

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 3<sup>rd</sup>  
FEBRUARY 2016, 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), J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

Steve Reade District Councillor

**NO. 2. DECLARATIONS OF INTEREST**

None

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

Minutes of the meeting on 20<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 CORRESPONDENCE**

**5a** Letter from resident regarding the X49 bus service

**ACTION:** Clerk to request permission from the resident to forward their correspondence to First Bus.

**5b** Email from Southern Brooks Community Partnerships

Next training opportunities. Already circulated to community groups.

**Noted**

**5c** Consultation for mobile street trader

LI15/1290/STM – Dom's Super Whip to trade throughout the South Gloucestershire Area  
Deadline for responses 15<sup>th</sup> February 2016

**Noted**

**5d** Email from Grounds and Gardens part of the Brandon Trust regarding Grounds  
Maintenance Services

Bristol based social enterprise that provides supported employment to adults with learning disabilities Offering services such as litter picking, grass cutting, sign cleaning, arboriculture work, rubbish/waste removal work as well as all types of grounds maintenance jobs.

**ACTION:** To be discussed with agenda items 9h and 9i later in the meeting.

**5e** Withdrawal of application: Proposed deregistration and exchange of land on Lyde Green  
Common reference: 734

The applicant NORFT Ltd has withdrawn this application and therefore the special joint meeting to consider this matter, scheduled for 19 February has been cancelled.

**Noted**

**NO.6. PLANNING APPLICATIONS**

**6a** 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.

Notice of decision: Refusal

**Noted**

**6b** PK15/5381/F 82 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PJ

Erection of front porch

Notice of decision: Approve with conditions

**Noted**

#### Additional Planning Comments

Councillor Boyle confirmed that she has submitted a report to SGC regarding 25 Shortwood Road. An update regarding the Land off Oaktree Avenue was also given to the council.

The Vale, Cattybrook Road – evidence has now been provided and a legal declaration uploaded onto the SGC website confirming the use for over 10 years. PPC believe that there is no need to change their previous comments as the conditions have now been met which eliminates the need for this to become a future agenda item.

**ACTION:** Clerk to inform applicant of the council's decision

### **NO. 7. REPORTS**

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

Gypsy/Traveller site, Shortwood Road

A resident has reported to the Parish Council that there is work being done on a new site next to the temporary gypsy site on Shortwood Road. The clerk has reported this to SGC enforcement and we are awaiting a response.

PCA report regarding costings

The PCA are in discussions regarding a new pricing structure which is believed to be more transparent. The new structure is hoping to encourage users and therefore the first stage is to provide discounts and the second stage as of June 2016 will introduce price increases. PPC instructed Councillor Symons, the Council representative on the Community Association Executive Committee, that it was not supportive of this pricing structure being disadvantaged as a non-member.

**ACTION:** TS to take the above comments back to the PCA

**ACTION:** Clerk to make the final decision on pricing an agenda item

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

There were no district councillors in attendance, apologies were received by Steve Reade.

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

- Circulated email from Avon and Somerset Police regarding Remembrance Sunday 2016 to community groups 22.01.16. Agenda 20<sup>th</sup> January item 5b.
- Responded to the email from Revel regarding use of the parish logo on their publicity 22.01.16. Agenda 20<sup>th</sup> January item 5d.
- Circulated Broadband USC scheme to community groups and editor of the Pucklechurch News 22.01.16. Agenda 20<sup>th</sup> January item 5i.

- Councillors GB and LE were reminded of their action regarding planning application PK15/2490/F 25 Shortwood Road
  - This has now been covered in the planning section earlier.
- Asked GB for detailed list regarding Ring O'Bells and for confirmation of where I am sending it 28.01.16. Agenda 20<sup>th</sup> January item 7c.  
**ACTION:** Clerk to email traffic survey from SGC website to Chris Harris
- Wrote a letter of complaint to SGC regarding the delays and errors relating to the Localism Contract 27.01.16. Agenda 20<sup>th</sup> January item 7c.
  - Response received from Simon Spedding 27.01.16 informing me that he is looking into it.
- Contacted Diane Bailey to inform her that the council agrees in principle to Stuart Bailey taking over the skate park removal providing he can confirm that he has set up a correct sole trader status with the Inland Revenue 22.01.16. Agenda 20<sup>th</sup> January item 7c.
  - This has been confirmed and they have removed the skate park today.
- Completed nomination form for the Royal Garden Party 2016 and returned to D. White ALCA 22.01.16. Agenda 20<sup>th</sup> January item 9b.
- Wrote to Pucklechurch Playgroup informing them that the grant process has now closed 22.01.15. Agenda 20<sup>th</sup> item 9c.
- Met with SGC Dan Marchant 21.01.16 regarding the potholes in Parkfield. When I attended site I discovered that several of the big pot holes had already been filled in. I believe this to be a mistake by SGC. There are still trip hazards so I have asked them to provide a quote. Is it possible for councillors to visit the site so a decision can be made moving forward?
  - Green Trees Surfacing have sent in their quotation for potholes at Parkfield rank 21.01.16 patch repairs 95.69m<sup>2</sup> = £4275.00 + VAT or Resurfacing 576.65m<sup>2</sup> = £10,230.00 + VAT  
**ACTION:** Clerk to ask Green Trees Surfacing to re-quote
- Circulated withdrawal of application from NORFT Ltd: Proposed deregistration and exchange of land on Lyde Green Common ref. 734 to council 22.01.16
- Circulated Joint Cycleways Group minutes to council 22.01.16
- Reported mud on the road from landfill - Shortwood Road to Ring Road to fixmystreet ref. 335682 27.01.16
- Grant monitoring form received from St Thomas a Becket Church circulated to council 28.01.16.
- Circulated update from Kevan Hooper regarding lights at Redford Lane 28.01.16
- Booked Councillors JC and LP onto the 'Being an Effective Councillor' session on 4<sup>th</sup> February in Yate at a cost of £30.00 per person.

