

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 1ST JULY 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), M. Watson (MW), S Reade – District Councillor (SR).

NO. 1. APOLOGIES FOR ABSENCE.

J. Hawkins (JH), J. Bailey (Clerk).

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 17th June 2015 were accepted as a correct record of the meeting and signed by the Chairman.

Minutes of this meeting were taken by TS due to absence of clerk.

NO. 4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 5 CORRESPONDENCE

5a Email from Parishioner regarding Allotment Post.

ACTION: RD to review post and investigate cost of lighter post.

5b South Gloucestershire Policies Sites and Places Plan (PSP Plan): Local Green Space Designation.

ACTION: BS & RD to attend Kingswood Meeting on the 8th July at 15:30.

5c Email from Parishioner regarding heavy traffic using Parkfield Rank and Pit Lane.

ACTION: Clerk to write to SGC regarding concerns relating to heavy lorry's using an un-adopted road which was not designed for this purpose. The council has concerns regarding the increase in traffic and damage to the road (As noted in previous objections to planning permission).

ACTION: Clerk to send copy of letter to Parishioner to keep them informed of our actions.

5d Email from Parishioner regarding an incident on 14 May 2015 Feltham Road, Pucklechurch SGC Ref: 14PLH071.

ACTION: Clerk to write to SGC expressing concerns regarding the hedges and the width of road especially with the impending increase in traffic once the Solar Farm begins in Hinton. Information required from SGC on how they intend to manage this area.

5e SG DEN is organising an exhibition and sale of work to celebrate the work of disabled artists and artisans.

Noted - Information circulated to community groups.

5f Gloucester Playing Fields Association request to visit facilities.

ACTION: Clerk to write to Gloucester Playing Fields Association accepting offer and to arrange a visit to see what is available and how they can help the parish.

5g Town and Parish Council Forum Meeting.

Noted: MW reminded all that anyone can attend. The ALCA South Gloucester Area meeting will be following the Town and Parish Meeting.

5h Kings Forest Area Forum.

Noted: Currently have no applications for funding.

5I TVC Conservation Volunteers.

ACTION: Clerk to forward information to Pucklechurch Webmaster to include on Pucklechurch website as useful information for the village.

5j Joint Parish Cycle ways Group Agenda.

ACTION: Clerk to send apologise for meeting BS would attend but not available on this day.

5k Email from Jane Thompson regarding Solar Project.

Discussed in agenda Item 9b

5i Library Service Summer reading Challenge.

Noted: Unfortunately no Councillors are available on the day to support due to other commitments.

NO.6. PLANNING APPLICATIONS

6a LI15/0499/STM – Ice Cream Van to trade throughout the South Gloucestershire Area

No objection

6b PK15/1473/F Land Opposite 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY. Erection of agricultural store. Approve with conditions.

It was raised that an email had been sent to both District Councillors to call this application in; unfortunately this did not happen and was missed by the District Councillors.

ACTION: Application for this specific build to be monitored as application is for agricultural use only.

6c PK15/1725/F 4 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire. Erection of two storey rear extension with pitched roof to facilitate loft conversion, and installation of front dormer window.

Notice of decision: Approve with conditions

Noted

6d PK15/1777/PNGR Park Farm Barn Parkfield Pucklechurch South Gloucestershire BS16 9NS. Prior notification of a change of use from Agricultural Buildings to 2 no. residential dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

Notice of decision: Objection

Noted

6e PK15/1783/TRE. The Vicarage 18 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD. Works to crown reduce 1no. Sycamore tree by 1.5 - 2 metres covered by tree preservation order TPO25A dated 30/11/1970

Notice of decision: Approve with conditions

Noted

6f PK15/1898/F 28 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NH.
Erection of single storey side extension to provide additional living accommodation.
Notice of decision: Refusal
Noted

6g PK15/2490/F 25 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL.
Erection of 1no. detached dwelling with detached garage and associated works. Deadline for comments 6th July.

