

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16TH
SEPTEMBER 2015, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. B. Symons - Chairman (BS), T. Symons (TS), M. Watson (MW), R Dunning (RD), Steve Reade – District Councillor, J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE.

G. Boyle - Vice Chair (GB)
J. Hawkins (JH)
L English (LE)

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 2nd September 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 Children's Community Health Services Consultation Launch.

Comments welcome between 3rd September and 25th November 2015. Already circulated to Community Groups.

Noted – Individual councillors to review if required.

5b Kingswood Community Transport AGM

On Friday 25th September 2015 at 14.00 Location: Hanham Methodist Church, Hanham, South Glos.

It was noted that a representative from Boyd Valley should attend this meeting. District Councillor Steve Reade is unable to attend.

ACTION: Clerk to make a request to District Councillor Ben Stokes to see if he is available to attend this meeting.

5c Discover Festival 2015

Discover local food, nature, heritage, creativity and well-being in South Gloucestershire 10th September to 30th October. Already circulated to Community Groups.

Noted

5d SLCC AGM

Friday 16th October 2015 at 4.00pm

The Paris Suite, at Hinckley Island Hotel, Watling Street, Hinckley, Leicestershire, LE10 3JA

Noted

5e Gloucester Playing Fields Association AGM

Tuesday 6th October at 6.30pm for a 7.00pm start at Cheltenham Rugby Club Newlands Park, Southam Lane, Bishop's Cleeve, Cheltenham. GL52 3PE

Noted

5f South Glos and Glos Branch Meeting – Thursday 1st October

To begin at 09.30 until approx. 13.00 at Kingswood Village Hall, Wickwar Road Kingswood, GL12 8RF. Speakers from CCLA talking about public and property funds for the public sector and local authorities, and SLCC doing a short exercise from the SLCC course and talking about training for Clerks.

ACTION: TS and the Clerk to attend

5g Email from Mangotsfield School regarding becoming a Community Governor with Mangotsfield School

Noted

NO.6. PLANNING APPLICATIONS

6a 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

Notice of decision: Approve with conditions

Noted

6b 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)

Notice of decision: Approve with Conditions

Noted

6c Pre-consultation for a proposed upgrade to an existing site at:

128398 Pucklechurch Trading Estate Pucklechurch Trading Estate, Pucklechurch, South Gloucestershire, BS16 9QJ

This is an upgrade of an existing mobile phone mast base station, accordingly No alternative sites were considered as the site selected accords with all local plan policies and those set out within the NPPF.

It was noted that the number of aerals will increase from 3 to 6. Councillors felt that this will need to be reviewed when the plans are received on the circulated schedule.

No. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Councillor Watson indicated that his attendance to recent meetings had information that was timely to the council, it was agreed that in this instance a verbal report be made.

Councillor Watson informed the council that SGC is going to be making several changes across the whole of South Gloucestershire which may abolish the local area forum.

The future of the Safer Stronger Community Group is also going to be affected due to the funding to support them. There is a meeting to decide the restructure of the SSCG areas linking parishes that are similar and Pucklechurch would be aligned to rural parishes. The council were asked if they were minded to agree.

Councillor Watson informed the council that the Compact Implementation Group were available for support of any disputes that councils had with suppliers.

7b To RECEIVE Report from District Councillor(s)

Pucklechurch to Shortwood cycle path – at the latest PTSE meeting they approved further funding of £79,000 for the completion of the path. District Councillor Steve Reade would like to sit down with designated representatives of the Parish Council and Martin Smith to discuss how we can enable the next stage. He is fearful that the amount approved will not be sufficient and has asked Mark King to clarify and confirm what the allocation is and will keep us informed.

It has already been resolved in a previous meeting that Councillor BoB Symons and Martin Smith will speak to landowners.

ACTION: Clerk to investigate who the two landowners are.

ACTION: Clerk to write to Martin Smith to inform him that we are ready for the next stage.

ACTION: Clerk to make an agenda item and invite Martin Smith to the meeting

Update on SGC grant funding – there may be changes in the grant application process to apply direct to SGC for grants instead of through community grants and Parish Councils to apply directly to the area forums. The whole process is currently being scrutinised.

