

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 20<sup>TH</sup>  
JANUARY 2016, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle - Vice Chair (GB), R Dunning (RD)  
T. Symons (TS), L English (LE), L Putt (LP), J Cotterell (JC).

**NO. 1. APOLOGIES FOR ABSENCE**

M. Watson (MW), J. Bailey (Clerk).

**NO. 2. DECLARATIONS OF INTEREST**

None

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

Minutes of the meeting on 6<sup>th</sup> January 2016 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 CORRESPONDENCES**

**5a** HM Queen's 90<sup>th</sup>

On 21st April 2016, Her Majesty The Queen celebrates her 90th Birthday, and in celebration of this wonderful milestone, Beacons will be lit that night across the United Kingdom, Channel Islands, Isle of Man and the United Kingdom Overseas Territories, marking this unique moment in history

**Noted**

**5b** Email sent on behalf of Inspector Shirley Eden Avon and Somerset Police regarding Remembrance Sunday 2016.

Police services may not be able to provide the assistance and service at these events that they have in previous years. Some consideration is required to provide your own marshals and stewards to assist in the safe running of your parade.

**ACTION:** Clerk to circulate to all groups for information

**5c** Bus service consultation

Consultation on bus services to the East of Bristol (Affecting services 42, 43, 44, 45 and parts of 17, 17A, 35, 37, 81 & 319)

**Noted**

**5d** Email from Revel

Thanking the Parish Council for the grant and requesting permission to use the Parish logo on their publicity for Revel

**ACTION:** Clerk to inform Revel that council are happy for them to use Parish Logo with proviso that Council would like the wording "supported by Pucklechurch Parish Council" to be added.

**5e** Letter from PCA

Thanking the Parish Council for agreeing to pay for the work that will be carried out by Allied Electrics within the Community Centre

**Noted**

**5f** SGC Next Environment Forum

Thursday 4<sup>th</sup> February 7-9pm Chipping Sodbury Baptist Church BS37 6AH

**Noted**

**5g** Local Planning Application Requirement List - consultation on proposed entry 2016

To bring the local planning application requirements in-line with the Affordable Housing and Extra Care SPD and a growing consensus nationally, South Gloucestershire Council are undertaking a six week consultation on its intention to include the requirement to submit a Viability Assessment alongside planning applications, where proposals that trigger the affordable housing thresholds, do not comply with the requirements set out in CS18.

Deadline for comments Friday 19 February 2016

**Noted**

**5h** 84/86 Bus Service Consultation

The public consultation goes live on 14<sup>th</sup> January and can be accessed at [www.southglos.gov.uk/consultation](http://www.southglos.gov.uk/consultation) for a period of four weeks

**Noted**

**5I** Broadband Universal Service Commitment (USC) web pages

If you currently experience poor broadband speeds, or you are unable to obtain an affordable broadband service at all, the scheme will provide you with access to an alternative broadband service that will offer speeds of at least 2Mbps. More information at

[www.southglos.gov.uk/community-andliving/broadband/basicbroadband-commitment/getting-an-interim-basic-broadband-service](http://www.southglos.gov.uk/community-andliving/broadband/basicbroadband-commitment/getting-an-interim-basic-broadband-service)

**ACTION:** Clerk to circulate to all community groups and send to editors of Pucklechurch News to report.

**5J** Lyde Green Common Deregistration

Joint Meeting of PROW & Communities Committee. Meeting will take place on 19 February at 2.00 p.m. in the Council Chamber, Kingswood. Papers for the joint meeting will be despatched on 4<sup>th</sup> February

It is believed that the application for Lyde Green Common has been withdrawn awaiting confirmation. As the common is no longer in our Parish no further comment.

**Noted**

**NO.6. PLANNING APPLICATIONS**

**6a** PK15/5035/PNFU Barn at Churchmead Farm Hodden Lane Pucklechurch Bristol South Gloucestershire

Notice of decision: Refusal

**Noted**

**6b** PK15/2490/F 25 Shortwood Road, Pucklechurch Bristol BS16 9PL

**ACTION:** GB & LE still to supply Clerk with detailed list for hearing

## **NO. 7. REPORTS**

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

Report from GB regarding additional comments for PSP which will be discussed as an agenda item.

