

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16<sup>TH</sup>  
DECEMBER 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), L Putt (LP), J Cotterell (JC), B Stokes – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

J. Hawkins (JH)

**NO. 2. DECLARATIONS OF INTEREST**

Councillors TS, GB, BS and LE declared a non-pecuniary interest in item 9a. Dispensations had been agreed by the council previously.

Councillor JC declared a non-pecuniary interest in item 9f.

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

One amendment was made to the minutes of meeting on 2<sup>nd</sup> December 2015 item 9a where a typo of SSCG should have read SSCP. This has been amended and the minutes were signed and accepted as a correct record of the meeting by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**NO. 5 CORRESPONDENCE**

**5a Draft Cycling Strategy Consultation**

SGC's vision for cycling is that South Gloucestershire will become a place where people of all ages and abilities will feel happy to cycle, from ages 8-80. Consultation open between 30<sup>th</sup> November 2015 and 15<sup>th</sup> January 2016. Circulated to community groups.

**ACTION:** Clerk to make agenda item 6<sup>th</sup> January 2016

**5b New Year 2017 Honours – request for nominations**

Information attached. Deadline 4<sup>th</sup> February 2016. Circulated to community groups.

**Noted**

**5c Cribbs Patchway MetroBus Extension (CPME) – notice of public consultation**

A public consultation on design proposals for the Cribbs Patchway MetroBus Extension starts on Friday 27 November 2015 and ends on Friday 15 January 2016. Circulated to community groups.

**Noted**

**5d South Gloucestershire's BIG Spring Clean 2016**

The South Gloucestershire BIG Spring Clean 2016 which runs from 1 March – 30 April 2016 is encouraging everyone to join in. Register your interest by Friday 19 February 2016.

Circulated to community groups.

**Noted**

**5e Draft Child Poverty Needs Assessment Consultation**

Tackling child poverty is a national priority. A child is said to be living in poverty if their household income is less than 60% of average income. The purpose of this assessment to identify need with regard to child poverty in South Gloucestershire with the aim of identifying

actions, within the remit of the local authority, that can address those needs. Comments welcome between 2 December 2015 and 13 January 2016. Circulated to community groups.

**Noted**

**ACTION:** Clerk to add the School to the Community Groups email list

**5f** Community Spaces Consultation & Information Spreadsheet - December 2015

**Noted**

**5g** Cory Environmental – Shortwood Quarry Liaison Group Meeting

Next meeting to be held Tuesday 22<sup>nd</sup> March 2016

**ACTION:** MW to attend

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

**6a** PK15/3388/F The Old Chapel Parkfield Road Pucklechurch Bristol South Gloucestershire  
Conversion to annex of existing dwelling to include alteration to roofline and installation of 2 no. rooflights to form 1 no. two bedroom residential annexe and associated works

Notice of decision: Approve with Conditions

**Noted**

**6b** PK15/4357/F Pucklechurch Congregational Church Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

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 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 a revised site layout.

Notice of decision: Approve with conditions

**Noted**

**6c** 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)

Notice of decision: Approve with Conditions

**Noted**

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

Notice of decision: Approve with Conditions

**Noted**

**6e** PK15/4961/CLE The Vale Cattybrook Road Mangotsfield Bristol South Gloucestershire  
Re-consultation - Application for a certificate of lawfulness for the existing use of building and yard as (Class B8) storage and building for vehicle and machinery maintenance (Class B2). Deadline for comments 25th December 2015.

The line around the plan has changed however there is still no evidence supplied to show that this activity has been carried out continuously for a period of 10 years or more. The council therefore resolved for the response to remain the same.

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

6f PK15/5129/RVC Land At Redford Lane Pucklechurch Bristol South Gloucestershire BS16 9NS

Removal of condition 3 attached to planning permission PK13/0812/F to permit the retention of one lighting column

This application is for one lighting pole which consists of 3 lights on the top. There is a restriction for the lights to be used only between the hours of 4.00 – 9.00pm.

**ACTION:** Resolved to object due to condition 3 being placed there for good reason and therefore the council can see no reason to change it.

## **NO. 7. REPORTS**

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

Councillor TS circulated a report on the Village Hall Project which gave feedback from the Pucklechurch Community Association.

**ACTION:** Clerk to make agenda item to decide on two councillors to attend and represent the Council on the Village Hall project alongside the PCA, Social Club Trustees and PCC

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

District Councillor Ben Stokes attended the meeting and informed the council that he had attended several discussions regarding the PSP, Spending Reviews and other consultations and that if the council wished to ask any questions then he would offer any information he had.

