

RANGEWORTHY PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF RANGEWORTHY PARISH COUNCIL
HELD AT 7.30pm ON TUESDAY 7th May 2024
LISTER ROOM, RANGEWORTHY MEMORIAL HALL

Those Present

Parish Cllrs: Miss W Moody (chair), Miss L Haigh, Mr K Livall, Mrs M J Steer
LA Cllrs: Cllr Clark, Cllr lean, Cllr Young
Clerk: Andrea Wheal

Approximately 31 members of the public were in attendance for the public question time session.

Public Question Time

Prior to the start of the formal meeting of the Parish Council, as detailed in the agenda, members of the public were invited to raise any matters concerning the Parish.

Action

A-05/24	<p>Parishioners attending all wished to discuss planning application P24/01008/CLP (The Paddocks, New Road. Change of use from a residential dwellinghouse to a residential children's home for a maximum of three children. Application for a Certificate of Lawfulness) and another proposed conversion to a children's home in Rangeworthy that is not yet in the planning stages but was publicised in the local paper (Oakfield House).</p> <p>The meeting was also attended by Catherine Boyce from South Gloucestershire Council (SGC). Ms Boyce is Service Director for Quality Assurance, Strategic Safeguarding and Commissioning in SGC's People Dept and is involved with the Oakfield House proposal.</p> <p>All parishioners who were in attendance objected strongly to any proposal to base a children's home within the village. The following specific concerns were raised.</p> <ul style="list-style-type: none">• Lack of public transport. There is no scheduled bus service and the Westlink dial-a-ride service finishes at 1900.• Very limited facilities for children available within the village (shops, youth groups, clubs, cinema etc.)• Parking for staff. Application states 4 cars will be accommodated to allow for staff cars and one car on site used to ferry the children around. This number will be exceeded during shift changes and during visits from other professional staff. Not enough capacity on site for more than 4 cars.• Lack of village based health facilities such as doctors and dentist.• Distance from Yate, where most of the above facilities are located.• Limited opportunities for resident children as they get older to start developing and gaining independence due to the above location/lack of facilities issues.• Potential for a higher chance of anti-social behaviour due to the background of resident children.• Rangeworthy chosen to remove children from negative influences elsewhere – these negative influences may follow the residents to Rangeworthy.
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- The two staff proposed cannot stay with three children all the time if the children all need to be in different places at once, leaving one child unsupervised.
- Wotton Road is a known hazard, contrary to the choice of location stated to avoid hazardous locations.
- The Paddocks planning application has been made by a private company. Concerns that decisions will be profit driven, not what is best for the children and the community. The company not long established so concerns for lack of experience in the field.
- No garden available for children to play in. Concerns they will use the children's play area, which is only designed for young children.
- Turnover of staff is often high in children's homes. Hard to employ enough suitable staff with the risk of inexperienced/unsuitable staff being in control.
- Planning application for The Paddocks suggests a high expectation of residents coming with social problems. The planning documents make references to children with social, emotional or behavioural needs, drug and alcohol issues and a history of violence. There are fears regarding the impact these residents may have on the existing community.
- Even if children placed in the home initially do not present any particular problems once approved, there will be little control over the nature of future residents.
- A neighbouring parishioner (Neighbour of The Paddocks) pointed out that the access drive is under alternative ownership and the right of access to The Paddocks is limited to domestic use only. Cllr Clark confirmed that this is not a planning matter and would need to be resolved outside of the planning system.
- In relation to the Oakfield House scheme, concerns were raised that SGC is applicant and planning decision maker. Cllr Clark confirmed that this is the case for all SGC applications such as schools.

Catherine Boyce (SGC) is involved with the Oakfield proposal which has not yet reached planning stage. Her direct knowledge concerns the Oakfield House Scheme only. Ms Boyce stated the following:

- Children arrive in care for no fault of their own.
- The proposed home (Oakfield) is not aimed at any particular group of children in terms of needs. It will not be a CAMs unit.
- No assumption can be made about behaviour of children.
- Locality has been chosen as it is a nice place to live, the same reasons as any family would choose to live in Rangeworthy
- The company running the home will have open lines of communication with the local community if any issues arise.
- A skilled, experienced team has chosen the location as a good location for the intended residents.
- It will be run as a family home. Staff will be available to transport/take the children to facilities.
- The home will accommodate 11-18 age range

- There will be two members of staff on site at any one time.