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

No councillors present

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

- Responded to residents email regarding repositioning of a dog bin 07.01.16. Agenda 6<sup>th</sup> January item 5b.
- Responded to residents email regarding the M4 link road 07.01.16. Agenda 6<sup>th</sup> January item 5c.
- PK15/5381/F 82 Shortwood Road - submitted no objection comment on SGC website 08.01.16. Agenda 6<sup>th</sup> January item 6c.
- Emailed PCA 07.01.16 to cancel the meeting room for 13<sup>th</sup> January. Agenda 6<sup>th</sup> January item 7c.
  - Re-booked meeting room for 18<sup>th</sup> January at 7.00pm and notified council
- Completed notification of 2016.17 precept form and posted to Andrew Birch 08.01.16. Agenda 6<sup>th</sup> January item 9a.
  - Circulated precept acknowledgment letter from SGC 14.01.16
- All current policies have now been added to the website 08.01.16. Agenda 6<sup>th</sup> January item 9d.
  - The News and Projects section has been updated with the Chairs Winter Report 2015.
- Action Tracker:
  - Chased PCSO Sam Derrick for the statistics on cautions 07.01.16. Agenda 6<sup>th</sup> January item 9e.
    - Information received and circulated to council 13.01.16
  - Emailed Councillor Boyle to ask for letter regarding Assets of Community Value 14.01.16. Agenda 6<sup>th</sup> January item 9e.
  - Wrote to Pucklechurch Convenience Store requesting detail of new owners 14.01.16. Agenda 6<sup>th</sup> January item 9e.
  - Wrote to SGC requesting results of the Street Trading Policy consultation 07.01.16. Agenda 6<sup>th</sup> January item 9e.
    - Circulated Street Trading Licence consultation report to council 13.01.16. Agenda 6<sup>th</sup> January item 9e
    - Received clarification on 15.01.16 that we were included in this report.

- Speed restriction on Feltham Road moved to long term projects. Agenda 6<sup>th</sup> January item 9e
- Wrote to Natalie Maggs SGC Business Support Assistant 07.01.16 to find out who the planning officer is dealing DOC15/0194 attached to planning permission PK14/2339/F The installation of a 5MW Solar Park at Ring O Bells Farm Pucklechurch Road Hinton Chippenham South Gloucestershire SN14 8HJ. Agenda 6<sup>th</sup> January item 9e.

**ACTION:** GB to give clerk a detailed list relating to planning application that do not appear to be moving these include Ring O bells. Council has concerns that these are not being processed and will go straight to appeal.

- Chased Alison Richards and Mark King for a delivery date for the 'eyes' posters 07.01.15. Agenda 6<sup>th</sup> January item 9e.
- PVSSC Trees removed from Action Tracker. Since then I have received a call from Art Packer PVSSC who will look into cutting back the trees at the social club. Agenda 6<sup>th</sup> January item 9e
- Wrote to SGC 07.01.16 requesting a response to my earlier email regarding the trees at 11a Lansdown Road. Agenda 6<sup>th</sup> January item 9e.
  - Response receive from Anne Joseph SGC circulated to council 11.01.16
  - Replied to email from Anne Joseph regarding the tree 13.01.16
- Circulated letter from SGC regarding PK15/2490/F 25 Shortwood Road to council 07.01.16.
- Reported Nitrous Oxide Canisters on Castle Road to fixmystreet 12.01.16 Reference Number: 330323.
- Requested quotation from Huw Morgan to paint lines on steps at St Aldams 12.01.16
  - Quote accepted from Huw Morgan Landscapes for £250.00 to prepare are re-paint the safety white lines on the steps at St Aldams.
- Reported nitrous oxide canisters in subway to fixmystreet 13.01.16 reference Number: 330687
- Circulated letter from PCA thanking the council for funding the electrical project 13.01.16
- Chased SGC for quote for pot holes on Parkfield 13.01.16
- Added a resident to the allotment waiting list which now brings the total to nine 13.01.16
- Chased Green Trees Surfacing for Parkfield potholes quote 13.01.16
- Ordered battery for PVSSC defibrillator from AED at £95.00 + VAT plus £10.00 delivery 14.01.16.
  - Contacted defib shop for price for Powerheart G3 AED for Eagle Crescent 15.01.16

