

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4 JUNE 2014, 7:30pm- 9:35pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs L. English, M Humphrey, M.C. Smith, T. Symons, M.S. Watson.

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Boyle and Hawkins

**NO 2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21 MAY 2014**

RESOLVED: The minutes of the meeting held on 21 May 2014 were approved as a correct record, subject to the following amendments and signed by the Chairman:

Minute no.6. Amended resolution:

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.

Minute No.10. Added resolution

RESOLVED: To contact the Beat Team for an update and reasons for non-attendance.

Minute No.14. Added sentence to discussion

It was of concern to the parish council that the unitary authority was publishing differing opinions at a cost to local residents.

Minute No.14c. 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.

*At this point agenda item 10a was considered and Rick Dunning, as a co-opted parish councillor, signed the acceptance of office form and then took part in the meeting.*

**NO.4. PUBLIC PARTICIPATION**

Steve Thomas attended to discuss the application for a street closure of Castle Road for the Revel Beer Festival. He said that the festival committee would be responsible for the removal of road closure signs at the end of the evenings. He said he would contact SGC that the public transport officer and First Bus were satisfied with the arrangements.

## **NO.6. FINANCE**

### **No.6a.To RECEIVE the Monthly Budget report and bank reconciliation**

The finance working group had not yet met. A full report would be presented at the 18 June meeting.

#### **RESOLVED:**

Actions for the finance working group:

To produce a report for the month that included bank reconciliation and performance against budget.

## **NO.7. CORRESPONDENCE**

### **No.7a. Consultation on pharmacy services in South Gloucestershire**

This consultation was for responses from individuals. The date for responses would be confirmed and if it was 5 July then it would be advertised on the community website.

### **No.7b. NALC funding bulletin**

For information only. It would be forwarded to local community groups for their information and put on the community website.

**ACTIONS:** To check the accuracy of the email list of Community Centre user groups that the Parish Council has **DD**

### **No.7c. Letter from resident about problems with dog bins**

The dog waste bin on Castle Road had been overturned recently. The issue would be passed to South Gloucestershire Council for information.

### **No.7d. Letter from South Glos over Fifties Forum**

The council had received a request for a grant from the South Glos Over Fifties Forum. The council would consider the grant process for 2014-15 and would ask this organisation to apply through that procedure.

## **NO.8. PLANNING APPLICATIONS**

### **No.8a. PK14/1959/F Erection of 1no. detached dwelling with associated works. Amendment to previously approved scheme PK11/1342/F Pennymead Cattybrook Road Mangotsfield Bristol South Gloucestershire BS16 9NJ**

The council had previously objected to this application and agreed that this application did not overcome those objections.

#### **RESOLVED:**

To submit the following objection:

Permitted development rights for the approved scheme were removed by condition since the dwelling replaced a previous building (now demolished) of a similar volume - the site is washed over by the Green Belt and the rationale behind the removal of development rights was that this was necessary in order to preserve the openness of the Green belt.

To amend the scheme by the addition of an extension would mean the new dwelling would be 30% by volume bigger than that which it replaced - PPC feels that the entire scheme as it is presented now does not pay reference to the need to preserve the openness of the Green Belt and had it been presented in its entirety would constitute overdevelopment. It also has concerns that if the dwelling as presented here was permitted it could be further extended unless development rights were removed.

**No.8b. PK14/1884/F Change of use from Post Office/Retail (Class A1) to Residential (Class C3) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) to include alterations to windows and door to the front elevation. 1 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB**

The council noted that the post office had been relocated and the building needed to be brought back into use. It was suggested that a future agenda item needed to consider assets of community value within the parish.

RESOLVED:

No objection in principle to the change of use since the services provided by the Post Office have been preserved due to its relocation - however no documents have been provided online regarding the replacement windows/door designs and as these need to pay reference to the building's position in the conservation area we would request they are made available for comment before this application is determined.

To schedule a future agenda item for Assets of Community Value (Localism Act 2011) **Clerk**

**No.8c. PK14/1507/LB Partial demolition of existing stone wall and erection of detached garage and store. (Resubmission of PK13/4058/LB) Court Farm 49 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RD**

The parish council had previously objected to this application at its meeting held on 4 December 2013. It was noted that the application documents did not provide elevation drawings that showed the massing of the proposed garage to the existing listed buildings.

