

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 2 JULY 2014, 7:30pm – 9:20pm, 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.

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Watson.

**NO 2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18 JUNE 2014**

RESOLVED: The minutes of the meeting held on 18 June 2014 were approved as a correct record and signed by the Chairman.

**NO.4. PUBLIC PARTICIPATION**

A member of the public attended the meeting to provide information about the X49 First Bus service. He was aware of a number of breakdowns on the route. The buses were also often late and as a result he had stopped using the service.

These issues had been raised at the Annual Meeting of the Parish. Further contact with First Bus would be made and a reply would be requested.

**NO.5. CORRESPONDENCE**

**No.5a. SGC Community Composting consultation**

It was agreed that the council could not comment on this consultation. The sites were not in the parish. The consultation information did not present the information as part of any wider budgets or initiatives.

RESOLVED: To respond that Pucklechurch Parish Council would not comment on this consultation.

**No.5b. NALC's response to the Secretary of State's comments on NALC and media relations**

The Communities Secretary had made a statement saying that NALC were promoting over restrictive media policies to parish councils. NALC had clarified that they recommended that parish councils had a media policy to ensure that all councillors were aware of how to address the media when talking on behalf of the parish council, not when speaking as a private citizen or a councillor.

**No.5c. Allotment letter**

A letter had been received from an allotment holder about issues at the allotments. It was also noted that the cars were regularly parked on the pavement outside of the allotment site that were likely to belong to allotment holders.

RESOLVED:

1. To write to the allotment holders of plot 1 about the broken fence.

2. To write to the allotment holder of plot 17 about the overgrown vegetation
3. To write to all allotment holders about parking legally and appropriately on the road
4. The Allotment sub group would make sure that a regular review was carried out on the allotments to keep an eye on tidiness and issues.

#### **No.5d. Litter following Revel**

A letter had been received about the amount of litter on the recreation field on the Sunday morning following Revel. The letter also stated that it had been noticed that on Revel day there were fewer litter bins/bags around than at previous Revels.

RESOLVED: To write to the Revel Committee about the letter received.

#### **No.5e. Public Consultation on Rural Funding Bid**

The West of England LEP area had been awarded a grant by DEFRA to form a Local Development Strategy to bid for LEADER funding that was focused on addressing the local needs of the rural economy. They wanted people who might benefit from this funding to join us to explore the opportunity further and to contribute ideas to shape the bid, so that it reflected what the local rural economy really needs. Whether the strategy would include potential for accessing additional funding for the Pucklechurch to Shortwood cycle path was unclear at this point. The information was noted and it was suggested to circulate to SGC ward members for their information.

#### **No.5f. East of Harry Stoke New Neighbourhood Supplementary Planning Document Pre-adoption draft - June 2014**

This would not have a direct impact on the parish.

RESOLVED: To reply to the consultation with no response.

#### **No.5g. Local Audit Consultation**

The Department for Communities and Local Government (DCLG) was consulting interested parties about the remaining secondary legislation on audit provisions of the Local Audit and Accountability Act 2014, covering regulations regarding Smaller Authorities, Collective Procurement, Accounts and Audit regulations, and the Transparency Code for other smaller authorities (internal drainage boards, port health authorities and charter trustees).

RESOLVED: To reply to the consultation with no response.

### **NO.6. PLANNING APPLICATIONS**

#### **No.6a. PK14/1068/F and PK14/1069/LB; Erection of glazed entrance lobby linking existing utility room to dwelling and associated renovations to create 2no. covered parking bays; Moat House Kings Lane Pucklechurch BS16 9PP**

The Parish council had previously responded to this planning application, following its meeting on 16 April 2014. Since that response the application had been amended to remove the garden room element of the design.

RESOLVED: To not make any further comments about the revised plans.

**No.6b. PK14/2197/F; Erection of two storey side, and single storey side extension to form additional living accommodation, and Erection of front porch. Park Glen Coxgrove Hill Pucklechurch BS16 9PR**

The application documents provided very little information. The dwelling was in the green belt.

