

# FRESHFORD PARISH COUNCIL

## MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

HELD ON MONDAY 8<sup>th</sup> APRIL 2019 AT 7.00pm

MEMORIAL HALL, FRESHFORD

### **Present**

Councillors: John Adler (Chairman), Jean Hawker (Vice Chairman), Nick Stevens, Martin Walker, Craig Underdown, Roger Paine, Peter King, Andrew Orme, Tom Maddicott and Lorraine Montacute (Clerk).

**Apologies for Absence:** All Councillors were present

### **038/19 Declarations of Interest and Requests for Dispensations**

Cllr Orme declared an interest in the Old Manor House tree application.

### **039/219 Minutes of Parish Council Meeting held on 11th March 2019**

Draft minutes from the 11th March 2019 were approved and signed by the Chairman.

### **040/19 Open Forum**

Gordon Edwards a resident of Freshford provided an overview of the traffic problems pertaining to Dark Lane whereby a section of his front wall has, on several occasions, needed to be rebuilt due to traffic damage. He estimates that 80% of lorries travel up the lane (east to west) and only 20% travel down the lane.

Cllr Stevens made him aware of the meeting due to take place at Richard Blamey's house on 12<sup>th</sup> April as this will give residents the opportunity to raise their concerns directly with Stefan Chiffers of B&NES Highways Department.

## 041/19 Planning Applications

### **19/01036/TCA Sharpstone House Sharpstone Lane, Freshford. Tree Works Notification in Con Area.**

This involves a Weston Red Cedar it requires thinning by 10% and trim back from building. The PC have no objections to this application.

### **19/01107/TCA Fairlawn High Street, Freshford. Tree Works Notification in Con Area.**

Robinia. Fell - This tree is not diseased but it is in a raised bed and growing at a slant very close to a public thoroughfare. The roots have already moved the wall which divides the property and the public pavement. The tree has a lot of dead wood together with brittle branches which frequently fall off endangering anyone walking pass the property. Safety to the public from falling branches and the possibility of the wall falling further is of paramount importance. This application is therefore supported. The Applicant intends to replace this tree with something like an ornamental cherry which would give an attractive shape all year round should her application be successful.

### **19/01256/TPO The Old Manor House, The Hill, Freshford.**

T1 & T2 Lime. Reduce by 15-20 feet below unsafe pollard knuckles and T3 Sycamore, reduce by 12 feet for public safety.

There appears to be no cut-off date to reply, therefore from a safety aspect the PC have no objections to this application

## **Decision Notifications**

19/00705/FUL Chapel House Pipehouse, Freshford. Extension to studio and addition of outbuildings following removal of existing shed. Permitted.

## **042/19 Outstanding from previous meeting:**

- a) The SSE work on street lamp 2, Staples Hill and street lamp 20, Pipehouse lane is scheduled within the 8-week lead-time. **Action: Re: Light 4 on The Hill located on Jasmine Cottage, Cllr. Walker agreed to escalate the lack of progress on this work with David Page at SSE.**

## 043/19 Finance

The following payments were approved:

12/03/19	SSE	Routine Street Lighting Maintenance	£232.96
27/03/19	Candy Harrison	Display Boards	£30.00
28/03/19	James Lock	Grass Cutting	£300.00
01/04/19	Lorraine Montacute	Parish Clerk Salary	£437.28

- a) The 2019 maintenance costs of the cemetery and The Tynning to be shown independently by service provider for a clearer understanding of the breakdown in costs in the new financial year. **Action: Rolled over to May.**
- b) The clerk's salary to be paid by Standing Order starting in the new financial year.  
**Action: LM**
- c) Bank Reconciliation to be updated at year end to include the updated Asset Register.
- d) A check of all invoices to ensure the VAT has been captured at year-end. **Action: LM**
- e) Check the 2018 payments to James Lock compared to the 2019/20 quote to ensure the payments are split equally over 9 months. **Action: LM to confirm**
- f) Cllr Underdown to provide feedback following input to the BANES consultation relating to the relationship between Section 106 obligations and CIL as this may have an impact on how Freshford allocate the current CIL funds. **Action: The PC to continue to discuss how the CIL money will be allocated following an update from Cllr Underdown.**

## 044/19 Budget 2019/20

The final collective review of the draft budget resulted in two changes:

- a) Remove £1k from the cemetery line reducing it from £2,735 to £1,735
- b) Add £1k to tree maintenance for ash dieback thus increasing it from £1,250 to £2,250

## 045/19 Managing the Election Process

The following actions were agreed to provide information relating to the new nominees prior to election day.

- a) All candidates to be contacted by email to obtain information about each individual using up to 200 words (max). **Action: Cllr. King**
- a) A community email giving information about the new candidates required. **Action: Tom Maddicott**  
Election Flyer providing information for each new candidate to be posted in the Galleries Café. **Action: Cllr. King.**

The existing Councillors have been asked to give a verbal handover to each new candidate relevant to their area and provide a one-page resume on their responsibilities. This will also provide a referral point for the PC in the future.

The Parish Council resolved that the position of Chairman would continue through to the next Parish Council (the Annual Parish Council Meeting) so as to be able to provide continuity.

The refreshments and nibbles for the Parish APM will be provided by the Galleries on a sale or return basis with a budget set up to £150.

#### **046/19 Highways and Transport**

Cllr Stevens advised that B&NES Highways Department had inspected the site and consider that there are no safety concerns over moving the bus stop to closer to the entrance to the entrance to the Memorial Hall car park. However, a final decision has yet to be taken by the Local Authority.

If this proposal goes ahead it is anticipated that the funding would be from FLISCA and Friends of Freshford.

Action: Cllr Steven's to provide ongoing updates.

#### **047/19 Cemetery Fees**

The PC resolved to agree the revised cemetery fees below. Going forward, the interment fees will not be published as they will be handled by the funeral director, the plot fees, for a grave or for ashes will be published on the website and notice boards.

Cemetery	Freshford - Cost 2019	
	Resident	Non-Resident
Purchase of Grave Plot	£400	£1,110
Ashes	£200	£505

#### **048/19 Exchange of information**

No matters were raised in the Exchange of information.

#### 049/19 Items for Review

Month	Topic	Comment	Action
Nov	Review of Assets Register and Valuations	Is the register complete? Ensure that valuations are up to date.	Complete
Dec	Review of Insurance Policies	Are the existing insurance policies in place acceptable and value for money?	Complete
Jan	Review of Risk Assessment Review	Review the Risk Register.	Complete
Feb	Review Register of Members' interests	Process. Clerk to co-ordinate.	Complete
Mar	Financial and Procedural Standing Orders	Do the existing standing orders require amendment?	Complete

Following review, the PC resolved to approve that the existing Financial and Procedural Standing Orders are fit for purpose and do not require any amendments.

#### 050/19 External and other meetings

No External and other meetings were raised.

051/19 **Date of next meeting:** 13<sup>th</sup> May 2019