

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18TH
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), L English (LE), M. Watson (MW), R Dunning (RD), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

J. Hawkins (JH)

NO. 2. DECLARATIONS OF INTEREST

None

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

Minutes of the meeting on 4th November 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 Universal Youth Budget - Future of the Positive Activities Subsidy

Consultation taking place to assess what the impact may be of not renewing the Positive Activities Subsidy after the end of March 2016. Consultation end date is 11th January 2016. Circulated to Community Groups

ACTION: Clerk to write back to SGC to confirm if the questionnaires have been circulated to the local schools

ACTION: Clerk to scan and circulate covering letter and questionnaire to community groups, Mangotsfield School and Chipping Sodbury School.

ACTION: Clerk to make an agenda item at the next meeting to complete the consultation

ACTION: Clerk to make a future agenda item once the consultation results have been published. Rachel Goodchild to be invited to this meeting.

5b SGC Councillor Events and Briefings

Costs for organisations within South Gloucestershire are £60 per day and £30 per half day

Noted – Councillors to make their own arrangements and book onto the courses they wish to attend.

5c Estimate of Rough Sleepers in South Gloucestershire

9am Wednesday 18th November to 9am Thursday 19th November 2015.

Circulated to Community Groups.

Noted

5d ALCA Subscription increase

Noted

5e West of England Joint Transport Study consultation

Have your say as we start a new Transport Study for the West of England. The four West of England Councils would like your involvement in drawing up a study which will help steer transport investment and policy in our area over the next 20 years up to 2036. Consultation open from 9th November 2015 at 10:00 to 29th January 2016 at 17:00.

Circulated to Community Groups.

ACTION: Clerk to register PPC on the website so that we can make comments.

5f Joint Spatial Plan: Issues and Options consultation

Have your say on the plan for new homes and workplaces in the West of England. The four West of England Councils would like your involvement in drawing up a plan which will help steer development in our area over the next 20 years up to 2036. Consultation open from 9th November 2015 - 29th January 2016. Circulated to Community Groups.

ACTION: Clerk to register PPC on the website so that we can make comments.

5g Roadside Nature reserves report from SGC Bio Diversity Team

Noted – item to be discussed later - agenda item 9d

5h Agenda for Kings Forest Area Forum

Monday, 23rd November 2015 - 7.00pm at Council Chamber, Civic Centre, High Street, Kingswood

Noted

5i Draft Waste Strategy 2015-2020 Consultation

Consultation open between 9th November 2015 and 15th February 2016. Circulated to Community Groups

Noted

5j Westerleigh Road, Downend – Major Maintenance Works 16th to 20th November 2015 - Change to Working Hours

Due to anticipated access problems for the schools and the cemetery on the site, the works will now start at approximately 8.00pm and remain in place until approximately 6.00am. These works will create a significant amount of noise.

Circulated to Community Groups.

Noted

5k GPFA Annual Report 2014/15

ACTION: Clerk to request information leaflet on dog fouling

5l Fibre broadband community pack

Fibre broadband has been brought to our parish as part of South Gloucestershire Council's Phase 1 Superfast Broadband Project. Circulated to Community Groups.

Noted

5m South Gloucestershire Transport to Health – Total Transport Project Update

Circulated to Community Groups.

Noted

5n Sexual Health Services Consultation

The consultation runs from Monday 9th November to Sunday 31st January. Circulated to Community Groups.

Noted – Councillors to complete individually

NO.6. PLANNING APPLICATIONS

6a PK15/3490/F 15 Homefield Road Pucklechurch Bristol South Gloucestershire BS16 9QD
Demolition of existing garage. Erection of 1 no. detached bungalow with new access and associated works.

Notice of decision: Approve with conditions

Noted

6b PK15/3502/RVC Land At Emersons Green East Land To East Of Avon Ring Road South Of M4 Motorway And North West Of Disused Railway Line. Removal of Condition 14 attached to planning permission PK14/2705/RVC, to remove the requirement to provide a tiger-tail diverge at Junction 1 of the M32.

