

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4<sup>TH</sup> NOVEMBER 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), M. Watson (MW), R Dunning (RD), Steve Reade – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

L English (LE)

**NO. 2. DECLARATIONS OF INTEREST**

None

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

Minutes of the meeting on 21<sup>st</sup> October 2015 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were 2 members of the public in attendance.

The first item raised was the overgrown trees behind the PVSSC. It was reported that the trees between the club and Rebecca's garden are too high and are blocking out the sunlight. A request has been made to have these cut back.

**ACTION:** PPC to confirm ownership of trees.

The second item raised was the erection of a single storey front extension to form additional living accommodation at 19 St Aldams Drive. An objection has already been submitted on the SGC website but they wanted to raise their concerns to the parish council regarding the impact it would have on the light in their main living area and that it would not be in keeping with the rest of the houses on the street.

**ACTION:** Agenda item 6f later

**NO. 5 CORRESPONDENCE**

**5a Briefing Session - Joint Spatial Plan (JSP) and Policies, Sites and Places (PSP) Plan**

The briefings will be held on 1<sup>st</sup> December in the Council Chamber at Kingswood Civic Centre at the following times: 3.30pm – 5.30pm and 6.30pm – 8.30pm

**ACTION:** Clerk to book 1 place for the afternoon session and 5 places for the evening session

**5b Consultation on the West of England Joint Spatial Plan and Strategic Transport Study**

You are invited to the next forum meeting on Monday 30<sup>th</sup> November 2015 7.00 - 9.15pm Kingswood Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR to learn about the proposals and comment on the options presented in the West of England Draft Joint Spatial Plan and Strategic Transport Study. This is part of the wider consultation that starts on the 9<sup>th</sup> November.

**ACTION:** MW and TS to attend

**5c Major Maintenance Works 16<sup>th</sup> - 20<sup>th</sup> November 2015 Westerleigh Road, Downend**

The works will involve the deep excavation and reconstruction of the existing carriageway. The work will start at approximately 8.00am and remain in place until approximately 6.00pm. These works will create a significant amount of noise. Circulated to community groups.

## **Noted**

### **5d Post 16 Travel Assistance - Contributory Charge Consultation**

SGC is consulting on the introduction of a contributory charge for students aged 16+ years who receive assistance with travel expenses from the council. If approved, the charge would be introduced from September 2016. Comments welcome between 26<sup>th</sup> October and 7<sup>th</sup> December 2015. Circulated to community groups.

## **Noted**

### **5e Avon and Somerset Police and Crime Commissioner Public Forum**

Sue Mountstevens will be holding her next public forum on Wednesday 4th November from 6.45pm - 9pm at Broadmead Baptist Church Bristol BS1 3HY. Circulated to community groups.

## **Noted**

### **5f Letter from the PCA to formally thank PPC for the new Community Centre signs**

## **Noted**

### **5g Consultation on Timing of Community Infrastructure Levy receipts allocation to Parish and Town Councils. Deadline for comments Friday 30<sup>th</sup> November.**

## **Noted**

**ACTION:** Neighbourhood plan to be made a single agenda item in February 2016.

### **5h Positive Activities Subsidy programme 2013/16 funding notice**

Email received informing us that we will no longer be in receipt of Positive Activity Subsidy funding beyond 31 March 2016. Under the terms of the South Gloucestershire Compact 2014, the Council is obliged to give a minimum of three months' notice of the end of the funding programme. This letter is our formal notification.

## **Noted**

### **5i Update - South Gloucestershire Local Plan: Policies, Sites and Places Plan (PSP Plan)**

## **Noted**

### **5j Public rights of Way CAMS Issues resolved report**

Report from 8/7/15 to 28/10/15 for rights of way i.e. footpaths, bridleways and Byways

## **Noted**

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

### **6a 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  
Notice of decision: Approve with conditions

## **Noted**

### **6b New Premises Application - Scooters Cider Barn, Westerleigh Park Nurseries, Westerleigh Hill Road, Westerleigh, South Glos, BS37 8QZ. Consultation end date is 17th November 2015.**

