

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21<sup>ST</sup>  
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), J. Hawkins (JH), L English (LE), Steve Reade – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

M. Watson (MW)  
R Dunning (RD)

**NO. 2. DECLARATIONS OF INTEREST**

None

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

Minutes of the meeting on 7<sup>th</sup> October 2015 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were 7 members of the public in attendance.

A petition comprising of 314 signatures was presented to the council requesting the need for a crossing on Shortwood Road. As this is a desire of Pucklechurch Parish Council there has already been a request made to SGC, however to date it has not been chosen by the committee members at the Kings Forest Area Forum as a priority. The petition received may influence the members decision so will be passed on to Chris Harris – SGC.

**ACTION:** SR to take petition to Chris Harris and the next Kings Forest Area Forum meeting.

Two members of the public came to discuss Rebecca's memorial garden.

1. Since SGC introduced a fee to empty the green bins it has resulted in various trips to the tip to tidy up the area. They are requesting that PPC offer financial support and pay the annual fee of £36.00 for the bin emptying.

2. They also requested a meeting to discuss how they can improve the memorial garden so that the whole community can enjoy it. Councillors TS and GB offered to meet up with them prior to the next meeting to discuss their options which was agreed by the council.

**ACTION:** Clerk to make the two items above agenda items on 4<sup>th</sup> November.

A resident came to discuss planning application reference: PK15/4131/F 74 Parkfield Road which is also on tonight's agenda item 6c. Due to the poor health of her and her husband the size of their current mobile home is inadequate to deal with the possible mobility issues that they face. As a bigger mobile home is required according to site regulations it must not be within 10 feet of combustible material. As the current boundary is a hedge the planning application is to request permission to replace the hedge with a stone wall.

**ACTION:** Agenda item 6c later

A resident attended the meeting to highlight the need for a speed restriction on the Feltham Road. The question has already been raised with District Councillor Ben Stokes back in September 2015, as it is felt that the current speed limit is too high and the resident is worried for the safety of his children. This subject will be discussed further tonight agenda item 9g 2.

**ACTION:** Agenda item 9g 2 later

## **NO. 5 CORRESPONDENCE**

**5a** The Annual South West Conference of Local Councils. 10th November 2015 at the Tiverton Hotel, Devon

**ACTION:** BS attending.

**5b** SGC Consultation on Proposals to Revise Housing Related Support (HRS) in South Gloucestershire

Deadline 16<sup>th</sup> November 2015. Circulated to community groups.

**Noted**

**5c** Request for financial support from Cruse Bereavement Care.

The charity provides free care and support to bereaved of all ages in your area, children, young people and adults.

**ACTION:** Clerk to provide them with a grant application form

**5d** Community Ignite's AGM

9.15am - 12.30pm on Thursday 5th November 2015 at Kingswood Community Association, High Street, Kingswood, BS15 4AB. Circulated to community groups.

**Noted**

**5e** Letter from SGC regarding Potential Changes to Youth Services Funding

Positive Activities Subsidy (PAS) funds are not yet confirmed to be available beyond March 2016, pending the development of the 2016/17 Council Budget and a decision by the CYP Committee meeting in the New Year. As a result, the bidding process for any potential PAS funds for 2016/17 will not start until the CYP Committee make a decision based on consideration of the consultation feedback in the New Year. Circulated to community groups for information.

**Noted**

**5f** South Gloucestershire Quality of Life Report 2015

The report monitors delivery of the sustainable community strategy. Circulated to community groups.

**Noted** – Residents were asked whether they believe they can influence decisions affecting their local area. 17% agreed they could influence decisions but 50% disagreed with this statement PPC felt that this was a very poor consideration from the general public.

**5g** Review of Community Safety and Anti-Social Behaviour Team 2015

As part of the council savings programme SGC are reviewing the work of the Anti-social Behaviour and Community Safety Teams to make savings of £277,000 per year. This review could affect; council funded PCSOs, funding and support for anti-social behavior, domestic abuse, hate crime, rehabilitation of sex offenders, street marshals and CCTV. Closing date 24<sup>th</sup> December 2015. Circulated to community groups.