- SGC Localism Contract – I have now received two copies of the charges and both are incorrect. I queried the charges and asked them to send me a list of the bins that they think they should be collecting and I received a list of bins based on Marshfield Parish Council and not Pucklechurch. I have since given them more information regarding the 9 Parish owned bins that need to be added to the contract and am still waiting for the revised invoice.

**ACTION:** Clerk to write a detailed letter of complaint to the SGC Service Director regarding catalogue of delays and errors that have occurred relating to the Localism contract. The Parish Council are unable to make any decision with regards to this contract without full correct details being supplied.

- We have now received the green bin for Rebecca’s garden 14.01.16.
- Town and Country Services ceased trading on 31<sup>st</sup> December due to retirement. Stuart Bailey will be working as a sole trader and would like to keep the business for the skate park removal. Shall I make this an agenda item?

**ACTION:** Council agreed in principle that Stuart Bailey can keep the Town and Country Services skate board park removal tender, Clerk to confirm that he has set up correct Sole Trader Status with the Inland Revenue.

- Circulated Environment Forum November 2015 - Meeting Report to Council 20.01.16
- Reported fly tipping in gateways and along the verges on the B4465 to Streetcare. (Stretch of road between the Siston turning and the sharp left hand bend in the road leading to up to the village)

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name		Amount Paid	Chq Number
Wages	Wages	£1,075.18	2265
HM Revenue & Customs	PAYE Tax Wages	£238.77	2266
PCA	Room Hire	£34.60	2267
<b>Total</b>		<b>£1,348.55</b>	

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

The budget spreadsheet and bank reconciliation has been circulated prior to the meeting, both reports discussed and figures agreed by the council.

It was noted that the end of year projected c/f figure was £3000.00 less than previously quoted, this was due to the budgeted spend now being included on the spread sheet for the PCA lights.

All documents will be reviewed by the Clerk on her return

## NO. 9. Agenda Items

### 9a To AGREE to appoint internal and external auditors

The proposal by TS the Auditing Solutions and Grant Thornton are appointed as the Internal and external auditors for the council for year ending 2016. All agreed.

**9b** To AGREE on which two councillors are to be nominated for the draw to attend the Royal Garden Party on Tuesday 10th May 2016

It was agreed that all interested councillors would place their names in a folder and the first two that were drawn out would be put forward.

BS and LE were drawn; these will be forwarded to D White ALCA who will once again be drawn from a hat to represent ALCA.

**ACTION:** Clerk to pass on names to D White

**9c** To REVIEW the email sent from Pucklechurch Playgroup and AGREE the next steps regarding their grant application

It was agreed that no new grants would be accepted as the closing date has now passed and all funds have been allocated.

**ACTION:** Clerk to write to Pucklechurch playgroup explaining that the grant process is now closed.

**9d** To RECEIVE an update on Crime and Disorder Statistics

Spread sheets given to councillors at the meeting and discussed.

**ACTION:** TS to circulate spread sheets.

**9e** To AGREE a response to the South Gloucestershire Local Plan: Policies, Sites and Places Plan (PSP Plan) - Regulation 18 Consultation

RD had prepared a more detailed version of the PSP response along the same lines as those agreed at the Monday evening meeting. It was decided that as the document had not been circulated prior to the meeting the council would proceed with the original document but include the detailed concerns regarding scoring that SGC had used that had been circulated by GB.

The Chair thanked all those who attended Monday, and contributed for completed an excellent piece of work on behalf of the Council

**ACTION:** TS to submit comments

**9f** To AGREE responses to the Joint Spatial Plan (JSP) Issues and Options and West of England Joint Transport Study (JTS) consultations

No further changes required on either consultation all agreed for these to be submitted.

**ACTION:** TS to submit responses for JSP & JTS

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

Wednesday 3<sup>rd</sup> February 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 20.20