**Noted** – have been provided with minimal information on this application

### **6c PK14/2889/F Land at Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9RA**

Change of use of land to gypsy/traveller 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  
Public enquiry Appeal Notice - 8<sup>th</sup> and 9<sup>th</sup> December 2015 at 10:00am at Poole Court, Poole Court Drive, Yate BS37 5PP

**Noted**

**6d** PK15/4357/F Pucklechurch Congregational Church Shortwood Road Pucklechurch  
Bristol South Gloucestershire

Erection of 1 no. detached dwelling and associated works to include repairs to boundary wall. Demolition of porch to existing chapel and conversion to garage/store. Amendment to previously approved scheme PK13/0185/F to include re-positioning of a re-designed dwelling, demolition of lean-to kitchen annexe of chapel and north and west walls of chapel and roof with a reduction in height of east and south walls and revised site layout

Councillors do not feel that the revised plans and the proposed repositioning of the house relative to the roadside pays proper reference to this significant corner plot in the centre of the village, and by lowering the original Chapel walls it will appear as an isolated structure within the street scene.

**RESOLVED:** Objection

**ACTION:** Clerk to submit comments on SGC website

**6e** PK15/4387/F 34 Cedar Way Pucklechurch Bristol South Gloucestershire BS16 9RN  
Installation of bow bay window to front elevation

The footprint of the house has not changed, planning permission applied for as a technicality.

**RESOLVED:** No objection

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

**6f** PK15/4445/F 19 St Aldams Drive Pucklechurch Bristol South Gloucestershire BS16 9QQ  
Erection of single storey front extension to form additional living accommodation

Councillors were concerned about the potential impact on the light of the adjoining property since the proposed extension would sit forward of the adjoining property's lounge window and especially because of the position of the house relative to sunrise and sunset.

**RESOLVED:** Objection

**ACTION:** Clerk to submit comment on SGC website

Other Planning Matters:

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

PPC have no issue with the shed however as they are recommending raising the crown of a tree by 4 metres which belongs to PPC, we would like to be consulted. PPC also requires assurance that it is not going to unbalance the tree which is covered by a tree preservation order.

**ACTION:** Clerk to write to planning officer to make them aware the tree belongs to PPC.

## **NO. 7. REPORTS**

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

Multi user path – update circulated.

The state of the hedge and standard of the path has been raised as issues. There is currently no signage informing the users that it is a multi-user path. Cars have been parking on the path causing obstruction. Cycle groups have been contacted to produce statistics of accidents on that stretch of road to present to SGC.

Possible changes to Prison - update circulated

JSP has been circulated

St Aldams Path – report circulated after meeting held with resident. It was discovered that there are no dropped kerbs by the garages for wheelchair use.

Land at St Aldams – update has been circulated informing the council that Premier Custodial Investments Ltd have been contacted and are considering our request for ownership of the land.

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

DC Steve Reade reported that he will be taking the petition for the crossing on Shortwood Road to PTSE instead of the area forum.

Speedwatch – he is endeavouring to retrieve the speedwatch equipment so this is still ongoing.

Application regarding the Solar Farm – still awaiting a response.

Feltham Road – Chris Harris has been asked to confirm this appears on the task register. Investigation required from Quackers to Feltham Road. SR has asked what options Chris Harris recommends to fast track this on the task register.

A leaflet drop has been carried out around Oaktree regarding a petition for the M4 cut through

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

- Sent grant application form to Cruse Bereavement Care 29.10.15. Agenda 21<sup>st</sup> October item 5c.
- Requested a copy of the previous consultation response for the Community Safety and Anti-Social Behaviour Team 29.10.15. Agenda 21<sup>st</sup> October item 5g.
  - Response received and circulated with agenda 30.10.15.
- PK15/4131/F Horseshoe Cottage Shortwood Road submitted planning objection on SGC website 29.10.15. Agenda 21<sup>st</sup> October item 6b
- PK15/4224/F 74 Parkfield Road submitted comment onto SGC website 29.10.15. Agenda 21<sup>st</sup> October item 6c.
- PK15/4379/PNGR Land to North of Shortwood Lodge submitted objection comment on SGC website 20.10.15. Agenda 21<sup>st</sup> October item 6e.
- Wrote to Mr Richard Guise asking for clarification on what maps are required and the costs involved for the Character Appraisal. Agenda 21<sup>st</sup> October item 7c.

