

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4TH MARCH 2015, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. B. Symons Chairman (BS), T. Symons (TS), R. Dunning (RD), L. English (LE), J. Hawkins (JH), S Reade – District Councillor (SR), J. Harvey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE.

G. Boyle - Vice Chair (GB)
M. S. Smith (MS)
M. Watson (MW)

NO. 2. DECLARATIONS OF INTEREST

LE declared a non-pecuniary interest in item 6a.

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

Minutes of the meeting on 18th February 2015 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

A parishioner attended the meeting to say thank you to the Council for organising the new bus shelter notice boards.

There was a suggestion that we may wish to consider advertising the free bus that runs from Pucklechurch to Emerson's Green. This service runs on Thursday mornings at 9.30am returning at 11.30am. Concerns were expressed that this service may be cancelled should there not be an increase in numbers.

NO. 5 CORRESPONDENCE

5a No Smoking Day – 11th March 2015.

Noted

5b Email from Parishioner regarding excessive noise pollution from Pucklechurch Sports and Social Club, St Aldams Drive.

Noted – Clerk has already passed this onto SGC to investigate further. Councillor English has encouraged Parishioners to report any further incidents direct to the Police or SGC.

5c Ordinary Elections for Parish and Town Councils 2015.

Noted

ACTION: BS to advertise election on bus shelter noticeboard

5d Email from Kingswood Community Transport who help transport disadvantage people in the South Gloucestershire are seeking grant funding.

ACTION: BS to advertise on noticeboards.

ACTION: Clerk to write back informing them that the grant scheme has finished but to keep an eye out on our website for the next round.

ACTION: Clerk to add to community groups mailing list.

NO.6. PLANNING APPLICATIONS

6a [PK15/0752/F](#) 9 St Aldams Drive Pucklechurch Bristol South Gloucestershire BS16 9QQ. Demolition of existing garage and erection of 1no. Attached dwelling with access and associated works.

There is a clear issue with the parking arrangement - the development of the two driveways reduces the number of on-street parking spaces in an already congested area.

SGC parking standards policy says:

"With respect to infill development in existing urban areas the requirement for visitor parking should be provided for within the application area. It will not be acceptable to assume this additional requirement can be catered for in nearby existing streets."

Number 9 will only be providing 2 spaces for what is a 3 bed house - 2.2 spaces are required including the visitor allocation

New house will provide 2 spaces - fine for a 2 bed

However the SPD also says:

The council has in recent years seen substantial numbers of planning applications for the conversion of existing dwellings into flats and changes of use from residential dwellings to houses in multiple occupation. Such developments can, if inappropriately located and/ or by becoming concentrated in a locality, increase local on-street parking problems. It can also undermine amenity and street character by leading to the removal of front garden walls and landscaping to accommodate parking on private amenity space.

4.2 Policy H5 – Residential conversions, houses in multiple occupation and re-use of buildings for residential purposes of the South Gloucestershire Local Plan (see appendix B) sets out considerations for ensuring the subdivision and conversion of existing buildings into flats and HiMOs respect the character of the street and retains an acceptable level of parking and private amenity space.

4.3 With regard to the conversion of existing buildings for flats, subdivision into two or more properties will generally be welcome where parking is provided on plot in accordance with the standards in Appendix A so it does not cause or add to existing parking problems in the locality.

Parking should also be provided in accordance with Policy H5 (criteria A, C & D). The following bullet points provide further explanation with regard these criteria in respect of parking provision:

** proposals should not prejudice the character of the area (criterion A), e.g. through the loss of front garden walls, trees or other vegetation that comprise a key characteristic of the appearance of the street*

**there should be no unacceptable loss of private amenity space (criterion D), through for example, converting rear gardens into hard space for parking. It would be expected that adequate private amenity space is retained to provide for sitting out, the drying of clothes, storage of cycles and bins (if necessary) and some green space and / or planting beds and*

