

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18<sup>TH</sup>  
MARCH 2015, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY  
CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons Chairman (BS), G. Boyle - Vice Chair (GB), T. Symons (TS), M. S. Smith (MS), M. Watson (MW), R. Dunning (RD), 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 declared a pecuniary interest in item 9f.

RD declared a pecuniary interest in item 9h and left the meeting whilst discussions took place.

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

Minutes of the meeting on 4<sup>th</sup> March 2015 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**4a TO RECEIVE a presentation by Chris Harris SGC**

Mr Harris from SGC Traffic Management (Assess & Decide) team was invited to attend the meeting to discuss the processes of allocation of funding and also to specifically discuss the request for a crossing on the Westerleigh Road.

A team was set up in 2012 to deal with the task register of work as part of the Capital Programme. Due to the volume of tasks in January 2013 a new team named Assess and Decide was set up. Items on the list are fully investigated and they look into other reports such as Traffic Surveys and Air Quality reports not just the number of accidents. The priority list is chosen by the Committee Members of the Area Forum and the funding limit for each forum is £100,000. This figure is set to reduce to £67,000 in 2016/2017. Mr Harris did inform the Council that the decision can be swayed right up to the last minute at the Forum meeting if there is a lot of support for a particular project. Matched funding can also sway a decision for an item to be chosen from the list so the decision can be influenced by the Parish Council.

Pucklechurch Parish Council currently has the following on the list for funding:

- Zebra crossing on Shortwood Road, estimated cost of £53,500
- Footpath on Oaktree Avenue, estimated cost of £200,000. As this exceeds the £100,000 threshold District Councillor Stephen Reade has split this into seven phases of approximately £30,000 per phase.

In the minutes of the meeting 4<sup>th</sup> March 2015 District Councillor Steve Reade reported that Oaktree Avenue was chosen from the list but Mr Harris informed us tonight that this is not the case.

There is also an Investigation List and Pucklechurch Parish Council has the following items:

- Community Plan – on the list since August 2011
- Westerleigh Road Crossing – on the list since February 2015.

A new Traffic Survey for Pucklechurch was discussed as once the build has finished at Emerson's Green East there might be extra traffic coming through the village. Mr Harris informed the Council that there is a healthy budget for Traffic Surveys so there will be no problem in carrying out this in the future.

## **NO. 5 CORRESPONDENCE**

**5a** Email from Parishioner regarding vandalised fence between St Aldams Drive and Oaktree Avenue.

This has been investigated and the fence is not on our deeds. Clerk has already reported this to SGC and written to HMP Ashfield regarding liability but no response received.

**ACTION:** BS to phone the Prison and update the Clerk on his findings.

**5b** Email from Independent Monitoring Board HMP Ashfield regarding the controversy of the prison becoming a sex offenders prison.

Councillors were very pleased with the glowing report.

**ACTION:** BS to circulate response.

**5c** Email regarding speeding cars

This has already been reported to SGC by the Clerk and SGC have responded directly to the parishioner.

**Noted**

**5d** Email from parishioner regarding cycle safety

**ACTION:** Clerk to report to SGC

**ACTION:** Clerk to write to Sustrans regarding re-routing cycle route 17

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

**6a** Street Trading Application – Tony's Super Whippy. Reference LI15/0049/STM consultation ends 26<sup>th</sup> March 2015.

**No Objection**

**6b** [PK15/0632/NMA](#) 48 Parkfield Rank, Pucklechurch Bristol BS16 9NP. Non material amendment to PK14/3654/F to extend single story rear extension out by 6 metres.

This is a non-material amendment so PPC cannot influence the decision made even though we have objected in the past. This will be negotiated between the planning officers not the planning committee. This extension will add a third by volume to the property.

**ACTION:** Clerk to write saying that we object in principle as PPC believe this be a material change.

**6c** [PK15/0933/F](#) 12 Holly Close Pucklechurch Bristol South Gloucestershire BS16 9TD. Installation of side dormer to facilitate loft conversion. Demolition of conservatory and erection of front porch.

Dorma in keeping with rest of buildings.

**No Objection**

6d [PK15/0970/RVC](#) Land At The South Of Redford Lane Pucklechurch Bristol South Gloucestershire BS16 9NS. Removal of condition nos. 2,3,4 and 6 attached to planning permission PK08/1277/F.

#### **Objection to removal of conditions**

SCC's Core Strategy states that:

*Development will only be permitted where the highest possible standards of design and site planning are achieved. Information submitted with an application should be proportionate to the scale, significance and impact of the proposal.*

The images and plan supplied by the applicant fail to show the scale of the structures relative to what was allowed, or their position within the overall landscape, so that a proper judgement might be made in respect of the considerable cumulative impact they have upon it.

