

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 5TH
AUGUST 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. Watson (MW), R Dunning (RD), District Council Ben Stokes (DC), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE.

L. English (LE)
J. Hawkins (JH)

NO. 2. DECLARATIONS OF INTEREST

TS declared a pecuniary interest in item 9g.

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

Minutes of the meeting on 15th July 2015 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

There was one member of the public in attendance who was there to observe the meeting.

NO. 5 CORRESPONDENCE

5a Email from SGC regarding Proposed Extension of the Kingswood Air Quality Management Area to Warmley.

A consultation on extending the Air Quality Management Area in Kingswood to include Warmley, closing date: 16th September 2015.

Noted

5b Stoptober Campaign

Running on 3rd September 2015 offering free support to reduce or quit smoking, including stop smoking medications on prescription. Circulated to Community Groups 30.07.15.

Noted

5c SGC Uncontested Election Fees - £175.00

ACTION: BS to collate information from councillors to inform SGC that even after a request was made councillors still had to produce their own election papers online.

5d Avon/Somerset Police and Crime Commissioner process to commission victim services survey. Closing date for submissions is the 19th of August 2015.

Noted

5e First Bus Service Changes affective from 23rd August 2015.

Several new services will create new links to hospitals, schools and railway stations as well as changes to existing services to improve bus links in and around the city of Bristol
Circulated to Community Groups 30.07.15

Noted

5f GPFA Honourable Company of Gloucestershire Award 2015

The Award Scheme is a small bursary award administered by the GPFA on behalf of the Honourable Company of Gloucestershire. Successful applicants are given a grant from the scheme to help meet their training and equipment costs. Closing date 4th September 2015

Circulated to Community Groups 30.07.15

Noted

5g Letter from resident regarding Pucklechurch being a divided village
Response received from Chris Harris SGC 22.07.15 circulated to council.

Noted

5h Email from The Conservation Volunteers

Looking for areas of publicly accessible land that would benefit from large or small scale conservation projects to go into partnership with. Circulated to Community Groups.

ACTION: Clerk to write to TCV to find out more information, for example do they fund the project and supply the volunteers?

5i Joint Cycleway Committee Meeting

Poole Court Wednesday 30th September at 6.00pm

Noted – BS attending

5j ALCA AGM

Saturday 3rd October 2015, The Jubilee Pavilion,

Long Ashton Community Centre, Keedwell Hill, Long Ashton, North Somerset. BS41 9DP

10:30 – 12:00

Noted – BS and MW attending

NO.6. PLANNING APPLICATIONS

6a PK15/2268/F Coxgrove Lodge Coxgrove Hill Pucklechurch Bristol South Gloucestershire
Alterations to existing roof line on rear elevation (Re-submission of PK14/4831/F).

Notice of decision: Approve with conditions

Noted

6b PK15/0582/O Land Off Oaktree Avenue Pucklechurch Bristol South Gloucestershire
BS16 9RP. Re-consultation: Erection of 9no. dwellings (Outline) with all matters reserved.
Deadline for comments 17th August 2015.

PPC reviewed this application and passed the following resolution: **Objection**

The Council is pleased to see that a proposal has been submitted for the development of a higher density of properties to the area but believes that the optimum number of properties should be nearer to the 6 suggested by South Gloucestershire's planning officer to avoid the site being overcrowded, to improve the residential amenity space for each property and to resolve the potential for parking issues to arise.

It is hard to determine whether or not the parking provision is adequate for the size of the properties – but as the driveways indicated on the plan appear to be the equivalent of one space (approximately 2.5 m x 5m) it is assumed the properties will be no more than 2 bedrooms with the number of spaces required by SGC's parking standards rounded down. The visitor parking allocation may also supply the correct number of spaces to be shared across the 9 properties but appears un-necessarily cramped. Given the location of the new development the Council is concerned that any overspill parking will impact on surrounding areas and adjoining roads – in particular Oaktree Avenue - since no cars will be able to park on the new access road other than in the bays marked for visitors, without causing a problem room for the free passage of large vehicles such as emergency vehicles, delivery lorries, refuse trucks etc.