In relation to The Paddocks, Cllr Clerk confirmed that first stage is planning and can only be judged on planning matters such as access. OFSTED then needs to give approval, which is a separate, subsequent process.

Some parishioners pointed out that they believe if The Paddocks application is approved no further children's homes can be developed within the vicinity, which would prevent the Oakfield House scheme progressing . Cllr Clark could not clarify whether this is the case.

The formal meeting of the Council then commenced as follows:-

- | | |
|-----------|---|
| 1. | Election of Chair – 2024-2025 |
| 1.1-05/24 | Cllr Steer proposed, Cllr. Livall seconded and it was RESOLVED to elect Cllr Moody as chair for the 2024-2025 municipal year. |
| 2. | Election of Vice-Chair – 2024-2025 |
| 2.1-05/24 | Cllr Haigh proposed, Cllr. Livall seconded and it was RESOLVED not to elect a vice-chair for the 2024-2025 municipal year. |
| 3. | 2024-2025 Administrative Arrangements |
| 3.1-05/24 | Cllr Moody proposed, Cllr. Livall seconded and it was RESOLVED that the following meeting dates would be set for the forthcoming municipal year. (first Tuesday of each month commencing at 7.30pm in the Lister Room).
4 June 2024, 2 July 2024, 3 September 2024, 1 October 2024
5 November 2024, 3 December 2024, 7 January 2025, 4 February 2025
4 March 2025, 1 April 2025, 6 May 2025 (2025-26 Municipal Year)

Methods of communication with Cllrs would remain unchanged – Hard copy to Cllrs Moody and Livall, email to Cllrs Haigh and Steer. |
| 4. | Apologies for Absence |
| 4.1-05/24 | No apologies for absence were received. |
| 5. | Declarations of Interest Relating to Agenda Items |
| 5.1-05/24 | Cllr Moody declared an interest in Agenda item 8e and abstained from any comment on this issue. |
| 6. | Minutes of the Previous Meeting |
| 6.1-05/24 | Paragraph 4.2-04/24 was amended to remove the following words: “not made reference to the possibility of the site having been used as a rubbish tip in the past and had”. This clarifies that the planning officer did acknowledge the site's history but did not put on any subsequent conditions relating to this past use. Cllr. Livall proposed, Cllr Haigh seconded and it was RESOLVED to approve the amended minutes of Tuesday 2 nd April 2024 as a true and accurate record of the meeting. The Chair signed the minutes. All Agreed. |

7.	South Gloucestershire Councillors Report	
7.1-05/24	<p>Cllr Clark made the following comments on the children's home schemes:</p> <ul style="list-style-type: none"> • Planning application P24/01008/CLP "The Paddocks". Cllr Clark confirmed that this application can't be called to committee as the decision is "evidence-based" not judged against planning policy. Concerns legal arguments. Residents comments won't be treated the same way as for a full planning application. • Oakfield House scheme. Cllr Clark fully recognised parishioner concerns about council being applicant and planner. Cllr Clark confirmed the council as 'applicant' and 'planning dept.' are two separate bodies. If anything, the council is harder on itself from the planning dept. as an application can go to judicial review if there is any doubt about the decision. 	
7.2-05/24	Cllr Haigh requested follow-up on blue badge application delays. Cllr Lean confirmed he is following this up and will continue to do so.	Cllr Lean
7.3-05/24	Cllr Haigh requested an update from the District Cllrs at the next meeting on the Local Plan following the upcoming scrutiny committee. Plan has been to scrutiny once and some changes have been made.	Cllr Clark/Lean/Young
7.4-05/24	Cllr Steer raised issue of continuing problems with pot-holes and the fact repaired holes re-open very quickly. Cllr Clark confirmed current weather conditions are a major factor and it is recognised that rural roads are a particular issue. Cllr Lean confirmed funding is a problem. Main road near school, Road to Old Close Farm (Ford Lane) and Frith Lane highlighted as particular issues in and near the parish.	
8.	Clerk's Report	
8.1-05/24	The Clerk's timesheet was noted. 39 hours were worked last month as contracted.	
8.2-05/24	It was noted that the Clerk is entitled to 57.5 hours paid annual leave in FY 24/25. The Clerk presented the background workings to arrive at this figure, which are based on guidance from SLCC. The Clerk's annual leave record was noted, which shows that 2 hours of annual leave were booked in April	
8.3-05/24	It was agreed to hang the newly acquired portrait of the King in the main room of the Village Hall. Cllr Livall will arrange this. Fiona Vosper has confirmed that it can go wherever the PC wants.	Cllr Livall
8.4-05/24	It was noted that a new 'Village Agent' has now been appointed by the West of England Rural Network. This role will cover Rangeworthy. Cllr Haigh or Cllr Moody will attend the introductory meeting if possible. Clerk to forward on details of date and location when these are received.	Clerk
8.5-05/24	Cllr. Livall proposed, Cllr. Haigh seconded and it was RESOLVED to accept the tender of £200 that has been received from Mr Cox for the grass keep (Kidnapper Lane Field). A second, lower tender was also received.	Clerk

