

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 2<sup>ND</sup>  
MARCH 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), M. Watson (MW), L English (LE), R Dunning (RD), L Putt (LP), J Cotterell (JC), S. Reade – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

B. Stokes – District Councillor

**NO. 2. DECLARATIONS OF INTEREST**

Councillor T. Symons declared an interest in item 5g.

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

Minutes of the meeting on 17<sup>th</sup> February 2016 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

Two coordinators from the Good Neighbour Scheme attended to give an update on their progress. The scheme has now been running for 6 years and they have recently been successful in receiving funding for equipment at the Kings Forest Area Forum. They are currently looking for volunteers and have written an article for the Pucklechurch News. They are looking to publicise what they are doing and are going to move to social media and hold a stall at Revel to raise awareness. Councillor Boyle on behalf of the council thanked them for all their hard work in carrying on this scheme from the Neighbourhood Plan.

**NO. 5 CORRESPONDENCE**

**5a** Notice of Application for a Street Closure Order - Castle Road, Pucklechurch  
Castle Road from Hill View Road to the access road to Cranford Farm is to be closed for the holding of the annual Pucklechurch Revel Beer Festival. The date and time(s) of the closures are: between 1800 hours and 0030 hours on Friday 24 June 2016 and between 1800 hours and 0030 hours on Saturday 25 June 2016. Proposed alternative route for vehicles: Castle Road (part unaffected), Westerleigh Road, Abson Road, Feltham Road and Castle Road (part unaffected). Circulated to community groups.

**Noted**

**5b** SGC consultation on review of one stop shops and customer services.

The consultation runs from 22<sup>nd</sup> February until 13<sup>th</sup> May 2016. Circulated to Community Groups.

**Noted**

**5c** SGC consultation on review of council accommodation in Kingswood and Yate

The consultation runs from 22<sup>nd</sup> February until 13<sup>th</sup> May 2016. Circulated to Community Groups.

**ACTION:** Clerk to make agenda item on 16<sup>th</sup> March 2016

**5d** SGC consultation on changes to library services

The consultation runs from 22<sup>nd</sup> February until 13<sup>th</sup> May 2016. Circulated to Community Groups.

**ACTION:** Clerk to make agenda item on 16<sup>th</sup> March 2016

**5e** Request for flooding information by AECOM, Bristol

They have been commissioned by the Environment Agency to carry out a high level investigation into flooding across the Wessex Region. They will be producing a Problem Identification Report that includes key findings from recent flood events, historic flooding issues in the area, what measures are in place to address flooding in the area and recommendations for the future.

**ACTION:** MW to contact Ralph Collard at AECOM to discuss any flooding history in Pucklechurch

**ACTION:** Clerk to forward Ralph Collard's contact details to MW

**5f** The Conservation Volunteers

Flyer circulated to community groups

**Noted**

**5g** HM Courts & Tribunals Service Estates reform consultation results

Letter attached from Sandra Aston, Delivery Director for Her Majesty's Courts & Tribunals South West Region announcing the outcome of the consultation.

**Noted**

**5h** Email from SGC regarding access to the Council's Sort It Centres and Waste Transfer Stations

**Noted**

**ACTION:** This needs to be considered when appointing the Village Maintenance Contractor.

**5i** NHS South Gloucestershire CCG Stakeholder News - Winter 2015/16

**Noted**

**ACTION:** Clerk to send to Community Groups.

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

**6a** PK15/4224/F 74 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS

Removal of existing boundary hedgerow adjacent to Parkfield Road to facilitate replacement with a two metre high 18.8 metre length wall.

Notice of decision: Approve with conditions

**Noted**

**6b** PK15/4879/F Ring O Bells Farm Pucklechurch Road Hinton South Gloucestershire SN14

8HJ. Construction of temporary vehicular access track and compound in relation to planning application PK14/2339/F. This falls within Dyrham and Hinton Parish Council

Notice of decision: Approve with conditions

**Noted**

**6c** PK16/0660/ADV Commercial Land Emersons Green South Gloucestershire BS16 7FQ.

Display of 3no. Internally illuminated wall signs, and 4no. non-illuminated ground fixed totem signs.

**Noted**

**6d** PK16/0672/F The Meadows Parkfield Pucklechurch Bristol South Gloucestershire.

The change of land for the siting of 1 no Gypsy caravan with 1 no. day room. Erection of relocated stable block.