- Respond received from Mr Guise 22.10.15 which has been forwarded to Councillor Boyle who has contacted SGC.
- Anna Chelmicka has been informed that the council agreed to increase her contracted hours 23.10.15. Agenda 21<sup>st</sup> October item 8b.
- Informed the WI that PPC agrees in principle to the planting of daffodils but they need to obtain permission from SGC 22.10.15. Agenda 21<sup>st</sup> October item 9a.
- Emailed report to Luke Hall regarding St Aldams Path 29.10.15. Agenda 21<sup>st</sup> October item 9b.
- Wrote to the Pucklechurch Scout Association requesting a copy of the risk assessment for the air rifle shooting activity 29.10.15. Agenda 21<sup>st</sup> October item 9d.
  - Risk Assessment circulated to council 02.11.15.
- Wrote to Bitton Parish Council requesting more information regarding the Nitrous Oxide Canisters. Agenda 21<sup>st</sup> October item 9e.
  - Response circulated to council 30.10.15
- Accepted quotations from Greenfields to carry out RoSPA recommendations 29.10.15. Agenda 21<sup>st</sup> October item 9h.
- Requested quotes from Huw Morgan to paint the slide at Parkfield and carry out repairs to the safer surface in several play areas using loam 29.10.15. Agenda 21<sup>st</sup> October item 9h.
- Accepted quotation from Instant Landscapes to repair fence and grind out tree stump at St Aldams 29.10.15. Agenda 21<sup>st</sup> October item 9h.
- Wrote to Mark King SGC asking for information on products to encourage dog owners to pick up their dogs mess 29.10.15. Agenda 21<sup>st</sup> October item 9j.
  - Response received from Alison Richards 30.10.15 informing us that the posters were produced by Keep Britain Tidy as part of one of their dog fouling campaigns and that I need to contact them directly.
  - Response from Keep Britain Tidy informing us that an A3 glow in the dark correx sign is £25.00 with a minimum order of 10 and maximum of 20. A4 bin stickers can also be purchased at £5 each.

**ACTION:** Clerk to go back to Mark King at SGC regarding posters as he informed councillors at the last SGAG meeting that he could supply posters.

**ACTION:** Clerk to make this an agenda item at the next meeting
- Consultation response for Special Expenses and LCTR Grant submitted 23.10.15. Agenda 21<sup>st</sup> October item 9k.
- Defibrillator plaque is finished and has been received
- Circulated email from Mary Pheysey SGC regarding Lyde Green Common to Council and District Councillors 29.10.15
- Emailed planning enforcement a copy of residents letter regarding 11 St Aldams Drive 30.10.15. Agenda 7<sup>th</sup> October item 9d.
- Reported fly tipping of tyres on Coxgrove Hill to fixmystreet 30.10.15

- Chased Natalie Carr for boundary maps 03.11.15
- Grant application form received from Kingswood Community Transport 04.11.15

## **NO. 8. FINANCE**

### **8a TO AGREE and sign cheques**

The following cheque was agreed and signed by two signatories.

Instant Landscapes	Grass Cutting August to October'15	£1370.80	2239
--------------------	------------------------------------	----------	------

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

**9a** To CONSIDER a response to SGC regarding Queen Elizabeth's 90th Birthday celebrations. The event will be held on Thursday 21st April 2016

**ACTION:** Clerk to send the list to the PCA, Residential Homes and the Church asking for information.

**ACTION:** BS to add to Pucklechurch News

**9b** To CONSIDER the proposed changes to the Planning Policy for Traveller Sites and Guidance.

**ACTION:** GB to write letter

**9c** To REVIEW the allotment report

PPC reviewed the report and were very impressed with some of the plots and how well they have been maintained with the exception of a few.

**ACTION:** Clerk to write a letter to Plot 10 to remind them that the plot must be used as an allotment and to request for them to tidy up the area.

**ACTION:** Clerk to write to Plots 21a, 21b and 24 thanking them for the improvements made to the plots however there is still a considerable amount of rubbish that needs clearing.