The driveways as indicated sit immediately in front of each dwelling resulting in poor design especially with regard to the residential amenity of each property and creating a cluttered and cramped appearance to the development: parked cars would dominate the street scene. No rear access to these properties is indicated which may present a safety issue and there is also no indication of any pedestrian footway by which to access any of these properties - it's not clear if one were to be added to the new access road that there would be room for free passage of large vehicles such as delivery lorries, refuse trucks etc. unless the layout/size of the road was revised.

ACTION: Clerk to submit planning objection on SGC website

6c PK15/2979/F 1 Edmund Court Pucklechurch Bristol South Gloucestershire BS16 9PW
Erection of single storey rear and side extension to form additional living accommodation.

PPC reviewed this application and passed the following resolution: **No objection** based on it being a small extension which is in keeping with other properties and is less than a 20% increase.

ACTION: Clerk to submit no objection comment on SGC website

6d PK15/3070/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). (Resubmission of PK15/1777/PNGR). Deadline for comments 7th August 2015.

PPC reviewed this application and passed the following resolution: **Objection**

The Council objects to this proposal on the same grounds as previously articulated for application reference PK15/1777/PNGR:

1. Given the almost immediate proximity of these properties to the motorway a proper acoustic report is required in order to ascertain whether or not the associated noise could be adequately mitigated.
2. Councillors are also concerned that the larger of the two barns would require more than 'reasonable' works allowed for under permitted development rights in order to make it habitable – whilst they understand that some building works are allowed under the proposed change to residential use it has reason to believe that the larger of the 2 barns is not structurally sound. Comments made by the Planning Inspector with reference to the refused application PK05/0235/F suggest the re-instatement of the roof would, relative to what currently exists, amount to major reconstruction and also that the cracks in the stonework were indicative of structural weakness. Councillors believe therefore a proper structural report should be required.
3. The additional residential use of these dwellings would increase the vehicular use of an un-adopted highway that is already falling into disrepair. The Council has recently had cause to refer the increased use of Pit Lane to SGC's traffic engineers in relation to the increasing number of heavy vehicles that have been using it to access new construction sites, which have already been permitted along its length and the substantial damage that has resulted from this use. Whilst the additional vehicular traffic associated with residential use requested here may be relatively small the cumulative impact of this and the construction traffic that might be associated with this development will only add to the damage of the highway surface which is already sub-standard.

ACTION: Clerk to submit planning objection on SGC website

6e PK15/0970/RVC Land At The South Of Redford Lane – Update

Members of the Development Control Committee will be visiting the site on: 31 July 2015 at 10:40am – Update

The owners of the site had carried out a substantial amount of tidying up prior to the meeting, although there was still a lot of timber. Councillors Boyle and Watson attended the site and expressed their concerns that you cannot see the impact of the site when stood in the middle of it and that the biggest impact is shown from the footpath by the horse arena. Photographs were being taken by SGC from the other side of the site which councillors felt was not going to show the visual amenity being spoilt.

The Core Strategy states that it should follow a high standard of design, but it is felt that the container doesn't comply with these standards. There was also an electric fence which is not permitted.

It was noted that there is an error in the report supplied stating PROW had made no comment but as they have apparently withdrawn their comments this should be noted in the report.

MW will be attending the meeting on 13th August and GB hopes to attend depending on the time of the meeting.

No. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Action Tracker

Bio Diversity – Still trying to contact Sally Pattinson for a meeting

ACTION: Clerk to chase again

Land at end of St Aldams Drive – Pucklechurch Prison Estates has been contacted

Fence around St Aldams Play area – MW has visited property twice to find out if this is still required but no one home.

7b To RECEIVE Report from District Councillor(s)

District Councillor Ben Stokes attended the meeting and updated the council on the following issues:

Park Farm Barn – he reiterated the point already mentioned by Councillor Boyle that the building will need to be substantially retained by using the existing structure.

Redford Lane – it is not part of the formal procedure but it has been known for councils to email photographs and other information directly to committee members.

Councillor Stokes updated the council on the Strategic Housing Market Assessment being covered by the South West Region. The government legislation is pushing targets on regions. Looking forward 20 years 86,000 new homes are to be built some of which will be Affordable Housing Project.