Spending Review – debate on devolution

This is a way of unlocking money to the region to solve infrastructure problems

For example the possible M4 motorway link could possibly be funded through additional government funding.

The LCTR grant consultation has been concluded and the outcome of the consultation on the amount of the Local Council Tax Reduction Support Grant for 2016/17 and onwards is to reduce the amount pro-rata to the reduction in South Gloucestershire Council's reduction in Revenue Support Grant since 2013/14, when the Local Council Tax Support Grant was introduced. This maintains the ratio of the Local Council Tax Reduction Support Grant at the 2013/14 level. This is again in line with the majority of views received.

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

- Sent Chris Harris from SGC the Speed report and asked him to review Westerleigh Road and Feltham Road. Agenda 21<sup>st</sup> October items 9f and 9g2 and agenda 2<sup>nd</sup> December item 7a.
  - Response received and will be discussed later reference agenda item 9g.
- Mark King from SGC has agreed to fund some of the “eyes” posters for the Parish Council. I am waiting on these to be delivered. Agenda 4<sup>th</sup> November item 7c.
- Circulated Working Group and Yearly Task Sheet to councillors for review before they are signed off in January. Agenda 4<sup>th</sup> November item 9g.
- Updated action tracker as per agenda 4<sup>th</sup> November item 9h

- Requested more information for the South Gloucestershire Council Budget and Savings Programme 2016/17 Consultation 03.12.15. Agenda 2<sup>nd</sup> December item 5e.
  - Circulated information to Council 11.12.15 – reference agenda item 9d later.
- Requested quotation from Green Trees Surfacing Ltd for repairs to the road at Parkfield Rank. Agenda 2<sup>nd</sup> December item 5g.
  - Green Trees Surfacing will be attending site Tuesday 10<sup>th</sup> December to provide a quote.
  - Chased Simon Spedding at SGC for quote from Streetcare 07.12.15
  - Requested quotation from Apre Surfacing Limited 10.12.15.
- Requested more information regarding the new Premises Licence - Westerleigh Crematorium. Agenda 2<sup>nd</sup> December item 6a.
  - Response received and circulated to council 03.12.15, agenda item 9e later tonight.
- Submitted planning comments for PK15/4961/CLE The Vale Cattybrook Road on SGC website 12.12.15. Agenda 2<sup>nd</sup> December item 6c.
- Submitted planning objection for PK15/5035/PNFU Barn at Churchmead Farm on the SGC website 10.12.15. Agenda 2<sup>nd</sup> December item 6d.
- Emailed Councillors JC and LP information on drop in session regarding the JSP and PSP. Agenda 2<sup>nd</sup> December other planning matters.
  - They both alongside councillor BS attended the drop in session on 14<sup>th</sup> December.
- Responded to the email from the resident who requested a crossing on the Westerleigh Road, informing them that we have asked SGC to review this. Agenda 2<sup>nd</sup> December item 7a.
- Informed ALCA that PPC support a consolidated approach to funding of PCSO's. Agenda 2<sup>nd</sup> December item 9a.
- Wrote to Andrew Gore SGC to request a green bin for Rebecca's garden 03.12.15. Agenda 2<sup>nd</sup> December item 9c.
  - Invoice received and the payment of £36.00 needs to be made before the bin is delivered. Cheque to be signed off at tonight's meeting.
- Wrote to Mr and Mrs Hudd 03.12.15 to inform them that a bin has been agreed and will be supplied shortly. Agenda 2<sup>nd</sup> December item 9c
- Received new Parish Boundary maps from SGC 04.12.15
- Localism Charges for 2016/17 have been received and circulated to open spaces working group for review 04.12.15
- Updated resident with the response received from First Bus regarding the X49 bus service 04.12.15. Agenda item 9b later this evening.
- Met with Fisher German 11.12.15 regarding the pipe lines that run under the allotments.
- Cancelled meeting room for JSP/PSP meeting on 29<sup>th</sup> December

A new date was agreed for Wednesday 13<sup>th</sup> January 2016 at 7:30pm

**ACTION:** Clerk to circulate both the JSP and PSP consultation links including the deadline information to the council

**ACTION:** All councillors to send comments on the consultations to the clerk before the meeting on the 13<sup>th</sup> January to be consolidated

**ACTION:** Clerk to book the meeting room for the 13<sup>th</sup> January

- Circulated Consultation Decisions, 2016/17 Council Tax Base and Provisional 2016/17 Local Council Tax Reduction Support Grant Allocations to council 15.12.15.
- Reported dumped caravan and large pile of rubbish on Coxgrove Hill to fixmystreet 15.12.15 Reference Number: 319826
- Updated website with contact details for our two new councillors 15.12.15
- Circulated South Gloucestershire Interactive Policies Map to council 16.12.15

