

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19<sup>TH</sup>  
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), R Dunning (RD), L. English (LE), District Council Steve Reade (SR), J. Bailey (Clerk).

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

J. Hawkins (JH)  
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 5<sup>th</sup> August 2015 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were four members of the public in attendance who were there to observe the meeting.

**NO. 5 CORRESPONDENCE**

**5a Hackney Carriages & Accessibility Consultation**

SGC is consulting on the accessibility of the South Gloucestershire Hackney Carriage fleet and first wants to find out from those who use hackney carriages (taxis), especially those users with a disability, about their experience of the current service with regard to accessibility. Comments welcome between 12th August 2015 and the 7th October 2015

**ACTION:** Clerk to circulate to the four Care Homes within the village and the Community Groups.

**5b Email from SGC regarding plans for developing minor injuries services in South Gloucestershire**

The CCG is working with partners to improve urgent care services for people living in South Gloucestershire with a particular focus on providing more care closer to home.

The proposal involves GP practices in South Gloucestershire providing assessment and treatment of minor injuries. The survey will be open until 7pm on Friday, September 11, 2015.

**ACTION:** Clerk to add to notice boards and website

**ACTION:** BS to add to bus stop notice boards

**5c SGC Consultation on Statement of Licensing Policy 2016 - 2021 (draft)**

A review of the licensing policy as part of The Licensing Act 2003. Closing date for comments 28th October 2015.

**ACTION:** TS to provide wording for Clerk to send to SGC regarding Parish Councils being part of the consultation.

**ACTION:** TS to respond to consultation

**5d Invitation to SGC Heritage and Learning meeting on the 8<sup>th</sup> October at Poole Court, Yate 13:30 – 16:30** Looking at how the South Gloucestershire heritage sector can develop links

and work with learning organisations. The event is open to anyone who has an interest in the heritage of South Gloucestershire. Circulated to community groups.

**Noted**

**5e** Boyd Valley Safer Stronger Community Group Meeting to be held at 7.30pm on the 10<sup>th</sup> September at Wick Village Hall

**Noted** – MW will be attending

**5f** The Conservation Volunteers - FREE trees through Ovo Energy 2015 tree planting programme. Circulated to community groups.

**Noted**

**5g** Helping Hands - sponsoring the Spinal Injury Association's London Bridges Walk. 10.00am Sunday 20th September 2015. The event starts and finishes at the Victoria Embankment Gardens on the North Side of the Thames. Cost: £10  
Circulated to community groups

**Noted**

**5h** SGC Review of Gambling Statement of Principles 2016 - 19 (draft)

SGC is now undertaking its regular three year review of the Gambling Statement of Principles and is consulting widely to ensure that anyone who may be affected by or has an interest in the new Statement of Principles (draft) has the opportunity to comment and respond. Comments welcome between 22<sup>nd</sup> July 2015 and the 16th October 2015.

**Noted**

**5i** SGC Waste Research Briefing Note

Looking at how they can improve the waste service to ensure they deliver the best possible service that meets environmental aspirations whilst still providing value for money and achieving the council saving programme targets.

**Noted**

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

**6a** PK14/2339/F Ring O Bells Farm Pucklechurch Road Hinton Chippenham South Gloucestershire. The installation of a 5MW Solar PV Park complete with inverters, CCTV, security fencing, soft landscaping, a new bridle path, access routes, and all ancillary works.  
Notice of decision: Approve with conditions

**Noted**

**6b** 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.

Notice of decision: Approve with conditions

**Noted**

**6c** PK15/3301/F 82 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PJ  
Erection of two storey side extension to form additional living accommodation

Double sided extension, less than 30% by volume.

No Objection

**ACTION:** Clerk to submit no objection comment on SGC website

**6d** PK15/3388/F The Old Chapel Parkfield Road Pucklechurch Bristol South Gloucestershire  
Conversion to annex of existing dwelling to include alteration to roofline and installation of 3 no. front dormer windows to form 1 no. two bedroom flat and associated works.

