

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15<sup>TH</sup> 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), J. Hawkins (JH), J. Bailey (Clerk).

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

M. Watson (MW)

L. English (LE)

**NO. 2. DECLARATIONS OF INTEREST**

RD declared a non-pecuniary interest for item 9g.

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

Minutes of the meeting on 1<sup>st</sup> July 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.

**NO. 5 CORRESPONDENCE**

**5a** Email received from Julian Darling regarding Lyde Green Common

**Noted**

**5b** Public consultation on South Gloucestershire Council's draft Physical Activity Strategy 2015 – 2020. Deadline 23<sup>rd</sup> September 2015.

**ACTION:** Clerk to respond to consultation stating that we support it

**5c** Letter received from PVSSC regarding St Aldams Path

A further letter of correspondence has been received from a parishioner and was circulated to the council.

It was felt that the overhanging hedge which is on private land and cars parking on the pavement are not reasons to re-open the path.

If cars are parking illegally on the pavements then this should be reported to the police.

The Council stand by the decision previously made not to re-open the path.

**ACTION:** BS to write a letter re-iterating the points previously made.

**5d** Notice of Intent – SGC (Bristol/Bath Cycle Path and Footpath PMR 28 at Mangotsfield) (Temporary prohibition of use by foot passengers and cyclists) Order 2015.

This order is required in connection with the likelihood of danger to the public consequent upon works to install street lighting and will be operative from the 14 September 2015 for a maximum period of six months. The closure however may not be implemented for the whole of the period but only for so long as is necessitated by the works which are anticipated to be of 6 WEEKS duration.

**Noted**

**5e** Email regarding M4 Motorway Junction

**Noted**

**5f** Planning Enforcement Newsletter 2015

**Noted**

**5g** Letter from St Thomas a Becket Church regarding grant funding

**ACTION:** Clerk to make grant an agenda item

**ACTION:** Clerk to respond to letter informing them that the next round of grants has not yet been agreed.

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

**6a** Westerleigh Road, Downend

Major Maintenance Works (resurfacing) 28<sup>th</sup> - 31<sup>st</sup> July 2015

**Noted**

**6b** 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

Notice of decision: No Objection

**Noted**

**6c** 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.

Notice of decision: No Objection

The Council resolved to replace the Hawthorn tree on a like for like basis.

**ACTION:** Clerk to get quotation

**6d** PK15/2855/TRE The Poplars 20 Shortwood Road Pucklechurch Bristol South Gloucestershire. Works to reduce crown, on building side only, by 3m of 2 no. Yew trees covered by SGTPO 09/15 dated 18th June 2015.

Previously this application was refused on the grounds that the trees were worthy of a Tree Preservation Order.

The new application requests to reduce the crown by 10 feet on the building side only. The Council believe that this will unbalance the trees, leaving them abnormally shaped and have concerns over the long term survival of the trees. The Council are unsure that this is the appropriate treatment for trees protected under a Tree Preservation Order.

**ACTION:** Clerk to respond to SGC stating reasons for objection

**6e** Application for a Mobile Street Trader Li15/0543/STM – Cream Events SW to trade throughout the South Gloucestershire Area. Deadline 30<sup>th</sup> July 2015

**No Objection**

### Other matters

Councillor Boyle reported that she has requested Councillor Steve Reade to call in application COM/14/1163/BOC - Land to the South of Redford Lane.

## **No. 7. REPORTS**

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

Councillor Dunning had an action from the last meeting to look into the replacement of the barrier at the allotments. Although he agreed that the barrier is quite heavy, it is in working order and would be very costly to replace compared to the small revenue the allotment makes.

**RESOLVED:** not to replace the barrier.

**ACTION:** Clerk to inform allotment holder of decision

**7b** To RECEIVE Report from District Councillor(s)

There were no District Councillors in attendance but an email was received regarding the St Aldams path after District Councillor Steve Reade was stopped by a resident in Pucklechurch.

**ACTION:** BS to respond to email from Mr Reade stating that the decision has been made based on the balance of consultative responses.

