

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19 MARCH 2014, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, Mrs L. English, Mrs J. Hawkins, M.C. Smith, M.S. Watson.

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

None

**NO 2. DECLARATIONS OF INTEREST**

Councillor Symons declared an interest in agenda item 7b as he was the organiser of the Puck Ruck race.

Councillor Symons declared an interest in agenda item 10a as his wife was one of the applicants for the co-option vacancies.

Councillor Smith declared an interest in agenda item 10a as he was a good friend of one the cooptee applicants.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 MARCH 2014**

RESOLVED: The minutes of the meeting held on 5 March 2014 were approved as a correct record and signed by the Chairman.

**NO.4. PUBLIC PARTICIPATION**

None

*At this point agenda item 10a was considered and Mark Humphrey, as a coopted parish councillor, signed the acceptance of office form and then took part in the meeting.*

**NO.6. FINANCE**

**No.6a. To INSTRUCT cheques to be signed**

RESOLVED:

To approve payment and authorise signatories for the following:

- Mrs J Hawkins- Postage and keys for allotments- £32.38
- TCV membership- £38
- Recresco- Emptying plastic recycling bank- £42
- PATA payroll services- quarterly payroll and end of year filing- £51
- Cllr Martin Smith expenses- website hosting and framing of Pringy print- £197.14
- PCA room bookings- 3 sessions + one sat- £52
- Ensign Print Pucklechurch News and artwork- £404
- Mrs A Sharpe Recreation field tidying- £178
- Mr and Mrs Hall Shortwood Play area- £90
- Cartridge Save3 x black and colour inks- £177
- Mrs D Duke Salary and expenses and home office allowance- £1481.67

- Mr G Ashby salary and expenses- £520.70
- HMRC- National insurance contributions- £165.04
- Instant landscapes- Trimming St Aldams leylandii- £180
- GB Sport and Leisure Playground equipment paint- 10 l red, blue and yellow; 2 wet pour repair kits- £610.51
- Glasdon 2 x 200 bin bags- £98.44

**No.6b. To CONSIDER recommendations from the finance working group reference any underspend for financial year 2013-14**

The finance working group had submitted a report detailing the projected year end spends. It was likely that the general fund budget would be underspent by £2100. With reference to project spend it was not anticipated that grant allocation would be underspent. The roundabout cost had come in under budget leaving an underspend of £1537. The report detailed a number of recommendations that were discussed and agreed upon.

The clerk had asked the Public Works Loan Board what the cost of making an early repayment for the remainder of the council's outstanding loan. The loan had £555 of capital remaining. It was paid in 2 instalments per annum at an interest rate of 7.5 percent. Advice received said that there would be an early repayment charge.

RESOLVED:

1. That the underspend of £1537 from the roundabout is vired into the playground reserve
2. That the following spends are made with the underspend from the general fund budget:
  - a) Pay off outstanding PWLB amount of £555. Repay amount £761.82
  - b) Provide a parish council noticeboard for Shortwood: £400
  - c) Establish a budget for 2014/15 for emergency planning, particularly for the purchase of the emergency boxes: £800
  - d) Exhibition equipment- banner, display boards and gazebo estimated cost: £500

Total approved carry over £3999

**NO.7. CORRESPONDENCE**

**No.7a. Rural Housing Review Consultation**

This was a further stage of the consultation on the Policies, sites and places supplementary planning document. The document provided a summary of the response to the autumn 2013 consultation. Councillors discussed the document because the SGC proposal suggested that it was unlikely that residential development as suggested in the response would be achieved within the settlement boundary.

Councillors were concerned that the document had not been released to allow 12 weeks of consultation before the deadline of 4 April 2014.

RESOLVED:

1. To write to SGC about the short timeline to respond to this consultation **GB**

2. Agenda item for 2 April 2014 meeting to discuss the final response to the consultation. **All**

**No.7b. Puck Ruck 6 mile race**

*Councillor Symons declared an interest in this item as he was the race organiser*

This was the normal notification of this annual event and the council had no comments to make.

**No.7c. ALCA South Glos Area Group meeting**

Details of this would be circulated.

**NO.8. PLANNING APPLICATIONS**

**No.8a. PK14/0524/F; 13 Shortwood Road Pucklechurch BS16 9PL; Erection of single storey rear extension to provide additional living accommodation**

RESOLVED: No objection

**No.8b. PK14/0784/ADV; Rosary Roundabout Emerson Way Emerson Green BS16; Display of 4no. Non-illuminated post mounted signs on roundabout.**

RESOLVED: No objection

**No.8c. PK14/0723/F; Unit 12 Pucklechurch Trading Estate Pucklechurch BS16 9QH; Erection of modular building for office use for a temporary period of 1 year**

RESOLVED: No objection subject to the temporary planning permission of one year being a condition and it being kept under review

**No.8d. PK09/5583/F; Sloes well paddock- appeal reopened for one day 1 April**

This appeal had been reopened because the Core Strategy had been approved. Councillor Watson could attend.

**No.8e. PK11/2528/F; 74 Parkfield Road- Appeal to the Secretary of State**

The council had received the report from the Secretary of State about this application. This application had been called in by the Secretary of State to assess appeals of gypsy and traveller sites in the green belt. The Secretary of State dismissed the appeal and agreed that the replacement dwelling applied for would continue to harm the green belt once the existing occupants left the site.

**No.8f. PK13/2621/F; 85A Parkfield road- application considered by SGC**

Pucklechurch Parish Council had objected to this application and Councillor Boyle had attended the SGC Development Control (East) Committee because SGC officers had recommended permission. A SGC officer at the committee meeting said that enforcement issues had not been raised following the end of the temporary permission in 2011, which was incorrect.

