

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17TH JUNE 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), R Dunning (RD), L. English (LE), J. Hawkins (JH), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE.

M. Watson (MW)

NO. 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

Minutes of the meeting on 3rd June 2015 were accepted as a correct record of the meeting and signed by the Chairman.

Two issues that had been raised will be addressed in the clerks report.

NO. 4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 5 CORRESPONDENCE

5a Funding Tips from HAGS-SMP

Noted

5b South Gloucestershire Clinical Commissioning Group (CCG). Seeking views on their proposals for a community frailty service pilot in the local area. Comments to be submitted by Friday 31st July.

Noted

5c Campaign to Protect Rural England – Regarding Community Energy Workshop. Tuesday 14th July in London

Noted

NO.6. PLANNING APPLICATIONS

6a PK15/0681/RM Parcel 11 Emersons Green Bristol South Gloucestershire BS16
Erection of 96no. dwellings with associated roads, drainage, landscaping, garages and parking. (Approval of reserved matters to be read in conjunction with Outline planning permission PK04/1965/O).

Notice of decision: Approve with conditions

Noted

6b PK15/1799/TCA The Vicarage Westerleigh Road Pucklechurch Bristol South Gloucestershire. Works to crown reduce 1no. Beech tree by 1 metre and 1no. Lime tree by 2 metres. Works to fell 1 no. Hawthorn tree and 1no. Lime tree all in Pucklechurch Conservation Area

Notice of decision: No objection

Noted

6c PK15/2268/F Coxgrove Lodge Coxgrove Hill Pucklechurch Bristol South Gloucestershire BS16 9NL. Alterations to existing roof line on rear elevation (Re submission of PK14/4831/F) The resubmitted application has been reviewed and the Parish Council believe that the changes to the dormer windows are now acceptable.

ACTION: Clerk to submit No objection comment on the SGC website

6d PK15/2379/TCA 18 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL. Works to reduce conifer hedge to 8m in height situated within the Pucklechurch Conservation Area

ACTION: Clerk to submit No Objection comment on SGC website

No. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors
No reports were received from Councillors

7b To RECEIVE Report from District Councillor(s)
There were no District Councillors in attendance.

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

- Circulated email regarding Sky Ride Bristol to Community Groups 04.06.16. Action from agenda 3rd June item 5b.
- Circulated email regarding Pollinating Insects to Gardeners Club 04.06.15. Action from agenda 3rd June item 5f.
- PK15/1742/F Pucklechurch Congregational Church Shortwood Road. Objection submitted to SGC 05.06.15. Action from agenda 3rd June item 6e.
- PK15/1898/F 28 Main Road Erection of single storey side extension to provide additional living accommodation. Submitted comments to SGC 05.06.15. Action from agenda 3rd June item 6f.
 - I have since received a Notice of decision letter from SGC on 15.06.15 stating the council's decision is: Refusal
- Contacted Greenfields requesting a quote to replace rubber fender on the cantilever swing at St Aldams 05.06.15. Quote received and accepted on 10.06.15 for £39.00 + VAT to supply and fit a replacement.
 - Greenfields also visited the skate park after the VO reported a fire and damage to the tarmac. In their opinion they couldn't find anything worth fixing, there is a small amount of damage to the tarmac and a few blisters on the paint on the adjacent unit, so no further action has been taken.
- Allotment payments received: £20.00 for Plot 13 and £40.00 for Plots 8 and 14. No agreements were received but Councillor Jayne Hawkins will chase these up when she does the inspection on 06.06.15.
 - **ACTION:** Clerk to resend agreements
- I was asked to reissue the invoice from £10 to £20 for Plot 17. This has been queried by the allotment holder as they believe that they only have a quarter of a plot. Passed

this information onto Councillors Hawkins who will speak to them when she visits the allotments on 6th June.

