

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18 JUNE 2014, 7:30pm - , IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, R Dunning, 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.**

Apologies for absence were received from Councillor Smith.

**NO 2. DECLARATIONS OF INTEREST**

Councillor T Symons declared an interest in agenda item 8c as a member of the Pucklechurch Community Association Executive.

Councillor Hawkins declared an interest in agenda item 8c as a member of the Pucklechurch Community Association Executive.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 JUNE 2014**

RESOLVED: The minutes of the meeting held on 4 June 2014 were approved as a correct record and signed by the Chairman subject to the following amendments:  
No.7b. Action: To check the accuracy of the email list of Community Centre user groups that the Parish Council has

No. 8b Additional action: To schedule a future agenda item for Assets of Community Value (Localism Act 2011) **Clerk**

No.9a. Additional actions:

- 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.10c. Additional action: To ask SGC for the quarterly Public right of way report  
**Clerk**

No.10d. Additional action: To clarify the lease for Shortwood Play Area

**NO.5. PUBLIC PARTICIPATION**

None.

**NO.6. FINANCE**

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

Following the agreement of paying off the PWLB loan that the council had outstanding it was agreed to make a payment as a partial payment and then to assess making a final payment.

RESOLVED:

To approve payment and authorise signatories for the following:

AON	822.51
Ensign Print	440.00
PATA (UK)	39.00
HMRC	12.38
Mrs D Duke	705.93
Mr G Ashby	567.06
Instant Landscapes	663.20
CPRE	36.00
I Selkirk	120.00
DALC	156.00
M J Church	235.20
PCA	53.96
Mrs A Sharpe	178.00
Recresco	42.00
Playsafety Limited	248.40
PWLB	555.00

An initialled amendment was also required for a cheque dated 21 May for SGC

**No.6b. To RECEIVE a Finance Review and budget update**

The finance working group had circulated a report for the year to date 2014/2015. Invoices for 2013/14 that had been received after 31 March 2014 had been included in the accounts for 2014/15.

More work needed to be carried out to identify the working balance for project spends.

It was acknowledged that there would be increasing demands on parish councils as other local authorities continued to make savings.

RESOLVED: The finance working group would present a report to the 16 July meeting.

**No.6c. To APPROVE the purchase of a sage accounting package to control the councils financial process and accounting procedures**

Information on Sage packages was presented. An accounting package would automatically produce reports for budget monitoring.

RESOLVED: To approve the purchase of Sage Instant Accounts 2014 **Clerk**

**NO.7. CORRESPONDENCE**

**No.7a. Memorial plaque and bench**

To consider the request as an agenda item at the 2 July meeting.

#### **No.7b. Consultation on Alcohol Harm Reduction Strategy**

It was agreed to acknowledge the consultation but not to submit a response.

#### **No.7c. Climate Change Strategy consultation**

There was a consultation event on 9 July.

RESOLVED: Either Councillor Smith or Dunning would attend the consultation event

#### **No.7d. ALCA members - invitation to FLY THE FLAG**

The invitation was to fly the flag for the Commonwealth in March 2015. It was agreed to decline the invitation.

#### **No.7e. New Policy Consultation Briefing on NALC Website - PC08-14 Underground Drilling Access (Payments for access)**

The Department for Energy and Climate Change (DECC) had issued a consultation on proposals to reform the procedure for gaining underground access to oil or gas deposits and geothermal energy. NALC had issued a briefing about the consultation and was asking all parish and town councils to respond by 8 August. The council agreed that all local councils should be consulted (notified) where underground drilling applications are/ have been submitted for land within their boundaries – as they can best represent their residents' views and provide real democratic representation in such cases.

RESOLVED: To reply to NALC that Pucklechurch Parish Council agreed that all local councils should be consulted (notified) where underground drilling applications are / have been submitted for land within their boundaries – as they can best represent their residents' views and provide real democratic representation in such cases. **Clerk**

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

##### **No.8a. PK14/1655/F; Change of use of land from agricultural to land for the keeping of horses and erection of stable block and tack room. Land at Westerleigh Road Pucklechurch BS16 9PY**

The land had been granted approval for grazing of three horses earlier in the year. At the time Pucklechurch Parish Council had raised concerns about the lack of facilities at the site. The current proposal had positioned the stable block in the centre of the field. This had an impact on the openness of the green belt.

RESOLVED:

To object to the application for the following reasons

1. A certificate of lawfulness was issued for the grazing of a maximum of 3 horses on this field based on its size but 5no stables have been proposed along with a tack room. PPC does not consider this to be a 'small' stable development. PPC is also concerned that the land is not capable of supporting a higher number of animals without increasing the number of vehicle movements related to the delivery of food stuffs, bedding etc.
2. No information has been supplied regarding:
  - muck heaps
  - water supply
  - waste removal

- traffic/vehicle movements
- lighting

3. The site sits within the green belt and the building appears to have been unnecessarily positioned in the centre of the field and so would not be well screened by pre-existing hedges. This positioning would be detrimental to the preservation of the openness of the greenbelt

4. Highway safety may be compromised - no information has been supplied regarding changes that would be required to improve the visibility of the gateway to ensure highway safety both for riders, drivers, deliveries etc. Should this application be approved PPC would expect conditions to be applied to the effect that the field should not be sub-divided nor jumps erected in order to preserve the openness of the Green Belt - also that no livery business be operated from the site.