The proposed development is inappropriate development in the Green Belt and very special circumstances have not been demonstrated to exist so as to outweigh the harm arising from

the inappropriate development. The proposal has a detrimental impact on the visual amenity and the openness of the Green Belt and amounts to encroachment in the Green Belt. The land is situated within open countryside (as defined by SGC where land outside the settlement boundary is deemed 'open countryside') where the Planning Policy for Traveller Sites indicates that development should be strictly limited. It has not been revealed who will be accommodated by the new pitch and therefore how this household relates to the revised Planning Policy for Traveller Sites 31 August 2015 in light of the new 'traveller' definition. SGC is already on record as stating that the Council expects the estimate of the number of pitches that it is required to provide across the authority to reduce by a potentially significant amount (APP/P0119/W/15/3065767) and in any case the Government has already made it clear that unmet need alone is insufficient reason to justify harm to the Green Belt. This extra pitch and movement of the stables will expand the developed land occupied by traveller pitches by approximately 25- 30% - the previous intensification having already trebled the area occupied by the site. Intensification of the site should not be interpreted as enlargement. The Design & Access statement makes reference to a bus stop 430 m away but the nearest bus stop with a regular public service is in the centre of Pucklechurch over 2000m away by road - this underlines the relatively isolated location of the site and lack of access to facilities.

**RESOLVED:** Objection

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

#### Other planning matters

Questions over the planning process were raised by Councillor Boyle to DC Steve Reade regarding a re-submission of a planning application for Moat House. This is the 3<sup>rd</sup> or 4<sup>th</sup> time a resubmission has been received and although the application was approved they keep submitting amended plans. DC Steve Reade informed the Council that there is no limit on how many times they can submit the plans as long as they are paying the appropriate fees.

Ring O' Bells Farm – deadline of 11<sup>th</sup> March – no further comments to add.

## **NO. 7. REPORTS**

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

Village Hall update – no further questions from Council

Cigarette butts outside the Fleur – update from Councillor Putt advising that the problem seems to have improved; however this will continue to be monitored. A reminder was noted that Councillors and residents can report directly to SGC Streetcare.

Kings Forest Area Forum – update from Councillor Cotterell who attended the last forum meeting.

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

District Councillor Steve Reade updated the Council on various subjects:

Following on from the update received from Councillor Cotterell regarding the Kings Forest Area Forum, DC Steve Reade reported that at the meeting he was cut off mid-sentence when bringing up the two schemes in Pucklechurch. He has since written to Chris Harris to ask that as the two Pucklechurch crossings were the result of a petition he presented to PTSE could they be combined and investigated as one.

The District Councillors have supported the Pucklechurch Youth Club who have received funding of £6500.00, it is believed to be the last time that they will receive this funding.

Library Consultation – As Pucklechurch Parish Council will be discussing this at the next Council meeting, DC Steve Reade has reported that he has received a briefing paper dated 24<sup>th</sup> February from the House of Commons which he will forward onto the Council. He is 100% behind keeping the library service so will support the Parish Council. SGC officers will be carrying out a survey which will produce statistics for the usage of this service.

Sewers – If we should experience any problems with our sewers within the Parish DC Steve Reade can put us in touch with his contact within Wessex Water to resolve any issues.

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

- Circulated Universal Youth Budget, Positive Activities Subsidy Consultation report to Council and Community Groups and invited Rachel Goodchild to attend a meeting 19.02.16. Agenda 18<sup>th</sup> November 2015 item 5a.
- Wrote to Graham at GPFA to clarify what the terminology 'inclusive play opportunities' means that's been used in the Playground and Playing Field Assessment Report. Agenda 3<sup>rd</sup> February item 9c.
  - Response received and circulated to council 24.02.16 - Inclusive Play means equipment or facilities that can be used by all children irrespective of their physical ability. In other words it can be used by both able bodied and less able bodied children.
- Wrote to SGC to request they circulate a response email to all participants of consultations to include a web link to the consultation results 19.02.16. Agenda 3<sup>rd</sup> February item 9d.
- Sent Councillor Watson a reminder to add the SGC consultation results to the agenda at the Town and Parish meeting 19.02.16. Agenda 3<sup>rd</sup> February item 9d.
- Uploaded objection comment for Churchmead Farm ref. PK16/0458/F onto SGC website 18.02.16. Agenda 17<sup>th</sup> February item 6b.
- Sent letter to the allotment tenant of plots 21a and 21b 18.02.16. Agenda 17<sup>th</sup> February item 7a.
- Sent Village Maintenance Contract to Huw Morgan Landscapes, Instant Landscapes, Stuart Bailey Landscape Services and Grounds and Gardens (Brandon Trust) 18.02.16. Agenda 17<sup>th</sup> February item 7a.
  - Sent a request that the contractors put in an estimate for costs for any remedial works to bring the areas back up to a state of good repair 19.02.16
- Responded to email from Pucklechurch Youth Club asking to reclaim the £250.00 grant funding 19.02.16. Agenda 17<sup>th</sup> February item 9b
  - Cheque received 23.02.16
- Renewed fastsms contract and requested invoice to be able to make payment 19.02.16. Agenda 17<sup>th</sup> February item 9c.