RESOLVED: To submit the following objection:

The proposed garage is disproportionately large for its setting - it is much bigger than the building it replaces and bigger than the cottage next door. No elevations have been provided that allows a judgment to be made relevant to the massing of Court Farm as a whole.

**No.8d. PK14/1506/F Erection of detached garage and store. (Resubmission of PK13/3826/F) Court Farm 49 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RD**

The parish council had previously objected to this application at its meeting held on 4 December 2013. It was noted that the application documents did not provide elevation drawings that showed the massing of the proposed garage to the existing listed buildings.

RESOLVED: To submit the following objection:

The proposed garage is disproportionately large for its setting - it is much bigger than the building it replaces and bigger than the cottage next door. No elevations have been provided that allows a judgment to be made relevant to the massing of Court Farm as a whole.

## **NO.9. REPORTS**

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

The council had been sent information late on Friday 30 May from South Gloucestershire Council about Gypsy and Traveller sites within the Draft Policies, Sites & Places Plan DPD (PSP). The documentation had not been clear about the action that the Policy and Resources Committee, meeting on Monday 9 June, would be approving. The Policy and Resources Committee would be approving the documentation for consultation. The council asked for a response to be sent that requested the consultation period be as long as possible and in line with the Parish Charter, 12 weeks. Due to the lateness of the information the council had been unable to meet with SGC officers before the Policy and Resources meeting. It was requested that the response asked for meetings once consultation began.

RESOLVED:

To send a letter to SGC and the Policy and resources Committee covering the following points:

- That the information was not available to be included as a formal agenda item for the parish council's meeting 4 June.
- Pucklechurch Parish Council requests that the consultation period is 12 weeks, in line with the Parish Charter.
- The council would request a meeting with officers at a future council meeting to discuss the proposed changes. Suitable dates are: 18 June at 19:30; 2 July at 19:30; 16 July at 19:30
- The response would be sent to the Boyd Valley District Councillors **DD**
- The issue would be requested for the next agenda of the Town and Parish Council Forum **MW**

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

Village orderly update: 21 April to 16 May

- Fortnightly defibrillator inspections
- Weekly playground inspections
- Litter pick play areas
- Reports of damage to Eagle Crescent play area swings and roundabout on recreation field. GB Sport requested to provide a quote

Other ongoing actions:

- Standing orders to be drafted following the working group meeting for approval.
- Other policies still to be drafted for approval by council.
- Contact with Western Power Distribution to be done for an electricity supply.

- NatWest are sending new forms for signatories
- Audit had been received by Grant Thornton

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

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

The parish council currently had one vacancy for a councillor. One applicant had applied, it had been confirmed that he was eligible to stand as a councillor. A discussion with the applicant before the meeting had informed them of the roles and duties that they were expected to undertake. The applicant had indicated that they were prepared to undertake the duties required.

RESOLVED: Rick Dunning was confirmed as a parish councillor subject to signing an acceptance of office form.

### **No.10b. To DISCUSS options on additional funding for the Pucklechurch to Shortwood mixed use path and to agree actions**

The cycle path was clearly supported within the Community Plan. More funding was required. It was suggested that an application be made to the Kings Forest Forum. It was also suggested that the Finance Working Group look at available funds that the parish council could provide. If the parish council contributed this would help to support other applications for funding.

RESOLVED:

- To make a grant application to the Kings Forest Forum **RS**
- To assess available money that could be contributed by the parish council as an unbudgeted spend **LE/MW/TS/Clerk**

### **No.10c. To DETERMINE if the publication of walks produced by the Countryside Access Group is part of the core business of the Parish Council**

Pucklechurch Parish Council had a non-commercial licence with the Public Sector Mapping Agreement. In order to reproduce Ordnance Survey maps for the public to use it was required to resolve that this was a core part of the council's business.

RESOLVED: That the provision of maps for countryside walks was a core part of the council's business.