(Post meeting note – it was subsequently realised that the first tender amount had been made public via the agenda pack online and that this put the second tenderer at an unfair advantage. As the second tender was also submitted late the Cllr Moody agreed that the ‘correct’ action was to accept the first, lower tender of £165)

8.6-05/24

Cllr. Moody proposed, Cllr. Steer seconded and it was **RESOLVED** to sign the rent agreement with the purchasers for the Parish land adjacent to the Old Post Office. The Clerk will arrange for the document to be signed and witnessed when it is received from the solicitors and then submit to solicitors for signing by the purchasers. Rent agreement remains as per the original agreement save for the following amendments:

- New occupant names
- the addition of a paragraph clarifying that the rent will increase by the rate of CPI.
- Amended correspondence address for PC
- New starting rental amount to allow for inflation (CPI).
- Acknowledgement of, and agreement to, existing oil tank and pipe on Parish land

Clerk

8.7-05/24

Cllr. Moody proposed, Cllr. Livall seconded and it was **RESOLVED** that all passwords and account names be kept in hard copy form by the Clerk. The Clerk will inform all Cllrs of the location of this.

Clerk

8.8-05/24

It was noted that the parishioner who was checking the hall defib has stepped down. However, the pub defib was checked on alternate months by two other parishioners. They have kindly agreed to do monthly checks and do one defib each.

8.9-05/24

Cllr. Moody proposed, Cllr. Steer seconded and it was **RESOLVED** to appoint Celeste Roylance to undertake the 2023/24 internal audit for the quoted fee of £120.

Clerk

8.10-05/24

Cllr. Moody proposed, Cllr. Haigh seconded and it was **RESOLVED** to approve the annual risk assessment. There have been no amendments since last year.

Clerk

9.

Planning Consultations

9.1-05/24

P24/01008/CLP - The Paddocks, New Road. Change of use from a residential dwellinghouse (Use Class C3) to a residential children's home for a maximum of three children (Use Class C2). Application for a Certificate of Lawfulness. Cllr Moody made the following observations:

- Government directives require that the planning system should not be a barrier to the provision of care for children.
- Full planning permission is not required as use similar to existing.
- There is a big difference between the needs of an 8 year old and an 18 year old and the children's home will be set up to accommodate either.
- Concerns of the community are fully understood and accepted by the Parish Council, particularly as the age and background of potential residents is not known in advance.

Clerk

- The Planning application confirms that transport will be provided to take children around
- The Parish Council accepts that parking will be an issue and the restrictions relating to the right of way across the existing drive access is a potential limitation.
- There are no planning reasons/policy that can be quoted to object due to the nature of the application.
- Traffic movements would not necessarily differ from a private residential property being used as a family home.

Cllr Haigh expressed concern regarding proximity of village hall – events to midnight and traffic can be disruptive and may generate complaints from the children’s home.

Cllr Steer expressed concern that a private company is running the facility so it would be a business opportunity first and foremost. Possible lack of easy contact to deal with issues as opposed to a council run facility.

Cllr Moody agreed that a lack of facilities for older children is a major issue. Rangeworthy just has a recreation field and a playground for younger children.