PPC believes that the structures that have been constructed on the site do not pay reference to Policy CS1 in respect of their siting, form, scale, height, massing, detailing, colour and materials: they do not enhance the character, distinctiveness and amenity of the site and its context. To remove the conditions as requested would therefore allow for structures to remain contrary to Policy CS1 of SGC Core strategy and is therefore not acceptable.

Furthermore SGC's emerging PSP DPD Policy PSP27 acknowledges that:

*"The keeping and riding of horses has a profound impact on the character and appearance of the countryside. Therefore there is a need to safeguard both the welfare of horses and the countryside and landscape, as well as ensuring that stables are carefully and sympathetically designed to the highest possible standard, and are in keeping with the local style."*

The permission as originally granted related to the construction of 3no stables with a feed store, hay barn and storage area for the accommodation of 3no horses. The conditions attached to this permission were applied in order to protect the character and appearance of the area especially in relation to the Bristol/Bath Green Belt in which the site is situated. The structures which have been constructed for the keeping of additional animals and the storage of other materials do not comply with any of those considered acceptable within the Green Belt: they are not related to agriculture and forestry nor can they be considered essential facilities for outdoor sport and recreation. The original planning permission allowed for structures entirely commensurate with the keeping of 3no horses and more than sufficient for their welfare and upkeep. With respect to the removal of conditions the applicant has not demonstrated that very special circumstances apply, such that the normal presumption against development in the Green Belt should be overridden. The removal of these conditions would therefore allow for development that is contrary to guidance contained in the National Planning Policy Framework (NPPF) and policies relating to rural areas in the South Gloucestershire Local Plan Core Strategy (Adopted) December 2013 as well as the South Gloucestershire Development in the Green Belt SPD 2007 (Adopted): this is clearly not acceptable. Photographs have been supplied below that show the scale of what was originally allowed in comparison to the situation as it stands today. It is clear from these that the accumulation of structures and the storage of materials un-associated with the keeping of horses are detrimental to the visual amenity of the Green Belt and fail to preserve its openness.

PPC has made several complaints to SGC regarding breaches of the planning permission associated with this site and SGC Planning Enforcement officers have visited the site at PPC's request on several occasions. Kathryn Leeming attended most recently on 28/1/15 and as a result made the following comments by email to PPC:

*"... the extent of the material on the site goes beyond what would be expected of land used for the keeping of the horses"*

*"The materials that the owner says are required for upcoming works are not intended to be used for months yet, and therefore the area of land around the shipping container is being used for their storage. I also do not think that it is necessary to use a mini-digger for what is*

*a relatively small muck heap. I consider that this part of the site looks untidy, and is in the public realm due to the public footpath which runs close by."*

PPC can confirm that the materials stored on-site have been there for some considerable time (see image below) and has supplied documented evidence to SGC's enforcement team to this effect. The metal shipping container (see image below) is enormous in comparison to the stables themselves and clearly has no direct association with the keeping of horses.

Enforcement actions required by SGC Planning are currently on hold until this application has been determined – the applicant was advised that a retrospective planning application would be required for the strip of hardstanding and kerbing close to the eastern boundary of the site: it follows therefore that this is the only mechanism by which its retention might properly be considered.

Finally the applicant has made a number of claims with regard to the benefits the additional structures etc. have had for the local community but these are unsubstantiated and in any case could not be considered as special circumstances that would be of sufficient weight to override the harm caused to the Green Belt.

**6e** PK14/2889/F Land at Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9RA. Change of use of land to gypsy/travellers site including 2 no. mobile homes and 2 no. touring caravans with the formation of additional hard standing and 2 no. ancillary utility/day rooms.

Notice of Decision – Refusal

**Noted**

**ACTION:** Clerk to write to SGC to enquire on what enforcement they are taking regarding the occupation of the day room at this site.

**6f** PK14/1507/LB Court Farm 49 Westerleigh Road Pucklechurch Bristol South Gloucestershire. Erection of detached garage and store. (Resubmission of PK13/3826/F)  
Notice of decision – Approve with conditions

**Noted**

**6g** PK14/1507/LB Court Farm 49 Westerleigh Road Pucklechurch Bristol South Gloucestershire. Partial demolition of existing stone wall and erection of detached garage and store. (Resubmission of PK13/4058/LB)

Notice of decision – Approve with conditions

**Noted**

An update was provided by GB on her attendance at the site visit of 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.