**9d** To AGREE to set up a working party to review the SGC Localism contract

**RESOLVED:** For the open spaces working group to pick up this item.

**9e** To RESPOND to the Community Safety and Anti-Social Behaviour Team 2015 Consultation. Closing date: 24<sup>th</sup> December 2015

The consultation is considering withdrawing funding for PCSO's, on further investigation it appears that our comments from the minutes 1<sup>st</sup> October 2014 item 8e were not submitted.

**RESOLVED:** To no cuts to PCSO, women's refuge, domestic violence and CCTV services. Sex offender, street marshals, hate crime and ASB services to be funded by Probation Service, pub landlords, police and Crown Prosecution Service respectively.

**ACTION:** Clerk to respond to the consultation with the comments above.

**ACTION:** MW to take this to the next Safer Stronger meeting on 4<sup>th</sup> December 2015.

**ACTION:** BS to look into grouping together with other neighboring parishes to fund the PCSO's should the grant funding be withdrawn through SGAG of ALCA

**9f** To REVIEW risk assessment for the Pucklechurch Scout Association Air rifle event and CONSIDER giving consent. Event to be held Monday 23<sup>rd</sup> November.

**RESOLVED:** To agree to event taking place

**ACTION:** Clerk to inform them of the decision and remind them that the building belongs to PPC.

**9g** To REVIEW the Calendar of events and identify backstops

The calendar of events is due for renewal in January 2016. Working Groups tab also needs to be looked at and backstops for items identified.

**ACTION:** Clerk to circulate calendar and working groups document to councillors so that they can make recommendations before signing off the document in January.

**9h** To REVIEW the Action Tracker

The action tracker was reviewed line by line resulting in the following actions:

**ACTIONS:**

- GB to write letter for clerk to send to owners regarding Community Assets Community Right to bid process
- BS to speak to shop regarding selling Pucklechurch Limited Edition prints
- Clerk to make bio diversity recommendations an agenda item at 18<sup>th</sup> November meeting
- Clerk to chase DW for ALCA's policy list
- Clerk to make leases an agenda item for 18<sup>th</sup> November
- TS and GB to meet with Mrs Hudd regarding Rebecca's Garden
- Clerk to look into responses from Kevan Hooper regarding the Stables at Redford Lane. Last response on action tracker noted as July 2015.
- Clerk to remove PK13/2/08/F The Meadows, Parkfield from action tracker, SGC reported no further action
- Clerk to make Neighbourhood plan an agenda item in February 2016
- Clerk to remove CPRE Sign the Charter from action tracker, PPC have already agreed not to renew membership.
- Clerk to remove 150 Westerleigh Road – planning application finished
- Clerk to remove item regarding fence around St Aldams – no further complaints from residents. MW has been to property twice but no response.
- Clerk to remove Solar Farm Leigh Farm – currently on hold, we will be notified by SGC if this project comes up again.
- Clerk to chase Kathryn Leeming regarding second set of Stables at Redford Lane
- Clerk to remove COM/14/1163/BOC Redford Lane as now completed
- Defibrillator Plaque – Clerk to find out from Twinning when they are switching on the Christmas lights so we can coincide with the unveiling of the plaque. Angela Hallet to be informed of date.
- Clerk to remove Licensing Policy
- Clerk to remove duplicated Community Value entry
- Clerk to remove Street Trading Policy

**9i** To CONSIDER implications of SGC Community Grants Information Sheet. Closing date 17 November 2015

**RESOLVED:** Not to apply for grant funding.

**9j** To CONSIDER items for Pucklechurch News including report on dog bins. Deadline 10<sup>th</sup> November

- Queens 90<sup>th</sup> Birthday
- Report on Bins
- Defibrillator Plaque
- Skateboard Park
- New Sign for PCA
- Multi-user path
- Merry Christmas
- Consultations
- JSP

**RESOLVED:** to accept RD's report on bins for advertising on website and notice boards.

**9k** To CONSIDER report from Councillor Dunning

A discussion took place regarding procedures.

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

**Wednesday 18<sup>th</sup> November 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 22:00