- Received a phone call from the new shops owners in Pucklechurch who are going to phone SGC regarding the process for changing the shop signage and request appropriate permission 19.02.16
- Received the claim reference number for the Stolen defibrillator from the insurance company which is: 5016497 and provided more information on the crime 19.02.16.
- Received the claim reference number for the fallen tree at St Aldams from the insurance company which is: 5016445 and supplied more information on the crime 19.02.16.
- Sent maintenance contract to Cotswold Edge Gardens for quotation 24.02.16
- Circulated email from Chris Harris regarding Transport investigatory schemes to council 24.02.16
- Internal audit booked for 20<sup>th</sup> May 2016
- Replacement battery for PVSSC defibrillator installed 25.02.16
- Circulated PAS Feedback results to Council and community groups 01.03.16.
- Received the SGC Localism invoice for the last quarter which is incorrect. A credit note has been received and a new invoice generated which I believe is still wrong. Email sent querying prices 02.03.16.
- Circulated email from James Cooke SGC regarding. COM/16/0094/OD - Land at Shortwood Road, Pucklechurch - An officer attended the site on 16 February 2016 and found that a JCB has appeared on the land. There was no evidence of any new engineering works however they can confirm that the caravan on the land was on the neighbouring, permitted plot and is not a new addition to the appeal site. He has spoken to the applicants and reminded them they cannot commence the development until the conditions have been discharged but they are expecting the Authority to be in a position to discharge those conditions very shortly.
- Circulated re-consultation for Ring O Bells Farm ref. PK15/5241/RVC to council, deadline for comments 11<sup>th</sup> March which is before the next meeting. 01.03.16  
**RESOLVED:** No further comments to add
- Informed Council and Community Groups that the Waste Management Forum meeting has been cancelled. 01.03.16
- Received a complaint from an allotment tenant regarding the fence at plot 1, wrote to plot 1 to see if they can now arrange a more permanent repair 01.03.16
- Circulated Avon and Somerset Spring Newsletter to council and community groups 02.03.16

## **NO. 8. FINANCE**

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

The following cheques were agreed and signed by two signatories.

Viking Direct	Stationery	£66.72	2275
S Bailey	Skate park Removal	£538.68	2276
Netsecrets Ltd	Renewal of fastsms text service	£118.80	2277
Branch Walkers Tree Services	Emergency removal of tree in St Aldams	£1440.00	2278
EDF Energy	Electricity for Parkfield Defibrillator	£39.76	2279
<b>Total</b>		<b>£2203.96</b>	

## NO. 9. Agenda Items

**9a** To REVIEW the Action Tracker and AGREE a way forward with regards to outstanding actions.

The action tracker was circulated prior to the meeting and each item on the tracker was discussed in turn at the meeting.

Item 1 – Ongoing

Item 2 – **ACTION:** Clerk to remove from action tracker. Resolved to keep the Pucklechurch Limited Edition prints on file.

Item 3 – Letter sent 18.02.16

Item 4 – **ACTION:** GB to arrange inception meeting with Mr Guise and sort out maps.

Item 5 – **ACTION:** Clerk to remove from action tracker.

Item 7 – **ACTION:** Clerk to remove from action tracker. **ACTION:** MW to take on as part of flooding report.

Item 8 – **ACTION:** RD to bring to a future meeting

Item 9 – Agenda item tonight

Item 10 – Deferred to a future agenda

Item 11 – Ongoing

Item 12 – BS awaiting response from prison land owners

Item 13 – **ACTION:** TS and GB to meet with Mrs Hudd

Item 14 – **ACTION:** Clerk to remove from action tracker. Awaiting PSP DPD and GTAA Reports.

Item 15 – Ongoing, lights should be removed by 28.02.16, awaiting update from Kevan Hooper

Item 16 – **ACTION:** RD – will combine with item 19

Item 17 – Deferred agenda item, awaiting ALCA presentation on Monday 7<sup>th</sup> March

Item 18 – Deferred to a future agenda

Item 19 - **ACTION:** RD – will combine with item 16

Item 20 – **ACTION:** Clerk to move to long term list.

Item 21 – Ongoing – need to review as part of open spaces working group

Item 22 – No recent complaints reported – monitor

Item 23 - **ACTION:** Clerk to remove from action tracker

Item 24 – **ACTION:** TS to chase

Item 25 – **ACTION:** GB & LE to liaise with Angela Hallet, agreed for unveiling to be done before Annual Meeting of the Parish in May

Item 26 - **ACTION:** Clerk to remove from action tracker

Item 28 – **ACTION:** GB to write letter regarding right to bid

Item 30 - **ACTION:** Clerk to remove from action tracker, construction traffic using correct route

Item 32 – **ACTION:** Clerk to remove from action tracker, DC Steve Reade has had no luck in retrieving the equipment. **ACTION:** Clerk to respond to original correspondence to see if they are interested in starting a speedwatch group. **ACTION:** RD to look into the use of an automated camera.