It was noted that this was an additional application within an area where a proposal for 3 houses were objected to. One house has already been approved on this land but the council has concerns regarding the intensification of a substandard lane and noted that local residents are concerned about being overlooked. It was also noted that although the application is for a 4 bedrooms and 1 study property it was felt that in reality a 5 bedroom house was being asked for. Within planning reviews of the village there has been no requirement identified for this size of house being required. The lack of private amenity for this property was also noted.

ACTION: Clerk to submit the following objection:

When a previous application (*PK14/4166/F*) was refused for three dwellings, the reason given was that:

"if permitted, would intensify the use of a substandard access by virtue of inadequate width at the junction with the public highway. The proposed access is unsuitable for two-way traffic movements and lacks a pedestrian footway. There is poor forward visibility along the access which increases the risk of conflicts of users. Movements to and from the site would interrupt the safe and free flow of traffic on the public highway. The proposal fails to make adequate provision for the access of service and refuse vehicles or the storage and collection of waste. The cumulative impact of the above is considered to be severe in relation to the scale of development proposed and detrimental to highway safety and the amenity of the area and cannot be overcome through the use of appropriate planning conditions.

Permission for one additional property (yet to be constructed) will already intensify the use of this fundamentally substandard and unsafe access. PPC does not believe that the improvements to the lane referred to in the Design and Access statement have been delivered and could not be so to such an extent that the problem with the access to this site can be alleviated. In fact one of SGC's own Planning Officers wrote with reference to a previous application:

"A condition could not overcome the concerns identified above as these concerns can only be overcome by improving the junction and access lane; this would require development on land that is not in control of the applicant."

The Transport Statement refers to the Planning Officer's comments relating to the residual cumulative impact of an additional dwelling not being severe – what it fails to recognise is that the addition of a second new property doubles the impact. If one additional property was deemed not to be severe and three new properties were deemed to have had a severe enough impact to be refused then surely the cumulative effect of adding another property lies in between the two and cannot be considered to be minimal no matter how many times it is repeated.

Once again this is in reality an application for the construction of a 5 bedroom property, for which there is no demonstrable need according to the local housing needs survey. It appears to have a relatively small amount of private amenity space relative to its size and there are potential problems with overlooking of the properties on Birch Drive.

6h PK15/2550/TCA. The Recreational Ground Pucklechurch Bristol South Gloucestershire BS16. 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.

Application on behalf of Pucklechurch Parish Council, work required as per recent Silver Birch Tree Report.

Noted.

6i PT15/2733/RVC Land And Highways Between Cribbs Causeway/Emersons Green And Hengrove Including Aztec West Roundabout, Bradley Stoke, Stoke Gifford Transport Link, Hambrook, Stoke Lane, M32, Bristol City Centre, Redcliffe Hill And Hartcliffe Way . Removal of condition 27 and amendment to conditions 28 and 29 of planning permission PT14/1004/F - Construction of North Fringe to Hengrove Package (NFHP) MetroBus: A rapid bus route between Bristol North and East Fringes to South Bristol via Bristol City Centre comprising new roads and alteration to existing highways to prioritise MetroBus, including widening of Bradley Stoke Way, A4174 Avon Ring Road at Hambrook junction, Stoke Lane/Coldharbour Lane, new footbridge at Church Lane over A4174, a new bus only junction on the M32, alterations to roads and public spaces at St Augustine's Parade/Baldwin Street/ Colston Avenue , widening of Hartcliffe Way, new MetroBus stop infrastructure, public realm works, associated engineering and earthworks, drainage works and landscaping.

Noted.

No. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

7a (1) WERN Report

Report received from RD with regards to membership to the West of England Rural Network (WERN) a charity aimed at improving the quality of life in rural communities in the surrounding areas.

Benefits to becoming a member:

- Access to advice especially for community & village Halls
- Funding available of £15,000.00 to support the writing and updating of community plans.
- Village agents employed by WERN to monitor village activity and support village life and people.
- Membership is free.

