

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16 JULY 2014, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

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

NO 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 2 JULY 2014

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

NO.5. PUBLIC PARTICIPATION

Malcolm Greenaway attended. He had attended the South Gloucestershire Council's Development Control Committee about planning application 14/1477/F, 85A Parkfield Road. Since that meeting he had been made aware that SGC had made an application to vary the council's green belt policy for the decision on the planning application to be issued. This had been advertised at the site and in the Evening Post.

He asked the parish council if they were going to comment on the variation to policy.

The variation application was due to the fact that the planning permission granted at the Development Control committee was in direct conflict with the SGC Policy.

In response to the questions the parish council said that they had not been informed by SGC about the variation application. As the deadline for comments was before the next council meeting it was agreed to consider a response as an urgent item.

Malcolm Watson said he had attended the Kings Forest Forum as a member of the public. He had asked about the proposed plans to intensify the use of existing gypsy and traveller sites and had been informed that this was outside of the remit of the Forum.

RESOLVED: To consider as a future agenda item communication with Kings Forest Forum.

NO.6. FINANCE

No.6a. To INSTRUCT cheques to be signed

RESOLVED:

To approve payment and authorise signatories for the following:

- Salaries and expenses £1376.61

- PCA for room hire £38.66
- GB Sport and Leisure for repairs to roundabout surface £411.60
- HMRC National Insurance Contributions £12.38
- Sage for purchase of accounting package £156
- EDF for electricity to Millennium Stone £38.09
- Grant Thornton for external audit £360
- Councillor expenses to purchase a gazebo as approved at 19 March meeting £129.99
- A Sharpe for recreation field tidying £178

No.6b. To RECEIVE budget update

The Finance Working Group presented the finance report and budget. The Sage accounting package had been set up with all payments and invoices since 1 April 2014 added to the programme. A budget sheet was provided that outlined the current position. The agreed budget for the remainder of the year would mean that there was £5,000 surplus for any unexpected expenditure. There was not any working balance within the council's current account. The council had agreed to hold a reserve of £30,000 which equated to six months expenditure. The council may also be required to find funds to provide funding to help access grants for the Shortwood mixed use path.

It was proposed, seconded and agreed to review the recently agreed expenditure due to new information regarding budget spend.

1. Woodland Ecological report ST-13: £500 Information from the Forest of Avon Trust had indicated that this would be the cost of a survey from them. Therefore the allocated budget could be reduced to this level.
2. Woodland felling and planting: zero. Until an ecological report was completed it would not be known if and when any work should be undertaken in the woodland.
3. Countryside way markers: zero
4. Play equipment reserve: zero. The council's normal reserve would cover any emergency repairs. A vote was taken on removing this budget spend. The annual safety inspections had not identified any work to be carried out urgently. The council was also going to undertake a play area review which would be better placed to suggest any future reserves or budget requirement.
5. Character Assessment & design ST-13: £2,500.
6. LCTS Grant Fund Reallocation: £4,723 as agreed during the budget process.

RESOLVED:

The following spends for projects were agreed:

1. Woodland Ecological report ST-13: £500
2. Woodland felling and planting: zero
3. Countryside way markers: zero
4. Play equipment reserve: zero
5. Character Assessment & design ST-13: £2,500
6. LCTS Grant Fund Reallocation: £4,723

NO.7. CORRESPONDENCE

No.7a. Letter from PCA ref the planning application for the new signage

The council had received a letter from the Chairman of the PCA following its correspondence about the planning application for new signage. Councillors reiterated that in principle the council supported the placement of signage and would work with the PCA to agree the wording, if requested.

No.7b. Invitation to comment on review of Children's service

This was noted and put on the agenda for the 6 August 2014 to consider a response. Councillor Watson would attend the consultation/briefing on 23 July.

No.7c. SGC Councillor Development Programme

The South Gloucestershire Council Councillor Development Programme was circulated. Parish councillors were able to attend most training events and were encouraged to do so.

NO.8. PLANNING APPLICATIONS

None on date of agenda publication

No.8. Urgent Item

The Chairman agreed that the following item should be considered as an urgent item for the reason that the deadline to respond to the consultation was before the next council meeting.

During the public participation of the meeting the council had been informed about an application to vary the South Gloucestershire Council's Development Plan in order to be able to grant permission to planning application 14/1477/F, 85A Parkfield Road. Councillors were surprised that the parish council had not been informed about the application for variation of the Development Plan.

The council's main objection to the planning application had been because the site was within the green belt. The variation application would amend the green belt area in order to permit the development.

RESOLVED:

To write to South Gloucestershire Council

- with an objection in response to the application for variation to the Development Plan
- to complain about the lack of consultation with the parish council about this variation application.

No.8a. To CONFIRM attendance at a Sites Inspection Sub-Committee on Friday 18 July 2014 at 10:55 am

A sites inspection committee would be taking place at Westerleigh Crematorium for planning application PK13/4095/F on 18 July. Although the application site was not in Pucklechurch parish the council had submitted an objection to the application following its meeting on 4 December 2013.

RESOLVED: To not send a representative to attend the sites inspection committee meeting.

NO.9. REPORTS

No.9a. Parish Councillors written reports

A written report was submitted following attendance at the Climate Change Strategy Consultation event.

Councillors had raised the issue that SGC policies were not coordinated, for example the Climate Change Strategy and Policies, Sites and Places DPD. SGC Councillor D Hockey said he would take these comments back to work on ensuring that teams worked together.

RESOLVED: To schedule an agenda item to respond to the Climate Change Strategy Consultation

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

- A complaint had been made about the overgrown vegetation along the cycle path by the prison.
- A question had been raised about the paths on Oaktree Avenue. This was on the project list for SGC and would be considered in their funding rounds.

No.9c. Report from Boyd Valley Councillors.

Apologies had been received due to SGC Council meeting.

No.9d. Verbal report from the Clerk

- Charges for room bookings in the Community Centre would rise from 1 August 2014.
- NALC advice about helping to administer the sale of bus tickets had been that the parish council was not legally permitted to do this.
- A SGC officer could attend the meeting on 6 August to discuss the Policies, Sites and Places DPD

NO.10. AGENDA ITEMS

No.10a. To CONSIDER granting permission to the Football Club for use of the recreation field for the 2014/15 season

Pucklechurch Football Club had requested permission to use the recreation field for the 2014/15 season. The rent for the season had previously been agreed as £459.00. It was noted that the football club currently paid their fees in arrears, after the season ended.

RESOLVED:

- To approve the use of the recreation field by Pucklechurch Football Club
- To request that rents are paid within the financial year that it is set.

No.10b. To CONSIDER a staffing report for the Parish Clerk

The clerk left the meeting for consideration of the report.

Councillors discussed the report which outlined the current workload of the clerk.

RESOLVED: The Chairman and Vice-Chairman to meet with the clerk and produce an assessment of workload and hours required.

No.10c. To CONSIDER a staffing report for the Village Orderly

The Village Orderly position had been advertised with a closing date for applications of 4 August.

RESOLVED: For the current postholder to remain employed until a new appointment was made.

NO.11. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 6 August, at 7:00pm.

A question and answer session with a SGC officer about the Policies, Sites and Places DPD would take place at this meeting.