

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18<sup>TH</sup>  
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), J. Hawkins (JH), J. Harvey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**NO. 2. DECLARATIONS OF INTEREST**

TS and MW – Pucklechurch Community Association

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

**ACTION:** Clerk to find dispensation paperwork for TS and MW to complete.

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

Minutes of the meeting on 4<sup>th</sup> February 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**

**5a** Email from SGC regarding Travellers in Bitton Parish.

**Noted**

**5b** PVSSC donate £100.00 towards the Defibrillator Fund.

**Noted**

**ACTION:** Clerk to write to PVSSC to thank them for their kind donation.

**5c** Complaint from Parishioner regarding SGC Streetcare Team.

**Noted**

**5d** Email from parishioner to SGC regarding request for a pedestrian crossing to be added to the Westerleigh Road in Pucklechurch.

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> March 2015.

**5e** Email from Winston's Wish - Childhood Bereavement Charity. Support program SWITCH wish to print an article in the Pucklechurch Newsletter.

**Noted** – Clerk has already provided them with contact details for the editor of the Pucklechurch News.

Clerk to send any future information to [webmaster@pucklechurch.org](mailto:webmaster@pucklechurch.org)

**5f** New Macmillan Cancer Support Service launches in South Gloucestershire – Volunteers Needed.

**Noted**

**ACTION:** GB to add to community website.

**5g** Letter regarding path across St Aldams to Surgery.

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> March 2015.

**5h** Letter from Avon Fire Authority regarding Chinese Lanterns.

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> March 2015.

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

**6a** PK14/4831/F Coxgrove Lodge Coxgrove Hill Pucklechurch Bristol South Gloucestershire. Alterations to existing roof line to form new gable on rear elevation.

Notice of decision – Refusal

**Noted**

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

Notice of decision – Approve

**Noted**

**6c** PK14/2247/F Land Rear of 37 Parkfield Rank, Parkfield Road, Pucklechurch. Engineering operations to facilitate the construction of outdoor riding area with associated post and rail fence. (Re-submission of PK14/0897/F)

Notice of decision – Approve subject to conditions

**Noted**

**6d** 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

Notice of decision – Approve with conditions

**Noted**

## **No. 7. REPORTS**

**7a** To RECEIVE pre submitted reports from Councillors

M4 Westerleigh Road

Confusion over this bridge being within Pucklechurch Parish Council but it is in fact the bridge by the Folly Pub which is outside our existing boundary. There is currently no live consultation.

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

- Green bin now received in burial ground.
- Redford Lane response circulated to councillors.
- Graffiti removed from Oaktree Avenue.
- Swing at Castle Road, needs new swing chains as they are 40% worn. There is a two week turn around on getting this repaired due to the length of the chains not being held in stock. Cost of repairs £115.00 + VAT.
- Defibrillator project at Eagle Crescent has been put on hold due to Western Power informing us that we need a Haldo Pillar before they can commence work. The defibrillator stand has now been received so we are ready to proceed with this project once the Haldo pillar has been erected.
- Requested update on Policeman's Hill, awaiting response.
- Three people this year have been added to the Allotment waiting list.  
**ACTION:** Clerk to meet with JH regarding the allotments
- Silverbirch have been given the go ahead to survey the trees. I have been informed that they will start this at the beginning of April when the trees have flushed in order to inspect their condition

- Emailed Andrew Birch at SGC regarding the precept boundary. My email has been passed to Natalie Carr, Democratic Services Manager for her to respond to.
- Royal Garden Party - Dundry Parish and Bleadon Parish pulled out of hat to attend
- Fastsms – Virtual text number renewed for one year at a cost of £99.00 + VAT
- Millennium Stone light repairs, scheduled for 26<sup>th</sup> February by Allied Electrical at a cost of approx. £240.00 + VAT. There is currently so much water in the light that they are unable to quote accurately as they are not sure what parts can be salvaged.
- We are changing the supplier for our VOIP phone service for the telephone number 0117 214 0551. Current company will not allow us to pay by cheque or direct debit so it is being paid by a councillor's credit card. New company Timico will control the service through an app on the PPC mobile phone and we will pay a set fee per month rather than get charged every time we received a call. £9.85 + VAT per month with one off cost of £19.00 + VAT to port number. Current usage charges over the last two months have been £13.60 per month.
- Bio Diversity Team contacted, John Morris is now on annual leave for a week but was really excited to work with us so will contact me on his return to arrange a date to come to the Village.
- Wrote letter accepting quote from Greenfields and unsuccessful letters to SJ Aplin and GB Sport and Leisure for St Aldams flooring.
- Chased SGC for Localism Contract (additional grass cutting and dog bin emptying) – reply received that we will receive it early March.
- Received email from guides who said they will be using the grant as per the original request and will send through evidence as per the grant monitoring form.
- Grant monitoring form received from St Thomas a Becket Church for Floodlighting.
- Tender received from D Gay to cut grass at the burial ground.  
**ACTION:** Clerk to contact Mr Gay to request his ECON number.
- Brownies letter received asking to donate a tree to the local community and plant it outside the scout hut.  
**ACTION:** Clerk to pass on letter to PCA
- Notice boards will be put up by Monday at the latest after the job was cancelled yesterday.