ACTION: RD to complete paperwork for membership and will be the lead with MW in support.

7a (2) Information circulated by RD regarding Wildlife on Allotments, Get Bristol Buzzing Perfect for Allotments and Greater Bristol Pollinator Strategy 2015-20.

ACTION: Information to be sent out to all allotment users annually.

ACTION: GB to put information on Pucklechurch Parish Council Website under Allotments.

7a (3) Costings received for the proposed Defib in Parkfield.

ACTION: RD & Clerk to meet with all contractors to confirm schedule of works & confirm all requirements are covered.

7a (4) Report received from councillors who manned the Parish Council Revel day stand.

- Complaint received regarding hedges on Feltham Road.
- Approached by SGC Solar Farm representatives who also had stand on the day.

- Parishioner approached Councillors to complain about information being given out by SCG regarding proposed Solar Farm.
- Concerns that when dead tree is removed from recreation ground, will it be replaced. (Agreed at meeting that this would happen as it is councils policy)
- Parishioner praising cycle path, and wondering when this would be completed.
- Question raised regarding 25 Shortwood Road planning application.
- A number of community plans were taken and Councillors were asked if an update was being considered.
- Complaint received regarding horse riding in St Aldams play area.

ACTION: Agenda item needed to review signage regarding horse riding in St Aldams Play area.

7b To RECEIVE Report from District Councillor(s)

The next section of the of the cycle path will begin on the 28th July.

SR will be arranging a meeting to get information regarding the following stage for the cycle path. The Parish Council would like to be involved so SR will be keep us updated. Once we have information the PC will approach the land owners with regards to the purchase of the land as previously agreed.

SR noted that there is a suggestion that a different surface may be used on the next section. We should also consider encouraging volunteers to help with the final stage.

It was noted that the path will go into Siston Parish, SR to inform Siston of the project out of courtesy. It was agreed that Martin Smith will also be remain involved with this project.

SR also attended the SGC Solar Farm information session which was held in the hall on the 30th June. Whilst in attendance not many parishioners came up but it was noted that they were set up on the recreation side of the hall.

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

- Phone call received from Mr Whittocks thanking us for the information regarding hedge on Westerleigh Road.
- Phone call received from Landscape Gardeners regarding goal posts in St Aldams which will all require attention as they are loose and about to fall out.
- 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). No objection comment submitted 19.06.15. Action from agenda 17.06.15 item 6c.
- 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. No objection comment submitted 19.06.15. Action from agenda 17.06.15 item 6d.
- Copies of allotment agreements sent to plots 8, 13, 14, 15, 17, 21a, 21b and 24. Action from agenda 17.06.15 item 7c.

- Chased Alison Richards regarding bins 19.06.15. Action from agenda 17.06.15 item 7c.
 - Still no response so phoned and emailed again on 26.06.5. Spoke to Streetcare and was told that she is on annual leave again until 29th June and that it is only her that can deal with it. Kim in the contact centre will also send her an email asking her to reply to my email ASAP.

ACTION: SR will chase up SGC and request that Alison responds to our request.