**ACTION:** Clerk to request GB to speak to the committee at its meeting on 26<sup>th</sup> March 2015.

## **No. 7. REPORTS**

**7a** To RECEIVE pre submitted reports from Councillors  
No reports received.

**7b** To RECEIVE Report from District Councillor(s)  
No district councillors in attendance.

Email received from District Councillor B. Stokes informing us that the Local Development Planning Policy, including the issue of 'insetting' of traveller sites from the Green Belt, is being voted on at the SGC Full Council meeting on Wednesday night. Therefore, Steve and I

will be unable to attend the Parish Council meeting. Clearly we will be arguing and voting against any suggestion that temporary traveller sites will be made permanent or taken out of the Green Belt.

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

- Submitted planning objections on SGC's website from the meeting on 4<sup>th</sup> March.
- St Aldam's Play Area Flooring will be started by Greenfields at the end of March.
- Wrote to Sainsbury's regarding free bus service.
  - Received a letter back stating that it was run by First Bus. Spoke to First Bus who had no record of that service. I eventually tracked it down to be run by ABUS but waiting on response to my email.
- Wrote to St Thomas a Becket church regarding the complaint of dog mess and smell from the bin in the graveyard.
  - Received response saying that they are not sure why their bins are being abused in the way that they are and that they are having a problem with dog mess and short of the Council supplying them with a bin for this they are not sure what else to suggest. They ask that perhaps the Parish Council could advise them on how to get a bin?  
**ACTION:** Clerk to write back to the church informing them that legislation has changed so they are now able to dispose of dog mess in the black refuse bins.
- Defibrillators delivered Monday 16<sup>th</sup> March at a cost of £124.80
- Wrote to contractors asking for company information.
- St Aldams Vandalised Fence – responded to parishioners email saying that we are investigating who is responsible for the fence. Wrote to HM Ashfield asking if they have liability and if not who does?
- Renewed NALC Subscription cost of £462.54
- Received a letter back from Mr Hall saying we can renew the lease at Shortwood for another year.  
**ACTION:** BS to speak to Mr Hall and find out their long term plans.
- Booked Tina and Clerk onto Audit / Annual Return course on 17<sup>th</sup> April 2015 at a cost of £15 per delegate.
- BT Adoption of Kiosk - returned signed contract. Received response saying that they will arrange for the paint kit to be delivered and will send an engineer to replace the missing glass panes and remove the telephone. Once this has been done a completion notice will be sent.
- Emailed Community Groups asking for up to date details. Have amended spreadsheet and set up community group's folder of email addresses in outlook.
- Added Kingswood Transport to Community Group email list

- Registered for Online Grants with SGC
- Wrote to the PCA stating that PPC agreed to defer the PCA Signage until the outcome of the PCA's decision in May.
- Quote received from Town and Country Services to erect Haldo Pillar £65.00 + VAT
- Notification received that we are registered for data protection.
- Response received from SGC regarding the large plastic box situated outside the Church. SGC state that the box has been of use to the church to store equipment and materials for the children's play group for an extended period of time. It is considered that this is causing no harm to the surrounding area and therefore they have no grounds to pursue this case any further.
- PVSSC defibrillator cabinet upgraded and light has now fixed.
- Response from SGC received regarding Speeding Cars circulated to Councillors
- Response from SGC regarding Noise Complaint at PVSSC circulated to Councillors

## **No. 8. FINANCE**

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

All cheques agreed and signed by two Councillors.

Mrs D Dunning - Petty cash - £187.75 Cheque Number. 2118  
 ALCA - Membership to NALC and ALCA - £462.54 Cheque Number. 2119  
 ALCA - Audit course for Clerk and TS Councillor - £30.00 Cheque Number. 2120  
 Mrs A Sharpe - Recreation Ground Litter Picking - £178.00 Cheque Number 2121  
 PCA – Meeting Room Hire - £44.66 Cheque Number 2122  
 Miss J Harvey - Petty Cash Clerk - £113.89 Cheque Number 2123  
 AS Hall & Sons - Grass Cutting Shortwood Play Area - £384.00 Cheque Number 2124  
 Chris Hall – 6 Months' Rent for Shortwood Play Area - £180.00 Cheque Number 2125  
 AED Locator (EU) Ltd - Upgrade Social Club Defibrillator Cabinet - £300.00 Chq No. 2126  
 Town & Country Services - Installation of Signs & Defibrillator Stand - £673.20 Chq No. 2127  
 Greenfields Garden Services Ltd - Repairs to Castle Road Swing - £304.80 Chq No. 2128  
 Pata UK - Wages costs - £51.00 Cheque Number 2129  
 Salaries / HMRC PAYE Tax & NI - £1511.97 Cheque Numbers 2130, 2131, 2132

### **8b TO RECEIVE an update from the Finance Working Group**

Update received on current situation. Some items have been shown in blue on the spreadsheet as money has been earmarked but work to commence in next Financial Year. It was agreed to fund the election costs from this year's expenditure.