Road Verge Seminar – Doynton – Thursday 26<sup>th</sup> March 14:00 – 16:00

It was suggested that our Village Orderly attend this seminar. After a discussion on whether verges are specified in the job description of the Village Orderly it was agreed that a place be booked and cancelled nearer the time if deemed necessary.

**ACTION:** Clerk to contact Doynton and book a place for Village Orderly.

## **No. 8. FINANCE**

### **8a TO AGREE and sign cheques**

All cheques agreed by Council and were signed by two Councillors.

- South Gloucestershire Council - Garden Waste Bin for Burial ground - £36.00 Cheque No. 2105
- D Gay - Burial Ground Yearly Cut and Trim - £686.00 Cheque No. 2106
- Salaries / NI & PAYE - £1892.33 Cheque No's 2107, 2108 and 2109
- Haldo Development Ltd - Electric Pole and box for Defibrillator Eagle Crescent - £287.63 Cheque No. 2110
- South Gloucestershire Council - Quarterly Payment for Dog Bins and Groundwork £1,540.47 Cheque No. 2111
- Fast SMS Ltd - Virtual Text Number held for a year £118.80 Cheque No. 2112
- A Sharpe - Rec Litter Picking - £178.00 Cheque No. 2113
- PCA - Room Hire - £44.66 Cheque No. 2114

- EDF Energy - Electric for Millennium Stone £43.91 Cheque No. 2115

#### **8b** To RECEIVE monthly update from the finance group

By the end of the year we will have a reserve of £30,000 and circa £8000 in the current account. There are some projects where money has been assigned but not physically spent due to timing of the project e.g. Charter Assessment, Election Fees, Tree Survey and Shortwood Defibrillator. This amounts to approximately £6000.00 to carry forward.

### **No. 9. Agenda Items**

**9a** To WORK through the outstanding actions on the tracker and to AGREE against each item: Is it still to be completed? Who will be doing it? When will it be completed?

The list of items on the action tracker was discussed by the council with a view of either keeping it or removing it and allocating it to a person to deal with.

**ACTION:** Draft Minutes for Annual Parish Meeting 2014 to be completed by the Clerk and BS by the next council meeting on 4<sup>th</sup> March 2015.

**ACTION:** Bus stop notice boards and additional parish notice boards to be completed by BS by end of March 2015.

**ACTION:** St Aldams tree replacement no longer to be actioned, remove from Action Tracker.

**ACTION:** Woodland - Clerk to search laptop for all information on BRERC and forward to MS.

**ACTION:** St Aldams Signage, agreed not to action due to it being unenforceable, remove from Action Tracker.

**ACTION:** Community Assets – Clerk to make agenda item

**ACTION:** Moor Field remove from Action Tracker, no further action to be taken

**ACTION:** Councillor Information Event remove from Action Tracker as this has been completed, event held in Patchway, published in Chairman's report and posted on social media websites.

**ACTION:** Defibrillator plaque as an agenda item TS

**ACTION:** PPC's next actions for speed watch – Clerk/ BS to review correspondence

**ACTION:** Pedestrian Crossing for Westerleigh Road – Clerk to add as agenda item and invite Chris Harris to come and talk about options.

**ACTION:** BS to look into Memorial Bench Policy and if it has been already completed.

**ACTION:** Local Council Award Scheme remove from Action Tracker as not currently in place with NALC.

**ACTION:** PCA next steps, awaiting PCA AGM output

**ACTION:** Clerk and BS to go through the list in more detail on Friday 20<sup>th</sup> February at 10:00am.

**9b** To CONSIDER any action the Council might wish to take regarding the information from the PCA, being, no decision on the future of the hall will be taken by the PCA until its AGM in May.

The PCA will give us three months' notice should they decide to dissolve at the next AGM. The notice period legalities for a Charity Organisation have been looked into by the PCA Accountant. The PCA have no assets or known liabilities there are no volunteers coming forward to run it at present.

PPC have not budgeted in their precept to financially take on the running of the PCA.

Council agreed that they need to be prepared and to look into a short, medium and long term plan.