- Wrote to Huw Morgan Landscapes awarding him the contract for the burial ground maintenance. Informed other contractors they were unsuccessful. Action from agenda 17.06.15 item 7c.
- Wrote letter to Parishioner updating them on the works at Leigh Farm 1. Action from agenda 17.06.15 item 7c
- Wrote to Ian Lyons SGC asking what their plans are to replace the hedgerow on Westerleigh Road.
 - Response received advising us that no section of hedgerow has been removed as a result of these works and that the field boundary the section we have mentioned is post and rail rather than hedgerow. The highway verge alongside this fence has been used to deposit the material removed to create the ditch and has been covered with top soil and will be grassed over.
- Booked Councillor Dunning a space at the Bio Diversity Action Group meeting. Action from agenda 17.06.15 item 7c.
- Wrote to Kathryn Leeming regarding COM/15/0332/OD The Meadows, Pucklechurch asking her to clarify the conflicting views received. Action from agenda 17.06.15 item 7c.
- Tried to submit PSP comments online but I was asked questions about legal compliance. BS discovered comments can be emailed directly to the Planning LDF department so this was submitted on 22.06.15. Action from agenda 17.06.15 item 9a.
- Spoke to Mr Owens regarding allotment plot 1, he will call me back after speaking with Mr Ball. Agenda 17.06.15 item 9c.
 - Spoke to Mr Owens again on 26.06.15, Mr Ball Plot 20a is happy with his half size plot so doesn't want to take on the other half. Mr Owens Plot 20b wants to take on plot 1 but is reluctant to give up his half size plot this year as he has already planted his crops. He said that plot 1 is in an awful state, overgrown with weeds and has a broken fence so it will take him up until the autumn to be able to get it in a manageable state. He has asked if he can take on plot 1 this year and pay 50% of the £20 fee and then give up plot 20b next year.

ACTION: Clerk to contact Mr Owens and accept his offer to clear plot one and continue to work plot 20b as this has already been planted and will only be charged this year a sum of £10.00 for Plot 1 due to work he will be carrying out on the plot to bring it back to use.

- Responded to the email received from Rob Webben SGC re Solar Project informing him that we will be arranging a public meeting and that the Parish Council currently oppose. Action from agenda 17.06.15.
 - Email received from Jane Thompson 25.06.15 circulated to council as correspondence.
- Branch Walkers carried out works to trees on 17th June except the three trees requiring consent from SGC. Part invoice received for £835.00 + VAT, remaining £80 will be invoiced in due course.
- Greenfields replaced rubber fender, adjusted height on cantilever swing and re-tensioned the zip wire on 23.06.15.
- Circulated response received from the Pucklechurch Beer & Cider Festival Committee Chair to PPC and community groups regarding the Castle Road Street Closure order.
- Allied Electrical carried out PAT Testing of electrical equipment on 25.06.15 at a cost of £60 + VAT
- Merlin Housing have been recharged for the felled tree on the rec. They have asked for more information on the whereabouts of the tree so an email has been sent including pictures of the trees location. It was also requested that a copy of their tree survey is sent to us once it has been carried out.
- Circulated Woodland Report to councillors 25.06.15.
- Reported overhanging trees on the footpath by the Prison 25.06.15
- Letter sent 26.06.15 c/o PVSSC regarding the petition to open the old path at St Aldams. Response to residents letter informing them of decision also sent 26.06.15
- Requested Greenfields look into repairing flooring at the roundabout at the rec
- Requested an update from Daniel Taylor SGC regarding Hill View Road flooding 26.06.15.
- Chased Kevan Hooper 26.06.15 for an update on the lighting at Redford Lane Stables as they gave the owners one month to comply from 15.05.16.

No. 8. FINANCE

8a To AGREE and sign Cheques

Name		Amount Paid
Wages	Wages	£1524.66
Mrs A Sharpe	Rec Litter Picking June & May	£359.00
Allied Electrical	Millennium stone and Pat testing	£390.00
Greenfield Garden Services	St Aldams Play area swing	£106.80
Branch Walkers Tree Services Ltd	Part payment for work as per Silverbirch Report	£1,002.00

Pata UK	Admin charges wages	£39.60
Instant Landscapes	Grass cutting and Post for Allotments	£540.60
MJ Church Plant Ltd	Skip Hire Rec	£235.20

8b To receive the updated figures from 2013/14

Corrected figures have been circulated for 2013/14 which the council accepted the amendments related to VAT being posted twice in the accounts and also incomplete cells on workbooks that did not transfer into appropriate areas.

Councillors approved new figures and unless any changes are required it was agreed that if the internal auditor is happy with the figures the end of year return could be signed and sent by the Chair and Clerk.