The Parish Council will submit comments stating that a large number of parishioners attended the meeting to object to the application. The council accepts that there are no ‘planning reasons’ to object to the nature of the application but the parish, as statutory consultee, will convey all of the objections given by parishioners in their consultee comments.

Some text provided by a parishioner objecting to the application who could not attend the meeting was read out in full to the meeting. This parishioner strongly objects to the proposal and is very concerned about an increased chance of anti-social behaviour and serious disruption to residents.

9.2-05/24 P24/00976/CLE - The Bungalow, Lea Gate, Bagstone Road. Continued use of annexe as 1 no. independent dwelling. Application for a Certificate of Lawfulness. **The Parish Council has no objections.**

Clerk

10. Planning Decisions

The following planning decisions were noted:

10.1-05/24 P20/06928/O - Pool Farm Wotton Road. (Response to report of possible breach of planning conditions regarding site clearance prior to discharge of conditions). Enforcement officer reports that no unauthorised development or unauthorised operations are taking place.

10.2-05/24 P23/02881/O - Land Southeast Of Westways, Wotton Road. Four self-build dwellings. Approved with conditions.

11. Finance report

11.1-05/24 The 23/24 FY bank reconciliation was noted. At the end of the 2023/24 FY the Parish Council bank balance stood at £50,198.33 (allowing for uncleared cheques totalling £1354.35). Of this amount, £34,971.56 is unspent CIL funds.

11.2-05/24	The updated receipts and payments accounts were noted. All categories within budget as expected at this early stage of the FY. It was noted that the ALCA/NALC subscription is some way higher than the estimate that was sent by ALCA prior to the budget setting process. This has been queried with ALCA but no response has yet been received.																																																																														
11.3-05/24	It was noted that the first precept payment of £9580 has been received from SGC.																																																																														
11.4-05/24	It was noted that the change to the standing order for the Clerk's April salary to allow for the approved increase in hours was not processed by the bank. A cheque was presented to cover the resultant shortfall (4 hours @ £13.28 = £53.12)																																																																														
11.5-05/24	It was noted that the Parish has been awarded a further £20,795.85 CIL funds for the 2024/25 FY.																																																																														
11.6-05/24	It was noted that the VAT reclaim for 2022/23 did arrive in time to appear in the 23/24 accounts, contrary to what was expected at the last meeting. This totalled £1046																																																																														
11.7-05/24	It was noted that the Clerk hopes to submit the expression of interest for further S106 money to go towards the pavilion project (as agreed and minuted at the last PC meeting) by the end of May (£24521.48 capital, £7421.82 revenue). SGC has confirmed that this timescale would be acceptable and Iron Action FC has confirmed that they can be added to the application as a partner in the project.	Clerk																																																																													
11.8-05/24	Cllr. Moody proposed, Cllr. Steer seconded and it was RESOLVED to accept the renewal quote from Zurich Insurance. The premium is £1,075.95. This represents a 6.7% increase from 23/24 and is within the budgeted amount of £1,108. The Clerk has added the new jubilee bench to the asset register and Zurich has confirmed they will hold this original quoted premium after this addition.	Clerk																																																																													
11.9-05/24	The Clerk presented the following accounts for payment:																																																																														
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12.	Children's Playground																																																																														
12.1-05/24	It was noted that the Clerk will progress organising the repairs/replacement parts needed for the toddler swing this month. It was also noted that KLH has started the new season's grass cutting regime.																																																																														
13.	Recreation Ground & Pavilion																																																																														