**in providing an acceptable level of parking (criterion C) in accordance with the standards, it does not lead to the loss of unallocated on-street parking space(s), for example, through the formation of a driveway, where such roadside parking spaces provide the primary means of parking in the locality, as is the case for example in many Victorian terraced streets found in the inner urban suburbs within the district*

Objection

PPC believes the application does not comply with SGC's requirements for residential parking standards. PPC acknowledges that 4 spaces are being provided on site for the two properties however these must be balanced against the fact that the development:

1. will cause or add to the existing parking problems in the area - (these are well-attested to by our Community Plan survey results) since the two driveways that are proposed will lead to the loss of unallocated on-street parking spaces where such roadside parking spaces provide the primary means of parking in the locality - i.e. along virtually the whole of the road adjacent to the development site.
2. will only provide 2 spaces on site for Number 9 when the size of the house should require at least 2.2 accounting for visitors and it is not be acceptable to assume this additional requirement can be catered for in nearby existing streets especially when on street parking has been reduced

6b [PK15/0582/O](#) Land off Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9RP. Erection of 3 no. detached dwellings (Outline) with all matters reserved.

Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward. This type of planning application allows fewer details about the proposal to be submitted. Once outline permission has been granted, approval of the details ("reserved matters") is required before work can start. These details will be the subject of a "reserved matters" application at a later stage.

Objection

The principle of the development of this land is not in question however the indicative massing of the proposed properties does not reflect the vast majority of houses in the area and may not accord with Policy CS16 Housing Density in which all housing development will be expected to make efficient use of land, maximising the amount of housing supplied. The Design and Access statement supplied acknowledges that the surrounding residential development is characterised by 2 storey semi-detached and terraced houses: these houses are considerably smaller than those proposed. Furthermore given the indicative sizes of the proposed houses it is not clear that they will meet the most pressing local housing needs. The area available for development (0.3ha) lies within a rural area as defined in the Core Strategy and therefore the rural affordable housing threshold under Policy CS18 of the Council's adopted Core Strategy Development Plan Document may also apply since the development site measures more than 0.2 of a hectare.

6c Street Trading Application – Softies Ice Cream. Consultation ends 17th March 2015.

No objection

6d Street Trading Application – Maverick’s Ice Cream. Consultation Reference LI15/0038/STM ends 12th March 2015.

No objection

6e 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).

Notice of decision: Approve with conditions

Noted

6f PK14/4164/F 25 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL. Erection of 1no. detached dwelling and detached garage with access and associated works. Called in for a site visit by district councillor Stephen Reade.

Noted

6g PK14/4166/F 25 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL. Erection of 3no. detached dwellings and 3no detached garages with access and associated works. Erection of detached garage for existing dwelling. (Resubmission of PK14/1205/F).

Notice of decision: Split Decision

Noted

6h PK14/4578/F 26 St Aldams Drive Pucklechurch Bristol South Gloucestershire BS16 9QQ. Erection of single storey rear extension and two storey side extension with integral garage, to provide additional living accommodation. Notice of decision: Approve with conditions.

Noted

6i PK14/4744/F Land Known As Plot 2 Siston Lane Siston South Gloucestershire. Erection of replacement stables and hay feed room. Notice of decision: Subject to conditions.

Noted

No. 7. REPORTS

7a To RECEIVE pre submitted reports from Councillors

No reports received.

7b To RECEIVE Report from District Councillor(s)

The Council has received £75,500.00 from the Kings Forest Forum, to continue the multi user path on Shortwood Road. SR apologised that the full amount of £217,000.00 was not granted but they will be continuing to seek funding in the future. SGC have put aside some money to start the pavement in Oaktree Avenue, he will continue to seek further funding.

The Council passed on their thanks to both Stephen Reade and Ben Stokes for their support as District Councillors.

7c To RECEIVE and NOTE a verbal report from the Clerk

- St Aldams Play Area Path - Email received from Greenfields who have inspected the path and their view is that the path is fine and needs no work. They state that it is spongy in a few small areas but that’s the nature of the product. SGC have also stated that the path was installed as part of the playbuilder project and was inspected by an independent RoSPA inspector who signed off the project as fit and safe for public use.