- Ordered Powerheart G3 battery and pad pack from the defib shop 28.01.16 £28.00 + VAT for the pads and £199.00 + VAT for the battery.
  - Cancelled order 29.01.16 as AED informed us that we can get a replacement battery FOC via SWAST
  - SWAST have now confirmed that each battery has a 4 year life span so have confirmed that the battery will need replacing in October 2017.
- On completing my defibrillator checks on Friday 29<sup>th</sup> January I found a fault with the lock on the Shortwood defibrillator, AED have now attended site and replaced the lock and provided the clerk with new keys.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheque was agreed and signed by two signatories.

PATA UK	Payroll Services Oct-Dec'15	£19.80	2268
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### 8b To CONSIDER an increase to the allotment rent

**RESOLVED:** To keep the allotment fees the same for this year, however a review of rates with an increase will be considered for next year.

**ACTION:** Clerk to write a letter to accompanying the 2016 allotment invoices and agreements informing tenants that there will be no increase in fees this year, but that rates will be reviewed for 2017.

## NO. 9. Agenda Items

### 9a To REVIEW the Allotment Report and AGREE any further action

**ACTION:** Clerk to write to Plot 1 regarding the fallen fence.

**ACTION:** Clerk to write to Plot 21a and 21b with regards to removing the rubbish and building materials from site. A timescale of 6 months has been set by the council and on inspection should the materials still be present the contract will be terminated. Clerk to mention that it may be possible for the tenant to contact voluntary organisations if help is needed to get the site clear.

**ACTION:** LE to provide a list to the clerk of all items that need removing which is to be included in the letter to Plots 21a and 21b.

### 9b To AGREE attendees to the next Joint Cycleways Group Meeting on 13<sup>th</sup> April 2016 No councillors are available to attend this meeting.

**ACTION:** Clerk to send apologies

### 9c To REVIEW the GPFA 2015 Playground and Playing Field Assessment Report and AGREE further action if necessary

**RESOLVED:** The report was noted with no further action

**ACTION:** Clerk to clarify what the terminology 'Inclusive play opportunities' means, which is used in the report.

### 9d To REVIEW the Councils requirements for feedback on consultations to which it has commented

**ACTION:** Clerk to write to SGC to see if they can circulate a response email to all participants of consultations which should include a website link to the consultation, once the results have been published.

**ACTION:** Clerk to send an email to Councillor MW asking him to add this to the agenda for the Town and Parish meeting.

**9e To AGREE the Chairman's Report for Pucklechurch News**

The following items were agreed to be added into the report:

Co-option of Councillor

Village Hall working group

Annual meeting of the parish

Defibrillator plaque

Precept increase

JPS/PSP Housing developments

Stolen defibrillator

Eyes posters on dog bins

Public participation

**ACTION:** Clerk to chase up last copy of Pucklechurch News and add to website

**9f To CONSIDER applying for an extension to the lease for Shortwood Play area**

**RESOLVED:** To apply for extension

**ACTION:** Clerk to write to landlord asking to extend the lease

**9g To REVIEW email received from Emerson's Green JFC and CONSIDER a response**

**RESOLVED:** To advise them to contact the Pucklechurch Football Club directly as PPC would be unable to manage it.

**ACTION:** Clerk to write back informing them of the decision.

**9h To AGREE to works on areas owned by the Parish to be brought to good order enabling continual maintenance**

The Woodland, Allotments and St Aldams are areas that need work to be done imminently, to bring them back to good order.

**ACTION:** Open Spaces group to look into these areas and treat these works as a separate tender to bring them up to speed before the maintenance contract begins.

**9i To CONSIDER the Village Orderly Role and whether work can be put out for tender**

**RESOLVED:** To move from directly employed village orderly role to a contracted out service.

**ACTION:** Working group set up consisting of Councillors TS, RD and JC to come back to council with recommendations for tender including costings and timescales of works.

**RESOLVED:** To include Councillor JC to the Open Spaces working group on a permanent basis due to the resignation of Jayne Hawkins.

**9j To CONSIDER ascertaining the ownership of all land that could be connected with the withdrawal of the Lyde Green Common application and IDENTIFYING partners**

**RESOLVED:** No further action

**10. Date of next meeting**

**Wednesday 17<sup>th</sup> February 2016 at 7:30pm in the Meeting Room, Pucklechurch  
Community Centre**

The Council meeting closed at 21:12