**ACTION:** Clerk to request copy of previous response

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> November

**5h** NALC Improvement and Development Strategy for Local Councils

On-line survey

**Noted** – to be completed by individuals

**5i** South Gloucestershire Partners' Conference: Skills for the Future

Monday 9<sup>th</sup> November 2015 Holiday Inn, Hambrook arrival from: 8:45 a.m. onwards

**Noted**

**5j** SGC Draft Waste Strategy Consultation

A new draft Waste Strategy will be going to Communities on 4<sup>th</sup> November. This will be followed on by a public consultation on the strategy from approximately mid November onwards for 14 weeks

**Noted**

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

**6a** PK14/1116/RM Land at Emersons Green East Emersons Green South Gloucestershire. Laying out of public openspace and provision of play areas associated with phase 1 and 2; including two senior pitches, BMX facility and Local Area of Play (LEAP), informal openspace, bridges, landscaping and all associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O).

Notice of decision: Approve with Conditions

**Noted**

**6b** PK15/4131/F Horseshoe Cottage Shortwood Road Pucklechurch Bristol South Gloucestershire. Erection of single storey side extension to form additional living accommodation.

Pucklechurch Parish Council agreed the following resolution: Objection  
Disproportionate addition over and above the size of the original dwelling with a consequent negative impact on the openness of the Bristol/Bath green belt in which it sits as well as adding to the prominence of the site from Siston Conservation Area  
In 2010 SGC's Conservation Officer wrote relating to the proposed erection of a detached garage and store. (PK10/0718/F withdrawn):

*"The property is a traditional rendered stone cottage which has undergone a number of alterations and extensions. It is situated on high land overlooking the adjoining fields which contribute to the landscape character of the conservation area. It will be important to ensure that any proposals do not unduly add to the prominence or built up appearance of the site in views from the conservation area."*

With reference to a previously refused application (PK07/3343/F) SGC's Planning Officer wrote:

*"For the purposes of determining this application the 'original' property is taken to be the 2-storey front part of the property only. This is calculated as to have a volume of approximately 265 cubic metres"*

In 2008 the cottage benefitted from the erection of rear conservatory (PK08/1448/F). The cumulative total of all additions and extensions over and above the original volume, including the proposed new extension, should be taken in to account when determining this application. No special circumstances have been offered to justify this extension. Dimensions supplied within the accompanying Design & Access statement suggest that the extension would provide additional living accommodation of approximately 75.5 cubic metres over and above that which already exists. This extension alone would equate to an increase of 28% by volume of the original property (as evidenced above) and so when all other extensions are taken into account would constitute a disproportionate addition to the cottage and therefore contrary to SGC policy.

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

**6c** PK15/4224/F 74 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS  
Removal of existing boundary hedgerow adjacent to Parkfield Road to facilitate replacement with a two metre high 18.8 metre length wall

Councillors agreed that there are special circumstances in support of the application however they have concerns regarding the removal of a green hedge and its replacement it with a stone wall of a design more akin to an urban situation rather than the rural location in which it would be sited. Councillors are aware that the applicant is willing to discuss the nature of the replacement wall and so would request that a style more in-keeping with the rural location is explored. Also with regard to the removal of the hedge that this is conditional on the replacement of the mobile home with a larger dwelling.

**ACTION:** Clerk to submit the above comment onto the SGC website

**6d** PK15/4232/RVC Land At Emersons Green East Land To East Of Avon Ring Road South Of M4 Motorway And North West Of Disused Railway Line.

Variation of Condition 14 attached to approved application PK14/2705/RVC (formerly Condition 17 of PK04/1965/O) to increase the volume of Class B employment floorspace occupied prior to the construction of a tiger-tail diverge at Junction 1 of the M32 from 15,000sqm to 25,698sqm.

