Buckover Garden Village project. Although they provided an agenda for the meeting the Parish Council were not in a position to answer their questions so produced their own agenda. Should the project progress the Parish Council will put the Buckover Garden Village representatives questions to the parish before giving any answers to the representatives.

The notes from this meeting are currently being reviewed by Cllrs to ensure they are correct and will be shown to the Buckover Garden Village representatives prior to the meeting that will be arranged to approve the notes for publication.

**Action: Clerk**

A draft letter to the Department of Communities and Local Government (DCLG) about the handling and unsustainability of the project was read out by Cllr Jarvis. It was agreed by all, after a couple of small

amendments, to send the letter to the DCLG Garden Village Team in London. Copies of the letter will be forwarded to Ward Cllr O' Neill and Thornbury Town Council. It was also agreed by all that at this time the Parish Council would not write to South Gloucestershire Council.

**Action: Clerk**

#### **00669.6/16 To Receive Feedback regarding Joint Spatial Plan (JSP) Development Submissions**

A letter was sent to Mr Conroy (South Gloucestershire Council(SGS)) regarding the number of submissions made as part of the JSP consultations that affect Falfield and the surrounding area in particular the large scale developments. This letter also included a request that the Parish Council be included in any discussions relating to the submissions in and around Falfield.

The Clerk read out the response from Mr Conroy which is summarised as follows: It was agreed that there were a number of sites in and around Falfield however *"no decisions have been made" and publication of these sites "does not infer it has Council supports its promotion" or it would be "granted planning permission."* Also with regard to the Buckover Garden Village *"no decisions have been made by the Council to allocate the Garden Village for development. However the expressed broad ambitions for the Garden Village are supported by the Council."* With regards to Parish Council and parishioner's involvement it was stated that the Council places *"significant worth and regards highly the importance of involving local communities to help in both helping to shape and inform emerging local plans"* and directed the Parish Council to the South Gloucestershire Statement of Community Involvement document. Due to the potential significant impact some proposals may have in and around Falfield Council Officers would be happy to meet with Falfield Parish Council to ensure they are *"involved and feel better informed of emerging proposals"*. With regards to attending meetings the Parish Council was informed that all SGC meetings where decisions are made are open to the public and further information on all their meetings can be found on their website. The Parish Council will have an opportunity to speak and any of these meetings.

#### **00669.7/16 To Approve Response to the Policies, Sites & Places Consultation - Proposed Submission**

The draft representations for the Proposed Submission for the Policies, Sites & Places (PSP) consultation were circulated to Cllrs. The Clerk read the draft response and it was agreed by all to submit the draft representations along with a further representation relating to the clarification of the proposed transport links involving the New Nuclear Build. Representations as summarised as follows:

1. PSP 15: Clarification and details of the sites being considered for the Park & Share in Falfield
2. PSP 46: Rectify the omission of M5 Junction 14 requiring improvement along with Junction 17 in the Transport (Access & Movement) Delivery Objective
3. General: Request that the last "Call for Sites" submissions are listed as it was stated they would be published or give details of where they have/will be published.
4. PSP 46: Clarification is needed regarding whether the objective is implying a new M48 junction will be created at Aust with a new road leading to the south of the New Power Station parallel to the River Severn.

It was agreed the Clerk will make the agreed changes and liaise with Cllr Jarvis before submitting the representations to South Gloucestershire Council.

**Action: Clerk / Cllr Jarvis**

#### **00670/16 Financial Matters**

##### **00670.1/16 To Approve the following Payments**

It was proposed by Cllr Fryer, seconded by Cllr O' Connor & **resolved** unanimously to approve the following payments.

|  |   |        |
|--|---|--------|
| Mrs D. Bramley – Salary (July) via Monthly Standing Order                              | £ | 289.72 |
| Mrs D. Bramley – Salary (August) via Monthly Standing Order                            | £ | 292.63 |
| Mrs D Bramley Expenses (Office, Stamps, Ink & Paper)                                   | £ | 58.24  |
| Falfield Village Hall Fund – Meetings 7 <sup>th</sup> & 8 <sup>th</sup> September 2016 | £ | 15.00  |
| Royal British Legion – Poppy Wreath  | £ | 60.00  |
| Mrs D. Bramley – Salary (September) via Monthly Standing Order                         | £ | 292.63 |
| South Gloucestershire Council (SGC) – Grass Cutting Buy Back Q2 + Village Green        | £ | TBA    |

The SGC Grass Cutting invoice has not been received but should not include the village green grass as this is covered through the Special Expenses scheme (Refer to Item 00676/16).