ACTION: TS to remove from Action Tracker.

- Letter sent to Art Packer thanking PVSSC for their donation towards the replacement defibrillators.
- Booked Village Orderly onto Road Verge Seminar.
- Contacted D Gay regarding Company details, no ECON number has been supplied
- Passed on brownies letter to PCA.
- Submitted Welfare Grant survey to SGC.
- Chased John Morris for availability regarding Bio Diversity Project.
- Reported litter build up on the verges on the Westerleigh Road and at the junction of Oaktree Avenue and Abson Road.
- Erection of large plastic storage box at St Thomas a Becket Church reported to SGC as per SMS message received. Reference COM/15/0109/OD.
- Sent letter to Pucklechurch Revel granting permission to use the Recreational Ground for 2015. I was unable to find standard terms and conditions for use of the recreation ground, does the Council require this as an action to take forward and incorporate the Chinese Lanterns within this project?
ACTION: Clerk to write Standard Terms and Conditions to be adopted by the Council
- Millennium Stone Light – SMS message received saying Light at millennium stone broken and surround has been removed. This has now been made good. (On 21st April 2010 the Council took the decision to take out the bulb and look at the cost of installing a solar light but to leave the supply for the Christmas tree lights). We are currently paying a fixed price for electricity so it was suggested that we review that decision.
ACTION: Clerk to make agenda item for 18th March
- Sent PCA dispensation form to TS and MW for completion.
ACTION: Clerk to make agenda item once received signed copy from MW
- Annual Parish Minutes 14.05.14 circulated to councillors for information.
- New notice boards have been erected at the Community Centre and Shortwood chapel.
- Update on Redford Lane circulated to councillors.
- Allianz complaints department are now looking into our insurance claim.
- PPC have been removed from AED's website which detailed the location of our defibrillators.
- ROSPA Play inspections will be carried out in April at a cost of £475.20 + VAT
- Mobile phone policy read by Clerk and circulated to Village Orderly.
- Baseball backing and frame at Eagle Crescent needs replacing, two quotes received contract awarded to Parkfield Renovations for £555.00 + VAT. Work to commence in the next 3-4 weeks.

- Circulated response from Andrew Birch and Natalie Carr regarding Council Tax Boundary and Precept Figures. The Council were concerned that its questions had not been fully answered.
ACTION: Clerk to make agenda item for 18th March
- Bristol Regional Environmental Record Centre (BRERC) - Forwarded Information to MS and emailed Abigail Pedlow at BRERC to carry out survey as agreed on 3rd September 2014 Agenda item 8g. Quotation £565.00 + VAT. Received response that they will wait a month or two before carrying out the survey and will ask the surveyors to consider the woods as an educational resource in their report.
- Assets of Community Value, Agenda Item 10d 18th June 2014 working party agreed MS and MW.
- Sustainable Energy Group – 19th March 2014 Agenda item 10b Action: MS to undertake.
- Pucklechurch Limited Edition – will advertise this once more in the Pucklechurch News.
ACTION: Clerk to liaise with BS regarding the advertising of this. To promote at the Parish annual Meeting.
- Shortwood Play Area - lease expires 25th March 2015, wrote to Mrs and Mrs Hall asking them if we can renew the lease or would they consider selling us the land.
- Speed watch, all reviewed correspondence, last action was to advertise for volunteers. Proposed Action to add this to the agenda for the Annual Parish meeting on 22nd April.
- Westerleigh Road Crossing - Wrote to Chris Harris SGC inviting him to attend a council meeting to discuss this in more detail. He has confirmed attendance on the 18th March so this item has been deferred until that meeting.
ACTION: Agenda item on the 18th March
- Memorial Bench Policy agreed 20.08.14 Agenda Item 10d.
- Horses using Tunnel at Coxgrove Hill – email received from Ann Partridge - Streetcare on 1st July 2014 stating that the path is presently being monitored in terms of horse use but the current arrangement is that the gate allows the path to be used by all (parents with buggies, wheelchairs etc) and restricting the width would deny access for some users. Email forwarded to MS.
- Hillview Road Flooding - In September 2014 Streetcare surveyed the system and found that British Gas had put their service main through the drainage pipe run in two separate locations within the gardens. British Gas were notified of this and they attended site on 29th Sept 2014 and made good the damage to the drainage system. There is still a blockage between No. 14 and No.16 in the front gardens. At the moment, it's not known what is causing the blockage, SGC plan to dig down on the pipe to determine what the problem is and fix it. It is SGC's intention to carry out these works within the next three months. An additional gully will not be required.
- Footpath at St Aldams Play Area - Emailed Tina Rainey - response received and circulated by BS to rest of council.
ACTION: Agenda item on the 18th March
- St Aldams Play Area Signage – no decision was ever made