**Noted**

**6e** PK15/4379/PNGR Land To North Of Shortwood Lodge Shortwood Hill Pucklechurch Bristol South Gloucestershire

Prior notification of a change of use from Agricultural Building to single residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (resubmission of PK15/1173/PNGR) Consultation deadline 2<sup>nd</sup> November 2015

Pucklechurch Parish Council agreed the following resolution: Objection

This is a barn which sits alongside a hedged field boundary within designated Green Belt. In spite of the apparent rediscovery of a long since lost stone track way Councillors believe that it is still not unreasonable to assume that the occupiers will want to access the site by car as would other service vehicles. It would be impractical for service vehicles and in particular refuse collection vehicles to access a dwelling house sited here and if the intention is to access the barn from the direction of the cul-de-sac by 'Greatwood' Councillors would draw your attention to what was said about this road by officers in relation to a previous application, PK13/2799/RVC:

*“A good portion of the access road leading to the site is single track with no footway. Opportunity for vehicles to pass one another along the majority of this road is very limited and the road suffers in part from poor surfacing. Like many country lanes, the access road leading to the site is winding and it includes bends where there is little or no forward visibility for drivers. At such locations, vehicles that may time to time come face to face would require reversing and it is not considered possible to provide passing-bys with suitable inter-visibility at this location. The road is well used by horse riders and walkers to access bridleways and public rights of way and this is corroborated in a number of letters received in relation to the application”*

It is not unreasonable to assume therefore that permitting development of this barn:

*“Would result in further increase of vehicular traffic on a substandard access road thereby resulting in increased highway safety conflict for all users to the detriment of road safety.”*

It is evident that the 'trackway' would need considerable work to bring it up to a standard for regular use by vehicles and it is not clear that this would be 'permitted development' nor is it clear that the concerns expressed by Transportation DC in response to the previously refused application have been addressed.

There is no current vehicular or pedestrian access available from the lane leading to Shortwood Lodge which is also a cul-de-sac servicing a private driveway. Local bus

services could only be accessed by walking considerable distances from the barn along roads with no pedestrian footway as above.

The barn sits on the edge of an open field being used for agricultural purposes. There is currently no fenced area associated with the use of this barn other than the field boundary; none could have been used in the past for domestic purposes. Councillors are concerned that the potential addition of amenity features such as a garden would introduce elements of an urban nature to an otherwise open area of Green Belt land and would also require change of use.

Councillors still question the practicality of connecting the property to local services – what local water, drainage, electricity, gas or other services currently exist to which this barn could be reasonably and practically be connected?

**ACTION:** Submit objection comment as above on SGC website

## **NO. 7. REPORTS**

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

Report received from Councillor Dunning regarding Lyde Green Common has been circulated.

It was noted in the meeting that four years ago PPC was informed that the land was under new ownership. Lord Julian Darling informed us of his plan to deregister the land back in December 2014 and that land had been identified as replacement common land off Cotsgrove Hill. PPC had no concerns at the time nor at present.

DC Steve Reade will be objecting to this to protect the common land now within the Emersons Green Town Council.

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

Prison Report - DC Steve Reade informed the council that he has written a joint press release alongside MP Luke Hall and DC Ben Stokes regarding the prison report and made a suggestion that PPC reads the report.