##### **00670.2/16 To Note 2016/2017 Budget & Payments/Receipts Statement**

The Budget & Payments and Receipts Statement, circulated to Cllrs before the meeting, was noted and signed.

##### **00670.3/16 To Approve Cancellation of Standing Order for Outgoing Clerk**

It was proposed by Cllr Hathway; seconded by Cllr Fryer and resolved by all to approve the cancellation of the Outgoing Clerks payment Standing Order. The cancellation form was duly signed and will be taken to the bank.

##### **00670.4/16 To Discuss / Approve Updating Bank Signatories**

This item is postponed until the next meeting so that the changes regarding a new Clerk can be included.

**00670.5/16 To Note Annual Return Completion with no queries or comments**

It was noted that the External Audit was returned with no queries or comments. The completion notice and associated certificate have been displayed on the noticeboard and website.

**00671/16 Highway Matters**

**00671.1/16 To Receive Feedback regarding Commuter Parking in Mill Lane**

Cllr O' Neill stated that no progress had been made.

**00672/16 To Receive Reports from Councillors**

**00672.1/16 To Note Village Hall Management Committee Feedback**

Cllr O' Conner did not attend the last meeting. A wine-tasting event and Christmas carols around a tree on the village green are being planned. The Brownies have also planted the daffodils outside the village hall.

**00672.2/16 To Receive Feedback from the Oldbury Site Stakeholder Group Meeting**

Cllr Hathway was unable to attend the meeting on the 27<sup>th</sup> July. Ward Cllr O'Neill stated that there was nothing to report and that the decommissioning was progressing.

**00672.3/16 To Discuss / Receive Feedback from HMP Eastwood Park including Bus Stop Litter**

In Mr McBrien's absence the Clerk read out his report, as follows:

*"The street lighting has been given the go ahead and the work has been commissioned. I have been informed by our Contract liaison manager that this should be done before winter. Please keep me updated as to this issue as I happy to chase this up if there is no movement.*

*I have been contacted as to concern about the Training Unit car park being misused by some residents. I have completed a security report with the relevant information and our security department will work on this possibly with the local police.*

*Local clean up parties are a step closer. We have some ladies who are in the process of being cleared for external work. It would be good to have some projects to be involved with like the willow project we helped with at the local school. If you have any areas that need some cleaning up then let me know and we can put it forward.*

*The Prison is getting busier as we now have the new spaces on line. I'm interested in local feedback as to any issues or concerns with women getting released, or increase in visitors etc.*

*I am available through any of the Parish Council and I welcome any questions or concerns you have regarding the Prison."*

It was agreed that the Clerk should inform Mr McBrien about the Notice giving advanced notice of the removal of some telephone boxes, although it should not affect the one in Falfield. **Action: Clerk**

**00672.4/16 To Discuss / Receive Feedback regarding the William Stephens Charity**

Cllr Fryer reiterated that it is Falfield's turn to nominate a recipient for the William Stephen Charity donation. If anyone knows of a suitable recipient then can you please let Cllr Fryer know

**00673/16 To Discuss Moving to Monthly Parish Council Meetings**

Cllr Hathway stated that as a result of the increased work load and the number of additional meetings that have been called recently it would be practical to change to monthly meetings, not including August and December instead of bi – monthly meetings. As a result the Clerks hours would need to be increased to reflect the additional work undertaken.

It was proposed by Cllr Stanley, seconded by Cllr O'Connor and agreed by all that the Parish Council changes to monthly meetings, excluding August and December from January 2017 and that the Clerk's hours are increased by 1.5 hours per week.

The financial implications e.g. Clerk salary and hall rental, of this change will be addressed at the November meeting when the budget for next year is discussed and set.