- Fly Tipping Kings Lane – email received from Alison Richards SGC Street Cleaning on 1st August 2014 saying it's not SGC land its private land so no action can be taken.
- Overgrown Trees 42 Oaktree Avenue reference number 185045. SGC will make an initial assessment within 10 working days and if this finds an issue, it will be prioritised and added to the works schedule.
- Footpath between Laurel Farm and St Aldams Farm – Overgrown Vegetation emailed Alison Richards for an update reference number: 184994
- Gate Posts at Court Farm – no relevant information found
ACTION: Agenda item 18th March
- Land Grabbing around Oak Tree Avenue – need more information
ACTION: Agenda item 18th March
- Footpath LPU/58/20 used as dumping ground, email found dated March 2014, what action do the council require?
ACTION: Agenda item 18th March
- Rebecca's Garden – Agenda item 17th April 2013, letter sent to Mrs Hudd 23rd April 2013 but no response ever received
ACTION: Agenda item 18th March

No. 8. FINANCE

8a TO AGREE and sign cheques

All cheques agreed and signed by two Councillors.

- Haldo Development Ltd - Cost for Electric Pole for Eagle Crescent - cheque re-written as VAT not included in original quote - £345.16 Cheque No. 2116
- Haldo Development Ltd - Cancelled Cheque - £287.63 Cheque No. 2110
- BT – Purchase of Shortwood Phone box for defibrillator - £1.00 Cheque No. 2117

No. 9. Agenda Items

9a TO AGREE proposed reserve policy

To enable the council to agree the figure in reserve the policy was linked to the Financial Risk Assessment
Proposed and all in agreement

ACTION: Policy adopted

9b TO ADOPT the Complaints, Disciplinary and Grievance Policies.

Grievance Policy

A couple of amendments were suggested to remove the word 'work' when referring to a colleague and to amend the appeal section to write to the Chairman, Vice Chairman or Clerk of *Pucklechurch Parish Council*.

Proposed and all in agreement to adopt this policy once these changes have been made.

ACTION: Policy adopted

Disciplinary Policy

A line needs to be moved up to the row above and a couple of small tweaks need to be made with regards to the wording for the complaint procedures.

Proposed and all in agreement to adopt the policy once the changes have been made.

ACTION: Policy adopted

Complaints Policy

No amendments to be made.

Proposed and all in agreement to adopt the policy.

ACTION: Policy adopted

9c TO REVIEW current list of policies and AGREE what policies are missing against a circulated recommended list.

This has surfaced due to the internal and external audits that will be carried out in the next few weeks. A list of policies was found on the Clerk's computer but it was incomplete. D White from ALCA has been contacted to find out which policies are essential.

After a discussion it was agreed that the key policies that PPC are missing are Health and Safety, Lone Worker, Data Protection, Corporate Governance and Bullying and Harassment.

ACTION: BS to take the list of policies to the ALCA county committee for them to review and consider providing model templates.

9d TO REVIEW Action Tracker items previously discussed in Council and AGREE and NOTE or REASSIGN actions as agreed. New actions are to be reviewed at the meeting on the 18th March.

