

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 7TH
OCTOBER 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), J. Hawkins (JH), L English (LE), Ben Stokes – District Councillor, J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

None

NO. 2. DECLARATIONS OF INTEREST

Councillor T Symons as a magistrate declared a non-pecuniary interest in item 4a.

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

Minutes of the meeting on 16th 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. 4a. To RECEIVE a visit from PCSO Samantha Derrick and PC Hill - Avon & Somerset Constabulary regarding the crime statistics within Pucklechurch Parish

PCSO Samantha Derrick attended the meeting alongside PCSO Lucy Sparks and gave apologies for PC Hill.

PCSO Derrick was pleased to inform us that they have arrested and prosecuted some known burglars and since this arrest dwelling burglaries have reduced in the area.

An arrest has also been made outside the area and this has now reduced non dwelling burglaries.

The beat team have been working on educating the public with regards to crime prevention and asking residents to step up their security. Officers have been visiting the homes of residents to look at the security measures in place and make suggestions to help prevent future dwelling crime.

Youth problems within Pucklechurch have been non-existent this year with no call outs to the beat team. Anti-social behaviour as a whole has reduced.

There had been a spout of vehicle break-ins and damage to vehicles in the area which seems to have now quietened down over the last few weeks. There are no suspects for this and seems to be no trend so believe it to be opportunists.

Cautions are currently not shown on the website, the council would like to receive this information so PCSO Derrick will investigate and provide this information to the clerk.

PCSO Derrick gave apologies for the lack of attendance to meetings over the last year, she informs the council that due to shift changes they are no longer able to plan their shifts around meetings but is hoping to be able to attend meeting more regularly.

NO. 5 CORRESPONDENCE

5a SLCC 2015 Regional Roadshow

Wednesday 25th November – Golden Valley Hotel in Cheltenham

Noted

5b Email from Bitton Parish Council regarding Nitrous Oxide Canisters

ACTION: Clerk to make agenda item for 21st October

ACTION: Clerk to obtain bylaw wording in readiness for next meeting

5c SGC Consultation on future maintenance and management of sports pitches and playing fields. This consultation is open from 24 September until 14 December 2015. Already circulated to community groups.

Noted

5d Inside Government's upcoming policy discussion entitled The Future of Local Planning: Delivering Effective Neighbourhood Plans. 25th November in Central London, this strategy forum lead by DCLG, Planning Inspectorate and Locality will provide you with the perfect opportunity to explore planning best practices where local authorities and neighbourhood planning groups have managed to adopt neighbourhood plans that have had a positive impact on the local area, socially, economically and environmentally

Noted

5e Street Trading Policy 2015-18 - draft for consultation. Comments welcome between 23rd September 2015 and the 16th December 2015
Noted – District councillors will forward any relevant information to parish councils

5f Annual meeting of the Town & Parish Councils Forum (T&PCF)
Thursday 8 October 2015 at 10am at Poole Court, Poole Court Drive, Yate, BS37 5PP
Noted – BS and MW attending

5g Consultation on proposed changes to South Gloucestershire Council's Local Planning Application Requirements 2015. Comments welcome by 1st November 2015
Noted

5h SGC Community Grants Information Sheet
The three types of grants are Community Grants, New Homes Bonus and Positive Activities Subsidy grants. Closing date for applications 17th November 2015. Already circulated to community groups.
ACTION: Clerk to make agenda item for 4th November 2015.

5i A4174 Ring Road Major Maintenance Works
5th – 22nd October 2015 between Deanery Road roundabout, Siston Hill Roundabout (also known as Carsons road roundabout) and Dramway Roundabout. The works will be undertaken at night time between the hours of 8pm and 6am and will create a significant amount of noise. Circulated to community groups
Noted

5j Help NALC Campaign to exempt public toilets from business rates.
Campaigning to exempt parish and town councils from paying business rates on public toilets. Deadline for survey to be completed 30th of October 2015.
Noted

5k Survey of local authority views and actions on roof nesting gulls in SW England.
The survey is open until 30 November 2015
Noted – Individual councillors to complete if necessary

5l Consultation on proposed changes to Adult Social Care Fees and Charges.
Consultation open from 7th September until 31st October 2015
Noted

5m Changes to Sort It Centres

From 1st October 2015. Circulated to community groups.

Noted

NO.6. PLANNING APPLICATIONS

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

Notice of decision: Approve with Conditions.

Noted

6b PK15/3644/F 11A Lansdown Road Pucklechurch South Gloucestershire BS16 9RG
Erection of timber shed to front garden

RESOLVED: No Objection

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

6c PK15/3968/F 83 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS
Erection of two storey side extension to form additional living accommodation.