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

- Wrote to SGC regarding the heavy traffic using Parkfield Rank and Pit Lane. Parishioner also informed of action taken 09.07.15. Action from agenda 1<sup>st</sup> July item 5c.
- Wrote to SGC regarding the hedges and width of Feltham Road and updated Parishioner of action taken 09.07.15. Action from agenda 1<sup>st</sup> July item 5d.
- Emailed Gloucester Playing Fields Association accepting their offer to visit the Parish. Action from agenda 1<sup>st</sup> July item 5f.
  - Meeting arranged for the VO and Clerk to meet with GPFA at 10:00am on Friday 24<sup>th</sup> July at the Community Centre. Do any councillors wish to attend?**ACTION:** RD to attend
- Emailed Pucklechurch Webmaster the TVC Flyer to add on our website 07.07.15. Action from agenda 1st July Item 5i.
- Emailed BS apologies to Joint Cycleway Group 07.07.15. Action from agenda 1st July Item 5j.
- PK15/2490/F 25 Shortwood Road - Objection comment submitted on SGC website 06.07.15. Action from agenda 1<sup>st</sup> July item 6g.
- Attended meeting with Councillor RD on Friday 10<sup>th</sup> July regarding Parkfield Defibrillator. Action from agenda 1<sup>st</sup> July item 7a (3)
  - We have already received a quotation from Western Power Distribution for £562.40 Including VAT to provide a new non domestic underground service connection from an existing overhead main. I have spoken with WPD today to determine the process and they have confirmed that they will run the supply down the pole to the base. They have asked me to situate the Haldo Pillar as close as possible to the pole and to make sure that there is an access duct from the pole to the pillar. As we want the defibrillator to be easily seen RD suggested we situate it up on the hill approximately 2 metres away from the pole. I have spoken to the electrician at Allied Electrical who has confirmed that this is possible as long as there is an access duct going from the Haldo Pillar to the defibrillator cabinet. My next course of action will be to order the equipment and then I can arrange for Town and Country Services to concrete the pillars and dig out the access ducts. As this spend as already been agreed do I need to bring each phase to council or can I go ahead with organising the project?**ACTION:** Clerk to go ahead with the project
- Phoned Mr Owens 10.07.15 and left a message to call me back regarding allotment plot 1. Action agenda 1<sup>st</sup> July item 7c.

- Invited SGC to attend Public Open Meeting regarding the Solar Project 07.07.15. Action from agenda 1<sup>st</sup> July item 9b.
- Wrote to Cricket Club and Football club informing them of the decisions made with regards to invoicing 10.07.15. Action from agenda 1<sup>st</sup> July item 9c.
- We are still awaiting some Allotment Agreements to be signed and returned, phoned chasing on 10.07.15
  - Received agreements back from Plots 13 and 17
  - Still missing agreements from Plots 8, 14, 15, 21a, 21b and 24

**ACTION:** JH to visit allotment to see if she can ask above allotment holders to return their agreements

**ACTION:** Clerk to add agenda item: To Review non returned lease agreements and to issue notice where appropriate

- Emailed Kathryn Leeming ref: COM/14/1163/BOC Redford Lane Stables for an update 10.07.15. Action from agenda 1<sup>st</sup> July item 9e.
  - Response received saying the planning application has not yet been determined although the officer's report is currently on the circulated schedule. The Officer has recommended that:
    - That planning permission be refused for the retention of an additional horse box and a mini-digger by variation of condition 4 of the planning permission PK08/1277/F; and
    - That planning permission be granted for the retention of the post and rail fencing, the chicken/duck shelter, the goat shelter, the shelter for hay storage, the secure container and the canopy by variation of condition 6 of the planning permission PK08/1277/F.

If the application is not called in to Committee by Friday 17<sup>th</sup> July 2015, then the decision notice will be issued in line with the Officer's recommendation. She will provide us with a further update once the planning application has been determined.

Since this email Steve Reade District Councillor has been asked to call this application in.