**ACTION:** BS to contact the prison regarding the report.

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

- PK15/3644/F 11a Lansdown Road, Pucklechurch – submitted no objection comment on SGC website 13.10.15. Agenda 7<sup>th</sup> October item 6b.
- PK15/3968/F 83 Parkfield Road Pucklechurch – submitted objection comment on SGC website 13.10.15. Agenda 7<sup>th</sup> October item 6c.
- PK15/4107/F Pucklechurch Trading Estate – submitted no objection comment on SGC website 13.10.15. Agenda 7<sup>th</sup> October item 6d.
- PK15/3388/F The Old Chapel Parkfield Road – emailed SGC with additional comment 13.10.15 and added to SGC website 16.10.15. Agenda 7<sup>th</sup> October – other planning matters.
- PK15/0752/F 11 St Aldams Drive - Wrote to parishioner to obtain their permission to send their email to SGC 08.10.15. Agenda 7<sup>th</sup> October item 9d.
  - Permission received 21.10.15
- Requested estimate of costs for the educational resource from Town and Country Services and Instant Landscapes 16.10.15. Agenda 7<sup>th</sup> October item 9f.

- Awarded removal of the skate park to Town and Country Services and informed Instant Landscapes that they were unsuccessful 08.10.15. Agenda 7<sup>th</sup> October item 9f.
- Ring O'Bells Farm – email sent to SGC 13.10.15 regarding DOC15/0194. Agenda 7<sup>th</sup> October item 9g.
- Wrote to resident asking them to report the hedge on Feltham Road to SGC. Agenda 7<sup>th</sup> October item 9g.
- Emailed Citizens Advice Bureau grant application form. Agenda 7<sup>th</sup> October item 9h.
- Wrote to the two applicants who have applied for the role of councillor informing them that the discussion will be held at the Community Centre meeting room on Wednesday 2<sup>nd</sup> December 2015, time to be confirmed. Agenda 7<sup>th</sup> October item 9i.
- Ordered Remembrance Wreath for £50.00. Agenda 7<sup>th</sup> October item 9j.
- Email received from District Councillor Ben Stokes circulated to council 09.10.15 informing us that SGC is now proposing to delay the PSP DPD until the spring.
- Circulated Barrage Balloon Workshops update to council for information 13.10.15.
- Received grant application form from Pucklechurch CA Social Club
- Circulated de-register of Lyde Green Common email to Council
- Requested Dave at Instant Landscape to cut the grass on the rec 15.10.15.
- I have now received confirmation that the Insurers will process our claim for the roundabout safer surface but that their agreement to do so is not to be taken as a precedent for the future. Therefore we must report all future incidents to the police and obtain a crime reference number. A payment of £2,024, being the lowest quote from G B Sports & Leisure minus the £125 excess will be paid directly into our bank account.
- COM/14/1163/BOC - Land to the South of Redford Lane – circulated update from Kathryn Leeming 20.10.15 to council.
- Chased Richard Guise for an update on the Character Appraisal 16.10.15.
  - Response received informing me that an inception meeting hasn't yet taken place nor is he in receipt of the maps that he requested.

**ACTION:** Clerk to write to Mr Guise for clarification on what maps are required and the costs involved.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Royal British Legion	Poppy Wreath	£50.00	2229
Huw Morgan	Burial Ground Grass, Hedges and St	£660.00	2230

	Aldams Tree		
PCA	Room Hire	£34.60	2231
GB Sports and Leisure	Repair to roundabout flooring on the rec	£2578.80	2232
Signs Now	PCA Signs for Community Centre	£1314.66	2233
Anna Chelmicka	Litter Picking	£178.00	2234
EDF Energy	Millennium Stone Electricity	£44.46	2235
Wages	Wages/NI	£1521.84	2236/2237
Young Johnson	Clerical error refund to Stone Mason ref. Headstone for Mrs Willmott	£552.00	2238

The cheque for Young Johnson will be allocated to account miscellaneous 137. This expenditure was due to an admin error resulting in an incorrect headstone being made. The process has been corrected.

It was noted that each and every cheque is circulated and subsequently reported in the minutes in numerical order with a clear description of what the cheque relates to. The financial regulations are also adhered to with regards to spending limits and authorisations. Reference was made to the Code of Conduct and that all councillors should pay due regard to it including communication through emails.

#### **8b** To RECEIVE an update from the Finance working group

The Bank Reconciliation has been balanced to the bank statements and signed by two members of the Finance Working group.