13.1-05/24	<p>The following updates were noted:</p> <p>The oil tank level was checked again at the beginning of April – still showing a little under one quarter full.</p> <p>The Clerk could not check the water meter as the gully it sits in was full of water. Wessex water have said that they can attend to pump out the water if needed. Leak check will be undertaken after cistern leak is fixed.</p> <p>Cllr Livall has made further efforts to locate the septic tank but has not managed to do so. It was agreed the redevelopment project will need to include for a new septic tank.</p>	
13.2-05/24	<p>Cllr Livall proposed, Cllr Moody seconded and it was RESOLVED to accept the quotation of £400 provided by KLH Landscapes for the jubilee bench installation. This is for installing extended legs in concrete and laying a line of slabs along the front.</p>	Clerk
13.3-05/24	<p>It was agreed to look at options for a scheme for a more basic compacted gravel track on an aggregate road base for the access track. Clerk will progress.</p>	Clerk
13.4-05/24	<p>Cllr Moody proposed, Cllr Livall seconded and it was RESOLVED not to accept the quotation from PJ Bryers to fit a valve to the cistern serving the urinals to save water. Instead, the basic isolator valve will be turned off using a screwdriver and users of the Pavilion informed that they will need to open this when using the pavilion. It was agreed it is not worth spending money on the pavilion in the light of the planned full redevelopment project.</p>	Clerk
14.	Woodland	
14.1-05/24	<p>Cllr Moody updated the council on the meeting held with Daisy Finniear, SGC's LCNAP officer, to discuss environmental improvements to the Parish woodland. Daisy presented a draft LCNAP which is a good starting guideline. Suggestions include bat boxes, foxgloves and primroses. Wildflower planting day to be planned for Autumn.</p>	
15.	Co-option of Parish Councillor	
15.1-05/24	<p>A parishioner has expressed an interest and attended the meeting.</p>	
16.	Highways & PROWs	
16.1-05/24	<p>Cllr Moody confirmed that a relative would make a replacement 'speed buddy' sign from board to replace the aluminium one which went missing. A trace will be made of the existing aluminium sign during half term.</p>	Cllr Moody
16.2-05/24	<p>A resident has asked for Parish Council assistance in starting a walking group as a recreational/social resource and with an aim of checking the PROWs. Cllr Moody pointed out that organised walks can come with issues such as insurance and the need for a first aid kit and landowner permission is required for any clearance works. Clerk to let parishioner know they can contact Cllr Moody to discuss further.</p>	Clerk
17.	Local Plan progress/consultation	

14.1-05/24	Nothing to report	
18.	Big Spring Clean	
15.1-05/24	It was noted that this was well attended by 9 parishioners and resulted in a not insignificant amount of collected rubbish. Several instances of fly-tipping were also discovered and these have been reported to SGC by the Clerk	
19.	Village Assembly	
19.1-05/24	It was noted that this is confirmed for Tuesday 28th May at 7pm. All those invited have confirmed their attendance except for Rangeworthy FC who have responded but can't confirm attendance at this time. Attendees are confirmed as: District Cllrs, WI, Jubilee Committee, School Chair of Governors, Rangeworthy Church, Iron Acton FC, Village agent. The Clerk will continue to publicise the event and will issue agenda nearer the date.	Clerk
20.	Councillors Open Forum	
20.1-05/24	Cllr Haigh reported her attendance at an emergency planning exercise.	
20.2-05/24	Cllr Haigh reported her attendance at the T&PC meeting. Notes are appended.	
20.3-05/24	Cllr Haigh reported that the Citizens Advice Service are looking for venues for fortnightly or monthly community drop-in sessions. Possibility of offering the Village Hall. Whether hire costs would be paid is to be established	
20.4-05/24	ABCD programme – Cllr Haigh will forward on notes	
20.5-05/24	Cllr Moody reported that the West Link bus service is starting to be used more and become more reliable.	

The meeting closed at 10.22 pm.

The next Meeting of Rangeworthy Parish Council will be held in the Lister Room of the Memorial Hall, commencing at 7.30pm on Tuesday 4th June 2024.

Signed

Date

Notes from Town & Parish Council Forum supplied by Cllr Haigh

Chair: Alderman Sue Hope, Chair of Hawkesbury Upton PC

25th April 2024 1600-1800

Parish Charter Update

The draft constitution is appended behind these notes.

Neighbourhood Plans: Planning, Creation and Adoption - Danny Dixon (SGC Snr Planning Officer), Richard Edwards (Chair - Pilning & Severn Beach Neighbourhood Plan), Matthew Riddle (Oldbury Parish Council)

DD Neighbourhood Plans sit alongside the SGC Local Plan. A one-off grant is funded by Central Government under the Locality Scheme. Forthcoming changes to the national planning system will introduce a "Neighbourhood Priority Statement" which is expected to be a simplified version of the Neighbourhood Plan scheme but there are no details yet.