- Emailed Neil Howat ref: PK12/2288/F Shortwood Road for an update on the day room 10.07.15. Action from agenda 1<sup>st</sup> July item 9e.
- Emailed Streetcare 10.07.15 for an update on Fly Tipping (LPU/50/20) Streetcare ref. 243175. Action from agenda 1<sup>st</sup> July item 9e.
- Emailed Natalie Carr 10.07.15 requesting the new boundary maps as they should have been with us by the middle of May. Action agenda 1<sup>st</sup> July item 9e.
- Chased Sally Pattinson again for dates for a meeting regarding Bio Diversity 15.07.15. Action from agenda 1<sup>st</sup> July item 9e
- Circulated response from Kathryn Leeming ref COM/15/0332/OD The Meadows, Pucklechurch informing us that she will be attending the site to inspect the structure to confirm that it is a building or a caravan.

- Ben Stokes District Councillor has been speaking to concerned residents regarding the above so will also be chasing Kathryn for a response on 10.07.15
- Received notification of decision letter for PK15/2550/TCA. SGC have no objection to the works on the trees on the recreation ground so I have forwarded the letter to Branch Walkers who will carry out the rest of the works in due course.
- Roundabout Repairs – Quotations received to repair/replace the safer surface at the recreation ground:
  - Greenfield's – Remove loose damaged sections, cut back 300mm from edging where rubber is lifting, infill cut out zones with base rubber then overlay entire surface 34m<sup>2</sup> with 25mm of 1-4mm black EPDM wet pour. £951.00 + VAT.  
Since receiving other quotes it is thought that Greenfields have not allowed for the required clearance between the deck and safer surface so I will need to request a quotation for the removal of the existing safer surface not an overlay which is what has been quoted for.  
**ACTION:** Clerk to request quote for replacement of safer surface
  - GB Sport and Leisure - Cut back 300mm around perimeter, make up base and overlay with 34m<sup>2</sup> with 25mm black wet pour £2149.00 + VAT  
This quotation is subject to a site visit survey as they were concerned about the clearance under the roundabout.
  - SJ Aplin – 30m<sup>2</sup> of 40mm black EPDM £2197.75 + VAT, plus removing and disposing of old rubber £442.00 + VAT. Total cost £2639.75 + VAT
- Swing Repairs – Quotations received to repair/replace safer surface at the recreation ground:
  - Greenfields  
Option A: to install new stone subbase and 9m<sup>2</sup> of black rubber wet pour £575.00 + VAT, repair vandalised rubber at far end £390.00 + VAT, repair shrunk rubber top end and side £310.00 + VAT. Total £1275.00 + VAT.  
Option B: to install new stone subbase in centre zone and replay the rest 29m<sup>2</sup> in black rubber wet pour. Where there are holes and gaps they would put 40mm base rubber and then overlay the entire surface at 25mm in 1-4mm EPDM rubber. This will be the best long term option but is more expensive at £1650.00 + VAT.
  - GB Sport and Leisure  
Option A: Cut out 9m<sup>2</sup> that has sunk and dispose of arising's. Make good stone base and replace rubber with 60mm black wet pour.  
Repair 3.3m x 600mm x 60mm black wet pour. Repair 6m x 600mm gap in wet pour £820.00 + VAT  
Option B:  
Remove 29m<sup>2</sup> wet pour to tip. Make good 9m<sup>2</sup> base. Install 29m<sup>2</sup> black 60mm wet pour £2040.00 + VAT
  - SJ Aplin  
28m<sup>2</sup> of 40mm black EPDM overlay £2146.80 + VAT.

