

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21ST
JANUARY 2015, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. B. Symons Chairman (BS), G. Boyle - Vice Chair (GB), M. S. Smith (MS), T. Symons (TS), R. Dunning (RD), M. Watson (MW), J. Hawkins (JH), L. English (LE), B. Stokes (DC) – District Councillor, D. White (DW) – ALCA County Secretary, J. Harvey (Clerk)

NO. 1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

NO. 2. DECLARATIONS OF INTEREST

TS – Pucklechurch Community Association

The following Councillors declared a non-disclosable pecuniary interest in the PCA BS, GB, MW and MS. The Council were reminded that a dispensation had been previously agreed.

NO. 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting on 7th January 2015 were accepted as a correct record of the meeting and signed by the Vice Chairman. However a reference was made that in addition to Item 6a that no caravans should be stationed at the site.

NO. 4. PUBLIC PARTICIPATION

No members of the public were in attendance.

NO. 5 CORRESPONDENCE

5a Email regarding parking on Oaktree Avenue

Car parking on the road which might cause issues for buses and rescue vehicles was discussed, The Council couldn't recall any reports from the Bus Company stating they were having issues passing through, although it was noted that there might be difficulties. The council advised that parishioners should report it to the Emergency Services if they feel that an Emergency Vehicle could not pass. The note will be forwarded to SGC and a request for reasonable parking be made in the Chairman's report in Pucklechurch News

ACTION: Clerk to pass on parishioners email to South Gloucestershire Council

ACTION: BS to add to Chairman's Report

5b Resignation Letter – Chris Davies PCA

Noted

NO.6. PLANNING APPLICATIONS

6a PK14/5025/OHL Lyde Green. Application for consent under Section 37 of the Electricity Act 1989 for diversionary works to include erection of 2no towers.

Noted

6b PK15/0153/F Churchmead Farm Hodden Lane Pucklechurch Bristol South Gloucestershire. Demolition of existing front porch/canopy and erection of two storey front extension to form lobby. (**resubmission of PK14/3170/F**)

This property has already been extended in the past. By removing the front porch and rebuilding it there would be no increase in volume. Therefore the Council passed the following resolution: **No Objection**

6c PK14/4963/F 50 Kestrel Drive Pucklechurch Bristol South Gloucestershire BS16 9SX.
Erection of single storey rear, front and side extension to provide additional living accommodation.

The Council passed the following resolution: **No Objection** on the basis that it is not in the Greenbelt, it is at the end of a row and the volume will not increase by more than 50%.

6d PK15/0086/LB Moat House Kings Lane Pucklechurch Bristol South Gloucestershire.
Erection of single storey extension to north elevation. Insertion of a conservation rooflight in the roof of the existing bake house. Internal alterations to utility space and Bake House.

Councillors resolved to make the following comments:

Councillors are concerned that the proposed extension appears to be incongruous with the original dwelling. The drawings which have been supplied with regard to the garden room are insufficient for Councillors to be able to assess its full impact and so in this instance they wish to defer to any comments that are made by SGC's conservation officer with respect to this proposal and also to the proposed changes to the bake house

6e PK15/0085/F Moat House Kings Lane Pucklechurch Bristol South Gloucestershire.
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Councillors resolved to make the following comments:

Councillors are concerned that the proposed extension appears to be incongruous with the original dwelling. The drawings which have been supplied with regard to the garden room are insufficient for Councillors to be able to assess its full impact and so in this instance they wish to defer to any comments that are made by SGC's conservation officer with respect to this proposal.

No. 7. REPORTS

7a To RECEIVE reports from Councillors

Waste SPD – Waste Collection Policy that South Gloucestershire Council require comments on by the 24th January 2015. Review of waste which affects planning and proposed developments to incorporate storage areas for the waste and information regarding collection requirements. It also covers information about the future targets for household recycling. Question raised if South Gloucestershire Council stop collecting the green garden waste bins (unless the parishioner is prepared to pay for it) how will they meet the national target with regards to recycling especially as the majority of people who do not pay for this service will place their garden waste in the black bin?

No Action by the council but individuals might comment

7b To RECEIVE and NOTE a verbal report from the Clerk:

- Shortwood Village informed that although it is the councils intention to make a payment towards the purchase of a defibrillator we are unable to make a decision at present until we have looked into this further and finalised all the details.
- ALCA informed of the names selected for the Royal Garden Party.