It was mentioned that Bristol are behind on all housing goals and this is putting the greenbelt under pressure. The structured approach would be to start with the brownbelt as there are not enough sites available. Committees are being set up for dialogue to talk through the strategy as there is a duty to co-operate by law. It was suggested that we wait for direct pressures on the parish before taking any further action.

On August the 6th Councillor Stokes will be meeting with the Chief Planning Officer of the Gypsy and Traveller sites. Items to be discussed are other: potential sites, the misuse of national policy guidelines, consultation and confirmation on what defines a traveller. The consultation is still open so any further comments can be sent to Councillor Stokes.

Shortwood Hill Cycle Path – Next phase of the cycle path has started. Residents have contacted Councillor Stokes regarding a big tree stump left at the site, Streetcare have been contacted. The steps at the bottom of Shortwood Hill leading to the dramway need a regular cleaning regime, this does not form part of Pucklechurch Parish so this will be taken up with SGC.

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

- Spoke to Mr Owens regarding Allotment Plot 1. Posted Invoice and agreement for him to sign and return with his cheque for £10.00 23.07.15. Action from agenda 1st July item 7c.
 - Signed agreement and cheque received 28.07.15
- Land at the end of St Aldams Drive, Councillor R Symons and I tried to confirm ownership of land with Land Registry but it wasn't clear. Action from agenda 1st July item 9e
 - Email sent to Pucklechurch Prison Estates for help to identify land owner 30.07.15
- Wrote letter to PVSSC informing them that the council will not be reviewing its decision regarding the reopening of St Aldams path 23.07.15. Action from agenda 15th July item 5c.
- Wrote to parishioner regarding the path at St Aldams, informing them that our decision regarding the path remains the same 23.07.15. Action from agenda 15th July item 5c.
 - Reported illegal parking at St Aldams Drive to police 31.07.15 reference number 3172015/B/9411.
 - Email received 31.07.15 from Avon and Somerset Police informing me that this issue will be brought to the attention of the local beat team. A new reference number of AS-20150731-0728 was given.
 - Telephone call received from PCO Derek 05.08.15 informing me that they will start to patrol the area and put warning leaflets on vehicles as a starting point.
- Responded to letter from St Thomas a Becket church regarding grant funding 24.07.15. Action agenda 15th July item 5g.
- Requested quote from Branch Walkers to replace Hawthorn Tree on the rec 23.07.15. Action from agenda 15th July item 6c.
- PK15/2855/TRE The Poplars 20 Shortwood Road, submitted objection comments on SGC website. Action from agenda 15th July item 6d.
- Submitted no objection for Mobile Street Trader LI15/0543/STM 17.07.15. Action from agenda 15th July item 6e.
- Responded to email from Allotment holder regarding the barrier at the allotments 17.07.15. Action from agenda 15th July item 7a.
- GPFA Meeting rearranged for Friday 7th August at 10:00am. Agenda 15th July item 7c.

- Parkfield defibrillator: Actions from agenda 15th July item 7c.
 - Ordered Haldo Pillar 16.07.15 price of £270.63 + VAT plus £15 delivery. This has now been received.
 - Ordered defibrillator, cabinet and stand for a price of £2520.00 + VAT which includes resuscitation kit and delivery 24.07.15.
 - Accepted quotation from Town and Country Services for erecting of Haldo Pillar and defibrillator stand and concreting two bases both with access ducts £400.00 + VAT.
 - Accepted quote from Allied Electrical for £215.00 + VAT
 - Meeting arranged with Town and Country Services and Allied Electrical 31st July at 4.00pm to discuss position of defibrillator.

- Roundabout Safer Surface on the rec:
 - Requested quote from Greenfields to replace whole area 17.07.17. Action from agenda 15th July item 7c.
 - Quote received to remove and dispose of existing rubber. Install new rubber wet pour surface = 30mm shed base rubber and 25mm depth of 1-4mm black EPDM wet pour for £2491.00 + VAT
 - Requested quote from GB Sport and Leisure to replace whole area 17.07.17. Action from agenda 15th July item 7c.
 - Quote received 27.07.15 to remove existing rubber and replace with 40mm black EPDM wet pour for £2149.00 + VAT

- Contacted AON Insurance regarding play area on the rec – spoke to Brian at Maven 17.07.15 couldn't find us on system so will call me back Monday. Action from agenda 15th July item 7c.
 - Spoke to Brian again 31.07.15, he is still waiting for a response from the underwriters so will chase again today.