**ACTION:** Wait for meeting with GPFA on 24<sup>th</sup> July to see what recommendations they have.

**ACTION:** Clerk to find out from insurance company if we are covered for these repairs within our policy.

**ACTION:** Clerk to bring this back to council after all information has been received

- Circulated Planning Enforcement Officer Kevan Hooper's response regarding The Lights at Redford Lane to council on 09.07.15. We were informed that the land owner was going to apply to retain the lights and vary the condition of his planning permission. The two months given expires mid-July when a further site visit will be carried out. If the lights are still in situ and no application has been logged a further assessment will be carried out that may involve a Breach of Condition Notice.
- Update received regarding Hill View Road flooding circulated to Council 09.07.15. Nick Blanchard reported that no further progress has been made yet. He said the works carried out previously helped with the flooding issues significantly as these were major blockages. Therefore the site is not as high priority as it was and other jobs have come in that need urgent attention. They have not forgotten out this issue and will action it in due course. He will try and visit the site and speak with the residents of properties that will be affected.
- Placed order for bins on 09.07.15 with Alison Richards and asked her to set up contract to empty the bins. There is a slight amendment to the price of the recycling bins as previous stated in the minutes of 3<sup>rd</sup> June item 9h as the price didn't include fitting. Therefore the recycling bins are £448.00 + VAT not £399.00 + VAT. Alison Richards also confirmed that they will remove the existing bins as part of the installation fee and that we can be flexible on the frequency of collections. Therefore I have organised for the bins at Parkfield and Shortwood to be collected monthly and the rest fortnightly. Should we need to amend this we can do at any point during the contract.
- It has been reported by the Village Orderly that most of the rubbish in St Aldams accumulates by the cantilever swing side of the playground. Instant Landscapes have quoted £180 to move the bin to that side of the play area; do you wish for me to proceed with this quotation?  
**RESOLVED:** Council agreed to move the bin  
**ACTION:** Clerk to Instruct Instant Landscapes to carry out the work
- Instant Landscapes looked at the trim trail posts at St Aldams after a report from the VO stating the posts rock slightly.
  - Instant Landscapes have confirmed that the posts are loose in the ground and therefore they will need to dig around them to confirm if either the posts are rotten and need to be replaced or that the concrete needs replacing. They have quoted Labour Cost of £280, materials approx. £60. Equating to a total cost of approximately £340.00.**RESOLVED:** Council agreed to get this repaired  
**ACTION:** Clerk to instruct Instant Landscapes to carry out the work
- Further to a complaint from a parishioner Instant Landscapes have cut the hedge that was encroaching on to St Aldams Drive outside numbers 40, 42 and 44 for a cost of £100.

- 7 goal posts have been replaced at St Aldams by Instant Landscapes, the original quote was for 6 posts but whilst carrying out the work found a 7<sup>th</sup> post that had rotten so they have replaced this for an extra cost of £64.25
- Emailed GPFA for model lease for playing field 10.07.15 and again 15.07.15
- I have received a letter from St Thomas a Becket Church asking if PPC would consider giving them a grant of £1000 towards the upkeep of the church yard.

## No. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two councillors. Councillor BS has been noted as signing the cheques which included his expenses.

T Symons	Vodafone as only take cc payments	£105.70	2178
Wages	Includes PAYE	£1485.06	2179, 2130, 2131
Auditing Solutions	Internal Auditor	£600.00	2132
South Glos Council	Room Hire at Pucklechurch Primary School for April and July'15	£50.00	2133
Huw Morgan	Burial Ground Grass Cutting	£160.00	2134
R Symons	Purchase of Leaflets £96 Keys Cut £9.00	£105.00	2135
EDF Energy	Electricity Charges	£43.08	2136
South Glos Council	Dog bins and grass cutting	£1628.31	2137
J Bailey	Petty Cash	£153.40	2138

### 8b To RECEIVE an update from the Finance Working Group

Tree works and playing fields are the only abnormal figures that weren't budgeted for. The election costs have been removed leaving an end of year figure of £47,333.39.

The LCTS Grant of approx. £4762 will be allocated for local grant funding, which will reduce the end of year figure. The reserves figure will be reviewed annually through the Financial Risk Assessment.

### 8c To REVIEW Recommendations from Internal Audit

The Internal audit has now been completed and it is now with the External Auditors.

The fixed asset figure was amended and also VAT on a cash receipt was not claimed. They have asked to do a review in December which has been accepted.

The following recommendations were made:

R1. Consideration should be given to the acquisition of an accounts software package more suited to the Council's requirements, which would not only maintain financial detail appropriately, but also assist in generating regular budgetary performance reports and year-end Statement of Accounts and Annual Return detail

**Noted** – It was decided to keep with existing software, no action required.

R2. Formal bank reconciliations should be prepared at regular intervals during the year and be presented to Council accordingly.

**Resolved** to accept recommendation, TS to present to Council on a monthly basis.

R3. The value of fixed assets should be removed from the accounting software, as it is not required to be reported in the Annual Return opening or closing balance.

**Noted** – no action required.

R4. The actual value of the adopted precept and Support Grant should be minuted retrospectively at the next Council meeting.