Anna Chelmicka is currently contracted to litter pick the recreation ground. A proposal was made to increase Anna's hours by 5 hours per week to incorporate litter picking at Parkfield, St Aldams, Eagle Crescent, Shortwood and the Woodlands. The total contracted hours would now be 10 hours per week at a monthly cost of £350.00.

**RESOLVED:** to accept the proposal and increase the hours to 10 per week

**ACTION:** Clerk to inform Anna of the decision

**ACTION:** TS to provide information regarding the recent costs of maintenance to inform a discussion on a new role.

#### **8c** To CONSIDER and AGREE project proposals for 2016/17 budget

Several proposals were discussed to be incorporated in the budget.

- Memorial garden
- Community Garden
- Woodland/Educational Centre
- Wild Flower/grass verges
- Quality Council
- Neighbourhood Plan
- Play area renewals
- Grant Funding
- Wish list items and community plan - need to be reviewed

**ACTION:** Clerk to look into costs for targeted telephone response to a questionnaire.

**ACTION:** Finance team to consider the above items when preparing draft budgets

### **NO. 9. Agenda Items**

**9a** To AGREE to Pucklechurch W.I. planting 100 daffodil bulbs near to Le Jardin du Pringy as part of centenary year and the 40 year anniversary of Avon Federation.

Pucklechurch Parish Council agrees to this in principle but as this is not PPC land they will need to obtain permission from South Gloucestershire Council.

**ACTION:** Clerk to inform the W.I of the above

**9b** To AGREE a response to MP Luke Hall's email asking for clarification about what steps were taken to consult with local residents regarding the St Aldams path.

A report has been previously circulated to the council and was read out loud at the meeting.

**RESOLVED:** To send the report to MP Luke Hall as a response to his email.

**ACTION:** Clerk to take up this action

**9c** To CONSIDER paying for a green bin for Rebecca's garden

This item has been deferred further to a meeting being arranged between the residents and Councillors Symons and Boyle.

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> November

**9d** To AGREE to grant permission to the Pucklechurch Scout Association to run an air rifle shooting session inside the scout hut on Monday 23rd November.

There were concerns over damage to PPC property and the children taking part in this activity. The council resolved to request a risk assessment for due diligence purposes before making a decision.

**ACTION:** Clerk to request risk assessment

**ACTION:** Clerk to make agenda item for 4<sup>th</sup> November

**9e** To CONSIDER supporting the introduction of a bylaw prohibiting the use of nitrous oxide canisters in public places

PPC require more information before making a decision. The information supplied by Bitton Parish Council is too vague

**ACTION:** Clerk to ask Bitton Parish Council for clarification

**9f** To RESPOND to resident's request as to what action can be taken to reduce speed and overtaking along Westerleigh Road and to offer advice on being part of Speed Watch.

This agenda item was created from District Councillor Ben Stokes report at the last meeting. It was suggested that a speed watch mantle be put in place and PPC would be in support of any measures to slow down traffic passing through the village.

It was also noted that SGC are in receipt of a Speed Limit report that was produced by PPC in the past. PPC needs to check that the information is current and submit it back to Chris Harris.

**ACTION:** DC Steve Reade to retrieve speed watch equipment

**ACTION:** DC Steve Reade to set up process of speed watch

**ACTION:** BS to check that the information is current and submit it back to Chris Harris

**ACTION:** Clerk to write to Chris Harris SGC requesting Westerleigh Road and Feltham Road to be reviewed.

**9g 1.** To RESPOND to concerns on the Solar Farm traffic route and to inform SGC of inconsistencies in the planning conditions.

A report pointing out the error with the discharge of conditions has already been submitted to the Planning Officer Marie Bath and to the District Councillors. DC Steve Reade has also forwarded the report to David Stockdale for his information.