**No.8b. PK14/1864/F; [Erection of single storey rear extension to form additional living accommodation.](#) 11 Eagle Crescent Pucklechurch BS16 9SE**

The council queried whether the current proposal would constitute overdevelopment of the site due to previous extensions.

RESOLVED: Object to this application for the following reasons

This property has already been considerably extended in recent years

PPC would question whether or not the cumulative total of the extensions including this new proposal would now cover 50% or more of the land surrounding the original property.

**No.8c. PK14/1867/ADV; [Display of 2no. non-illuminated post mounted signs.](#) Pucklechurch Community Centre Abson Road Pucklechurch BS16 9RH**

The proposal was for two signs, one each side of the entrance. The council thought it would have been useful to include residents of neighbouring properties within the consultation. There were a number of errors The council would write to the Chairman of the PCA outlining the reasons for objecting to the application but offering support for amendments and the signs in principle.

RESOLVED: Object to the application for the following reasons

There are several errors of fact on the application form:

1. The application is more correctly being made on behalf of the PCA by Mr Holder who is organisation's agent
2. There has not to our knowledge been wider neighbour consultation – those named are all users of the hall. We would expect the occupiers of properties facing the new signs on Abson Road to have been consulted.
3. The new sign will project over the path and roadway
4. Mr Holder does not own the land (nor does the PCA) on which it will be sited.
5. The sign implies that PCA is responsible for the hire of the Rec which is also incorrectly labelled as 'playing fields'

The parish council support the principle of signage but the errors need to be acknowledged.

The parish council agreed to contact the Community Association directly to offer support to amendments.

**No.8d. PK14/1116/RM; Laying out of public open space and provision of play areas associated with phase 1 and 2; including two senior pitches, BMX facility and Local Area of Play (LEAP), informal open space, bridges, landscaping and all associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O). Land at Emersons Green East Emersons Green South Gloucestershire**

It was agreed not to make any comments about this application.

**No.8e. Sites inspection letter for Collins Farm Abson Road Wick, PK13/4403/F**

It was noted that a site inspection of the Development Control (East) Committee would be taking place on Friday 20 June. Councillor Watson was attending as a parish councillor for Wick and Abson Parish Council. He would report back to Pucklechurch but not attend as the representative from Pucklechurch Parish Council.

**No.8f. to NOTE planning enforcement update for Land to the South of Redford Lane, Pucklechurch**

A complaint from Pucklechurch Parish Council, and others, about the use of the land had been responded to. Enforcement officers had visited the site and said there appeared to be a change of use of part of the site, in breach of planning permission PK08/1277/F. A further update would be provided in 6 weeks' time.

## **NO.9. REPORTS**

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

None

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

Attendees had raised the following:

The SGC traffic survey had proposed a pedestrian crossing along Shortwood Road rather than decreased speed limits. Concerns were raised about it being too close to the shops and removing the informal parking areas. The parish council would need to liaise with SGC to ensure that all options were considered.

The cricket club had decided to use temporary nets rather than permanent ones and would write to the parish council about this change.

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

Councillor Stokes was in attendance and reported the following:

1. South Gloucestershire Council had undertaken a review of all strategic partners.
2. SGC was liaising with Bath and North East Somerset Council about the A431, Kelston Road, closure.
3. General population trends were reported. In general the impact on the rural fringe would be an increase in population of 20 percent and an increase in the number of over 75 year olds and over 90 year olds. The pressure of development would not decrease.
4. At the recent Safer Stronger meeting the fire service were asked about consulting with parishes about emergency planning.

5. SGC Councillors had received a presentation about the Draft Policies, Sites & Places Plan DPD (PSP) which was now out for consultation. This would supplement the Core Strategy.
6. With reference to the site at 85A Parkfield Road it would remain within the Core Strategy until the latest application was determined.

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

The clerk reported the following:

Following inspection of the parish council maps showing a footpath alongside 19 St Aldams Drive the clerk would contact SGC for further information about the status of this path, whether it was a path or a right of way.

The updated Joint Practitioners Guide for Accounting and Governance had been ordered.

A quote had been received for repairs to the roundabout safety surfacing at Castle Road play area. This would be completed in week commencing 23 June.

A request for attendance at a parish council meeting had been made to SGC about the Draft Policies, Sites & Places Plan DPD (PSP) which was now out for consultation.

On Friday 13 June attended a briefing session about planning legislation updates. A note would be circulated for information.

