

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21 MAY 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 Humphrey, M.C. Smith, T. Symons, M.S. Watson.
South Gloucestershire Councillor for Boyd Valley
Debra Duke (Clerk)

NO 1. APOLOGIES FOR ABSENCE. None

NO.2. TO ELECT A CHAIRMAN

It was proposed and seconded that Councillor R Symons be elected Chairman for the municipal year 2014-15. There were no other proposals.

RESOLVED:

That Councillor R Symons be Chairman of Pucklechurch Parish Council until May 2015.

NO.3. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Completed

NO.4. TO ELECT A VICE CHAIRMAN

It was proposed and seconded that Councillor G Boyle be elected Vice-Chairman for the municipal year 2014-15. There were no other proposals.

RESOLVED:

That Councillor G Boyle be Vice-Chairman of Pucklechurch Parish Council until May 2015.

NO.5. TO APPOINT COUNCILLORS TO WORKING GROUPS

It was proposed that the working groups be amended. Those who needed to complete work regularly would be retained and report to council meetings. Otherwise the other topics would be covered within council meetings, with at least one meeting a quarter being dedicated to specific topics.

RESOLVED:

Open spaces, burial ground, allotments and woodland	Quarterly Council agenda item
Community Plan (next stage)	Quarterly Council agenda item
Finance working group	English T Symons Watson
Planning working group	Boyle
Community Centre	Quarterly Council agenda item
Communications	Quarterly Council agenda item – to cover the following: social media; leaflets; encouraging participation
Streetcare contract	Council agenda items to monitor the contract

Emergency Planning
(working with SGC)

Hawkins
Smith

NO.6. TO APPOINT COUNCILLORS TO OUTSIDE BODIES AND OTHER GROUPS

In the discussion about appointments the following points were raised:

- Recent meetings of the Joint Cycle Group had been on the same evenings as Parish Council meetings. It was noted that Pucklechurch Parish council contributed a quarter of the meeting costs. The clerk was asked to contact the group to check future meeting dates to ensure that the Pucklechurch Parish Council representative would be able to attend.
- To check with SGC about the dates and venues of the Public Transport meetings; and
- It was accepted by council that T Symons who had had roles within the PCA for the last 22 years would help when attending the Community Association meeting as a parish council representative. There were no pecuniary interests.

RESOLVED:

To appoint councillors to the following groups:

Boyd Link

Twinning

ALCA

(note that all councillors can attend)

Waste Management

SG Heritage Forum

Town and Parish Council forum

Joint Cycle Group

Shortwood Landfill Site

Public transport

Safer Stronger Community Group

(open to all to attend)

Kings Forest Forum

Community Association

Ashfield Liaison Group

Humphrey

Watson

R Symons

Send attendee based on
availability

Boyle (is the Chairman)

English

Watson (is the Chairman)

Clerk

R Symons

Smith

Watson

Humphrey

Watson (is the Vice-Chairman)

R Symons

Boyle

T Symons

Hawkins (support)

R Symons

Hawkins (substitute)

- The clerk was asked to contact the Joint Cycle Group to check future meeting dates to ensure that the Pucklechurch Parish Council representative would be able to attend **DD**
- To check with SGC about the dates and venues of the Public Transport meetings **DD**

NO 7. DECLARATIONS OF INTEREST

There were no declarations of interest.

NO.8. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 MAY 2014

RESOLVED: The minutes of the meeting held on Wednesday 7 May 2014 were approved as a correct record and signed by the Chairman.

NO.9. PUBLIC PARTICIPATION

None

NO.10. LAW AND ORDER

To RECEIVE & NOTE a verbal/written report from A & S Constabulary

None

RESOLVED:

To contact the Beat Team for an update and reasons for non-attendance. **DD**

NO.11. FINANCE

No.11a. To INSTRUCT cheques to be signed

RESOLVED:

To approve payment and authorise signatories for the following:

Wicksteed Leisure Ltd	Roundabout - Parkfield	£ 6,555.60
Ensign Print	Pucklechurch News	£ 342.00
HMRC	National insurance contributions	£ 12.38
Staff salaries and expenses		£1287.38
Playsafety Limited	Playground annual inspections	£475.20
Instant Landscapes	Grass cutting- 26 march to 20 May	£ 1,196.40
Jewson Limited	Joists and nuts and bolts	£ 71.08
PCA	3 sessions- 45.9; 1 sat 8.06	£ 53.96
Mrs A Sharpe	recreation field tidying	£ 178.00
SGC	Dog bins collection; grounds maintenance	£ 1,540.47

No.11b. To APPROVE the attendance of the clerk on a CiLCA mentoring course

Gloucestershire Association of Town and Parish Councils was running a mentoring course that consisted of two full days training and ongoing support for a year. This was to support the completion of the Certificate in Local Council Administration that the clerk was required to complete as part of the acceptance of the job. The support would help with the presentation of the portfolio of work and ensure that the work submitted was to the correct standard.

RESOLVED:

To approve payment and authorise signatories for the following:

GAPTC CiLCA mentoring course £ 200.00

No.11c. To APPROVE and SIGN the order for a mobile phone for the Village Orderly

As part of the annual appraisal process the council had identified that the Village Orderly should be provided with a mobile phone. This member of staff worked in all areas of the parish and was therefore a lone worker. A quote had been obtained from Carphone Warehouse to provide a handset and contract. The price was £17 (excluding VAT) per month, which was £408 over the course of the 24 month contract. Councillors questioned if there were alternatives but the clerk felt that a council owned and contracted phone was the best solution. An email, internet and mobile phone usage policy would be presented to the next council meeting.

RESOLVED:

- To authorise signatories for a letter to Carphone Warehouse accepting the contract
- To present an email, internet and mobile phone usage policy at a later meeting **DD**

NO.12. CORRESPONDENCE

No.12a. Community Infrastructure Levy consultation

This consultation outlined the proposed charges per square metre of housing development. It had been proposed that strategic housing sites would be exempt as would self builds. The change from section 106 payments to Community Infrastructure Levy was that a percentage of the payments would be passed to parish councils. For those with a Neighbourhood Plan it would be 25 percent, and those without (including Pucklechurch) would be 15 percent.

The council agreed not to respond to the consultation or schedule a further agenda item to consider it.

No.12b. plans for World War 1 Commemorative activities

A letter had been received from South Gloucestershire Council asking what activities the parish council would be undertaking.

RESOLVED:

To schedule the consideration of commemorative activities as an agenda item

NO.13. PLANNING APPLICATIONS

No.13a. PK14/1675/TCA | Works to fell 1no. Conifer situated within Pucklechurch Conservation Area. | St. Thomas A Becket Pucklechurch Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RD

The Tree Officer did not object to the application.

RESOLVED: To not object to the application.

NO.14. REPORTS

No.14a. Parish Councillors written reports

A written report had been submitted regarding the planning application PK14/1477/F, 85A Parkfield Road. South Gloucestershire Council's Strategic Planning Policy and Specialist Team had produced a report that councillors wished to comment on. Particularly in reference to the interpretations of CS21 regarding safeguarded sites. It was also suggested that the council ask for advice about the interpretation of policy CS21 as it was being interpreted in different ways by officers within SGC. It was of concern to the parish council that the unitary authority was publishing differing opinions at a cost to local residents.

The planning officer had contacted all who had objected to the original applications and given them the full 21 days to reply. It was noted that South Gloucestershire Council's Drainage Engineer had submitted an objection on drainage grounds.

RESOLVED:

1. To obtain independent legal advice about the interpretation of CS21 from NALC or SLCC **DD**
2. To submit the following comments for PK14/1477/F

Pucklechurch Parish Council would like to make comments in response to those submitted by Lisa Price regarding PK14/1477/F - Change of use of agricultural land to Gypsy and Traveller Site (1 pitch), erection of access gates and installation of cess pit (Retrospective). Resubmission of PK13/2621/F, 85A Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS

PPC would like these comments to be shared in full with Committee members.

Lisa Price wrote:

"The application proposes the change of use of agricultural land to a Gypsy/Traveller Site (1 pitch), erection of access gates and installation of cess pit. The site was previously granted temporary consent, the approval for which was granted on appeal in 2007. An application was submitted in December 2011 to renew this consent (PK11/3976/F) but was never formally determined."