PPC resolved to object to this application in its current form due to a perceived lack of clarity over its intended use and parking arrangements. Should further information be supplied that resolves this situation then the Council would review their resolution in light of this.

The Old Chapel sits within the green belt and is a prominent feature of the local streetscape: its former use distinguishes it from the other buildings along this stretch of the road and although not a formally designated heritage asset it nevertheless acts as a reminder of the local history of the area and is an attractive building within the local street scene. Whilst the proposed roofline positively addresses the current awkward relationship between the two structures the proposed dormer windows are incongruent with those that already exist.

On the face of it the intention of the application appears to be to extend the living accommodation of the Old Chapel since the flat can still be accessed via a doorway from within the Old Chapel itself – the assumption being in this case that the new flat does not comprise an entirely self-contained unit (in line with the Census definition) since all the rooms (including kitchen, bathroom and toilet) are not behind a single door which only that household can use – it might therefore be considered a shared dwelling of two self-contained household spaces at the same address.

Nevertheless if this is the case some clarity is required over the parking arrangements associated with the Chapel and flat. The new development must provide sufficient off-street parking to meet the needs arising from the development. Taking into account the number of bedrooms in the main dwelling and the proposed flat the parking requirement when assessed against the provisions of the Residential Parking Standard SPD would be a minimum of three spaces. PPC would like assurances that this can be met within the existing arrangements.

Given the current size of the amenity space and other service spaces associated with this property it is also apparent that the flat should not be used as a self-contained unit in its own right without these matters being addressed and so PPC would request a condition to be placed on any permission granted to negate the use of the flat as a separate self-contained dwelling without a further planning application.

**ACTION:** Clerk to submit planning objection on SGC website

**6e** Update on Planning Committee decisions

Councillor Boyle gave an update on the Redford Lane committee meeting she attended on 13<sup>th</sup> August 2015. The design statement was queried regarding the container and the visual amenities were pointed out in line with the landscape character assessment.

It was noted that many of the committee members were new councillors so had no experience with the matters that had been raised and most likely would have had very little planning training. It was also noted that there was no rural representation on the committee. The committee voted in favour of the land owner with a condition to tidy up the site.

**ACTION:** BS to take this to South Gloucestershire ALCA Group regarding the rural representation and to progress through NALC, the right of appeal to the planning inspectorate.

ALCA are looking into planning training for Councillors, GB with her wealth of knowledge on planning matters has volunteered to help with any training groups that are set up.

## **No. 7. REPORTS**

**7a** To RECEIVE pre-submitted reports from Councillors  
There were no presubmitted reports from Councillors

**7b** To RECEIVE Report from District Councillor(s)  
District Councillor Steve Reade was party to the conversation regarding Redford Lane and had nothing else to report.

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

- Wrote to The Conservation Volunteers for more information. Agenda 5<sup>th</sup> August item 5h.
  - Response received 10.08.15 stating that they do supply the volunteers and all the equipment but do not usually fund projects. However at some points they do have funding available for specific projects and apply for trust funds and grants on behalf of others. This was circulated to council which included their price list on 13.08.15.  
**Resolved:** No further action required
- PK15/0582/O Land off Oaktree Avenue - Submitted planning objection on SGC website 07.08.15. Agenda 5<sup>th</sup> August item 6b
- PK15/2979/F 1 Edmund Court - Submitted no objection comment on SGC website 07.08.15. Agenda 5<sup>th</sup> August item 6c
- PK15/3070/PNGR Park Farm Barn - Submitted planning objection on SGC website 07.08.15. Agenda 5<sup>th</sup> August item 6d
- Chased Sally Pattinson 07.08.15 for a meeting regarding Bio Diversity. Agenda 5<sup>th</sup> August item 7a.
  - Meeting confirmed 27<sup>th</sup> August at 10.00am
- Fly tipping LPU/58/20 Back Lane - Responded to email received from SGC 07.08.15 informing them that this is blocking a public right of way and requesting them to look into the matter further. Agenda 5<sup>th</sup> August item 7c.
  - Streetcare have emailed PROW 17.08.15 asking them to investigate and confirm if the footpath belongs to them and if so to log a fly tip request.
  - Response from PROW received 19.08.15 stating that according to their records LPU/58/20 is a 'Restricted Byway' (Bridleway) and maintained by South Glos. They logged the fly tipping on 7 May 2015 and reported this to Street Cleansing but nothing seems to have been done since then.
- Requested for SGC to remove the two graffiti tags at the Community Centre for a cost of £30.00. Agenda 5<sup>th</sup> August item 7c.
  - Graffiti removed 13.08.15