- Councillor Hawkins informed me at the meeting that she was able to speak to the allotment holder and explain that they did infact have a full size plot. Payment of £20 cash was given to Councillor Hawkins but as she did not have this with her at the meeting she wrote a personal cheque to Pucklechurch Parish Council to clear the outstanding amount.
- Requested Martin Smith to set up pucklechurch.org email addresses for councillors
- Awarded Tree survey work to Branch Walkers for £915.00 + VAT as Instant Landscapes quote came in at £1300.00.
 - Email received 09.06.15 informing us that they need to seek local authority consent for 3 trees on the recreation ground which may take up to 6 weeks. All other works can go ahead so they will contact me shortly to book the works in.
 - I have since received a planning consultation letter from SGC on 12.06.15 ref: PK15/2550/TCA Works to fell 1no. Hawthorn, crown lift to 3 metres for pedestrian access, 1no. Cherry tree and 1no. Beech tree, all situated within Pucklechurch Conservation Area.
- Forwarded VO email regarding job description to staff working group
- Skip has been emptied on 09.06.15
- Emailed Chris Harris asking him to change name on local transport priority list 05.06.15 - Agenda 3rd June item 9c.
 - Received confirmation from Mr Harris on 10.06.15 informing me that the name has been changed as per our request.
- Wrote to Forest of Avon Trust 05.06.15 informing them PPC supports the concept of planting more trees. Action from agenda 3rd June item 9e.
- Wrote to Alison regarding bins and bins contract 05.06.15. Automatic reply received informing me she is on holiday until 12th June so sent email to Street Cleaning Team as well.
 - **ACTION:** Clerk to chase this up.
- Sent cheque and asset register to AON on 05.06.15
- Instant Landscapes repaired the gate post at the allotments on 10.06.15.
- Quotes received from the following contractors for cutting the grass and hedgerow at the burial ground:
 - Ambience Landscapes – requested quote but information not received back in time.
 - Frome Valley Landscaping – Grass Cutting £1375.00, Hedge £360.00 Total £1675.00
 - Instant Landscapes – Total cost £1360.00
 - Huw Morgan Landscapes – Grass Cutting £1000.00, Hedge £340.00 Total £1340.00

Resolved to award the contract to Huw Morgan Landscapes.

ACTION: Clerk to inform Huw of the decision and inform the other contractors they were not successful in their tender.

- Instant Landscapes have been instructed to cut the hedge alongside the footpath by the scout hut. Price quoted £60.00.
- Ordered 400 black bags for Village Orderly and Anna Sharpe at a cost of £39.19
- Chased BRERC for update on survey of the Woodland 12.06.15. Response received 15.06.15 informing me that the surveyor has surveyed the woodland and his report is nearing completion, but because this is the survey season, and he has other surveys to carry out, it will probably be a couple of weeks before it is finally finished.
- Emailed Mr Richard Guise asking him to update us on when he will commence the Character Appraisal project. Response received proposing he will start the project after the 15th July, full email was circulated to councillors on 15.06.15.
- I have received two queries regarding minutes of meeting:
 - Accepting minutes of meeting
 - Naming cheque signatories

A discussion took place regarding the above and the council believe that there is no benefit to naming the cheque signatories to the minute's which could impose a security risk so no further action will be taken.

- I have received a response from Ian Lyons – Senior Valuer from SGC regarding the works at Leigh Farm 1. He states the works are being undertaken by Highways as the road outside of Westerleigh Crematorium is prone to flooding and the existing drainage culvert has collapsed. A new open ditch is being dug alongside the field boundary nearest to the Highway and this new ditch will hopefully alleviate Highway flooding in this area.

ACTION: Clerk to pass on the above information to the parishioner who attended the meeting on 3rd June.

ACTION: Clerk to write to SGC asking them what plans they have to replace the hedgerow after the works have been completed.

- South Gloucestershire Bio Diversity Action Group has been scheduled for 3rd July at Dyrham Park. Beth Taylor from The National Trust along with two members of the group, Pauline and Richard Wilson will show you around part of the Park and the plant and wildlife. They are intending to meet by the East Lodge entrance at 7:00. Are any of you interested in attending?

ACTION: Clerk to inform Bio Diversity Action Group of Councillor Dunning's attendance and to clarify the start time is 7:00pm.

- The Meadows, Pucklechurch ref: COM/15/0332/OD response from Bruce Williams circulated to councillors 15.06.15

ACTION: Due to the conflicting views received from two planning officers, Clerk to write to SGC for clarification.

No. 8. FINANCE

8a To RECEIVE an update from the Finance Working Group
Councillor Symons reported some issues requiring clarification from the Internal Audit. Grant Thornton the External Auditor has requested that we send in our return as we have passed the deadline. Due to the issues raised by internal audit Grant Thornton has given us an extension until 1st July.

ACTION: BS to work through the 2013/2014 accounts to see if he can find the error
ACTION: BS to contact the Internal Auditor and get him to explain the error in writing
ACTION: BS to notify and update Grant Thornton of the situation

It was also noted that the Precept and LCTS Grant has been received.
It was reported that if PPC spend everything that we have budgeted for the projected figure left in the bank account at the end of the year would be £42,732.44 which includes the reserve.

8b TO AGREE and sign cheques
The following cheques were agreed and signed by two councillors.