With reference to various reports made to Streetcare, requests for updates had been sent on 11 June. No replies had been received but would be reported when they were.

Councillors asked that should replies remain outstanding reference to the Parish Charter needed to be made.

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

##### **No.10a. To DISCUSS and AGREE World War One commemoration activities**

South Gloucestershire Council had produced a display that was being shown at various venues in the area. It was suggested that SGC were asked about showing the exhibition in Pucklechurch. This could be linked to a day when residents of the parish were asked to bring in items that linked them to World War One and Pucklechurch.

RESOLVED: For SGC to be asked about the showing the WW1 exhibition in Pucklechurch **GB**

##### **No.10b. To ADOPT a Mobile phone policy**

A draft mobile phone policy had been circulated.

RESOLVED: To approve the mobile phone policy subject to an amendment to section 6: captured images should only be deleted from the phone once it has been confirmed that they have been received.

##### **No.10c. To ADOPT the amended Standing Orders**

Standing Orders were reviewed. It was proposed that 4.15 within Contracts and Purchase Orders be amended to allow the RFO in discussion with a councillor to place orders for up to £1000. This was amended from the previous £500. Costs of equipment and services had increased and the requirement for three quotes and council approval required amending.

It was noted that the council was not required to accept the lowest quote. It could within its decision making process discuss other reasons for acceptance including the firm being local.

**RESOLVED:**

To approve Council's Standing Orders subject to the following amendment to 4.15 to the following:

Orders for values up to £1000 may be made by the RFO in discussion with a Councillor. Orders between £1001- £10,000 require a minimum of three quotations. Contracts exceeding £10,001 require additional safeguards and will follow Proper Practice.

**No.10d. To DISCUSS the process for nominating Assets of Community Value**

Within the Localism Act 2011 parish councils could nominate assets of community value. Once these had been approved by SGC if they ever came to be sold there would be six month moratorium on the sale and an opportunity for community groups to prepare a bid to purchase the asset. The vendor did not have to accept the community group bid.

**RESOLVED:** To establish a working party to work on the nominations for the Assets of Community Value to be submitted to SGC **MH, MW, MS(?)**

**No.10e. To SUPPORT the proposal to produce Pucklechurch News quarterly**

A request had been received from the editor of Pucklechurch News requesting a decrease from five editions per annum to four.

**RESOLVED:** To support the production of four editions of Pucklechurch News.

**No.10f. To REVIEW First bus performance following the Annual Parish meeting.**

Poor performance had been continued to be reported including a number of break downs.

**RESOLVED:**

1. To write to First Bus with the concerns reported from residents requesting information about how the performance would be improved.
2. To request the promised contact following the Annual Meeting of the Parish.

**No.10g. To AGREE PPC's next actions for Speed-watch**

The Chairman's report in the Pucklechurch News had requested volunteers for Speed watch. The current members had not formally agreed to disband but no work was currently being carried out. Ownership of the equipment would be confirmed.

Community Speed Watch is a partnership between the Community, the Police, Fire Service, Parish Council, and County Council.

When re-establishing Speed watch it was suggested that the SGC Compact be used to guide Terms of Reference for the group and the volunteers.

**RESOLVED:**

1. To write to Avon and Somerset Constabulary Neighbourhood Team for advice about the Community Speed Watch
2. To write to the existing membership about the return of equipment and re-establishing the group

**No.10h. To CONSIDER what role (if any) the Parish Council can play in the decision process for the provision of a pedestrian crossing for Westerleigh Road**

This item was deferred until 2 July meeting.

**No.10i. To AGREE the Risk Register**

The risk register had been assessed and updated to include community assets and reserves.

RESOLVED: To approve the council's risk register.

**No.10j. To DISCUSS the process for Implementing a new survey of the community to refresh the Community Plan data on attitudes to the Green Belt.**

The Community Plan survey had been undertaken in 2007 with the plan itself published in 2011. The Community Plan would not require updating until 2016.

To undertake an additional in-depth survey would require budget planning and if done in a short time frame would require professional help. To do a smaller survey would only be responded to by a small number of people especially if it was online only.

The updates and revisions to the Community Plan needed to be planned. Although the parish council needed to respond to the Draft Policies, Sites & Places Plan DPD (PSP) soon the Community Plan and the survey data was still valid to help with the response to this. One of the drivers to consider a new survey was the Gypsy/Traveller policy as proposed within the Draft Policies, Sites & Places Plan DPD (PSP). The draft policy suggested amending the green belt to include gypsy and traveller sites within development boundaries.

It was also noted that the next elections were in May 2015 and the review and update of the Community Plan would be better carried out by the next council.

RESOLVED:

1. To not carry out any update surveys for the Community Plan
2. To schedule reviews and updates of the Community Plan from May 2015

**No.10k. To DISCUSS the Village Orderly contract**

A request for flexible working arrangements had been received.

RESOLVED: Not to grant the request for flexible working and to write to the post holder outlining the council's reasons.

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

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