- Instructed Instant Landscapes to carry out repairs to trim trail posts and to move the bin at St Aldams 17.07.15. Action from agenda 15th July item 7c.

- Requested Village Orderly to photograph PPC assets as per recommendation from Internal Auditor 18.07.15. Action from agenda 15th July item 8c.
 - I have received photographs of all the assets back from the Village Orderly 04.08.15 and I am arranging for these to be printed and put in a binder so that we hold a hard copy on file.

- PCA Signs. Action from agenda 1st July item 9d
 We have now received the mobile number from the PCA and this has been added to the sign design by Councillor Boyle and circulated. It appears that design number one was most favourable. I will now arrange for 3 quotations for the two signs and will bring them back to council on 19th August.

- Emailed SGC Planning department to find out if we require planning permission to display 'No Horse Riding' signs in St Aldams. Action from agenda 15th July item 9e.
 - Response received 24.07.15 informing us that we need to complete a form and pay a £90 admin fee. Circulated this to council and forwarded to D White at ALCA for advice.

- The staffing working group met on Tuesday 21st July and the Village Orderly has now signed and returned the Job Description and Risk Assessment. Agenda 15th July item 9g.

- Cancelled meeting room with the PCA 17.07.15. Action from agenda 15th July item 9h.
- Received Allotment Agreements for Plots 8 and 14 16.07.15.
 - Still missing agreements from Plots 15, 21a, 21b and 24. This will be addressed at tonight's meeting agenda item 9e.
- Model lease for playing field received from GPFA - forwarded to TS 16.07.15
- Ref 243175 Fly Tipping (LPU/58/20) – SGC have responded 20.07.15 informing us that an inspection has taken place and the land is private which means that SGC cannot remove the waste and will need to be dealt with by the land owner.
ACTION: Clerk to write back to SGC as this is blocking the public right of way so there have a duty of care to look into this.
- Circulated email received from Chris Harris SGC regarding heavy traffic at Parkfield Rank and Pit Lane 16.07.15 and requested more information from Councillors.
 - Forwarded Councillor Dunning's response to Mr Harris 23.07.15
 - Response received from Mr Harris 24.07.15 informing us that both issues need to be dealt with by the planning team as they dealt with the earlier consent for the ménage behind 37 Parkfield, which was granted in February and they are / will be dealing with the more recent application, (PK15/1777/PNGR). The earlier consent is actually reference PK14/0897/F, not PK/0897/F as we had stated in our email
 - The issues of site access and highway damage as a result of the earlier consent behind Parkfield may require intervention from planning enforcement.
 - The comments regarding the recent / current application should be appropriately channelled so that they can be properly recorded / taken into account in the decision so he will ensure they receive this and ask that they respond.
 - Email received from Griff Bunce 27.07.15 informing us that he is the case officer for application PK15/3070/PNGR for the conversion of two barns into two dwellings at Park Farm Stables. If your councillors or any of your parishioners have concerns over traffic generation from this proposal I would invite them to submit comments through the Council's website. This has therefore been added to the planning section of tonight's agenda item 6d
- Second set of Stables at Redford Lane ref. PK01/2262/F and PK02/1728/F (Wick and Abson Parish). Possible breach of planning reported to Kathryn Leeming 18.07.15.
 - Email from Kathryn Leeming 20.07.15 informing us that she will forward this to their Registration Team to be registered and investigated as a new complaint.
- Circulated email from Steve Reade regarding calling in application ref. PK15/0970/RVC Land to the South of Redford Lane 20.07.15
 - Members of the Development Control Committee will be visiting the above site on: 31 July 2015 at 10:40am
 - Further letter received from SCG 04.08.15 informing us that the planning application is to be considered by the Development Control (East) Committee at The Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR on 13th August 2015, starting at 3.00 pm

- Requested Instant Landscapes for quote to repair fence at St Aldams 20.07.15.
 - Instant Landscapes reported that two posts and two rails need replacing, quote received and accepted 24.07.15 for £160 which includes materials and labour.