RESOLVED: Objection

This is a property that sits within the Bristol/Bath green belt outside the urban development boundary of Pucklechurch. From its visual appearance and construction (particularly the nature of the roof line, its pitch and the differences between the front and back as well as the relative thickness of walls to the front of the building) it would appear that this property has already benefitted from previous extensions. As such the detail of the cumulative total of these extensions by volume should be examined to determine whether or not the proposed extension would constitute a disproportionate increase given its position in the green belt and the impact on its openness. The height of the proposed extension exceeds that which already exists to such an extent that it reads within the street scene as a separate dwelling and is therefore clearly out of proportion with the scale and character of the original building.

ACTION: Clerk to submit objection comment as above on SGC website.

6d PK15/4107/F Pucklechurch Trading Estate Becket Court Pucklechurch Bristol South Gloucestershire

Upgrade to replace the existing 15m monopole with a new 15m monopole, the replacement of the 3no. existing antennas with 6no. antennas on the new pole, the replacement of the equipment cabinets within the existing compound, along with minor ancillary development.

RESOLVED: No objection

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

Other planning matters

PK15/3388/F The Old Chapel Parkfield Road Pucklechurch - 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 welcomes the amendments that have been made to the plans but would like to query a comment made by Mr James Brookes in his letter dated 29/9/15 in which he references the possibility of 'short-term commercial lets' since this would have potential implications relative to parking and amenity space provided.

ACTION: Clerk to make additional comment as above due to the new information and revised plans that have gone through.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Information from the Joint Cycle Group Meeting held on 30th September 2015 has been circulated to the council by Councillor T Symons. A meeting has been arranged for 26th October between Councillor BoB Symons, Martin Smith and Marc Cashmore SGC. There was a suggestion of getting Siston Parish Council involved which was agreed by the council.

7b To RECEIVE Report from District Councillor(s)

Residents have been approaching District Councillors Ben Stokes and Steve Reade regarding traffic concerns.

Feltham Road on the approach into Pucklechurch. Speed restriction is currently national speed limit but they are requesting that this speed limit is reduced at the bend rather than at Castle Road junction. District Councillors Stokes and Reade are supporting this request. Councillor Boyle informed DC Stokes that there is a road survey being carried out on this stretch of road further to the proposed Ring O'Bells Solar Farm in Hinton.

ACTION: Clerk to make this an agenda item for 21st October.

Westerleigh Road residents living near St Aldams Surgery are concerned over the speed of traffic and overtaking in the 40mph zone. Residents are keen to know what they can do and at least three people are willing to put themselves forward for speedwatch.

ACTION: Clerk to make an agenda item on 21st October

Emergency Planning – DC Stokes has attended an internal briefing on emergency planning which included scenario planning. Academies are no longer allowing sites to be used as meeting/evacuation points.

Joint Strategic Plan – PPC have been mentioned for future planning/housing development. Public consultation will be launched within the next 6 weeks. Questions were raised over where in Pucklechurch this proposed building will happen and if it will be in the greenbelt. The end of next year is when the live document will be running.

It was mentioned that there have been a couple of comments over the multi user path junction to Siston. PPC have currently had no complaints and it's believed that the drivers in question may have approached the junction too fast.

SPD meeting challenging travellers sites – DC Stokes met with the head of planning some time ago but has not had an update on whether the inspector will approve it or not.

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

- The Grant Scheme has been advertised on the noticeboards, website and circulated to community groups 28.09.15. Agenda 5th August item 9h
 - To date only one application form has been received from St Thomas a Becket Church
- Skate Park – Actions from Agenda 19th August item 9b.
 - Requested quotations for the removal of the skate park from Instant Landscapes and Town and Country Services 24.09.15
 - Town and Country - £575.48 + VAT to remove existing equipment, supply, lay and compact 6mm dense wearing course tarmac to infill where necessary. Once scrap metal value is determined this amount will be deducted from the invoice amount and a receipt provided for our records.
 - Instant Landscapes – Until the metal is removed they are unsure if the base has tarmac underneath so have quoted between £1100 - £1300