Retrospectively the precept value agreed is £63,655.58 and the LCTR Support Grant is £4762.

**Action:** The clerk will ensure that the figures are minuted in the future.

R5. When considering the approval of grants and donations, members should give due consideration to the relevant powers being relied on with detail recorded appropriately in the approving minutes.

**Resolved** to adopt this process and quote relevant powers in future minutes.

R6. Improved review and certification procedures should be implemented in order to improve controls over the issue of cheques to traders and provide assurance and demonstrate that members have effectively discharged their fiduciary responsibilities.

**Resolved:** The process of signing the cheques and supporting invoice has been adopted.

R7. Consideration should be given to the acquisition of a suitably designed certification stamp incorporating the various certification and information elements as detailed in the body of the report.

**Noted**, no action required

R8. All payments should be supported by either a formal trade invoice, an acknowledgement of payment receipt or a certified proforma invoice.

**Noted**, not action required

R9. Consideration should be given to the development of a suitable photographic register of assets in order to assist progressing any insurance claim that may arise.

**ACTION:** Clerk to request the VO photographs all assets

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

**9a** To RECEIVE an update from the SGC PSP Local Green Spaces Meeting held on 8<sup>th</sup> July. Closing date for responses 30<sup>th</sup> July 2015

Councillor Dunning ran through areas of Pucklechurch that had been awarded green status. It was agreed that Councillor Dunning would take the lead on this and complete additional information against the criteria.

**ACTION:** GB to forward her email detailing further justifications to RD

**ACTION:** RD to complete the required paperwork

**9b** To CONFIRM final proof of the defibrillator plaque

**RESOLVED:** To accept the plaque as it is.

**ACTION:** TS to confirm start date.

**9c** To SHARE information regarding the Solar Project

WERN are willing to assist but have no direct experience with Solar Projects. They will attend the meeting on the 22<sup>nd</sup> July but only as an observer.

REGEN South West will only help if we join their group, we have declined at this time but they may be good alias should the project go ahead.

Assumptions have been made that the Council is on board with this project, but PPC stands by its view of not developing the greenbelt so will object in the same way to this as any other planning application where a proposal is made to build on the greenbelt.



The Parish Open meeting arranged by PPC is our way of being able to provide the community with all the information required and allow them to be able to ask questions. It was felt that SGC had not informed the whole of the parish, only those areas that they considered would be directly affected.

**9d To RECEIVE views from PCA on proposed signs**

The PCA were very happy with the proposed signs and have opted for the one with the black writing and blue border. As the PCA are in the process of obtaining a mobile phone they have asked for this mobile number to be added to the sign.

**RESOLVED:** Agreed for two signs to be purchased

**9e To REVIEW Signage regarding horse riding in St Aldams Play Area**

It was felt that signs would be required at both ends of the play area but planning permission may need to be obtained. The possibility of having them on the gate or fence could prevent the need for planning permission.

**RESOLVED:** To purchase two signs for St Aldams play area one to be displayed on the gate and one to be displayed on the chain fence.

**ACTION:** Clerk to phone SGC Planning department to check if planning permission required

**ACTION:** BS to check with ALCA's legal team regarding the wording

**ACTION:** Clerk to order signs

**9f To CONSIDER reinstating the kerb at Westerleigh Road**

**RESOLVED:** Not to reinstate the kerb due to the detrimental affect it would have on the shop.

**ACTION:** TS to remove from action tracker.

**9g Internal processes.**

A working group consisting of TS, GB, The VO and the Clerk has been set up to review a number of internal processes and procedures around employment. Any further discussions were deemed to be confidential at this time.

**ACTION:** A provisional meeting date of Thursday 6<sup>th</sup> August has been set for the working group to meet.

**9h TO AGREE attendance to the Surgery on Saturday 1<sup>st</sup> August 2015.**

**RESOLVED:** Not to hold the Saturday surgery on 1<sup>st</sup> August due to no councillors being available.

**ACTION:** Clerk to cancel meeting room

**ACTION:** Clerk to make agenda item on the 5<sup>th</sup> August regarding the continuation of the Saturday Surgery due to poor attendance.

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

**Wednesday 5<sup>th</sup> August 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:26