One of the key issues raised at the meeting was that the site was included within the Core Strategy list of authorised sites. This was due to the site having temporary permission until 2011 and then outstanding planning applications. Another issue

raised was a temporary permission for a site at Howsmoor Lane that had ceased to be a gypsy and traveller site on the death of the occupant.

The current application had been made by a different applicant to the one who had been granted temporary planning permission. The site was inappropriate development in the green belt. SGC councillors voted to refuse planning permission.

All councillors thanked Councillor Boyle for her work in preparing the council's objection.

RESOLVED: To write to SGC to ensure that their meeting record is amended to reflect that objections had been sent following the expiration of the temporary planning permission in 2011.

## **NO.9. REPORTS**

### **No.9a. Parish Councillors written reports**

A report about enforcement action surrounding PK11/0415/F, stables at Redford Lane, Pucklechurch. Most issues had been discussed with SGC and resolved or not pursued.

One area of concern was the proposed landscaping that had been included within the planning application but had not been undertaken. Public right of way LWA26 was still blocked although SGC had required the owner to reinstate the path.

Another concern related to the same site, but a later planning application, PK13/0812/F. A photograph was shown of the ground elevations since the development of the all-weather riding arena. At one corner of the arena the fence was 3 metres higher than the original land level due to a bund being built up at the site.

RESOLVED:

1. To contact SGC Public Rights of Way officers about LWA26 being blocked  
**DD**
2. To check if landscaping was required as a condition of planning permission PK11/0415/F **GB**
3. To check if elevation details were provided with planning application PK13/0812/F **GB**

### **No.9b. Councillors report from Parish Council Saturday Open Morning**

None

### **No.9c. Report from Boyd Valley Councillors.**

Apologies had been received from Councillors Stokes and Reade who were attending SGC full council meeting.

### **No.9d. Verbal report from the Clerk**

1. A provisional meeting, subject to SGC confirmation of attendance, regarding flooding concerns at Hill View Road had been arranged for 9 April 2014.
2. The grants working party needed to meet before the next meeting

3. The finance working group needed to meet at the beginning of April to finalise the end of year accounts and confirm audit arrangements for reporting to the 16 April meeting.
4. Western Power Distribution engineers were going to schedule a date to start works.
5. The next meeting of the Town and Parish Council Forum would be held on 2 April at 10am.

It was also reported that subject to suitable financial controls being in place legislation had removed the requirement for local councils to make payments using 2 signatures and cheque books. The clerk would visit the council's bank to discuss the options that could be provided.

## **NO.10. AGENDA ITEMS**

### **No.10a. To AGREE appointment of co-optees and to CONSIDER induction process**

The parish council currently had three vacancies for councillors. Two applicants had applied, it had been confirmed that they were eligible to stand as councillors. A discussion with each applicant before the meeting had informed them of the roles and duties that they were expected to undertake. Both applicants had indicated that they were prepared to undertake the duties required.

#### **RESOLVED:**

1. Tina Symons and Mark Humphrey were confirmed as parish councillors subject to signing an acceptance of office form.
2. That the remaining casual vacancy was re-advertised.

### **No.10b.To CONSIDER asking the Sustainable Energy Group to make a presentation about community energy actions and to AGREE council involvement**

This item followed on from the presentation by Karen Wilkinson from Marshfield. It was proposed that a group be established to formulate ideas that could be taken forward for consultation. To help the group undertake the work it was proposed that the parish council provided some money to book the community centre meeting room.

#### **RESOLVED:**

1. To establish a group to undertake this work MS
2. To provide funding of up to £120 for four meetings in the community centre meeting room

### **No.10c. To DISCUSS and AGREE the topics and format of the Annual parish meeting**

The date had been agreed and advertised as 14 May 2014. The main hall at the Community Centre was not available so a request would be made to the school. The meeting was open to all and all registered electors were able to speak and ask questions.

Topics to be discussed had been agreed as:

1. First Bus service
2. Emergency Plan
3. Cycle path to Shortwood
4. Parish Council annual report
5. Group presentations

Village groups would be encouraged to attend and make a presentation. These would be time limited to ensure that as many were able to participate as possible.

Advertising of the meeting would be undertaken as widely as possible, via the website, email and posters.

RESOLVED:

1. To see if the school hall was available to hold the meeting on 14 May 2014  
RS
2. To advertise the meeting as widely as possible DD/ All

**No.10d. To AGREE a response for the SGC Changes to grants application, assessment and awards process 2014 consultation**

Council answered the consultation questions during the meeting. Clarification had been received from SGC clarifying some of the terminology within the report. Within the Council's Department for Environment & Community Services there is a service area called Safe & Strong Communities. This includes services like building control, environmental health, cultural services and Safer & Stronger Communities. What the report sets out is for the transfer of admin to officers in the Safer & Stronger Communities division from Finance and Children, Adults & Health respectively.

RESOLVED:

To submit the completed consultation response **DD**

**No.10e. To DISCUSS and AGREE any actions that can be taken reference issues raised in letter dated 11 March**

A letter had been received from a resident raising concerns about householders extending their gardens to include verge areas. A further concern about dumping of garden waste along Back Lane was also raised. Councillor Smith showed photographs of the areas referenced within the letter. The council would raise these issues with SGC as it did not know whose land the verges was and whether the householders were or were not entitled to fence the areas off. The fly tipping of garden waste would also be reported to SGC, previous reports had been made about this area.

RESOLVED:

1. To report the encroachment onto verges to SGC, including photographs of the areas and original letter
2. To report the fly tipping of garden waste in Back Lane to SGC, including photographs of the area
3. To reply to the resident about actions taken.

**No.10f. To AGREE attendance at the next Saturday open morning**

The next Saturday open morning would be on Saturday 5 April. Councillors English and Hawkins would attend.

**NO.11. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 2 April 2014, at 7:30pm.