## **NO. 8. FINANCE**

**8a TO AGREE** and sign cheques

The following cheques were agreed and signed by two signatories.

|                                 |   |          |           |
|---------------------------------|---|----------|-----------|
| Greenfields Garden Services Ltd | Play area repairs Parkfield, Eagle Crescent and Recreation Ground | £376.80  | 2248      |
| E Boulton                       | Gras Cutting Parkfield  | £210.00  | 2249      |
| Huw Morgan Landscapes           | Grass Cutting Burial Ground                                       | £80.00   | 2250      |
| South Gloucestershire Council   | Memorial Garden Green Bin   | £36.00   | 2251      |
| Anna Chelmicka                  | Litter Picking  | £350.00  | 2252      |
| PCA                             | Room Hire   | £34.60   | 2253      |
| South Gloucestershire Council   | Bog Bins and Grass Cutting Quarter 3                              | £1628.31 | 2254      |
| Wages                           | Wages/NI  | £1105.65 | 2255/2256 |

**8b To RECEIVE** an update from the Finance Working Group

The budget spreadsheet and bank reconciliation has been circulated prior to the meeting and signed off by the RFO. The Council has reviewed the accounts in full and agrees with all the figures presented

It was noted that we haven't budgeted for the repairs at Parkfield so this may need to be reviewed before we sign off the precept in January.

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

**9a To REVIEW** the Community Grant Applications received and **AGREE** on successful applicants

A spreadsheet detailing the key information of the grant applications was circulated prior to the meeting. During the meeting all applications were analysed and the council resolved to award the following grants:

Youth Club – £300.00

Cricket Club - £500.00  
Kingswood Community Transport - £145.00  
CA Social Club - £500.00  
St Thomas a Becket Church - £1000.00  
Revel - £1000.00  
Total grants awarded = £3445.00

Youth Club and Playgroup – To make a final decision on the applications, the council have requested further information.

**ACTION:** Clerk to write to the Youth Club and Playgroup asking them to provide more information to be reviewed at a later meeting.

Pucklechurch Community Association – The council resolved to refuse the grant application but to treat this as an emergency spend to make sure that the community is safe. The amount of £2950.00 + VAT is to be paid on presentation of an invoice.

**ACTION:** Clerk to write to Phil Spick informing him of the above decision.

**9b** To REVIEW the current bus service and impacts of recent changes and AGREE actions if required.

An email was received informing the council that the reason for the delays with the bus service is due to the road works in the centre of Bristol.

**RESOLVED:** No further action

**9c** To CONSIDER if the Parish Council wishes to pay allowances to its members - reference Independent Remuneration Panel consideration of parish and town councillor allowances scheme.

The independent panel will be meeting during December 2015 - January 2016 to consider district allowances following the 2015 elections. If your parish council wishes to pay any allowances to its members, you need to notify Democratic Services as soon as possible of the detail so that the independent panel may consider the matter and make recommendations.

**RESOLVED:** To register for general expenses only

**ACTION:** Clerk to register with the independent panel for general expenses only.

**9d** To CONSIDER further correspondence and AGREE response to South Gloucestershire Council Budget and Savings Programme. Comments welcome between 9th November and 31<sup>st</sup> January 2016.

**ACTION:** Clerk to respond to consultation as noted.

**9e** To CONSIDER the response from SGC regarding the new premises licence application for Westerleigh Crematorium and AGREE if any action is required.

The council thought it very strange that this system for licenses appears to be so different from other consultations. The only way the consultation can be reviewed is to attend their offices to view the documents and take notes. PPC feel that they are unable to comment due to them not knowing all the detail.

**RESOLVED:** No further action – individual councillors can respond directly

**9f** To AGREE dates and attendees for the meeting with Chris Harris – SGC regarding Shortwood Crossing

**RESOLVED:** Councillors BS, MW, RD and LP agreed to attend the meeting at 10:00am on Tuesday 22<sup>nd</sup> December 2015.

**ACTION:** Clerk to inform Chris Harris of the above

**9g** To CONSIDER response to email received from Chris Harris – SGC reference Speed limits in Pucklechurch. The Parish Council were asked to prioritise from the list of requirements.

**RESOLVED:** The priority list was agreed as 1) Shortwood Crossing, 2) Reducing the speed limit on Feltham Road to Quackers, 3) The crossing at Westerleigh Road.

**ACTION:** Clerk to respond to Chris Harris with the agreed priority list.

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

**Wednesday 6<sup>th</sup> January 2015 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:42