- Removed Public Right of Way report from calendar of events 07.08.15. Agenda 5<sup>th</sup> August item 7c.
- Following the email from a resident regarding the hedge at St Aldams Drive quotes have been requested as follows for the cutting of the top and side. Agenda 5<sup>th</sup> August item 7c.
  - Instant Landscapes £1100 as hire of a cherry picker would be required.
  - Huw Morgan – Job too big
  - Town and Country Services – Job too big
  - Lawrence Trees – Requested but have not received quote in time for the meeting

**ACTION:** Clerk to award the work to the contractor with the most competitive price once quote received from Lawrence Trees.

The same resident had queries over the Leylandii and Cherry Trees in front of their house. These trees were surveyed by Silverback and works have been carried out on the Leylandii Tree by Branch Walkers. The Cherry Trees were not mentioned in the Tree report as being a risk. I have updated the resident of this but he still has an issue with the Leylandii tree and says that about 20ft up there is a trunk that has split and he is worried it may snap and fall on his house. A photograph has been sent to Branch Walkers and I am waiting for them to re-visit the site for an inspection.

- Amended Co-option Advert and displayed it on the notice boards and in the local shops 14.08.15. Agenda 5<sup>th</sup> August item 9a
- Wrote to Youth Club regarding subway project. Agenda 5<sup>th</sup> August item 9b
- Letters of notice sent to two Allotment holders by recorded delivery 13.08.15. Agenda 5<sup>th</sup> August item 9e.
- Amended website and wrote to the PCA to cancel room hire for all future Saturday surgeries 07.08.15. Agenda 5<sup>th</sup> August item 9f.
- Emailed Angela Hallet 07.08.15 asking if she would be interested in unveiling the defibrillator plaque alongside the Chairman. Agenda 5<sup>th</sup> August item 9j.
  - Response received informing us that she would be delighted to accept the invitation and gave us some dates to avoid when she would not be available 24th-30th September and 12th-16th October.
- Wrote letter to PCA regarding Solar Energy Plan. Agenda 5<sup>th</sup> August item 9l.
- Sent crime statistics to Avon and Somerset Police 07.08.15 and invited them to the next council meeting on 19<sup>th</sup> August. Agenda 5<sup>th</sup> August item 9n
  - Email received 07.08.15 informing us that they have raised a log and requested our local beat team to make contact to discuss their attendance at the meeting reference AS-20150807-0863.
  - PCSO Samantha Derrick 7887 is our local beat team contact. She and PC Hill will attend a meeting on 7<sup>th</sup> October to discuss the crime stats.
- Councillor Symons, Councillor Dunning and I met Graham Ross GPFA 07.08.15 – Mr Ross was emailed the RoSPA report from Playsafety Ltd prior to the meeting and it was agreed that no action would need to be taken with regards to questioning Playsafety Ltd over the contents of the report. Agenda 5<sup>th</sup> August item 9o. The

recommendations report from GPFA was circulated to the council and will be discussed later tonight item 9a.