The makeover plans were discussed with a further request to be put to them for the information they collated. **ACTION:** BS

**ACTION:** Working group agreed GB, TS and JH to explore modules for running PCA and short term contingency plan.

**ACTION:** JH will look for any information regarding the makeover documentation

**9c** To CONSIDER the Council's action regarding the PCA signage and AGREE a response to the PCA

**ACTION:** Agreed to defer this until the outcome of the PCA's decision in May.

**ACTION:** Clerk to write to PCA Secretary outlining why we had come to this decision and that once the PPC were aware of who would be running the hall then the appropriate wording could be arranged for the sign.

**9d** To DISCUSS the records kept of Parish Council meetings in order to facilitate a comprehensive record of the situation that requires resolution, the options and issues considered and the reasons behind decisions made.

It was mentioned that the background information supporting the agenda items should be provided prior to the meeting. All councillors must read all supporting information before the meeting so that they have a full understanding of what is being discussed. Councillors were happy that the Clerk references all supporting documentation by agenda number. The minutes of a meeting are a statutory legal requirement and should reflect the decisions made by the council.

**9e** To CONSIDER actions to be taken, if any, against the list previously circulated from the Saturday morning Walk in.

Only two people attended the Saturday morning walk in and the following items were raised as issues:

- Access path required to Doctor's Surgery from Oaktree Avenue.
  - Letter received Clerk already has an action to make this an agenda item on 4<sup>th</sup> March.
- Multi User Path - When will it be finished?, **ACTION:** BS to update following Kings Forest Forum
- Parking on Oaktree Avenue
  - Letter already received and forwarded to South Gloucestershire Council and added to the Chairman's Report as per the meeting on 21<sup>st</sup> January 2015.
- Housing on Oaktree Avenue - Where is it being built? Two areas were identified by SGC for development. There are planning applications expected
- No bus to Emersons Green - Why not?
  - **ACTION:** Clerk to contact Sainsbury's regarding their intention to discontinue the bus from Pucklechurch to Sainsbury's Emersons Green.
- Village shop is closing down? Not yet substantiated
- Dog mess and smell from the bin in the graveyard
  - **ACTION:** Clerk to forward complaints onto St Thomas a Beckett Church
  - **ACTION:** BS to add general fouling of the Parish in the next Chairman's Report.
- Not enough bins in the village and dog mess on the Rec
  - **ACTION:** Clerk to add this as an agenda item for 4<sup>th</sup> March 2015

**9f** To AGREE to Pucklechurch Revel using the Recreational Ground for upcoming events. Pram Race - 18<sup>th</sup> June 2016 15:00 - 21:00 and Pucklechurch Revel Day - 20<sup>th</sup> June 2016 08:00 - 21:00.

This was discussed and agreed by councillors. It was mentioned that the Revel will be responsible for their insurance and risk assessments.

**ACTION:** Clerk to send standard letter to the Revel detailing the above.

**9g** To REVIEW and RESPOND to the consultation regarding proposed changes to Local Welfare Grants Scheme.

Central government have to make cuts and redefine who can qualify for grants. This is an emergency fund for people in dire need. It was discussed that if PPC say no to this year then SGC will have to sort it out and take the funding from elsewhere. Concerns were raised how this would affect our community.

**ACTION:** Clerk to respond to consultation stating Option 3: Cease the current scheme in line with the loss of specific grant.

**9h** To DISCUSS and CONSIDER a response to Joint Strategic Planning Strategy Consultation. Call for Sites - Housing and Economic Land Availability Assessment. Closing Date 6<sup>th</sup> March 2015.

**RESOLVED:** No action to be taken. Earlier responses in the Policies, Sites and Places consultation

**9i** To CONSIDER accepting the settlement figure from Allianz Insurance for the stolen defibrillator.

An update has been received since the previous correspondence was circulated. The Insurance Company are now stating that they have had a response from the underwriters as below:

*We previously stated that only 1 defibrillator would be covered however under the policy wording section 2A property damage there has to be forcible violent entry/exit for us to cover any items defined as contents. No buildings cover is in place so the only description we would consider is under contents and as stated cover is not in place.*

As a crow bar was used to force entry this decision needs to be challenged and it was suggested that we involve the ombudsman.

**ACTION:** Clerk to write official letter to Insurance Company, querying that the community defibrillators are listed on our schedule and this would have been reflected in the premium we have been paying.

The donation of £1000 from a parishioner has been paid to South West Ambulance Service Trust (SWAST) instead of being paid directly to PPC. SWAST are now stating that they are able to supply us with a defibrillator rather than cash. As the order for replacement defibrillators has already been placed through AED Locator we have informed them that we do not wish to have another defibrillator but would request that a cheque for the full £1000 is paid to PPC as soon as possible.

## **10. Saturday Surgery 7<sup>th</sup> March 2015**

JH and LE to attend.

## **11. Date of next meeting**

**Wednesday 4<sup>th</sup> March 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:45