RESOLVED: Agreed to object to the application for the following reasons:

1. The proposed extensions are an over development of the property, which is in the green belt.
2. The proposed extensions are an increase in excess of 30 percent of the original dwelling by volume, which is the normal maximum for a property in the green belt.
3. The single storey extension is forward of the original front elevation of the property.

**No.6c. To APPROVE attendance and the statement for the Development Control (East) Committee on 3 July 2014 for the consideration of PK14/1477/F; 85A Parkfield Road Pucklechurch BS16 9PS; Change of use of agricultural land to Gypsy and Traveller Site (1 pitch), erection of access gates and installation of cess pit (Retrospective). Retention of amenity building. Resubmission of PK13/2621/F.**

A draft statement was presented to the council. The statement would be amended to clarify that the objection to the application was due to the development of the green belt. It was also suggested that less emphasis be given to the percentages and number of gypsy traveller sites within Pucklechurch parish compared to the whole of South Gloucestershire.

It was also noted that neither Councillor Stokes nor Reade, the local ward members, could attend the planning committee meeting.

RESOLVED:

1. That the statement, as amended, was approved to be read at the SGC Development Control Committee (East).
2. That Councillor Gail Boyle attends the committee to read the statement.
3. That the parish clerk be substitute to attend if required.

## **NO.7. REPORTS**

### **No.7a. Parish Councillors written reports**

None

### **No.7b. Verbal report from the Clerk**

The following points were raised:

1. The next Town and Parish Councils Forum would be on Thursday 10 July. The clerk was unable to attend this meeting.
2. The clerk would attend a CiLCA mentoring day on Monday 7 July
3. The Village Orderly vacancy would be advertised at the end of the week
4. Outstanding actions with Streetcare had been chased, in particular the footpath from Laurel Farm to St Aldam's Farm. The clerk would log the new reference numbers in case more complaints were received.
5. The woodland biodiversity report was an outstanding action
6. A response had been received about the gates at Coxgrove Hill that were not locked, which meant horses were using the path. SGC were monitoring the use of the path and the unlocking of the gates allowed other users to use the

path. This is a very long narrow stretch of path bounded by an abutment wall and high wire fence at the side of an active rail track. SGC are in breach of the conditions of use and are permitting a dangerous situation to continue.

7. Materials from the makeover team had not been received.
8. A more comprehensive list of outstanding actions would be presented to the next meeting.

RESOLVED: To contact SGC and remind them that the permission to use the path under the M4 from Network Rail specifically excluded use by horses and to reiterate the reasons why this decision had been made.

## NO.8. AGENDA ITEMS

### **No.8a. To IDENTIFY key projects that the council wants to deliver before May 2015 and to CONFIRM the process to deliver these**

As approved at council meetings various projects had been commenced.

On 7 May 2015 normal elections would take place for the parish council. It was therefore prudent to look at the projects currently being undertaken and to ensure that they were completed before the end of this council.

Other expenditure projects as identified through the budget planning process and Community Plan were also discussed.

RESOLVED:

Plan no where applicable	Details	Resolved comments
EN-6	Countryside Access Plan - Footpath Leaflets and way markers - c/o from 13/14 + additional money for leaflets	These would be produced electronically only in this financial year. Nil cost to the council.
EN-6	Countryside Access Plan - Upgrading footpath for Wheelchair Access - dependent on volunteers	No volunteers. The shared path to Shortwood would help to satisfy this.
CS-1	Community Centre Makeover - Detailed Survey and professional services for feasibility study. This might still be needed if CA decide to look at re-modelling facility	No proposal from the PCA to undertake. There was a need to address the long term future of the building.
CS-13	Parish Notice Boards - Additional notice boards around Pucklechurch & Shortwood	To be completed. Some signage may require planning permission.
ST-13	Increase number of allotments - (part done by rearranging existing plots). Add additional space by approx. 0.5 acres	Additional grant funding will be needed.
	Play equipment improvements and replacements around villages	Proposed play equipment reserve and a play area review to be undertaken
	Character Assessment and Design Statement. Professional Services	Considered at 2 July meeting minute no. 8c

Woodland ecological assessment - objectives for woodland to drive planting and long term management plan

Woodland - first felling and planting based on ecological assessment.