Due to the problems experienced we will receive a "Qualified Audit" designation for late submission of the year end returns from the external auditor.

8c To AGREE to Audit Solutions as internal Auditor

All Councillors agreed.

No. 9. Agenda Items

9a To CONSIDER taking part in 'Fly a Flag for the Commonwealth' on 14 March 2016

It was agreed that in principle we would take part but the project however the Council would require more information regarding the cost of the flag, the time it is expected to be raised and also as we do not have a flag pole to consider asking the Church if they would be happy to fly it on our behalf.

ACTION: MW to get costings and information regarding how long we would be requested to fly the flag.

9b TO AGREE dates and format for the Public Open Meeting on the proposed Solar Project in Pucklechurch

It was agreed that an open meeting would be held at the school on the 30th July 2015* at 19:00 hrs. Although this is past the consultation date, SGC have agreed to extend this date to fall in line with any proposed meeting.

SR is about to carry out a letter drop to all home in the village and would be happy to distribute any leaflets we wish to produce, to advertise the event.

It was agreed that the format of the meeting would be:

Presentation from SGC Solar Panel group.

Questions from the floor.

Invite REGEN SW and or WERN to give an independent view on the project if available.

The meeting will be chaired by the Chair of the Parish Council.

*Further to the Council meeting on 1st July the date of the Public Open Meeting has been changed to 22nd July 2015.

ACTIONS: Clerk to invite SGC to present at the Meeting.
GB to design leaflet printing to be carried out by local printer to liaise with SR when leaflets are ready.
RD to approach WERN and REGEN SW to obtain costs and availability.
Leaflet to be put in Bus Stops, Parish Council notice boards, on the Parish Council Web site and also Pucklechurch Web site.
Clerk to raise and agenda item on the 5th August 2015 to discuss the outcome of the meeting.

9c To AGREE rent for Football / Cricket and timings of invoice / payment

It was agreed that there would be no increase to the charges this season for Football & Cricket. Discussion was had relating to the date invoices should be raised for each group. It was proposed that all invoices would be raised and paid for in each Parish Council financial year relating to the hire of the field. It was agreed by a majority vote, to raise invoices for Cricket on the 30th September and Football on the 1st May after the season has ended. This year's football invoice has been paid in full next invoice due 1st May 2016, but all invoices must be paid within 28 days from the date of the invoice.

ACTION: Clerk to write to Football and Cricket informing them of the decision.

9d Defibrillation Plaque wording & design:

Previous design agreed, there has been no change in the original cost. Proposed wording was agreed:

Pucklechurch heart start 20XX - 2015

The supply and installation of four life-saving defibrillators in Pucklechurch was co-ordinated by a team of fundraisers and Pucklechurch Parish Council.

We record our gratitude here to those individuals and group whose generosity and hard work made the project possible.

ACTION: TS to discuss with PCA positioning of Plaque at the next PCA.

ACTION: Clerk to raise an agenda item once plaque purchased to agree who would unveil it.

ACTION: BS to confirm names for ordering.

9e To REVIEW the Action Tracker and agree itemised next steps

- Woodland ref Avon Woodland Project and Bristol Regional Environmental Record Centre for Woodland require Ecological Survey/future management plan
Arboriculture report +/- education survey
Project completed report received
- Review Assets for Community Value Localism Act 2011 to be approved by SGC.
Look at identifying community assets within the Parish
ACTION: Clerk to make and agenda item for the 5th August for MW to present
- Moor field Westerleigh Road, building works not in keeping with original planning application
SGC informed, no further action on behalf of council
- To discuss and resolve the distribution of the Pucklechurch limited edition print
£35.00 per print
ACTION: GB to distribute copies of prints to MW, JH