- South Gloucestershire Council contacted regarding the one year contract with the amended clause for herbicide. Received a response that the contract will be with us by end of January/early February.
- Due to weather damage organised replacement Burial Board Specifications and Regulations to be printed and laminated in A3 – Cost £20.00 + VAT.
- Contacted AED to see if we were to purchase four defibrillators would the unit price come down. Response received informing us that the current deal would stand however they could provide us with a fourth defibrillator for £950.00 + VAT and they will donate the £150.00 + VAT to make up the difference.
- Defibrillator stand ordered from AED. Quotations requested from contractors Greenfields and Parkfield Renovations as the stand needs to be set in concrete. At the Village Orderly Meeting it was agreed to award the contract to Greenfields based on price as their quote of £495.00 + VAT came in at £350.00 + VAT cheaper than Parkfield Renovations. They will also fix the cabinet to the stand for no extra charge.
- Defibrillators are covered under the Insurance Policy with an excess of £125.00. Crime reference number and other details supplied to Allianz Insurance so waiting to see if claim has been accepted by the underwriters. I have also checked the policy schedule and we have 3 defibrillators listed at a total amount of £6859.80.
- Village Orderly attending Manual Handling Course Tuesday 3rd March 2015 at a cost of £15.00
- Responded to email regarding dangerous driving incident. The parishioner then telephoned me to explain the situation further and I reiterated what had been said in the meeting that it was not within their remit or power to take action and that Avon and Somerset Police and South Gloucestershire Community Safety Team which he'd already contacted were the most appropriate bodies to deal with this matter.
- Submitted responses for planning applications from the meeting on 7th January.
- Emailed MOTO Hospitality regarding draft policy.
- Responded to parishioners email regarding air quality.
- Request to consider a van for the village orderly.
ACTION: Clerk to make this an agenda item 4th February 2015.
- Circulated an update for Redford Lane complaint to councillors 20/1/15.
MW Circulated to Clerk at Wick and Abson Parish
- New email address set up for Village Orderly
- Mobile phones received and passed onto Clerk and Village Orderly.
- New signs received discussions with Shortwood and PCA prior to installation.

7c To RECEIVE report from District Councillor Ben Stokes

At the Safer Stronger meeting on 4th December 2014 Neil Green from Avon Invasive Weed Forum the effects Himalayan Balsam and Japanese knotweed can have on the land.

Japanese Knotweed has a legal ban so if identified we must take measures to control it. Details of the 'Big Pull' can be found on South Gloucestershire's Website

ACTION: DC to provide Clerk with information from the Avon Invasive Weed Forum for circulation to councillors.

SGC Program saved 36 million, in the last three years 43 million and is hoping to achieve another 36 million by 2020.

Sort It Centres charging for restricted non household waste need to save £400,000 per year.

DC has called a meeting with the Lead Officer of Policy, Sites and Places to discuss temporary traveller sites being made permanent. As this contradicts Greenbelt policy's DC to contest this. PPC have already submitted a detailed report on this subject.

Broadband feedback, are we experiencing teething problems or are the problems ongoing? This question to be asked of BT as financed partly by South Gloucestershire Council.

ACTION: BS to add to Chairman's report.

It was raised that the District Councillors will only be attending our Council meetings until the end of March 2015 due to the run up to elections.

No. 8. FINANCE

DW attended the meeting to discuss the Financial Regulations Policy for the Parish. The policy has been reduced due to the Parish opting out of electronic banking but the use of direct debits and standing orders has been left in.

There has been some contradiction in other parishes between the Standing Orders and Financial Regulations so these need to be double checked by the council prior to adopting them. The RFO situation was agreed as the Clerk is the RFO but a Councillor may do all the accounting which is signed off by the Clerk.

ACTION: Clerk to make an agenda item for 4th February to adopt the Financial Regulations and amendments to the standing orders.

ACTION: TS to circulate documents to allow councillors to review and comment prior to agenda item on the 4th February.

8a TO AGREE and sign cheques

Cheque list circulated prior to meeting, all cheques signed by two Councillors.

8b TO AGREE and REVIEW Pension Provision for eligible workers

Local Government Pension Scheme is in debt so recommendation to enrol in NEST pension scheme from the beginning on the financial year.