All tree work as 2013 report suggested  
Grant application fund

Commissioning an Ecological report was in progress.

this work would be subject to the recommendations of the assessment 'ecological' assessment

use Localisation of Council Tax Support grant to fund this

**No.8b. To APPROVE attendance at consultation events, to commence pre-reading and understand the approach for the Public consultation - South Gloucestershire Local Plan: Draft Policies, Sites and Places (PSP) Plan, Draft Sustainability Appraisal and supporting evidence base.**

South Gloucestershire Council was preparing its Policies, Sites and Places Plan which would complete the up to date Local Plan. Work on the Policies, Sites and Places (PSP) Plan commenced in May 2013. SGC was now inviting comments on the Draft PSP Plan in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Drop-in sessions and presentations had been arranged throughout the area, it was noted that no session had been arranged in Pucklechurch.

**RESOLVED:**

1. To contact SGC about a session being provided in Pucklechurch Community Centre **Clerk**
2. That all councillors should aim to attend a session, the Presentation at Doynton Village Hall on Wednesday 30 July being the preferred option. **All**

**No.8c. To AGREE on process for the creation of a "village character statement" or "design statement" to set down guidelines for development within the Pucklechurch Settlement area**

In order to progress this work quickly the council would need to employ a consultant or contractor. Depending on the cost the work may have to be put out to tender, in accordance with the Council's standing orders. SGC and other local councils who had undertaken this work would be asked for suitable companies to approach. A briefing for the consultant would also need to be provided. A final decision on undertaking the work would be based on cost and timescales.

The statement would provide a document of the development style of the area, what the area looks like, what development the area wants to promote and avoid.

**RESOLVED:**

1. To investigate the costs and timescales that the work would take if using a consultant and schedule further agenda items as required **Clerk**
2. To approach other local councils and SGC for details of possible consultants/contractors **GB/Clerk**

**No.8d. To CONSIDER the request for a memorial plaque or bench.**

Council considered a request from a member of the public to install a plaque on an existing bench or to install a new bench. The council felt that it should look at agreeing a policy about the future maintenance and ownership of memorial benches.

RESOLVED: To agree to the request in principle but that a final decision would be deferred until the council had approved a memorial bench policy **Clerk**

**No.8e. To RECEIVE an update from the Parish Council tent at Revel**

The parish council tent had been visited by a number of residents. The council had two interested parties with regards to the Emergency Plan one from the Revel Tent and one that had approached a councillor. Another member of the public who showed an interest in Speed watch that came to the revel Tent. A request for the grass to be strimmed at St Aldams drive was also brought to the meeting so that a local resident could carry on cutting it.

General issues were raised including: cars parking on the road outside the church; and questions about when the cycle path to Shortwood would be completed

The council had purchased a gazebo and signage. It was requested that the PCA be approached about the possibility of storing parish council equipment.

**No.8f. To AGREE attendance at the Saturday open morning**

Councillors Boyle and Humphrey would attend on 5 July 2014

**No.8g. Discuss the provision of a pedestrian crossing for Westerleigh Road and to consider what role (if any) the Parish Council can play in the decision process**

Traffic monitoring undertaken by SGC had shown a need for an additional crossing in Pucklechurch. There were various views within the community about where this would be best situated. Data within the Community Plan also supported changes to traffic management. Councillors said that it was important that SGC took the community's views on board when designing a crossing.

RESOLVED:

To invite SGC to a meeting with the Parish Council and the Community Plan Traffic Group

**NO.9. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 16 July, at 7:30pm in the Meeting Room, Community Centre, Pucklechurch.

**CHAIRMAN**