- Response from Chris Harris to parishioners email regarding crossing in Pucklechurch on B4465, circulated to council 23.07.15. It gave the parishioner statistics after a survey was completed back in May 2013 and informed them that there is already a proposal for a zebra crossing on the local transport priority list for the Kings Forest Area.

- PK12/2288/F Land at Shortwood Road – Response from Neil Howat circulated to council 23.07.15 stating that SGC will not be pursuing this particular investigation further, unless there is an actual reason to suspect that there is a planning breach occurring.

- COM/15/0688/BOC Land at Redford Lane, Pucklechurch, Breach of condition 2 reference application number PK01/2262/F.
 - Response received 21.07.15 informing us that the enquiry regarding an alleged breach of planning control at the above site has been registered for investigation today and will be passed to the planning enforcement team. The team will undertake a site visit within the next ten working days to establish whether a breach of planning control has occurred and following that an Officer will advise you of the outcome of the investigation within twenty working days.

- Reported Landscaping advertising boards to SGC 23.07.15 reference number: 275387. One is attached to the sign by The Poplars and the other one is propped up on the fencing by the footpath that runs alongside the prison.

- COM/15/0332/OD - The Meadows, Pucklechurch – received an update from Kathryn Leeming SGC 24.07.15 informing us that she has arranged to visit the owner at the site with the Council's Traveller Liaison Officer on Wednesday 29th July 2015 and she will provide us with a further update once this has taken place.
 - Further update received 31.07.15 from Kathryn Leeming SGC after her site visit which was circulated to Council. She informed us that on inspecting the site, it was noted that two plots are marked out by a fence, and a touring caravan is on one plot whilst the structure that is the subject of your complaint is on the other. The owner's son explained that the structure is a mobile home, which came to site in 2 pieces, has had a roof constructed and has been placed on a concrete base. He also informed us that it contains such living accommodation that the separate utility block may not now be required to be built on that pitch. After having observed the development at the site, it is her opinion as an Officer that the development substantially complies with the statutory definition of a mobile home. It falls within well-established mobile home size criteria, does not rely on structural foundations and can be removed from the site in parts, as it was delivered. It is consistent with mobile homes that we have seen across the Authority in recent years and whilst I understand that they have the appearance of a more traditional dwelling, they are typical of mobile homes granted on permanent pitches or through personalised consents. Therefore she will be bringing her investigations on this matter to a close

- PK13/2108/F The Meadows, Parkfield update 31.07.15 from Kathryn Leeming SGC informing us that she reviewed planning permission for the “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”, and has noted that there is no condition restricting the size of the mobile homes. Furthermore, although the approved plans show the mobile home on that plot in a different location, there is no condition restricting the location of each mobile home (other than only one mobile home is permitted per pitch). Therefore, it is arguable that there is no material difference in what has been carried out to the approved scheme.
- Received an email from Alison Richards SGC regarding the bins after I had to escalate the issue to her manager. The installation will start week commencing 10th August when the operative returns from annual leave. Emptying of the bins will commence the following week. They have requested that I meet the operative before the installation commences to show the exact locations of the bins.
 - Email received 05.08.15 confirming a meeting at 09:30 on 13th August.
- Graffiti on side of Community Centre reported to fixmystreet 23.07.15 reference number: 275427
 - Email received from Alison Richards 05.08.15 informing us that there will be a fee of £30 to remove the graffiti on the side of the building and under the fire escape.
ACTION: Clerk to give the go-ahead for the graffiti to be removed
- On the calendar of events there is an item for the Clerk to chase SGC for Public Right of Way Report. What is due to be done and what do you require me to do?
ACTION: Remove from calendar of events
- Email received from Rob Webben SGC 27.07.15, answering question asked at the Parish Meeting regarding the greenfield/brownfield nature of solar schemes. David Stockdale from the planning department has confirmed that the site would revert to greenfield status following the end of life of the scheme, because of the type of development and the time-limited nature of the consent.
- Sent letter to Mr Hall informing him that PPC has listed Shortwood Play Area as a designated Green space 29.07.15.
- The skip on the recreation ground will be emptied on Friday 7th August.
- 04.08.15 Email from resident regarding the hedge on St Aldams drive. The hedge was cut outside of the houses 40/42/44 04.08.15 but I have had a second email referring to the hedge between the play area and St Aldams Drive that is scratching his car.
 - He would also like to bring to the Councils attention the dangerous state of a very large Leylandii that is in front of no. 42, branches are falling off and there is one very large trunk in the middle that is worn and looks like it could fall. He has brought this to the council’s attention before as he thinks it is too large to be so close to the houses. He is requesting that the height of the tree be reduced and the dangerous branches removed.
 - There are cherry trees overhanging his property and the public path which are in need of the crowns reducing. He believes that these may have a problem as there is something causing the branches to die so dead wood could fall on people using the path.