**00674/16 To Discuss/Approve for Risk Assessment and Asset Inspection Document**

No progress has been made with the following actions. The Parish Council will look at setting up a working party.

| <b>ASSET</b>   | <b>ISSUE/ACTION</b>                |
|--|------------------------------------|
| Bus Shelter – The Huntsman (North Bound)             | Ivy needs cutting back             |
| Bus Shelter - Whitfield Gate Farm (North Bound)      | Ivy/bushes need cutting back       |
| Bus Shelter - South of Brinkmarsh Lane (South Bound) | Ivy needs cutting back             |
| Jubilee Seat   | Ivy needs cutting back             |
| Falfield Centenary (Milbury Heath)                   | Grass and hedge needs cutting back |
| Village Green Boundary Stones                        | Clear stones to ensure visible     |
| Village Green Benches                                | Remove any overhanging branches    |

**00675/16 To Discuss/ Receive Feedback regarding Superfast Broadband**

Cllr Hathway read out a briefing from South Gloucestershire Council regarding the Superfast Broadband Project. In summary: "The Phase 1 Superfast Broadband Project was successful and brought fibre broadband to 18,000 homes and businesses. The Phase 2 Superfast Extension Programme (SEP) is progressing well, and a number of cabinets in the parish have recently gone live, and are now ready for service and accepting orders. Residents and businesses were advised to speak to their Internet Service Provider (ISP) directly to see which cabinet they are connected to, and which fibre broadband packages are available to them."

A number of Cllrs stated that their cabinets had not been connected to fibre broadband yet.

**00676/16 To Receive Feedback re: Special Expenses Scheme 2016 Query (Parish/Town Councils)**

The Clerk queried two entries on the South Gloucestershire Council (SGC) Special Expenses Scheme consultation documentation with Mr Manvell and has also responded to state that the Parish Council wishes for the scheme to remain unchanged and included comments regarding the Parish Councils queries.

*Query 1: Are there still shrub beds at the Watermill Close green space?*

The Clerk inspected the area and did not see any maintained shrub beds so sent pictures to SCG for them to confirm and remove from the Special Expenses scheme. As yet no response has been received.

*Query 2: The Parish Council contracts SGC to cut the Village Green grass so why is it included on the Special Expenses Scheme?*

Streetcare have come back to say that the Village Green grass should not be on the Special Expenses Scheme and will be removed in 2017/2018 if the scheme continues.

The Clerk has responded to this reply to ensure the Parish Council does not pay twice this year and ask how to claim a refund for previous years. No response has received yet.

The Clerk will continue to chase SGC. Ward Cllr O' Neill stated that Mr Manvell has now retired and would find out who is now dealing with this consultation and queries.

**Action: Clerk**

**00677/16 To Receive Feedback regarding Replacement Parish Clerk/RFO**

Cllr Hathway informed everyone that after interviewing the two candidates that the working group had selected Mr James Carpenter. It was agreed by all to approve Mr James Carpenter as the New Clerk and Responsible Financial Officer to Falfield Parish Council effective from the 1<sup>st</sup> October 2016.

In light of moving to monthly meetings it was agreed that the Clerks hours would be increased by 1.5 hours per week. This change will be replaced in the Contract.

Cllr Hathway thanked Mrs Bramley for all her work as Parish Clerk and presented her with a card and gift.

**00678/16 Correspondence (*Italics – available by email*)**

**Respond To:**

*Advanced Notice: Consultation - Payphone Removal*

**Council Response:** Ensure when the removal notice is received that the telephone box in Falfield is retained.

*Advanced Notice: South Gloucestershire Council Proposal for Community Libraries*

**Council Response:** None.

**For Information:**

*Gloucestershire Archives - For the Record Quarterly Newsletter Summer Edition, South Gloucestershire Council Waste Strategy 2015-2020 Briefing Note - 14<sup>th</sup> July 2016, South Gloucestershire Disability Action Group September 2016, Healthwatch South Gloucestershire ebuletin August & September, Oldbury Site Stakeholder Group Meeting Minutes – 27<sup>th</sup> July 2016, Information about the Launch of the New Power Cut Number 105 by Western Power, ALCA County AGM 2015 Minutes and Agenda for 2016 Meeting, Severn Tunnel Update Newsletter, Town & Parish Council forum Minutes - 13<sup>th</sup> April 2016 & Housing and Planning Act 2016: Neighbourhood Plan Information Sheet Clerks & Councils Direct September 2016 & the Clerk September 2016*