PPC would like it to be made clear to those less familiar with the history of this site that this opening statement references two applications that were not in fact made by the current applicants. The temporary consent referred to here was conditional on the occupation of the site for a finite period of four years by Mrs Wendy Ayres after which it was to revert to its former green belt status. Mrs Wendy Ayres' conditional personal permission formally expired in August 2011 and it was Mrs Ayres' most recent application that was finally disposed of when information repeatedly requested by Roger Hemming (SGC Senior Planning Officer) was not forthcoming (PK11/3976/F). The temporary permission and the appeal decision associated with it have no bearing on this application since it was relevant to Mrs Wendy Ayres and her immediate dependents alone.

Lisa Price wrote:

“It should be noted however that the 2007 appeal decision on this site highlighted that although the development was inappropriate and would therefore by definition impact on the openness of the Green Belt, the site is well screened and did not appear to negatively impact on visual amenity.”

PPC entirely agrees that this development constitutes inappropriate development of the Green Belt but also believes that the photographs it provided, as well as those submitted by other objectors (in response to PK13/2621/F) provide incontrovertible proof that the site is far from well-screened in the landscape, particularly when viewed from several public footpaths in the vicinity. To repeat information deemed pertinent to another much smaller mobile home more than 7 years ago is somewhat misleading and misrepresents the current situation.

Lisa Price wrote:

“The application site is currently identified as an existing, authorised Gypsy/Traveller site safeguarded under Policy CS21 of the Core Strategy. The existing site at 85a Parkfield Road is included in this list but its status would need to be reviewed if this application is refused.”

PPC disagrees with the description of the site as ‘authorised’. The site was only authorised for occupation by Mrs Wendy Ayres and her immediate dependents - the current occupants are neither of these. Furthermore Mrs Ayres’ temporary permission expired in August 2011 which was actually five months before she submitted a planning application in an attempt to renew the consent. Mrs Ayres’ near neighbours have also previously provided written statements to the effect that she had not lived there for some time.

It is clear that Roger Hemming (SGC Senior Planning Officer) agreed with PPC’s opinion that the site is not currently authorised, and therefore also not safeguarded, since this was the conclusion he drew in his committee report relevant to the previously refused application (PK13/2621/F). It is unacceptable that Lisa Price’s submission makes no reference to the supporting text to Policy CS21 at para. 10.76, which states the following:

“In the case of sites with temporary planning permission, the site will be retained, or ‘safeguarded’ until such time as the existing permission expires and safeguarding status will no longer apply.”

The application site cannot be considered ‘authorised’ since currently no one has any form of permission, temporary or otherwise to live there. The site cannot be therefore be considered safeguarded - Mrs Ayres’ permission to live there has expired and was not transferrable to the current applicants as the permission related to her and not gypsies and travellers in general.

Lisa Price wrote:

“Notwithstanding this, it is Council policy that existing, authorised Gypsy and Traveller sites are safeguarded until such time as it can be proven there is no longer an outstanding need for such sites.”

PPC would suggest that as Policy CS21 makes specific reference to the safeguarding of existing, **authorised** land, this statement may be applicable to numerous other sites but not 85a Parkfield Rd. since it is unauthorised.

Lisa Price wrote:

“Whilst it is acknowledged that the temporary consent has now expired on the site, the application is to renew this permission and the site continues to be occupied by Gypsy/Travellers.”

“The 2007 appeal decision highlighted that the site has been occupied since about 1970. The length of time that the development has been established for is considered to be a material consideration of some weight.”

It is not possible for the applicants to apply to renew a temporary permission to which they have never been entitled. As stated above, temporary permission was vested in Mrs Wendy Ayres for a finite four year period. Although ownership of the land may have been transferred to the current applicants, Mrs Ayres no longer lives there and the temporary permission has expired. Several near neighbours have provided written statements that they dispute the occupation of the site since 1970. Pucklechurch Parish Council has also offered documented evidence that Mrs Wendy Ayres' was registered on the electoral register at a different address 10 years later than 1970. Furthermore the current applicants did not live with Mrs Ayres at this site and did not move on to the site until some considerable time after her temporary permission expired. The derelict nature of the site as referenced by the applicants' own agent supports the neighbours' comments that the site was not occupied.