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

- Emailed response to SGC regarding Licencing Policy 16.09.15. Agenda 19th August item 5c.
- St Aldams Drive Hedge – Contract awarded to Instant Landscapes for £1100.00. Agenda 19th August item 7c.
- Wrote to SGC to make a complaint regarding the incorrect address details on their records. Agenda 2nd September item 6a.
 - Telephone call received from James Cooke apologising for the error and explaining that it was due to the original consultation being logged in that address. He advised any further comments for the appeal would still be accepted by the planning officer should we have any.
- PK15/3490/F 15 Homefield Road, objection comment submitted on SGC website 03.09.15. Agenda 2nd September item 6e.
- PK15/3523/PNFU Churchmead Farm, submitted comment onto SGC website 03.09.15. Agenda 2nd September item 6g.
- PK15/3585/F 20 Hawkridge Drive, submitted no objection comment 03.09.15. Agenda 2nd September item 6h.
- Placed order for defibrillator plaque with Walker Signs 03.09.15. Agenda 2nd September item 9a.
 - Proof received and circulated to council with a deadline of Wednesday 23rd September for any comments.
- Requested quotes from Instant Landscapes, Huw Morgan Landscapes and Greenfields for the planting of the Hawthorn Tree on the rec 03.09.15. Agenda 2nd September item 9b.
 - Greenfields Quote received 03.09.15 - £135.00 + VAT. Plant only in clear ground with 1.5 meter weld mesh cage and two supporting stakes, cross bar and tie.

- Huw Morgan Landscapes – has contacted Chew Valley trees to give him a price for the cage protector, which is £19 for a 1.2m and £29 for a 1.8m. As he has not seen the tree trunk size he thought it might be easier if they supply the appropriate sized cage with the tree and then Mr Morgan will get the stake and tree ties locally. As for the labour charge, as long as it's not too involved, he is happy to plant the tree for the Parish Council for free.
ACTION: Clerk to award this job to Huw Morgan Landscapes and order the cage protector with the tree from Chew Valley
- Awarded contract for PCA signs to Signs now and informed other contractors that they were unsuccessful 03.09.15. Agenda 2nd September item 9c.
 - Signs will be installed on 5th October 2015
- Wrote to Gloucestershire Archives to inform them PPC won't be making a donation 03.09.15. Agenda 2nd September item 9d.
- Wrote to CPRE regarding PPC not renewing the membership 03.09.15. Agenda 2nd September item 9e.
- Chased Sally Pattison from SGC for Bio Diversity Report 04.09.15
- GPFA will be assessing our facilities in September. Once the reports have been finalised they will be emailed as a pdf sometime after 17th October. The assessments will include comments and suggestions from the assessors and each of the facilities will get an overall score out of 100 and an award as follows: Excellent, Good, Average, Below Average. The assessments will not be made public.
- Following a land search we have determined that Rebecca's garden belongs to the Parish Council with a condition that it is to remain a memorial garden.
ACTION: Clerk to make an agenda item
- I have received a report from an allotment holder that there has been break in's at the allotment sheds. There has been a request to add a combination lock at the bottom gate as well as the top.
ACTION: Clerk to respond to allotment holder informing them that they should report all break in's to the police and that the council have resolved not to add a further lock to the gate.
- The Safety stop at St Aldams swing has now been fixed by Greenfields.
- I have received a few calls regarding overflowing bins in the parish. It appears that although I requested St Aldams to be added to the contract for collection this wasn't done so they have scheduled it as a priority for emptying today Wednesday 16th September. It appears that the bins on the rec require emptying more frequently than previously thought so these have been changed to weekly collections as well as St Aldams, however Parkfield and Shortwood will remain monthly. Celia Helps from SGC will monitor the bins and update us accordingly.
- Parkfield defibrillator has been installed so is now up and running. I have contacted AED to inform South West Ambulance Service.
- Councillor Boyle has agreed to change the paperwork for the grants and although that has not yet been finalised I have received a grant application form from the Church requesting a grant to maintain the churchyard.

ACTION: Clerk to send the church the new form once this has been finalised by Councillor Boyle.

ACTION: Clerk to acknowledge receipt of the application form

- I have received the mobile phone, keys and the remainder of the petty cash float of £63.39 from the Village Orderly.
- Hand over from Village Orderly

Items outstanding:

- Hedges along the paths at St Aldams. At Becket Court end the hedge from the garages fence towards the turn off to the car park needs trimming as its overhanging the path.
ACTION: Chase Huw Morgan Landscapes as he has been tasked with cutting these hedges back.
- Sourcing a supplier of clay based soil such as loam and filling in the gaps of the play area safer surface at the rec and Parkfield.
- Defibrillator checks to be done fortnightly and information supplied to AED
- Burial ground bins – collections are fortnightly. The next collection is Wednesday 23rd September. Bins are put outside the church on the pavement on a Tuesday night ready for Wednesday morning and then returned as soon as possible to prevent blocking the pavement any longer than necessary.
ACTION: Clerk to speak to Huw Morgan Landscapes to see if he would be able to put the bins out. It was suggested Tower Play group may put the bins back in Clerk to investigate.
- Play area inspections - currently these have been done every week. Clerk is unable to carry out these checks due to the required training.

No. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Bristol City Council	BRERC Survey and Report	£678.00	2207
Action Print	A4 Inventory of Assets Bound Files	£62.00	2208
PCA	Room Hire - August 2015	£34.60	2209
Town and Country Services	Install Parkfield defib frame and Haldo Pillar	£480.00	2210
Greenfields Garden Services	Supply and fit new safety stop at St Aldams	£70.80	2211
Ensign Print	Pucklechurch News Autumn Edition	£440.00	2212
Allied Electrical Services	Install Parkfield defibrillator cabinet	£215.00	2213
A Chelmicka	Litter Picking August'15	£178.00	2214
J Bailey	Wages	£924.57	2215
D Dunning	Wages	£396.12	2216
HM Revenue & Customs	PAYE	£64.42	2217
Huw Morgan Landscapes	Grass Cutting August'15	£160.00	2218
Grant Thornton UK LLP	2015 Annual Return	£360.00	2219
D Dunning	Amendment to final salary	£93.60	2220
ALCA	Supporting CiLCA Course for Clerk	£35.00	2221
PATA UK Ltd	Payment for wages run	£39.60	2222

8b To RECEIVE an update from the Finance working group

The bank reconciliation has been circulated and signed off by the RFO.

£5000.00 election fees will show as an underspend but there will be a balancing overspend in other areas.

£4762 has been allocated to grants but we could have an extra £4000 which may go towards a second round of grant funding should we not have any unexpected expenditure.

8c To REVIEW program for precept setting

On the calendar of events November is when the proposed budget plan should be discussed. December is when we need to agree the final budget

ACTION: Clerk to make an agenda item for 21st October. To consider and agree project proposals for 2016/2017 budget

ACTION: Clerk to contact all councillors asking them to consider project spend for next year with estimated costings. Ideas to be sent to the clerk with a deadline of Thursday 15th October.

No. 9. Agenda Items

9a To AGREE the Assets of Community Value and AGREE next steps

The list has been circulated and now a decision needs to be made on the process.

ACTION: Clerk to make an agenda item – To agree Assets of Community Value list and identify areas that might come under “The Community Right To Bid” process.

9b To CONSIDER supporting the Boyd Valley Community Energy Group and AGREE to cover the cost of the meeting room hire. Cost of room hire £17.30

This group was formed out of a Public Open meeting that PPC arranged it is independent of PPC. As it covers the Boyde Valley area a conversation took place on who should pay for the meeting. As the first one will be in Pucklechurch and it was suggested that the meeting would be moved around, the council agreed to this one off payment. When the group’s terms of reference, aims and objectives were agreed the council might be minded to review its decision.

RESOLVED: To pay for the room hire as a one off cost

ACTION: Clerk to inform the Energy group of the decision

9c To AGREE to the renewal of the SLCC membership. Annual subscription £149.00

RESOLVED: To renew membership

ACTION: Clerk to complete form

9d To AGREE the Co-option process

RESOLVED by a majority decision to the process as follows:

- Expression of interest received in writing
- The Role of a Councillor sent to the applicant
- Discussion between the council and applicant
- Proposal, second and majority vote by Council members is required to fill the casual vacancy

ACTION: BS to circulate specification from last co-option

ACTION: Clerk to make an agenda item on 7th October to determine The Role of a Councillor.

9e To CONSIDER the way forward with regards to the Village Orderly Role
Councillors believed that an informal discussion is required for ideas before an agenda item is made.

RESOLVED – Decision deferred

9f To CONSIDER the request from a resident to reduce the height of the Leylandii Tree at St Aldams at their expense

We have received advice from Silverback that the tree is currently in good order, however PPC may wish to have a long term plan to remove these trees and replace them in the future. With this in mind the council would not be willing to have the tree reduced but would be willing for the tree to be removed in its entirety and replaced with a native species.

ACTION: Clerk to get quotation for the removal of the tree

ACTION: Clerk to contact the parishioner and inform them that the council object to the tree height being reduced however would allow the tree to be removed at their expense. PPC will cover the cost of the new tree and the planting of it.

9g To CONSIDER the renewal of Parish Online Annual Subscription
Renewal period 22nd Sep 2015 to 22nd Sep 2016 - £56.00 + VAT

RESOLVED: To renew membership

9h To COMPLETE the Consultations on

- 1) South Gloucestershire Council's Special Expenses System from 2016/17 onwards
- 2) The LCTR Support Grant to Parish and Town Councils from 2016/17

SGC have arranged two meeting dates in order to give a short presentation followed by an opportunity to ask questions on each of the two consultations above. The meetings are held at Council Chamber, Kingswood Civic Centre, Kingswood on Monday 5 October 2015 2.00pm to 3.30pm and 5.00pm to 6.30pm.

ACTION: Defer to a future agenda

ACTION: Clerk to send a polite notice to all councillors asking them to attend.

Other matters

ACTION: Clerk to report concern over the condition of a conifer at Policeman's Hill to fixmystreet.

10. Date of next meeting

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

The Council meeting closed at 21:45