ACTION: BS to investigate further as tree report only just carried out

- We have been copied in on an email sent to SGC Planning from a resident of Eagle Crescent who wishes to register his objection to his private land being designated "Local Green Space". He states that he hasn't spent much time researching this topic but his immediate reaction is that South Glos were trying to prevent the increased development deemed necessary by the Government under their relaxing of the Planning regulations. He also notes that that they wrote to notify him of this proposal four weeks into the six week consultation period and that his neighbours, who also own land designated LGS, have been not been notified of this proposal to his knowledge.

ACTION: GB and TS to look at deeds to confirm who owns the land

- Barrage Balloon Workshop Pucklechurch Trading Estate. Update received from Kevan Hooper 05.08.15 informing us that he has now managed to locate the management company dealing with both these units, the Workman group. The management company are now liaising with the Listed Building officer to agree a schedule of works to repair the buildings. The matter has been further complicated because it involves an insurance claim, one of the units has recently been badly damaged by fire and the claim is the subject of an ongoing investigation. Once the repair timetable has been agreed he will update me further.
- Attended training session with councillor Boyle on weebly website 6:30pm 05.08.15

No. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two councillors.

Pucklechurch Community Association	Room Hire	£45.90	2189
South Gloucestershire Council	Uncontested Election Costs	£175.00	2190
AED Locator EU Ltd	Defibrillator costs for Parkfield	£3024.00	2191
Western Power Distribution	Costs for electrical feed for Parkfield	£562.40	2192
Ensign Print	Pucklechurch News Printing Costs	£440.00	2193
Instant Landscapes	Repairs to St Aldams Goal Posts and Grass Cutting	£916.35	2194
Void Cheque	Void Cheque	£0.00	2195
Haldo Developments Ltd	Defibrillator Pillar for Parkfield	£342.76	2196

No. 9. Agenda Items

9a To REVIEW the Co-option process and **CONSIDER** and **IMPLEMENT** any agreed changes

A discussion on how the process should be carried out took place. It was suggested that the advert should be as simple as possible and more details be available from the clerk.

The current co-option process had been used 3 times previously and agreed by democratic services.

RESOLVED: To display a newly worded advert.

ACTION: Clerk to add an end date of 30th November 2015 and a web link to the Good Councillor Guide to the advert and post in noticeboards and shops.

9b To AGREE to grant permission to Project Subway 2015

The art project will run for 4 days from Monday 10th – 13th August from 10.00am – 3.00pm. The young people will be designing their own youth artwork and then using paint and spray paint to create a lively and dynamic mural on the Pucklechurch Subway

This subway does not belong to PPC. They do have the blessing of the council however they need to gain permission from SGC

ACTION: Clerk to write to Youth Club detailing the above

9c To CONSIDER recommendation's from BRERC regarding a Children's Education Package for The Woodland. Cost of £575.00

ACTION: All agreed for TS to liaise with them over the report

9d To AGREE a start date for using Parish Council email addresses

Some councillors felt that they did not want to use the new email address.

RESOLVED to start using the new addresses from 1st September for those councillors who wish to partake.

9e To REVIEW Allotment lease agreements and to ISSUE notice where appropriate

ACTION: Clerk to issue notice letters, to be sent recorded delivery to those allotment holders who have not yet returned the signed agreement.

9f To CONSIDER discontinuing the Saturday Surgery

There has been low attendance to the Saturday Surgery since it began. It was suggested that it could be run every three months but it was agreed to have a more relaxed view and for parishioners to contact councillors to arrange a meeting when an issue arises.

ACTION: BS to add this to Chairman's report

ACTION: Clerk to amend website

ACTION: Clerk to cancel room with PCA for the foreseeable future.