Application withdrawn - no further action will be taken on it.

Noted

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

Notice of decision: Approve with conditions

Noted

6d PK15/4131/F Horseshoe Cottage Shortwood Road Pucklechurch Bristol South Gloucestershire

Erection of single storey side extension to form additional living accommodation

Notice of decision: Refusal

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Land at Eagle Crescent

Further to being copied in on an email sent to SGC back in August 2015 regarding an objection to private land at Eagle Crescent being designated Local Green Space, the deeds have been reviewed and PPC can confirm that the land does belong to the owners of properties 1 to 8 Eagle Crescent.

ACTION: TS to write a letter for the clerk to send in response to the email received explaining why we have designated it green space.

7b To RECEIVE Report from District Councillor(s)

There were no district councillors in attendance.

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

- Emailed Gloucestershire Archives for information on what we have in store with them 13.11.15. Agenda 21st October item 9j.
 - Response received 16.11.15 including a catalogue of entries deposited by Pucklechurch Parish Council on 24 September 1999. Collection reference P259a, accession number 8341. Circulated email to council 16.11.15.
- Requested quote from Bristol Archives to use as a comparison 13.11.15. Agenda 21st October item 9j.
- Investigated who owns the trees by the PVSSC and I can confirm that these are not owned by PPC. Email sent to PVSSC asking them to confirm ownership and if they would be able to cut them back. Agenda 4th November public participation.
- Informed Mr Conroy from SGC that 6 councillors will be attending the JSP briefing on 1st December. Agenda 4th November item 5a.

- Informed Mr Knuckle from SGC that councillors M Watson and T Symons will be attending the forum meeting on 30th November regarding the Draft Joint Spatial Plan and Strategic Transport study 05.11.15. Agenda 4th November item 5b.
- Submitted planning objection for PK15/4357/F Pucklechurch Congregational Church on SGC website 12.11.15. Agenda 4th November item 6d.
- Submitted no objection comment for PK15/4387/F 34 Cedar Way on SGC website 06.11.15. Agenda 4th November item 6e.
- Submitted planning objection for PK15/4445/F 19 St Aldams Drive on SGC website 12.11.15. Agenda 4th November item 6f.
- Wrote to Anne Joseph Case Officer for planning ref. PK15/3644/F 11a Lansdown Road informing her that the tree belongs to PPC 12.11.15. Agenda 4th November other planning matters.
- Wrote to Mark King SGC regarding the supplying of dog fouling posters. Agenda 4th November item 7c.
 - Response received from Alison Richards informing us that SGC don't have the artwork for the "eyes" posters but do have other dog fouling posters available which they can supply to us. She is now on holiday until the 16th November so will respond on her return.
- Wrote to the PCA, Church and Residential Homes requesting information for Queens 90th Birthday event 06.11.15. Also wrote to community groups 13.11.15. Agenda 4th November item 9a.
- Wrote letters to allotment holders for plots 10, 21a, 21b and 24 as per actions from Agenda 4th November item 9c.
- Responded to the consultation on Community Safety and Anti-social behaviour 06.11.15. Agenda 4th November item 9e.
- Wrote to the Scout Association granting permission for the air rifle shooting event to go ahead 05.11.15. Agenda 4th November item 9f.
- Defibrillator plaque unveiling - Wrote to Ann Smith - Twinning regarding the Christmas tree lights switch on. Response received informing me that she is not involved with this and to contact Revel. Emailed Lori-Anne for info 13.11.15. Agenda 4th November item 9h.
 - Lori-Anne confirmed The Revel Sparkle is on November 29th at 4pm. The organiser is Sarah Framcom and she is happy for the unveiling to take place but will need to liaise with us over timings as they have Father Christmas there too. Message left for Sarah to call me 18.11.15.
 - Angela Hallett has confirmed that she is available on the 29th November.

It was agreed in council to change the date to the New Year as the timescale to organise everything is too tight.

ACTION: Clerk to inform Sarah Framcom and Angela Hallett that the event will now take place in the New Year.