- Completed Physical Activity Strategy survey 14.08.15 Agenda 5<sup>th</sup> August item 9q
- Pit Lane Heavy Traffic - call received from SGC to inform us that our comments will also be sent to highways so they are aware of our concerns.
- PK02/1728/F Stables at Redford Lane – Circulated update from Kevan Hooper to Council 13.08.15. They have carried out 2 site visits and have now following a land registry search wrote to the registered owner requiring the removal of one van and various steel posts and associated waste materials. There is also a digger on the land although that did look like it was carrying out some drainage work when we were on site. They have required that all non-horse related items are removed from the land. Regarding the roof it appears that some of the damaged roof panels have been replaced with new white roof panels, there is nothing within the original permission that conditions that the roof should be a particular colour. Nevertheless they have written to the owner requiring that the new roof panels are painted to match the old existing panels in line with the original approved plan. They will revisit once 1 month has elapsed and update us with any further action to be taken.
- COM/14/1163/BOC - Land to the South of Redford Lane – update received from Kathryn Leeming circulated to council 17.08.15. She states as you may be aware, planning permission was granted by the Council on 14th August 2015 for post and rail timber fencing, the chicken/duck shelter, the goat shelter, a secure container, a shelter for hay storage and the canopy (ref: PK15/0970/RVC). The same decision notice also refused planning permission for the siting of the horse box and mini-digger on site. As a result, the post and rail timber fencing, chicken/duck shelter, goat shelter, secure container, shelter for hay storage and canopy are now authorised and she will not be taking any further action in this regard. However, she has written to the owners and informed them that they need to undertake the following actions within 28 days:
  1. Remove the horse box body and the mini digger from the site;
  2. Remove the strip of hardstanding and kerbing close to the eastern boundary of the site; and
  3. Remove all building materials from the site (including timber; piles of large stone slabs; tyres; various pieces of scrap metal; and other similar paraphernalia).Once the 28 day period has expired, she will arrange to meet the owners on site in order to check that these works have been carried out. She has advised the owners that, should the above works not be carried out within the 28 day period provided and no good reason is provided for this, she will need to consider taking further enforcement action. She will provide a further update in 6 weeks' time.

**ACTION:** Clerk to write a letter of thanks on behalf of the Council to Kevan Hooper and Kathryn Leeming for their continuous updates on the planning matters that they have been dealing with.

- Completed GPFA site inspection form and returned to Graham 13.08.15 this is offering all members a completely free and independent assessment and inspection of the facilities for which we have responsibility. This will include both playing fields and playgrounds.
- Requested Village Orderly to purchase Hawthorn Tree to plant on the rec 14.08.15

- VO provided quotes from Chew Valley Trees and informed me that the planting time is autumn - late September/October for pot trees and November for barefoot. I will bring this to the council as an agenda item at the next meeting.
- Horse riding signs – I have received a response to my email from Deborah White 06.08.15 informing us that she doesn't think that planning permission is required to put up signs if its PC land (or leased by the PC) but to enforce "No Horse Riding" would require a bye law.  
Recommendation from the council to display two no horses symbol signs  
**ACTION:** Clerk to purchase and arrange installation of the two signs
- AED have fitted sealing gaskets to the hinges on the Community Centre and Old Dairy cabinets 14.08.15 following a report from the Village Orderly that water had leaked into the Community Centre defibrillator cabinet.
- Accepted quotation from Huw Morgan Landscapes to cut the hedge at Birch Drive for £185.00.
- The new bins and recycling bins have now been installed on the rec. Anna Sharpe has informed me that the bin by the car park is already full. I have chased Alison Richards today to ask her to confirm when the bins will be emptied. We may need to monitor this as they may need to be emptied weekly.
- Parkfield defibrillator – Town and Country Services have concreted the required areas and installed the Haldo Pillar. WPD will be running the cable to the Haldo Pillar on 4<sup>th</sup> September. Allied Electrical will be connecting everything up on the 7<sup>th</sup> September. I have already registered the MPAN number with EDF Energy on 14.08.15, I need to give them a call on Friday 21<sup>st</sup> August to book in a date to install the meter which will be the last phase of the project.
- Land at Redford Lane Lights – Response received from Kevan Hooper SGC 19.08.15 informing us that they have not received an application from the land owner and the lights are still in situ. He has therefore served a Breach of Condition Notice on the land owner requiring him to cease using the external lights. The formal Notice has to be complied with by the end of September when they will give a further update.
- Safer Surface at the roundabout - I have heard back from Maven Claims who are the underwriters for AON Insurance. They have requested more information for our claim such as full details of the circumstances, photos, repair estimate and a crime reference number.  
**Resolved:** As a crime reference number hasn't been obtained no further action will be required. It was noted that any future malicious damage will be reported to the police immediately.
- I have received a resignation letter from the Village Orderly. She is now working her notice period and her last working day will be Friday 11<sup>th</sup> September. An exit interview between the Village Orderly and Councillor Boyle will be arranged before her last working day.

