

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4TH
FEBRUARY 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), L. English (LE), S. Reade (SR) – District Councillor, J. Harvey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE.

J. Hawkins (JH)

NO. 2. DECLARATIONS OF INTEREST

RD declared a pecuniary interest in agenda item 9i.

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

Minutes of the meeting on 21st January 2015 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

No members of the public were in attendance.

NO. 5 CORRESPONDENCE

No correspondence received.

NO.6. PLANNING APPLICATIONS

6a PK14/4766/F 16 Maple Walk, Pucklechurch, Bristol, South Gloucestershire.

Approve with Conditions.

Noted

6b PK14/4578/F 26 St Aldams Drive Pucklechurch Bristol South Gloucestershire BS16 9QQ
Re-consultation - Erection of single storey rear extension and two storey side extension with integral garage, to provide additional living accommodation. Closing date 3rd February requested an extension from Simon Ford at SGC to submit response by 5th February after the council meeting.

After reviewing the revised plans it was agreed that the council wish to withdraw the objection previously made.

ACTION: Clerk to inform Simon Ford at SGC of this decision.

No. 7. REPORTS

7a To RECEIVE pre submitted reports from Councillors

No reports received

Report from District Councillor Steve Reade

Enforcement Received – Field near Moor Paddock, Westerleigh Road.

Council have already objected to the building of stables in the middle of the field. Appeal went to high court. Revised plans were received to build the stables by the hedge.

ACTION: SR suggests watching brief.

SR meets with Lead Officer of Policy, Sites and Places on Friday to discuss temporary traveller sites being made permanent. SR said that he will not be voting in favour of this and PPC have already submitted a detailed report on this subject.

ACTION: GB to forward PPC report to Steve Reade by Friday 5th February.

Communities budget split between Safer, Stronger and Neighbourhood Planning.

Kings Forest Forum confirmed as 23rd February 2015.

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

- Update on Defibrillators
 - Defibrillators and Cabinets ordered from AED total payable £6432.00.
 - Price for a cabinet for Shortwood Village telephone box is £995.00 + VAT. AED have assured me that this will be an 'all in price' so will include the triangle sign, green bulkhead light and plaque.
 - The Social Club internal light is still broken and AED are going to send someone out to fix this free of charge even though we are out of warranty. The part has already been ordered from Germany so it should be with them this week and they hope to have it repaired within 10 days.
 - To upgrade the Social Club defibrillator cabinet with the new improved lock mechanism will be approx. £250.00.
 - The packs that go into the boxes are normally charged extra but AED will supply us with three included in the price already quoted.
 - Cheaper quote received from Town and Country Services to lay concrete base for the defibrillator stand at Eagle Crescent. This was a saving of £164.00 + VAT so this was accepted and the work started on Friday 30th January. BS received one verbal complaint regarding the positioning of the stand by a parishioner as they state that it will be knocked down by vehicles on that corner. There were tyre marks on the grass area but nowhere near where the stand will be situated. It was noted that the council do need to consult the public with letter dropping for any future projects.
 - The stand for Eagle Crescent was supposed to be delivered Thursday 5th February however I have been informed today that it has been manufactured incorrectly so we should now receive the correct stand with the correct dimensions on Monday 16th February. I am hoping for this to then be erected on Tuesday 17th February by Town and Country Services however this date is still to be confirmed.
 - Western Power coming to put in power supply on 18th February at Eagle Crescent, but this will have to be rearranged if Town and Country Services are unable to erect the stand on Tuesday 17th February.
 - AED mentioned that we currently use the same access code on all three defibrillator cabinets but they recommend that we have three different codes for security.
ACTION: Clerk to liaise with Village Orderly and ensure that South West Ambulance Service and AED are informed of new codes.
 - AED have informed me that a donation of at least £500 should be coming our way from Cabot Circus towards the cost of replacing the stolen defibrillators.
- Iain Selkirk has been instructed to carry out internal audit and contract has been signed and returned.
- Skip has been emptied at a cost of £196.00 + VAT. I emailed asking them to complete a risk assessment before heading onto the rec as the ground was boggy

but unfortunately the lorry got stuck and had to be towed which has churned up the grass.

- Urgent swing repairs needed at Castle Road Recreational Ground. Problems with swing shackles as normally there is a bearing within an eye bolt that attaches to the chain. On these swings the chain just attaches to bolts so it was suggested that the swings were disabled with immediate effect.
 - This Week they will send a fitter to site to remove the swing chains (needs a long ladder). Price- £59 plus VAT. Then they will assess the damage and replace the worn parts. Approx. cost of repairs £100 - £150 plus VAT.
- Forwarded SGC's response regarding Oaktree Avenue to parishioner and councillors
- Emailed guides asking them to return grant money if they are not spending it as per their original request.
ACTION: Clerk to chase this up.
- Bench by the scout hut in need of repair. Parishioner interested in purchasing a memorial bench with plaque. I have emailed him all the costs and am waiting to hear back once he has discussed it with his family.
- Chased Insurance Company by email 30th January 2015.
ACTION: Clerk to chase this by telephone
- Green bin still hasn't been received, chased it again and queried the invoice as they have dated it December. I asked them to credit and re-invoice us when the bin has been received as we are not prepared to pay for this annual service from December when we don't even have the bin.
- Requested Tree Policy and Latest Report from SGC as per the Village Orderly Meeting. Response received from SGC saying that they have contacted one of their Tree Officers who advises that the Council doesn't currently have a tree policy and is also unaware of the report you are referring to as officers don't as a rule, survey Parish/Town Council's trees.
- Emailed Doctors Surgery, they claim to not know about the Grant Scheme so I advised them to look out for it on the website and in the Pucklechurch News when the next date has been confirmed.
ACTION: Clerk to circulate Community Groups emails to councillors to build up a list
ACTION: Clerk to add Doctors Surgery to this list.
ACTION: BS to add to Chairman's Report asking for email addresses.
- Contacted Richard Guise to go ahead with the Character Appraisal Report. Response received from Richard suggesting the next stage might be that he attends an inception meeting with the steering group in the next few weeks, to agree details of the project and map sourcing. However as stated in the proposal, he would actually start the project in June.
- Precept has been agreed and confirmation circulated to councillors.
- Update from meeting with Village Orderly