Gloucester Playing Field Association	Membership	£50.00	2164
PCA	Room Hire	£33.66	2165
Instant Landscaping	Tree Removal and Grass Cutting	£1000.20	2166
Tina Symons	Postage, Ink Cartridges, Stationery	£227.24	2167

No. 9. Agenda Items

9a TO REVIEW and COMMENT where applicable to Policies, Sites and Places Plan

PSP10 (Page 26) Health Impact Assessments
All developments should have a health impact assessment.
'All' new development should provide a healthy living environment.
Very Major Development as defined as over 200 residential dwellings is too high.

PSP12 (Page 34) Development Related Transport Impact Management
No's 7 & 8 Any proposed development should have congestion, what will it be tested against?
No. 9 What is the definition of a significant transportation impact?

PSP22 (Page 64) Environmental Pollution and Impacts
B. What is the definition of Development Sensitive to Pollution?
How are they gauging levels?

PSP31 (Page 90) Horse Related Development
Should be following the British Horse Society Guidelines

PSP45 (Page 116) Gypsy/Traveller Residential Accommodation
Fundamentally disagree with point 8.73

PSP46 (Page 118) Allocated Gypsy/Traveller Residential Accommodation
We oppose the intensification of authorised sites.

PSP53 (Page 141) Site Allocations and Safeguarding

Emersons Green East (mixed use site) No longer part of Pucklechurch Parish Council

9b TO AGREE Wording for the Petition regarding policies 45 and 46

Alterations have been made to original document, changes have been circulated and all in agreement to accept the new wording.

ACTION: BS to respond to Steve Reade – District Councillor informing him that the wording has been reviewed and accepted.

9c TO RECEIVE a review from the Allotment Working Group and **AGREE** the Allotment Policy

Councillors Hawkins and English reported on the allotments after their quarterly inspection. Photographs were circulated to the council to show all aspects of the allotments prior to the meeting. It was reported that there has been a significant improvement to all allotments and all are now being utilised. Effort has been made by allotment holders to remove rubbish previously reported, but there is still a long way to go. A discussion took place on how PPC can help the allotment holders to remove their rubbish as it was noted that there are no bins at the allotment site. It was suggested that the possibility of providing 2 skips on a one off basis would help the allotment holders to tidy up their plots but the challenge of getting a skip that close due to access restrictions could prove difficult.

ACTION: JH to investigate access and costs involved in hiring of 2 skips for the allotments.

The manure pile is still there but some has been moved to a plot. The access to the woodland area is not being affected at present.

The height of the hedge from the road to the allotment was noted as being overgrown, but it is believed that it is not causing any problems accessing the site so therefore will be reviewed next year.

The padlock is missing from the gate, it was believed that it was taken by someone for repair but it is not known who this is and the allotment is vulnerable to vandalism without it.

ACTION: JH to purchase a new lock and keys

ACTION: Finance Working Group to look into possible budget for maintenance work to be carried out at the allotments next year

It was agreed that any councillors with questions relating to the contents of the allotment policy that has been previously circulated, should email Councillor Hawkins directly. These can be discussed with the allotment working group and brought back to council at the meeting on 1st July.

ACTION: Clerk to make Allotments an agenda item 1st July

The queries raised by the clerk at the meeting on 3rd June regarding the allocation of allotment plots was discussed and resolved. The council agreed to offer the parishioner at the top of the waiting list who currently owns a half size plot, a full size plot that has recently become vacant. If the parishioner accepts Plot 1 then they must give up their half size plot 20b which will be offered to the owner of Plot 20a to make this a full size plot.

ACTION: Clerk to contact all relevant parties, produce appropriate documents and request necessary fees.

9d TO AGREE attendance to the Surgery on Saturday 4th July

It was agreed that Councillors BS and TS will attend the next Saturday Surgery.

Other matters

Last minute correspondence received from Rob Webben - Senior Environment and Climate Change Officer regarding an Invitation to comment on proposed ground mounted solar panel project on council owned land.

The council found the document misleading as we haven't been given adequate information. There is a consultation regarding the Solar Panel Project on the SGC website and it is felt that PPC should arrange a public meeting to discuss this with the community. The consultation was completed during the meeting by the Parish Council.

ACTION: Clerk to write back to Rob Webben informing him that we will be arranging a public meeting and that the Parish Council currently oppose as it introduces an industrial element within a rural landscape and the council is consistent in its objection regarding inappropriate development within the greenbelt. The council are also disappointed with the interpretation of community ambitions articulated within the community plan.

10. Date of next meeting

Wednesday 1st July 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 22:20