## No. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two councillors.

Branch Walkers Tree Services	Balance of work re: Silverback Report	£96.00	2197
PCA	Room Hire	£45.90	2198
Huw Morgan Landscapes	Cemetery Grass and Hedge Cutting	£420.00	2199
Wages	Wages	£1446.54	2200/2201
Mrs A Sharpe	Litter Picking	£178.00	2202

**8b** To RECEIVE an update from the Finance Working Group  
 Income - We have received half of the precept and half of the LCTS grant.  
 Expenditure – There has been an overspend on play equipment and we still have the roundabout safer surface and the possibly the removal of the woodland skate park to consider. The end of year bank balance is projected to be just under budget at £39,840.48.

## No. 9. Agenda Items

**9a** To REVIEW the recommendations made by the GPFA  
 The Council are now happy with the RoSPA report, it was an issue of wording and the way that the report was written but GPFA have confirmed that this is acceptable.  
 Mr Ross was very impressed with the maintenance of the play areas.  
**ACTION:** Clerk to chase Mr Ross for the formula to calculate an area that needs safer surface so that we can tackle some of the wet pour shrinkage on the rec.

**9b** To DECIDE what action to take regarding the Woodland Skate Park as per the recommendation of the GPFA  
 A proposal to remove the skate park in light of the recent report submitted by the GPFA was agreed.  
**ACTION:** Clerk to inform Community Groups and advertise on the website and noticeboards the removal of the skate park  
**ACTION:** BS to advertise on the bus stop notice boards  
**ACTION:** Clerk to source a contractor to remove the skate park and enquire about the scrap metal value.  
**ACTION:** Clerk to investigate who funded the skate park and write to them to inform them of the Council's decision  
**ACTION:** RD to look into a project for the site and to report back at a later meeting

**9c** To REVIEW and AGREE the wording in the Allotment Policy and Allotment Handbook to adopt at a future meeting.  
 Both the Allotment Policy and the Handbook were edited during the meeting.  
**RESOLVED** to adopt both agreements

**9d** To REVIEW and ACCEPT Quotation for replacement of roundabout safer surface at Castle Road Play Area.  
 Three quotations were received. The decision was made to award the contract to GB Sport and Leisure.  
**ACTION:** Clerk to arrange works to be carried out and inform other contractors that they have been unsuccessful.

**9e** To CONSIDER setting aside funds to seek the services of a solicitor to complete land searches on previously owned prison land  
 We have gone round in a full circle and still do not know who owns the land. The two areas in question are the piece of land at the end of St Aldams Drive and Rebecca's memorial

garden. It was felt that once we know who owns the land then these areas can be properly maintained.

Proposal to use a conveyancing solicitor to carry out the land searches was agreed.

**ACTION:** Clerk to arrange the searches.

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

**Wednesday 2<sup>nd</sup> September 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 20.55