- depending on the amount of tarmac required to make the area good. They also will deduct the scrap metal value from the invoice.
 - Wrote to Marilyn Palmer asking for details of who funded the skate park 25.09.15
 - Response received 28.09.15 informing us that in partnership with the young people they raised around £10-£12K to build the skate park and that the money was raised from grant applications. She unfortunately cannot remember all of the details as it was some years ago.
 - ACTION:** Clerk to look at past minutes to determine who funded the skate park
 - Added information onto the website and notices boards for the removal of the skate park and emailed community groups 28.09.15.
- Completed and returned Grant Thornton's satisfaction survey and uploaded Annual Return onto the Website 17.09.15. Agenda 2nd September item 8b.
- Displayed notice of conclusion of audit on notice boards 01.10.15. Agenda 2nd September item 8b
- Contacted Ben Stokes and asked him to attend Kingswood Community Transport AGM 17.09.15. Agenda 16th September item 5b.
 - Response received 21.09.15 informing us that he is unable to attend, informed council of this by email 24.09.15.
- Councillor Tina Symons and I attended the South Glos and Glos Branch Meeting on Thursday 1st October. Agenda 16th September item 5f.
- Shortwood Cycle Path – I have found out who the landowners are and have circulated emails received from Chris Harris and Marc Cashmore to the Council. Agenda 16th September item 7b
- Contacted Huw Morgan to award him the contract for planting the Hawthorn Tree and informed Greenfields that they were unsuccessful 17.09.15. Agenda 16th September item 7c.
- Ordered Red Hawthorn Tree and cage protector from Chew Valley Trees 17.09.15 for a total amount of £134.33 + VAT. Agenda 2nd September item 9b and 16th September item 7c.
 - Tree delivered and collected by Huw Morgan 28.09.15 for planting.
- Wrote to allotment holder informing him that the council resolved not to add a padlock to the bottom gate 17.09.15. Agenda 16th September item 7c
- Emailed St Thomas a Becket Church acknowledging receipt of grant application form 17.09.15 and emailed new application pack on 28.09.15. Agenda 16th September item 7c.
- Chased Huw Morgan to cut back the hedges at St Aldams 17.09.15. Agenda 16th September item 7c.
 - These have now been cut on 29.09.15
- Emailed Huw Morgan regarding putting out the bins 17.09.17. Agenda 16th September item 7c.

- He has agreed to put them out for us until we have appointed a Village Orderly
- Emailed council asking them for their project spend suggestions 17.09.15. Deadline 15th October. Agenda 16th September item 8c.
- Informed Boyde Valley Community Energy Group that PPC will pay for the Community Centre room hire as a one off cost 17.09.15. Agenda 16th September item 9b.
- Completed SLCC Membership renewal form which will be posted with the signed cheque after tonight's meeting. Agenda 16th September item 9c.
- Requested quote from Branch Walkers to remove St Aldams Leylandii tree 17.09.15. Agenda 16th September item 9f.
 - Quote received for £1000.00 + VAT from Branch Walkers – Sent parishioner the quotation and am awaiting a response to see if he will accept the proposal.
- Contacted Parish Online informing them that we wish to renew our subscription and a cheque will be sent after the next meeting on 7th October. Agenda 16th September item 9g.
- Emailed council asking them to attend SGC's meeting on LCTS and Special expenses consultation 17.09.15. Agenda 16th September item 9h.
- Reported Conifer Tree on Shortwood Road to fixmystreet reference number: 295126
- We have had an engineer from AED visit the defibrillators at Eagle Crescent and Community Centre as condensation has been found inside the cabinets. We are also going to add a bar code inside each cabinet for so that this can be scanned with a smartphone making the checking process a lot quicker.
- Circulated Parkfield defibrillator information leaflet to community groups 24.09.15.
- Requested a quote from Huw Morgan to cut limbs off tree at St Aldams 28.09.15
 - Quote received and accepted for £65.00 and the job should have been carried out 01.10.15
- Recommendations from RoSPA Report - I have received several quotes from Greenfields and Instant Landscapes, I believe that this should be an agenda item to discuss if the council would like to go ahead with some of the works that are a recommendation not a necessity.
ACTION: Clerk to make agenda item 21st October
- Lorries Parking in the trees on Becket Court reported to SGC reference Number: 296353 and letter written to Industrial Estate 01.10.15.
- COM/14/1163/BOC - Land to the South of Redford Lane – Circulated update received from Kathryn Leeming 29.09.15 which was informing us that she has requested that an officer arrange a revisit with the owners and once this has taken place she will decide what (if any) the next steps will be.
- Raised Cricket Club invoice 02.10.15

- PCA signs were erected 5th October 2015.
- Circulated email regarding PK15/3523/PNFU - Churchmead Farm, Hodden Lane, Pucklechurch, informing us that on further inspection of the above notification they can confirm that planning permission is not required for the development as it falls under permitted development. They therefore should not have notified us of the application and will be issuing a decision stating that it is permitted development.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

SLCC	SLCC Membership Renewal	£149.00	2223
Chew Valley Trees Ltd	Replacement Hawthorn Tree for rec	£161.20	2224
Void Cheque	Void Cheque	£0.00	2225
Getmapping Plc	Parish Online Subscription	£67.20	2226
G Walker and Co	Plaque for 50:50 Heartstart	£269.00	2227
C Hall	Rent Shortwood Play area up to Sept'15	£90.00	2228