MR Oldbury PC used their Neighbourhood Plan to prioritise affordable housing in order to attract families with young children to support the village school and shop. Registered social landlords were not interested in building the houses and the PC is still negotiating with a landowner in order to get the housing built.

RE Pilning & Severn Beach used the Neighbourhood Online mapping tool which they had to purchase because, unlike BANES, SGC does not fund.

MR & RE agreed that their projects had taken years and that such a project requires a dedicated sub-committee with a chair who can give a lot of time to form good relationships with SGC Officers, get parishioners on side and generally drive it forward.

Emma Portullo commented that it would be too much to expect of a Clerk.

Election Costs – Simon Banks (SGC Deputy Monitoring Officer & Head of Legal Services)

SB explained that there is a flat fee of £175 for uncontested elections but the fee for contested elections is calculated based on the number of electors. SGC will advise these figures in 2026 ready for the 2027 local elections.

Many present (including me) protested that the premium for contested elections is undemocratic since there is no incentive to try and attract new people to stand for election as Councillors. It was also noted that BANES operates a flat fee system. Mark Pullin took an action to investigate.

Citizens' Advice et al – Rachael Williams-Lock (SGC Senior Community Support Officer) & Mark Pullin (SGC Service Director – Community Development)

SGC has allocated extra budget to support residents of rural areas and the digitally excluded to access advice from charities such as Age UK, Citizens' Advice, North Bristol Advice Centre and the Bristol Law Centre. They are looking for sites in villages to hold fortnightly or monthly sessions.

Reports from representatives such as ALCA, Climate & Emergency Group, etc.

I didn't note anything relevant to Rangeworthy.

Open Forum

I again raised the issue of Parish and Town Council responses to planning applications being hidden from view six months after an application has been decided. My comments were supported by several other attendees, one of whom independently noted that summaries by Planning Officers did not always cover all the objections made. I was asked to forward my correspondence with Karen Lucas to Sean Rhodes who is the SGC Councillor with responsibility for Planning.

The next meeting will be face to face in July.

CONSTITUTION of The Town & Parish Councils Forum

The name of the group shall be: The South Gloucestershire Town & Parish Councils Forum (T&PCF).

Membership of the Forum shall be open to :

- Local / Town Parish Councillors of any council within SGC area
- Clerk or nominated officer from any Local / Town Parish council within SGC area
- An appropriate Senior Officer of South Gloucestershire Council (SGC)
- Appropriate South Gloucestershire Councillor
- Representative of the compact implementation Group
- ALCA Representative

Administrative support will be provided by SGC

Meeting facilities will be provided by Local Town and Parish Councils in rotation if available.

Purpose

The T&PCF shall act as a forum for the Local Councils to interact with SGC. The T&PCF will act on the collective wishes and needs of the local councils. The T&PCF will constantly monitor and periodically review the Charter between SGC and the Local Councils, known as the Parish Charter. Additionally the T&PCF will provide input to the South Gloucestershire Compact.

Officers

The T&PCF will elect a Chair and a Vice-Chair on an annual basis (normally in January). There is no limit to the term of office for either post, but it is recommended that they serve for no more than 3 years continuously, with no bar to future re-election. The Forum may elect representatives to attend other bodies as required. All posts are open to any of the Clerks or councillors who are members of the Forum.

Meetings

A minimum of 3 general meetings will be held year including the AGM. Extra meetings on specific topics will be called as required. Any of these meetings may be arranged and held on-line, and will be recorded for the purpose of providing minutes. Voting will be limited to one vote per geographic Parish / Town area.

Agenda

Meeting agendas will be set by the Chair in consultation with the Vice Chair.

Matters for the agenda may be:-

- suggestions made at a previous meeting
- matters of significance that have come to the notice of the Chair or Vice Chair
- matters that SGC may wish to bring to the meeting
- matters raised by any local council

Members and Officers of SGC will be invited to meetings to facilitate and inform the understanding of specific matters.

Minutes

Draft minutes will be circulated as soon as is reasonably practicable to all members attending to check for accuracy and or omissions. The minutes will be confirmed at the following meeting and, when confirmed, will be placed in the public domain.

Sub Groups

Created with the approval of Chair / Vice Chair

Review

Every AGM