**ACTION:** DC Steve Reade to follow this up.

**9g 2.** To CONSIDER a request for the to increase the 30 mile limit zone in Feltham Road and make representations to SGC

A complete survey of the road condition report has already been carried out by SGC for Feltham Road so we could use this to our advantage to point out the dangers.

**ACTION:** Councillor Boyle to pull off the report for the clerk

**ACTION:** Clerk to send report to Chris Harris SGC

**ACTION:** DC Steve Reade to put forward to the Kings Forest area forum.

**9h** To REVIEW quotations and AGREE further action from the RoSPA report.

The report was circulated to the council and the actions below were agreed by the council.

### Parkfield

Slide – Resolved that no further action is required with regards to the dismantling of the slide as the risk level is low

**ACTION:** Clerk to request a quotation from Huw Morgan Landscapes to paint the slide.

Baby seat swing – Resolved to accept the quotation from Greenfields to replace the swing at a cost of £159.00 + VAT

**ACTION:** Clerk to inform Greenfields

### Eagle Crescent

Multi Tower – Resolved to accept quotation from Greenfields to supply 4 x half rounds on ramp at a cost of £69.00 + VAT

**ACTION:** Clerk to inform Greenfields

Basket Ball Unit – Resolved to accept quote from Greenfields to install a sign saying 'do not climb on ring' onto backboard at a cost of £58.00 + VAT

**ACTION:** Clerk to inform Greenfields

### Castle Road Rec

Basketball post - Resolved to accept quotation from Greenfields to remove the Adidas sign off the backboard at a cost of £28.00 + VAT

**ACTION:** Clerk to inform Greenfields

### St Aldams

Damaged gate and tree stump – Resolved to accept the quotation from Instant Landscapes to repair the damaged gate and grind out the tree stump at a cost of £180.00.

**ACTION:** Clerk to inform Instant Landscapes

Rubber tiles – Resolved to accept option 2 on the quotation from Greenfields to replace the area with rubber bonded shred at a cost of £441.00 + VAT.

**ACTION:** Clerk to inform Greenfields

The Safer Surface at Parkfield, Eagle Crescent, Shortwood and Castle Road Rec were also flagged as trip hazards and it was resolved to obtain a quotation from Huw Morgan Landscapes to purchase a clay based soil such as loam to fill in the gaps.

**ACTION:** Clerk to request quotation from Huw Morgan Landscapes to source loam product and carry out the works at all locations.

**9i** To CONSIDER any actions that may reduce the reported increase in Dog Mess on the rec and implement actions as agreed.

Councillor's Symons and Boyle attended a SGC meeting and recommendations were made for products to encourage people to pick up their dog's mess.

**ACTION:** Clerk to contact Mark King regarding products and costs to bring back to council

**ACTION:** BS to include in Chairman's report

**9j** To AGREE a response to the SGC Consultation on the Review of Modern Records Service. Deadline for responses 31<sup>st</sup> October 2015

It was noted that this is not a meaningful consultation and that more information is required.

**ACTION:** Clerk to request more information and defer to a future agenda

**ACTION:** Clerk to contact Bristol Archives for a quote as a comparable costing exercise

**9k** To AGREE a response to the Consultation on 1) South Gloucestershire Council's Special Expenses System from 2016/17 onwards, and on 2) The LCTR Support Grant to Parish and Town Councils from 2016/17. Deadline 23<sup>rd</sup> October 2015

1) South Gloucestershire Council's Special Expenses System from 2016/17

**ACTION:** Clerk to write back to SGC stating option 1 but adding in extra comments requesting that further investigation is carried out.

2) The LCTR Support Grant to Parish and Town Councils from 2016/17.

**ACTION:** Resolved to accept option 1 to reduce the LCTR Grant

**9l** To CONSIDER next actions regarding allotment reports

This agenda item is to look at the process involved in when councillors have difficulty in completing a task in a timely manner.

**ACTION:** Agenda item to review calendar of events and identify backstops.

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

**Wednesday 4<sup>th</sup> November 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:56