NO. 9. Agenda Items

9a To AGREE Assets of Community Value list and IDENTIFY areas that might come under 'The Community Right to Bid' process

RESOLVED: To agree the Assets of Community List as circulated

RESOLVED: To show an interest in the following assets for the Right to Bid process:

- Newsagents and Post Office
- Village Store
- Bakery
- Doctors Surgery

ACTION: Councillor Boyle to write a letter for the clerk to send to the owners of the above

9b To DETERMINE any actions regarding Rebecca's Garden now that it has been confirmed to belong to the council

RESOLVED: To contact the family and for PPC to take over the maintenance of the garden and make it a memorial garden for the whole village.

ACTION: Councillor Boyle to write a letter for the clerk to send to Rebecca's family

9c To AGREE next actions regarding the land at the end of St Aldams Drive following confirmation of ownership

ACTION: PPC resolved to progress the option of the site being transferred for possible public amenity.

9d To REVIEW the email received from a parishioner regarding planning application PK15/0752/F 11 St Aldams Drive and AGREE what action PPC can take

As PPC are not a planning authority this is not in our remit so needs to be dealt with by SGC.

ACTION: Clerk to write to the parishioner to obtain permission to send their email to SGC enforcement officers for them to investigate whether or not there has been a breach of

conditions. Clerk to also mention that any parking on the pavements should be reported to the police.

9e To REVIEW the dog bins within the Parish and AGREE next steps

A report of the dog bins has been circulated to the council and a recommendation to remove four dog bins has been made. The removal of these bins will save the council approx. £778.00 per year. The current contract expires in March 2016. It is felt that a consultation process needs to be undertaken informing residents of this proposal.

RESOLVED: To agree in principle, but a communication process informing parishioners by Pucklechurch News, Website and the Notice boards needs to be undertaken.

ACTION: Councillor Dunning to create an article for Pucklechurch News by the deadline of 10th November.

ACTION: Clerk to advertise this article on the notice boards and website once produced by Councillor Dunning.

9f To REVIEW report on Woodland/Skate Park Area and AGREE next steps

Councillor Dunning has circulated a report to the council with a recommendation that the Clerk looks into the expenses involved in:

- removal of half of the tarmacked area of the skate park (leaving the remainder as a car park for the educational resource),
- childproofing the roadside fence,
- signage for woodland species,
- making the entranceway and path to the current skate park usable by vehicles.

RESOLVED: To agree to the above recommendation

ACTION: Clerk to look into the above costs

RESOLVED: To accept the quotation from Town and Country Services of £575.48 + VAT to remove the skate park and make good of the tarmac, as per the clerks report.

ACTION: Clerk to award the contract to Town and Country Services and inform Instant Landscapes that their quote was unsuccessful.

9g To REVIEW the email received from a parishioner regarding the proposed route for the construction traffic for Ring O'Bells solar farm and Feltham Road hedges and AGREE what action PPC can take

It was noted that there appears to be an error with the discharge of conditions. The committee report does not concur with the decision notice. Heavy goods vehicles with a weight limit of 7.5 tons should be using the village for access purposes only not as a through road.

ACTION: Councillor Boyle to write a letter for the clerk to submit through the planning portal and to the officer pointing out the error with the route.

With regards to the hedges this has been reported to SGC in the past.

ACTION: Clerk to inform resident about reporting the hedge to SGC

ACTION: Councillor Boyle to write a letter for the clerk to send to SGC highways

9h To CONSIDER the funding request from South Gloucestershire Citizens Advice Bureau

It was noted that the impact report received does not mention the donation received by PPC in the past.

ACTION: Clerk to send them a grant application form, asking them to provide details on how it will have an impact on our parish.

9i To DETERMINE the Role of a Councillor

RESOLVED: To move 'Proven experience of working with voluntary and or local community groups' from essential to desirable column and then accept this as the Role of a Councillor document.

RESOLVED: To hold the applicants discussions with the council on Wednesday 2nd December, time to be confirmed depending on the amount of applications received.

ACTION: Clerk to write to the two applicants informing them that the discussion with the council will take place on Wednesday 2nd December 2015, time to be confirmed but is likely to be around 7.00pm before the full council meeting.

9j To AGREE who will attend the Remembrance Service and purchase a wreath

RESOLVED: That councillor's B Symons, Boyle and Hawkins will attend the Remembrance Service.

ACTION: Clerk to order wreath.

10. Date of next meeting

Wednesday 21st October 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 21:53