ACTION: Working group set up consisting of councillors Boyle and English to organise the event.

- Requested preferred policy list from ALCA 12.11.15. Agenda 4th November item 9h.
 - Response received 13.11.15 asking us to refer to the Local Councils Awards Scheme as it lists which policies and documents are required for each level of the scheme.
- Requested update from Kevan Hooper regarding the Stables at Redford Lane. Last email received 19th August 2015 informing us that a breach of condition was made for the lighting and the formal notice has to be complied with by the end of September. Agenda 4th November item 9h.
 - Update received 16.11.15 from Kevan Hooper informing us that following the service of the Notice, the land owner employed a professional agent to submit a planning application to vary the condition. This should have been submitted by the middle of November. He has now chased the agent and if no application is forthcoming they will be in breach of the Notice and may be subject to legal action.
- Emailed Kathryn Leeming for update on second set of stables at Redford lane 12.11.15. Agenda 4th November item 9h.
 - Response received from Kevan Hooper circulated to council 16.11.15 in short if there is still a breach regarding the mini digger, they will carry out a site visit this week and will update us by the end of the week whether this is the case and if so will open a new enforcement case.
- COM/14/1163/BOC - Land to the South of Redford Lane – circulated Kathryn Leeming's email of 10th November to council. She has now brought the investigation to a close but has written to the owners and requested that the timber is removed within 3 months. Should it not be removed during this period, we have been asked to report this to SGC and a new complaint will be opened. SGC will then investigate this matter again and consider whether further enforcement action should be taken at that stage. Agenda 4th November item 9h.
- Advertised Councillor Dunning's report on bins on the website 05.11.15 and notice boards 13.11.15. Agenda 7th October item 9e and agenda 4th November item 9j.
- Grant application form received from Pucklechurch Revel 05.11.15
- Circulated update from PCSO Sam Derrick as below 06.11.15
 - During the month of September the local area of Pucklechurch has suffered 12 incidents of crime. These are made up of vehicle crime, criminal damage and Anti-social behaviour. Although on the whole these numbers are low when compared to other rural areas we would encourage residents to report all incidents as we believe there is possible under reporting of minor crimes and incidents. As the evenings are drawing in, they are encouraging people to review their home and vehicle security and remain vigilant. PC 1304 Ken Hill has now returned to work albeit on restricted duties until further notice.
- Requested statistics for cautions from PCSO Sam Derrick 06.11.15
- Application to deregister Lyde Green Common - circulated papers giving details of the PROW and CR Sub-Committee site visit on Thursday 26th November to Councillors and District Councillors 06.11.15.
 - Circulated itinerary in preparation for the visit to Lyde Green Common to councillors and district councillors 13.11.15.

- Sent Bio Diversity report to Huw Morgan Landscapes and Instant Landscapes for quotes for preparing the land ready for planting.
- St Aldams Gate has been repaired and the Tree Stump removed by Instant Landscapes. Agenda 21st October item 9h.
- Hedges along St Aldams have now been finished by Instant Landscapes. Agenda 16th September item 7c.
- Received grant application form from Pucklechurch Cricket Club 16.11.15
- Circulated email to council from Andrew Gough regarding public Path Diversion Order: Footpath LDO 3/20 at The Old Rectory, Wapley
- Huw Morgan Landscapes wrote to us regarding our request for a quote for the play area repairs. He feels that the play surface is out of his comfort zone as there are specialist companies that will apply the wet pour. Regarding the trip hazards to the sides i.e. the concrete edging, he cannot see that the proposal to use cricket loam is very practical and thinks that it will just produce a muddy area for the children to jump about on and wear away. He believes that ordinary soil to raise the level and then lay turf on top would be more suitable.
RESOLVED: Council agreed to use the loam product to remove the trip hazards in all play areas
ACTION: Clerk to inform Huw Morgan of this decision and ask for quotes.
- Huw Morgan Landscapes has estimated £230.00 to prepare and paint the Parkfield slide which will include materials.
ACTION: Clerk to accept this estimate and inform Huw Morgan

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheque was agreed and signed by two signatories.