### **No.10d. To INSPECT the Council deeds**

The clerk confirmed the deeds were the same as the previous year. Details of the asset register were read out. The asset register had been updated to include the replacement slide (2013) and roundabout (2014).

RESOLVED:

- To request copies of Parish Council documentation held by the Council's solicitor **Clerk**
- To clarify the lease for Shortwood Play Area **Clerk**
- To establish a working group to review all assets, deeds and licences that the parish council had **RD, TS, RS, Clerk**

**No.10e. To CONSIDER a response to the request to close Castle Road for the Pucklechurch Revel beer festival**

Councillors had raised concerns about the road closure being continuous from Friday evening until Sunday morning. In previous years the closure had started on Friday and Saturday after the last bus. However, buses now ran until later in the evenings. Councillors wanted confirmation that enough signage would be displayed for bus users to know where the buses would be stopping during the road closure.

**RESOLVED:**

To send a letter to SGC Licensing Department with the following comments:

- The application form does not mention bus stop closure or alternative stop signs. The form only mentions road closure signs.
- The council wants to clarify who is responsible for displaying notices for bus users?
- The council would like to know what the proposal is for alternative bus stops whilst the Castle Road stops are unavailable.

**No.10f. To DISCUSS options for the burial ground skip**

Councillors discussed the provision of a skip at the burial ground. The skip was provided for users of the cemetery and parish council employed staff, however it could be accessed by anyone and regularly was. It was also not possible for the skip to be collected when the field was wet. It was suggested that other options for the provision of waste collection be investigated, such as buying waste collections from SGC or approaching the PCA to combine waste collection facilities at the Community Centre.

**RESOLVED:** To investigate other waste collection options **Clerk**

**No.10g. To ESTABLISH a playground risk assessment and working party**

The annual inspection reports from ROSPA had been received. The council currently undertook repairs and replacement of playground equipment as it was required. During the budget discussions it had been agreed to establish a play area reserve. Therefore it would be useful to assess the council's play areas with a more long term view. It was also suggested that other groups, such as the school and other youth organisations, should be invited to participate in this work.

**RESOLVED:**

- That a play area working group be established consisting of the Village Orderly, Clerk and Councillor R Symons
- To invite other village groups or organisations to participate in the work

**No.10h. To AGREE the grant process 2014/15**

The process in 2013/14 would be repeated. There had been some issues with applications not meeting the criteria, therefore it was suggested that the clerk, who did not participate in the award of the grants, could undertake an initial check and return applications for amendment if required, and time permitted.

One round of grant funding would be scheduled for 2014/15. Another round could be reviewed later.

There was still a desire to work on participatory budgeting. However this needed more work and a future agenda item would be scheduled to discuss this further.

**RESOLVED:**

1. The finance working group would confirm the amounts that had been budgeted and any additional funds that could be allocated from the project spend;
2. That the grant scheme information was included in the next edition of Pucklechurch News (information required by 10 August);
3. Deadlines would be 31 October 2014 if applicants wished to have their forms checked before final submission; 30 November 2014 deadline for grant applications;
4. To review the practicalities of a second round of grant funding;
5. To schedule an agenda item to consider Community Budgeting.

**No.10i. TO CONFIRM arrangements for the Parish Council stand at Revel**

The Revel event was on Saturday 21 June.

**RESOLVED:**

1. Councillors English and Hawkins would attend the event, other councillors drop in as available
2. Clerk to confirm the quote received from a company for a banner
3. Councillor Smith to send the parish logo for the sign
4. Councillor Watson to provide display boards
5. Councillor R Symons to purchase a gazebo (expenses claim to be submitted)
6. Contents for the display boards to include:
7. Map of the parish
8. Achievements
9. Emergency Planning information
10. To email the Revel committee to withdraw from the arena booking

**No.10j. To agree attendance at the Saturday open morning**

Councillors Symons and English would attend the open morning on Saturday 7 June.

**RESOLVED:** Councillors R Symons and English would attend on Saturday 7 June.

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

The next Parish Council meeting would be held on Wednesday 18 June 2014, at 7:30pm.

**CHAIRMAN**