ACTION: Assets of Community Value – Clerk to make agenda item for 18th March MS, MW

ACTION: To ensure Clerk is up to date on all areas before the election, BS pointed out that as a current council we only have eight weeks left before elections and at this time the Clerk should be up to speed with all aspects of the council.

ACTION: Sustainable Energy Group – Clerk to invite them to attend the Annual Parish Meeting on 22nd April. Clerk to liaise with MS for contact details.

ACTION: Pucklechurch Limited Edition Prints – to be added to Annual Parish Meeting

ACTION: Speedwatch – not Parish Council responsibility, no support came forward for future Speed watch, it was agreed that the action would be closed but added as an agenda item at the Annual Parish Meeting.

ACTION: Allotment Lease – JH amending wording as per previous email. Clerk to make agenda item for 18th March to adopt the changes and to receive quarterly review.

ACTION: Clerk to email community groups to confirm they wish to be included in future email correspondence.

ACTION: Clerk to add Parkfield defibrillator to agenda on 18th March

ACTION: Clerk to liaise with Village Orderly on shrub land/tree annual maintenance report.

ACTION: Clerk to chase Greenfield's for a date on when the St Aldams Play area flooring will be started.

ACTION: Clerk to add Village Orderly request for a van and review of job description to the agenda on 18th March.

ACTION: Clerk to add Council Tax boundary and precept to agenda on 18th March to discuss emails received from SGC.

ACTION: Emergency plan to be added to agenda on 18th March.

ACTION: Clerk to add Action Tracker new items to agenda on 18th March.

9e TO ADOPT the Annual Calendar of agenda events.

Proposed and adopted by the Council. This will be a guide to the Clerk and Councillors with regards to reports and agenda items.

ACTION: Calendar adopted

9g TO CONSIDER and AGREE what items are to go into the Bus Stop notice boards

ACTION: BS to add Annual Parish Meeting Information, How to become a Parish Councillor/Election, Free bus service to Emerson's Green.

9h TO AGREE the Council's policy on the use of contractors with regard to its legal obligations

The legal obligations and employee rights were discussed and concerns were raised over what PPC could be faced with in the future should we continue with the current process.

ACTION: Resolved to use or contract its work to those who can provide evidence of ECON Number, VAT Number or Registered Company Name only.

9i TO ACCEPT the PCA Dispensation forms for Tina Symons and Malcom Watson

Form received from TS – this was accepted by the council.

Dispensation was with regards to being a Member of the PCA and also a Trustee of the hall

ACTION: TS form accepted, Clerk to chase MW for his form and make agenda item for 18th March

9j TO COMPLY with legislation by registering the Council under the Data Protection at a cost of £35.

Proposed and all in agreement to register under this act

ACTION: TS to register the Council.

9k TO AUTHORISE the Parish Clerk to sign the lease for the purchase of the Shortwood phone Kiosk from BT which will be then used to house the new Shortwood Community Defib

ACTION: Clerk authorised to sign the lease.

9l TO COMPLETE the VCSE Annual Survey during the meeting

ACTION: Survey completed and submitted during the meeting.

9m TO AUTHORISE the clerk to register for SGC's New Online Grant System
All agreed.

ACTION: Clerk to register for online grants this will allow us to apply for grants from SGC

9n TO CONSIDER the Council's actions and responsibilities regarding the Crime and Disorder Act 1998.

There were concerns that the council are not being proactive now that the Police do not attend Council meetings with updates on the area. Police report at Safer, Stronger meetings. The proposed police website tells individuals how many reported incidents have occurred in Pucklechurch which is our only source of information. PPC will then be able to monitor trends.

Proposed to adopt this as a quarterly report.

ACTION: Clerk to add this to the calendar to be reviewed quarterly. It was suggested that the quarter starts after the next Safer, Stronger meeting which will be in 6 weeks.

10. Date of next meeting

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

The Council meeting closed at 21:55