- PPC160 - to discuss possible options for marking the 160th anniversary of PPC in December
No further action
- To DISCUSS awaiting the removal of the skip and replace with bins as per quote presented by RD
ACTION: SR to chase up Alison at SGC Clerk has been chasing and waiting for some time for an answer to the question relating to waste collection and when the bins can be installed.
- Clearance of rubbish on allotments, work ongoing with allotment holders regarding this GB/JH
ACTION: Clerk to send lease to plot 21A&B as tenant have not received it.
- Update on land Redford Lane inappropriate use of land no in accordance with original planning application sheds on site
ACTION: Clerk to write to Katherine Leeming SGC to ask for progress regarding this.
- Update on Gypsy site Shortwood Rd (Bungalow) PK12/2288/F Still concerned that day room is being occupied for residential purposes Mr Neil Howat looking at this.
ACTION: Clerk to chase SGC with regards to response to concerns.
- New signs for the Community Centre on behalf of PCA PPC have agreed to take over the design and cost of the new signs for the front of the Community Centre
ACTIONS: GB to look at sign design, TS to take to PCA
BS to discuss costs with sign company
- Lease required for Recreational Ground
ACTION: TS to chase ALCA for module lease
- Area of land at the end of St Aldams Drive and Oaktree Avenue & Memorial Garden The prison believes that the land was given to Pucklechurch Parish Council.
ACTION: Clerk to confirm the ownership with land registry department
- Land grabbing around Oak tree avenue - letter from resident
SGC informed of situation no further complaints have been received, no further action by the Council agreed.
- Footpath LPU/58/20 blocked and used as dumping ground for cuttings Back Lane.
ACTION: Clerk to write letter requesting update as still a problem
- To reinstate the curb Westerleigh Road outside Shop and site of old garage, no evidence identified by BS when he reviewed original plans and correspondence.
ACTION: Clerk to make agenda item.
- Barrage balloon. Concerns regarding them being covered by grass/ possible feature. It was agreed that this would be put to future projects.
- Setting up of Council email addresses for councillors.
ACTION: RD to send out guide on how to set up emails on computers and phones.
- Review of speed limit in village, Parish plan has been changed to Speed and weight investigation on the Local Transport Priority List and push for this to be reviewed.

Placed on future projects as awaiting funding for investigation before plan can be made. No further action.

- From Parish Meeting parking on pavement around village. Information placed in Pucklechurch News no further action to be taken by council at present.
- Awaiting new boundary maps from SCG
ACTION: Clerk to write to SCG for new boundary maps
- Fence around St Aldam's Play Area near Oaktree Avenue original suggestion when play equipment was put in to plant dogwood against fence.
ACTION: MW to find out if this is still a requirement
- Barrage balloon building on industrial estate need repair listed buildings' A copy of a letter has been received from SGC to the new estate owners who have been informed of their responsibilities'. No further action by council.
- Review Local council Grass cutting extras for next year and lease with SGC Biodiversity Team regarding Hedge row and Open spaces project (to include Woodland) (John Morris) look at year planner regarding grass curb land maintenance so that contracts can be raised.
MW noted that the question had been raised with NALC regarding double taxation relating to grass cutting. NALC have confirmed that the council's process is legal.
ACTION: Clerk to chase Biodiversity group for a meeting

9f To CONSIDER the two proposals from BRERC

Councillors commented on how good the report was and noted that this could be a possible site of natural conservation interest. The Pucklechurch Primary school are interested in using this as an educational recourse.

Two proposals were raised in the BRERC report one relating to a 20% thinning, however it was noted by RD that today as he was walking he spotted an Orchid and has a picture of it. It was felt that this would need to be sent to BRERC to gain their opinion on if thinning is still appropriate or if this changes their recommendations.

ACTION: RD to send photo of Orchid to GB, GB to contact BRERC to obtain an opinion on any management change.

The report also suggests that they may be able to offer a Children's education package it was proposed that we look at this option and its cost so that as a council we can promote this to our youth groups in and around the village.

ACTION: TS to find out cost and information around Children's education pack

10. Date of next meeting

Wednesday 15th July 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 21:50