Lisa Price wrote:

“In demonstrating the case for very special circumstances, it is important to recognise that the application proposes the retention of what has always previously existed on the site, established in about 1970, and that given the existing screening and enclosure of the site, any detriment to local visual amenity is limited.”

Comparison between photographs of the previous caravan and the new mobile home that has been constructed shows that they are substantially different, that the new dwelling is not well-screened and that the impact on the local visual amenity cannot therefore be described as limited. Also with regard to the demonstration of very special circumstances SGC's own website states that the applicant's responsibility to demonstrate they exist. Nevertheless inappropriate development is still inappropriate development irrespective of whether it is replacing 'like with like'.

Lisa Price wrote:

“Given the outstanding level of need for sites in the District, the Council has taken a pragmatic approach in identifying the site as an existing and authorised Gypsy & Traveller site for inclusion in Policy CS21 of the Core Strategy. The proposed development, if approved will result in the retention of the site as a Gypsy & Traveller site and the continuing existence of the site as recognised within Policy CS21.”

It is clear that SGC included this site in the list of authorised, safeguarded sites without taking the detail of the temporary nature of the permission afforded to Mrs

Wendy Ayres into full account, nor the Appeal Inspector's intention that this site should revert back to Green Belt.

PPC's conclusion is as follows:

- The site is unauthorised and not safeguarded
- The site constitutes inappropriate development of the Green Belt
- The site is detrimental to the visual amenity of the Green Belt
- The Ministerial statement makes it very clear that unmet need alone is not sufficient to outweigh Green Belt considerations
- The onus is on the applicant to make a case for very special circumstances

No.14c. Report from Boyd Valley Councillors.

Councillor Stokes attended the meeting and raised the following:

New Homes Bonus grant funding is available and encouraged applications for this. At the last Area Forum the changes to Community Policing were discussed. There had been some impact due to savings that needed to be made.

Oaktree Avenue land had been put up for sale by tender.

Councillors said it would be useful if the parish council was provided with the tender information for this land and kept informed of any other areas of land within the parish that were offered for sale in the future.

No.14d. Verbal report from the Clerk

The following update was provided:

1. A letter would be written to the school thanking them for the use of the hall for the annual meeting of the parish
2. Advice had been requested from ALCA about the legality of the parish council selling bus tickets, action from 7 May 2014
3. An update on enforcement for the stables at bottom of Redford Lane (used as a scrap yard) would be checked
4. No contact had yet been received following the Hill View site visit
5. An update on enforcement for the Stables at top of Redford Lane re: Landscaping as per Planning Consent and the Riding area would be checked
6. Reinstating kerb by outside the new cottages on Westerleigh Road (next to shop). Previous resolution by PPC
7. No update had been received about the removal of growth and soil on footpath from Laurel Farm to St Aldam's Farm. The Streetcare job number would be checked.
8. There was no update on speedwatch
9. Councillor R Symons had requested materials from the makeover team and would follow this up
10. Report on the work carried out by Village Orderly in the previous month would be reported at the first meeting of the month.
11. Following comments from the last Saturday open morning it was confirmed that two requests for memorials had been received. The family that had asked about their application had been contacted and informed that no application had been received from the stone mason.
12. Western Power Distribution had been contacted about the possibility of providing a power supply for a defibrillator in the Eagle Crescent area.

Councillor T Symons would attend a meeting of the Shortwood Village Committee to discuss fundraising for a defibrillator.

13. Enforcement officers had visited the traveller site on Shortwood Road. There had not been any changes or addition of a mobile home on the site; therefore enforcement notices would be served. Updates would be provided.

NO.15. AGENDA ITEMS

No.15a.To DETERMINE the recreation field rents for 2014/15

RESOLVED:

To increase rents in line with inflation of 2.1 percent rounded to the nearest pound.

No.15b. To CONSIDER the request for pony party on the recreation ground

No further information had been received so this item could not be considered.

No.15c. To ARRANGE a Risk Assessment working party to undertake a review

The council had undertaken risk assessments in 2010. It was proposed that a review be undertaken and any new ones be written.