Item 33 - **ACTION:** Clerk to remove from action tracker, GB received no response  
Item 34 – **ACTION:** Clerk to move to long term list, needs to be part of community plan  
Item 36 – Ongoing, awaiting response from Rachel Goodchild  
Item 37 – Ongoing  
Item 39 – Ongoing, still awaiting posters  
Item 40 – Ongoing, reported to police and insurance company  
Item 41 – **ACTION:** BS to circulate ALCA's training list to councillors  
Item 42 – Ongoing, only one grant monitoring form to date  
Item 43 – **ACTION:** Clerk to remove from action tracker  
Item 44 – Agenda item later tonight  
Item 45 – Agenda item later tonight  
Item 46 – **ACTION:** Councillors to view Cherry trees in St Aldams before the council meeting on 6<sup>th</sup> April  
Item 47 – Ongoing, claim made to insurance company  
Item 48 – Deferred agenda item  
Item 49 - **ACTION:** Clerk to remove from action tracker  
Item 50 – Ongoing, awaiting response.

**9b** To CONSIDER the SGC Localism charges and AGREE the contract period.

**RESOLVED:** To remove the extra grass cutting and mulched areas from the contract and sign up for a 3 year period. To make sure the contract states 'wherever possible herbicides will not be used but in such an event the Parish Clerk will be consulted before application'.  
**ACTION:** Clerk to inform SGC of the above decisions.

**9c** To RECEIVE a report from District Councillors regarding the new gypsy/traveller site at Shortwood Road

DC Steve Reade updated the Council with regards to Shortwood Road and informed us that Luke Hall, Chris Skidmore, Ian Adams along with District Councillors Steve Reade and Ben Stokes have written to Greg Clarke asking to call it in on the basis of process. He has been given 5-7 days to respond and will update PPC accordingly. SR will then work with the Parish Council to inform the residents of any news. It was noted that we need more representations from individual residents alongside the Parish Council's objecting to this.

**9d** To CONSIDER whether the Council should form a view on possible development in the Parish and, if so, to AGREE a facilitation process.

A discussion took place regarding the long term future of the Parish and the communities within it. It was agreed that the Parish Council need to be prepared to facilitate a neighbourhood planning process which involves a community consultation process as fundamentally we should be guided by what our parish wants.

**ACTION:** Add to the agenda for the Annual Meeting of the Parish

**9e** To AGREE the ROSPA inspection process. Inspection due April 2016.

The Council believes that it has the right to accompany the inspector and that we should not be charged for this service. The Council was not happy with the report provided last year as some information provided on the report was incorrect and appeared to be cut and pasted from a document from the previous year.

**ACTION:** Clerk to cancel automatic renewal inspection with RoSPA Play Safety Limited  
**ACTION:** Clerk to speak to the GPFA to see if they can carry out the inspections and to clarify that the report will be sufficient for insurance purposes.

**ACTION:** Clerk to ask GPFA to recommend alternative suppliers if they are unable to carry out the inspections themselves.

**ACTION:** Clerk to contact insurance company to ascertain the level of the check we need, how often and to what level

**9f** To RECEIVE an update from the Clerk on the tender activity and to DISCUSS any changes to the agreed process and make appropriate adjustments to timescales if required.

A report was given from the Clerk detailing questions raised by contractors.

**RESOLVED:** To remove the word 'materials' from the contract as contractors should not be responsible for providing their own materials only the labour as part of the contract.

**RESOLVED:** To remove the burial ground grass and hedge cutting from the contract, it was agreed that existing contracts stay the same.

**RESOLVED:** For the open spaces working group to do a walk round with all contractors on Friday 11<sup>th</sup> March at 10.00am meeting at the Community Centre Car Park.

**RESOLVED:** For the contract to be added to the website with a new closing date for quotations of 25<sup>th</sup> March 2016.

**ACTION:** Clerk to make necessary amendments to the contract and re-circulate it to the contractors.

**ACTION:** Clerk to inform contractors of the date of the walk around and that the deadline has now been amended.

**ACTION:** Clerk to add contract to the website

**ACTION:** Clerk to make agenda item for the 6<sup>th</sup> April 2016.

**9g** To AGREE the Annual Meeting of the Parish, agenda items and arrangements.

The Annual Meeting of the Parish was agreed to be held at Pucklechurch School on Thursday 19<sup>th</sup> May 2016 at 7.30pm.

Items for the agenda were discussed and agreed as:

- Neighbourhood Plan
- Village Hall Project
- Cycle path update
- PSP DPD document
- Grants – **ACTION:** Clerk to invite all successful grant applicants to attend the meeting and do a presentation on how the funding was used.
- Community Groups

**ACTION:** GB to write a marketing plan for the meeting.

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

**Wednesday 16<sup>th</sup> March 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:48