Due to the criteria for eligible workers we have to be careful of all future contractors that the parish uses and that they have a valid ECON number.

RESOLVED: All in agreement to go ahead with NEST Scheme from April 2015 and that the employer's contribution will be 2%.

8c TO REVIEW and AGREE Final Precept Figures

The Council reviewed the budget and supporting information and concluded that the unplanned spend section was too low. All in agreement to increase the precept by 2.5% to cover the potential loss of the LCTS Grant for next year and subsequent years and also to offset it against increases in fixed costs.

ACTION: Clerk to sign and return LCTR Grant form by 31st January 2015.

ACTION: Clerk to make Policy on Reserves an agenda item for 4th February 2015.

Also discussed within Council the reduction noted in our current tax base that is used to set the Precept and LCTS Grant. We have received information from SGC that this is due to a change of boundary.

ACTION: Clerk to write to SGC to express that we are not happy regarding the change as no boundary confirmation had been received. There is also an argument that there are new properties that are within our existing boundary and are paying Council Tax from date of occupation that haven't been included in our Precept.

Items added to future spend and budget

Defibrillators - £2712.00

Repairs to flooring in St Aldams Play area - £6000.00

ACTION: Clerk to add St Aldams Flooring as agenda item for 4th February.

Signs Increased to £3775.92

PCA Signs - £2500.00

ACTION: RS to inform PCA and Shortwood regarding erection of signs prior to installation.

Defibrillator for Shortwood - £1500.00

Insurance currently with underwriters regarding stolen defibrillators. No firm decision made yet regarding claim. No amount allocated for replacing the damaged defibrillator cabinet in the budget but money available.

NALC figures - these are based on electoral role, not population, so only include those registered to vote.

8d TO AGREE to appoint Internal Auditor

Agreed to continue to use Iain A Selkirk to complete the Internal Audit for 2014/2015 at a cost of £120.00.

ACTION: Clerk to send confirmation to Mr Selkirk appointing as Internal Auditor.

Since the abolition of the Audit Commission it was agreed that the External Audit is to be carried out by Grant Thornton.

No. 9. Agenda Items

9a TO CONSIDER the need to comment on the Renewables SPD and Landscape Character Assessment SPD.

Noted – No further comments

9b TO CONSIDER and **AGREE** options for Pucklechurch Character Assessment Proposals

RESOLVED: All in agreement to go ahead with the Character Assessment as proposed.

9c TO CONSIDER the Councils Activities at Pucklechurch Revel

It was noted that this event is after the election. At this time JH and LE were happy to take on the stall at the Revel.

ACTION: Clerk to complete and return form detailing our plans.

9d TO REVIEW the monies available through insurance, donations and emergency funding to agree the strategy to replace and locate defibrillators and the boxes in the Parish.

All in agreement to purchase two defibrillators and get the third free of charge at a cost of £1100.00 + VAT per defibrillator. The cabinets to house the defibrillators are £995.00 + VAT each and we have a donation of £1000.00 towards this cost from a parishioner. Following the completion of the works and confirmation of the insurance claim placing a defibrillator in Parkfield will be on the agenda.

ACTION: Clerk to order the two defibrillators getting the third free from AED

ACTION: Clerk to order three cabinets from AED for Community Centre, Old Dairy Café and Eagle Crescent.

ACTION: Clerk to discuss with AED regarding upgrading Social Club Defibrillator Cabinet.

9e TO CONSIDER supporting the purchase of an ECG machine at the Doctor's practice.

All grants are to be dealt with through the Grant Scheme and as no application was received we are unable to help. The date for the next Grant Scheme has not yet been confirmed.

ACTION: Clerk to inform Doctor's practice of the decision.

9f TO CONSIDER the Burial Ground Options.

ACTION: Clerk to defer agenda item to 4th February 2015 council meeting.

9g TO CONSIDER request from Guides to spend grant money not as agreed

This was discussed and it was agreed that the grant money must be used as per the original grant application or they will have to return the money to PPC.

ACTION: Clerk to inform Guides of the decision

9h TO DISCUSS Outputs of PCA EGM

No outputs. Next steps to be considered at the meeting on 9th February 2015.

9i To AGREE attendance at the Saturday open morning
BS and GB agreed attendance for Saturday 7th February 2015.

No.10. Date of next meeting

Wednesday 4th February 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 21:45