RESOLVED:

That Councillor R Symons undertake a review of risk assessments

No.15d. To RECEIVE the St Thomas a Becket churchyard maintenance quote and APPROVE the grant award

The additional information that had been requested had been received.

RESOLVED:

To approve payment and authorise signatories for the following:

Pucklechurch PCC	Grant- 2/4 approved	£ 1,000.00
------------------	---------------------	------------

No.15e. To ACCEPT a quote for the Council's insurance

Two quotes had been received. There was a difference in price of £16 per annum. The slightly more expensive quote had lower excesses. It was therefore proposed that the council continue its insurance with AON as there was no overwhelming argument to change and it was the lower quote.

RESOLVED:

To approve payment and authorise signatories for the following:

AON Insurance - £822.51

No.15f. To CONFIRM the process and dates for a co-opted councillor

In line with NALC guidance, and previous co-options, it was agreed that the applicant meet councillors and the clerk before the meeting to have a discussion. This would cover the requirements and commitments expected from a councillor and answer any questions that the applicant as well as confirming that they were eligible to stand.

RESOLVED

To contact the applicant to meet councillors at 7pm on Wednesday 4 June.

No.15g. To RECEIVE an update from the Annual meeting of the Parish

The meeting had been attended by over 30 residents.

1. There had been a good discussion with the representative from First Bus.
2. First bus were changing the timetable due to delays
3. Information from the meeting would be summarised in a Pucklechurch News item
4. During the presentation about the Emergency Plan there had been some indication of support.
5. Residents were informed about the consultation in the summer for the cycle path to Shortwood;
6. Three local groups had given presentations; Thomas a Becket church, Shortwood Village Committee and the PCA.
7. Minutes from this meeting would not be approved until the next Annual meeting of the parish in 2015.
8. Residents were informed that SGC had undertaken traffic monitoring of the roads in the centre of Pucklechurch because of concerns raised about pedestrians crossing the roads there.

ACTIONS:

1. To ask SGC about why certain roads in Pucklechurch, particularly Maple Walk, had not been resurfaced;
2. To ask SGC to investigate the drainage or surface water issues on the bend of the B4465, known locally as Policeman's Bend.

No.15g. To CONSIDER the current level of reserves held by the Parish Council

At the beginning of 2013/14 the council had a reserves amounting to
£14359 in the reserve account
£15,760 within the current account
£30119 TOTAL

Overall this reserve total had not changed in the financial year 2013/14 but the banking had increased due to carry overs for projects and expenditure for 2013/14 not being completed by 31 March 2013. The current banking of the council was: £50596.

The council needed to consider guidance particularly from the Governance and Accountability for Local Councils. It was generally accepted that general revenue reserves usually lie within the range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council. The council had to consider any liabilities it may have and to keep a reasonable amount of reserves for any unplanned expenditure.

The reserves had been built up over a number of years. The current amount of general reserves was equal to 5 to 6 months of planned expenditure for 2014/15. This was an acceptable amount.

It was approved within the budget for 2014/15 to start to establish some earmarked reserves for elections and play area equipment. This would be separate to the general reserves and budgetary provision had been made for this.

RESOLVED:

To retain the level of council reserves at 5-6 months planned expenditure.

No.15h. To CONSIDER supporting the following proposal submitted to government under the Sustainable Communities Act.

"That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth."

The general principle of the proposal was supported. The implications of funding only allowed to be used to support economic growth was questioned but would be considered if the proposal was successful.

RESOLVED: to support the proposal

No.15i. To RECEIVE an update about SG Compact, Healthwatch, and SW Regional NALC Conference

The Compact Implementation Group was working with councils and voluntary organisations in South Gloucestershire. The Council for Voluntary Service was looking at a common grant application form to make it easier for groups to apply for different funding streams. All councils with grant application forms had been asked to provide a copy of their current form.

Healthwatch South Gloucestershire was encouraging reports of good and bad healthcare and social services.

Copies of presentations from the SW Regional NALC Conference were available. It was clear from the conference that local councils were becoming more involved with the provision of services. The Quality Councils structure was still being consulted on.

RESOLVED:

To ensure that CVS had a copy of the Pucklechurch Parish Council grant application form.

NO.16. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 4 June 2014, at 7:30pm.

CHAIRMAN