**00679/16 Matters for Further Discussion / Information**

None

**Date of Next Meeting Tuesday 15<sup>th</sup> November 2016 at 7.30 pm**

**This concluded the business of the meeting, which closed at 9.20 pm.**

## APPENDIX A

### Report from the Cotswold Homes Meeting on Thursday 28<sup>th</sup> July 2016.

Present: Cotswold Homes: Will Morgan, Mike Glen and Liam Rinn

Falfield Parish Council: Veronica Stanley, Ken Fryer, Andy Isaac and Jane Hathway.

#### General

**Q) Can you supply more details of the proposed landscaping along the back edge of Orchard View - currently have an open countryside view?**

A) A revised Landscape Scheme has been submitted, more details are on the website. Basically the original scheme but there will be a 2 metre gap from the original boundary with new hedging that will be maintained (for a year?)

**Q) Who will maintain the proposed village green with play equipment?**

A) It was stated that this would be the responsibility of the maintenance committee.

Mike Glen explained that the Management Committee would be set up and run by Cotswold Homes for a year and then handed over to the residents. We expressed concern with regards a Management Committee; Mick Glen stated that they had worked well elsewhere. Each household would have a mandatory cost of £157pa to go to the Management Committee Bank (This will be set up by the officers of the committee.)

**Q) Who will maintain the proposed sports area, the village orchard?**

A) Again it is envisaged that the Management Committee will be responsible for this.

**Q) Who will be responsible for the allotments?**

A) This has not been fully worked out, it maybe that the Parish Council will want to allocate the allotments.

It was explained that the 'ponds' would be controlled by hydro brake, sewage will be pumped to a tank, then up to Leyhill sewage plant. The Gas tanks will be underground but not under the play area.

**Q) How will the development impact the Schools, Transport, Leisure Facilities? for Older Folks & Retail Facilities?**

A) Contributions to schools and transport have been proposed, £440,000 for school transport and bus services & the overall sum proposed is £800,000 for schools and transport, from the Community Levy Scheme. However there are no plans in place to assist with anything for older people and no plans for any retail facilities.

**Q) What is the time frame for the development? How long do they anticipate construction phase to last?**

A) 2 years

**Q) Do they intend to put in the large sound barrier fencing between the development and the A38?**

A) No

**Q) What kind of car parking will there be for each house?**

A) 3 parking places at each house

**Q) How wide will the roads be on the development, will Ambulances etc be able to get through?**

A) It is anticipated that roads throughout the new build will be 2 cars width.

#### Stream

**Q) Who was responsible for the stream?**

A) As the stream will be half on the Cotswold Homes Site, Cotswold Homes and then the management committee will maintain the half nearest the development site. The other half of the stream will be maintained by the landowner of the opposite field.

#### Park and Share

**Q) Who will be responsible for / manage the Park & Share?**

A) South Gloucestershire Council

**Q) How will the park and share work? Will South Gloucestershire maintain it, i.e. litter picking, derelict cars, nuisance issues, etc.?**

A) It is too early to give details. Cotswold Homes will talk to South Gloucestershire Council.

**Q) What security is there for the Park & Share, i.e. what security will they put in place & who will be responsible for it?**

A) Again it is too early to say!

**Q) Will the Park and Share be landscaped?**

A) There are no plans to landscape.

**Q) How will the extra traffic resulting from the development be dealt with as they come on to the A38, and the impact on the M5 junction 14.**

A) No clear answer was given

### **Other Issues**

We expressed concern of an "us and them" in regard to parishioners using facilities, open spaces etc. Mike Glen said he has experience from this kind of development and it has always worked well.

All three representatives were very positive about Cotswold Homes being on site during the build and readily available for consultation. Liam Rinn said he would be the onsite project officer.

Our observations are that if the planning application goes through the Parish Council must ensure that the Community Infrastructure Levy and any other grants are made available to the Parish Council.

Note: Ward Cllr O' Neill clarified that management committee more than likely refers to a private management committee and not a voluntary resident's management committee.