**ACTION:** TS to produce written Finance Report for Annual Parish Meeting.

**ACTION:** TS to confirm whether end of year accounts will be signed off by the current council.

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

Agenda for Annual Parish Meeting

To be held at the School on 22<sup>nd</sup> April 2015 at 19:30.  
Item discussed to be added to the agenda as follows:

- Speedwatch
- Sustainable Energy – Clerk already has an action to invite Karen Wilkinson to the meeting
- Emergency Plan
- Pedestrian Access to Doctors Surgery
- Pucklechurch Limited Edition
- Information Section: Current issues
  - Burial Ground
  - Cycle Path Update
  - Litter

It was suggested that we should invite those that have received grant funding from PPC to attend and report back on how the money was used to benefit the community. We have received some grant monitoring forms back detailing this information already.

**ACTION:** Clerk to invite all receivers of grant funding to update the parish at the annual meeting.

**9a TO REVIEW** correspondence from Andrew Birch and Natalie Carr to consider if any further action is necessary.

There were three points of concern raised regarding the content of the correspondence and the council resolved to seek clarification.

**ACTION:** Clerk to seek further clarification on new houses in the current boundaries and should PPC receive the benefit.

**ACTION:** Clerk to ask SGC to provide a copy of the letter sent in May 2013 regarding parish council boundary's as we do not have a copy on file.

**9b TO REVIEW** and **ADOPT** the changes to the Allotment Lease and **RECEIVE** a quarterly update from the Allotment Working Group

Allotment lease – additional amendments to be made.

Covering letters are to be issued to tenants to enquire if they still require their allotment and to ensure that they still reside within the Parish boundary. Tenants will be in breach of their agreement if they do not maintain their allotment as set out within their tenancy agreement. Tenants with a build-up of rubbish will be requested to remove all non-allotment related rubbish with immediate effect.

**ACTION:** JH to write letters for the Clerk to send to the parishioners with invoices and amended tenancy agreements.

**9c TO CONSIDER** any actions the Council might take following the presentation from Chris Harris SGC on pedestrian crossings in Pucklechurch

Councillors to attend Area Forum Meeting's to influence the decisions made by the committee around the task list.

It was suggested that Mr Harris would be a useful contact for the council.

**ACTION:** Clerk to write a thank you letter to Mr Harris for his time.

**9d TO DISCUSS** the need for better access to the Doctor's surgery and to determine what action (if any) the Parish Council should take

Presentation received from MS showing all options available for new pathways to the surgery.

**ACTION:** Adopted by the council to send to Chris Harris to add to the funding list.

**ACTION:** MS to forward documents to the Clerk.

**ACTION:** Clerk to contact Doctors Surgery and seek support in the decision making process.

**9e TO AGREE and ACCEPT** the final version of The Emergency Plan

This document was created as a template with SGC for roll out to other parish councils if required.

A volunteers meeting will be held at the Rose and Crown Pub on Wednesday 25<sup>th</sup> March at 19:30 so that roles and responsibilities can be delegated.

**RESOLVED:** Proposed as completed version and agreed by the council

**ACTION:** BS to add SWLCA Agenda

**9f TO AGREE** to reinstate the Millennium Stone Light

**RESOLVED:** All in agreement to reinstate the light.

**ACTION:** Clerk to get a quote for repairs and replacement.

**9g TO ACCEPT** SGCs explanation of St Aldams Play Area Footpath

Councillors accepted SGC's statement regarding the bonded rubber shred path but still require clarification of its suitability.

Councillors were not satisfied with the explanation of the original path and require further research.

**ACTION:** Clerk to get ROSPA to assess this when they do their reports in April

**ACTION:** Next council to review the deeds of St Aldams reference the path.

**9h** A private and confidential item regarding role and responsibility and equipment of the Village Orderly.

Following risk assessments and mitigation a working group was formed to review the job description and recommend changes based on safe working practices.

A recommendation was made to accept a new job description.

The council reviewed the provision for a van which would have mitigated some of the risks. The council felt that the revised job description removed the need for a van.

**Resolved:** Proposal to adopt the revised job description in principle. All agreed.

**Resolved:** That a van was no longer necessary for the current role.

**ACTION:** BS to consult with the Village Orderly over the new revised job description and impacts on not having a vehicle provided by the council.

## **10. Date of next meeting**

**Wednesday 1<sup>st</sup> April 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 22:35