9g To AGREE to Councillor Tina Symons completing the CiLCA Course

It was felt that this was a benefit to the individual rather than the council and therefore the request was declined

RESOLVED: To not support Councillor Symons financially for this course

9h To AGREE date and allocated funds for Grant Application Scheme

The LCTS Grant of approximately £4800.00 has been set aside in the budget for grants. We need to adjust the accounting process to comply with Internal Audit, we will be expecting to receive invoices/receipts to back up the grant funding given. Various conversations took place regarding the process and the selection of successful grant applicants, it was resolved to advertise the next round of grants and consider any actions that might be required when the full impact is understood.

RESOLVED: To use same paperwork after the amendment for the accounts process. Closing date agreed as 30th November 2015.

ACTION: Grant paperwork to be updated with accounts process

ACTION: BS to advertise in Chairman's report

ACTION: BS to advertise on bus stops

ACTION: Clerk to display on notice boards

ACTION: Clerk to circulate to community groups

9i To REVIEW Assets for Community Value

Councillor Watson informed the council that he will be including the following in the report:

- Shops and Commercial outlets
- Open spaces
- St Thomas a Becket Church
- Three public houses
- Village Hall
- PVSSC
- Chapel in Shortwood

ACTION: MW to list and circulate to council for next meeting on 19th August

9j To AGREE who will unveil the Defibrillator Plaque

All in agreement for Angela Hallett and BoB Symons to unveil the plaque

ACTION: Clerk to write to Ms Hallett to ask her if she would be happy with this decision.

9k To DISCUSS the outcome of the Parish Meeting regarding the Solar Project

The minutes of the meeting have been circulated to the council and sent to SGC.

It was noted by the Chairman that the process and how PPC dealt with arranging the meeting and circulating leaflets to raise awareness should be deemed as a success. Over 900 leaflets were delivered directly to households.

9l To AGREE in principle to the PCA Plan for Solar Energy

This is based on government subsidy. The PCA only have a 12 year lease on the building whereas the solar panels would be a 20 year lease. It was thought that a structural survey may need to be completed before any works were carried out.

ACTION: Clerk to write to the PCA to inform them that although this is agreed sympathetic in principle, there are other areas that need investigating as mentioned above. PPC would also like full involvement in the decisions.

9m To DISCUSS and AGREE contents for Pucklechurch News. Deadline 10th August for September edition.

The following items were agreed to include in the newsletter:

- Solar Project
- Grants
- Co-option
- Saturday surgery
- Neighbourhood Plan
- Cycleway

9n To REVIEW Police.co.uk

A report of the crimes within the parish was circulated prior to the meeting.

January to March crime figures have increased since we last reviewed the report

There has also been a substantial increase in crime in April to June.

ACTION: Clerk to send report to Avon and Somerset Police and ask them to attend the next meeting on 19th August where this will be an agenda item.

9o To DISCUSS RoSPA report and AGREE for Outdoor Space Working Group to review detail. Inconsistencies on the summary report and detail

Councillor Dunning mentioned that due to the ISO Standards 2014 Legislation none of our play equipment will meet current legislation because it was purchased before this date. However the law states that all items previous to this date are exempt from current legislation.

It was felt by some councillors that the report is not clear and is misleading as it gives some items a high risk assessment but then contradicts itself later in the report and states no action is needed when the appendix states you must act now. There are also items listed as life limited but there are no reasons for this given. An item regarding graffiti which was reported last year is shown again on this year's report in error.

ACTION: Clerk to write a letter to Playsafety Ltd expressing our concerns over the content of the report and asking them to clarify if our equipment is fit for purpose.

ACTION: Item to be raised at the GPFA meeting on Friday 7th August alongside safer surface issues in our play areas.

9p To RECEIVE an update from Councillor Dunning on the Green Space Consultation Councillor Dunning reported that various items on the document had to be amended as there was insufficient information or some items were listed in the wrong boxes. Councillor Boyle had assisted in this project on the required wording for the document. The document was sent to SGC on 29th July 2015 to meet the deadline.

9q To AUTHORISE the Clerk to complete the Physical Activity Strategy on behalf of the Council.

All agreed for the clerk to respond on behalf of the council.

ACTION: Clerk to complete survey

10. Date of next meeting

Wednesday 19th August 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 22:10