No. 8. FINANCE

8a TO AGREE and sign cheques

Signs Now - Signs for Pucklechurch, Shortwood and Bus stops - £3,253.92 Chq No. 2103
AED locator (EU) Ltd - Replacement Defibrillators, Cabinets and Stand for Eagle Crescent -
£6,432.00 Chq No. 2104
PWLB – Repayment of Loan - £170.24 CHAPS

All cheques signed by two Councillors.

No. 9. Agenda Items

9a TO ADOPT Financial Regulations and Amendments to Standing Orders

RESOLVED: All in agreement to adopt Financial Regulations and Amendment to Standing Orders.

ACTION: TS to send to Clerk

ACTION: Clerk to insert date agreed at the bottom of the policies and print hard copies for files.

9b TO DISCUSS and ADOPT a Policy on Reserves.

Councillors received example policies for other Parishes prior to the meeting and agreed that there were good bits in all of them that we could adopt to PPC. It was suggested that a risk assessment be carried out and a base line/minimum operating cost set.

ACTION: TS to put draft policy together to be reviewed by the Finance Working Group before the Council meeting on 18th March.

9c TO CONSIDER options for the Burial Ground in preparation for public consultation.

It was pointed out that there are two separate issues regarding the burial ground, one being that the burial ground has closed due to it being full and the second being the extension of the burial ground. It was discussed that the closure of the burial ground be added to the Chairman's report so that we can review the feedback and take the next steps accordingly.

ACTION: BS to add to Chairman's Report.

9d TO DISCUSS and AGREE to purchase a defibrillator for Parkfield

The costs and practicalities need to be looked into further. There has already been research into the location of defibrillators and the mapping identified it as being an area to try and cover but not to give them their own. There were past issues with the placement of the defibrillator as there were concerns over insurance claims should someone have an accident on their land.

ACTION: RD to take on this project and report back to Clerk to take to Council.

9e TO DISCUSS and AGREE to purchase defibrillator cabinets for Parkfield and Shortwood Village.

Shortwood have already started fund raising towards the cost of a defibrillator. TS will be meeting with them next week to discuss the finer details.

It was suggested that once Shortwood have researched the total cost of installing the defibrillator that the balance after their contribution is deducted is paid by PPC through the grant scheme.

ACTION: TS to report back after meeting with Shortwood.

ACTION: Defer Parkfield Cabinet until outcome of Agenda Item 9d.

9f TO DISCUSS and AGREE to upgrade the defibrillator cabinet at the Social Club

All agreed to upgrade lock and reinforce sides at an approximate cost of £250.00. We do not require the Smartwater security as we have a guardian overseeing the defibrillators and checking them every fortnight.

ACTION: Clerk to contact AED to instruct them to carry out this work.

9g TO COMPLETE Barriers to Neighbourhood Planning Survey

Survey completed in meeting.

ACTION: Clerk to contact Deborah White – ALCA regarding the personal details section of the form.

9h TO DISCUSS and AGREE the next steps with regards to the Play Area Flooring at St Aldams.

Quotes received from three suppliers to replace surfacing with rubber bonded shred under Cantilever Swing and at the bottom of the slides. Goal Mouth soil and turf.

There is an option to replace with grass mats but the life expectancy is only 3 years compared to 7-10 years for the bonded shred.

RESOLVED: All in agreement to go ahead with Greenfield's quotation.

ACTION: Clerk to organise work with contractor.

ACTION: Clerk to get quotation from Greenfields for the area inside the park by the swings.

9i TO DISCUSS and AGREE the request to consider a van for the Village Orderly

It was discussed that the original Village Orderly job description needs to be looked at to determine what's appropriate for the job and to carry out the necessary risk assessments. Financial implications need to be considered and it was mentioned that leasing a van could be an option if it was agreed to provide a van. Costs of providing a vehicle to be compared with costs of contracting out the work.

It was suggested that a working group be set up to look into this further.

ACTION: Working group GB, LE and MS to investigate further.

ACTION: BS to carry out risk assessments.

9j TO DISCUSS and AGREE selling of equipment

This item has been deferred until the outcome of agenda item 9i.

9k TO ADOPT proposed Tree Safety Management Policy and to **AGREE** to a survey by Silverbirch.

Issues reported on the last Silverbirch Survey have not been actioned. Draft Tree Safety Policy for PPC has been written by Village Orderly and circulated to councillors.

RESOLVED: All in agreement to survey from Silverbirch and to adopt the Tree Safety Policy.

ACTION: TS to contact Silverbirch to instruct them to carry out the search.

ACTION: TS to add to calendar of recurring actions.

10. The Chair then proposed two items for decision:

The confirmation of Jodie Harvey to the role of clerk

Resolved: Agreed

To identify topics for the Chairman's Report in Pucklechurch News and confirm key dates:

Resolved: Annual Parish Meeting to be held on the 24th April 2015 Agenda to be agreed

The Spring Clean to be cancelled due to lack of support

The Big Pull be arranged in line with SGC dates

11. Date of next meeting

Wednesday 18th February 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 21:25