Wages	Wages/PAYE	£1008.69	2240/2241
Huw Morgan Landscapes	Grass cutting Burial Ground	£80.00	2242
EDF Energy	Electricity Defibrillator Eagle Crescent	£25.00	2243
Instant Landscapes	Tree Cutting, repair gate and grind out tree stump in St Aldams	£1280.00	2244
Anna Chelmicka	Litter Picking	£178.00	2245
PCA	Room Hire	£40.30	2246

8b To RECEIVE an update from the Finance Working Group

The last bank statement received was dated 19th October and we had a balance of £58k in the bank. The bank reconciliation has been done and circulated to the council and signed off by the RFO.

The council have reviewed the monthly figures and they have been agreed by the council.

We have been contacted by the Internal Auditors inviting us to have a review of our accounts in January 2016, the council believed that this was not necessary so resolved to decline this offer.

ACTION: Clerk to respond to email from the Internal Auditors to advise them of the above.

The forecast for the year end is showing an under spend of £14,000. This is due to PPC getting the best value for money on its projects.

8c To CONSIDER joining PATA Payroll Automatic Enrolment Workplace Pensions scheme
Cost £5.00 per month

RESOLVED: To accept PATA Payroll Automatic Enrolment for pensions at £5.00 per month

ACTION: TS to set up with PATA

8d To REVIEW proposed budget plan for 2016/17 precept
A budget had been prepared and circulated by the Finance Working Group
Several amendments were made during the meeting.

RESOLVED: To accept this budget in principle

8e To CONSIDER improving the quality of Pucklechurch News

RESOLVED: To leave Pucklechurch News as is.

8f To SET aside funding to cover Village Hall Planning application

RESOLVED: To set aside funds

8g To SET aside funds for playground equipment in support of memorial fund

RESOLVED: To agree in principle

8h To SET aside funds to register for the Local Council Award Scheme

The cost of the foundation level is £50.00 to enrol and £50.00 to qualify

RESOLVED: To set aside £100.00

8i To SET aside funds for Neighbourhood Planning

There is a 10 step process and the final step is a referendum. We will require professional assistance so unsure of the costs and level of work involved at this stage.

RESOLVED: To set aside funds.

NO. 9. Agenda Items

9a To AGREE to register for the Local Council Award Scheme and identify a group to agree level to go for.

The foundation level requires a certain amount of CPD points and not a CiLCA qualified clerk but there is still work to be done to achieve this level.

RESOLVED: To apply for the foundation level for now with a goal to achieve the Gold standard within a year.

ACTION: Working group set up consisting of BS, MW and GB to look into what is required.

9b To PRESENT Village Hall initial drawings on behalf of the PCA

A survey has been carried out of the Village Hall and drawings/plans presented to the council.

The PCA are interested in the council's views and opinions as owners of the building and feel that improvements to the appearance and layout of the Village Hall will attract more business.

RESOLVED: In principle to support the project, but PPC wants to be involved in any decision making process.

ACTION: Council to provide comments to TS to pass onto the PCA.

9c To REVIEW and AGREE the following: Playing Field Terms and Conditions, Football Lease and Cricket Lease

RESOLVED: All three leases agreed and accepted by the council

9d To RECEIVE update from the Open Spaces working group

Options and maps supplied by the Open Spaces working group have been previously circulated. Two areas have been identified as starting points for the wildflowers which are the verges as you approach the village on the Shortwood Road and the meadow in St Aldams behind the carved log.

It was noted that community engagement with feedback and suggestions from residents needs to be carryout before any projects commence.

ACTION: RD to prepare a detailed brief and request quotes from specialist contractors.

9e To CONSIDER a response to the SGC Review of Modern Records Consultation Deadline for responses 30th November 2015.

RESOLVED: To accept charges

ACTION: Clerk to respond to consultation

10. Date of next meeting

Wednesday 2nd December 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 22:10