

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16TH
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), R Dunning (RD), L Putt (LP), J Cotterell (JC), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

L English (LE)

B. Stokes – District Councillor

S. Reade – District Councillor

NO. 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

Minutes of the meeting on 2nd March 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 SGC Biodiversity Action Plan 2006-2015 Conclusion document

SGC are requesting comments on the draft report by the 1st May 2016. Circulated to community groups.

ACTION: TS and RD to write a report to bring back to council.

ACTION: Clerk to make an agenda item for 20th April

5b Bags of Help Grants

Possible source of funding for open space projects. Tesco in partnership with Groundwork UK have a scheme called Bags of Help, funded by the sale of 5p plastic bags. The next round opens in April 2016. Circulated to community groups.

Noted

5c Consultation for mobile street trader LI16/0248/STM – Tony’s Super Whippy to trade throughout the South Gloucestershire Area.

Deadline for comments 17th March 2016

Noted

5d Consultation for mobile street trader LI16/0553/STM – Gio’s Gelato to trade throughout the South Gloucestershire Area.

Deadline for comments 23rd March 2016

Noted

5e Consultation for mobile street trader LI16/0581/STM- Cream Events SW to trade throughout the South Gloucestershire Area.

Deadline for comments 28th March 2016

Noted

5f Consultation for mobile street trader LI16/0063/STM – Mavericks to trade throughout the South Gloucestershire Area.

Deadline for comments 30th March 2016

Noted

5g Forthcoming Bus Service Changes from 24th April 2016.

Summary document showing all changes attached. There are new services called the 35A and 42A. The major changes are to the 5, 19/319, 37, 42 and 43, the rest are small timing changes. Circulated to community groups.

Noted

5h Gloucester Playing Field Association Newsletter

Circulated to community groups.

Noted

ACTION: Open spaces working group to pass this information onto successful village maintenance contractor.

5i Emerson Way, Emersons Green Maintenance Works 21st -23rd March 2016

The works will be at the junctions of Adderley Gate and Betts Green and the road will be subject to resurfacing works. The work will start at approximately 7.30am and remain in place until approximately 5.00pm. Circulated to community groups.

Noted

5j SGC Useful Information leaflet

Circulated to community groups and editor of Pucklechurch News

ACTION: Clerk to add the leaflet to website and notice boards.

ACTION: Clerk to write to SGC and ask them to send a batch of the leaflets to the Pucklechurch Post Office so that residents can get a hard copy if they have no internet access.

5k Email from James Cooke regarding Land at Shortwood Road, Pucklechurch

Report sent to SGC regarding the large scale development taking place at the new gypsy site.

Noted

NO.6. PLANNING APPLICATIONS

6a PK15/3585/F 20 Hawkrigde Drive Pucklechurch Bristol South Gloucestershire BS16 9SL
Erection of single storey rear and side extension to provide additional living accommodation.
Construction of raised decking

Notice of decision: Approve with Conditions

Noted

6b PK15/5241/RVC Ring O Bells Farm Pucklechurch Road Hinton Chippenham South Gloucestershire - Re-consultation

Variation of condition 17 attached to PK14/2339/F to substitute substation drawings alter location of substation, Variation of condition 12 of application PK14/2339/F to use galvanized steel deer fencing and posts rather than green or brown weld mesh fencing and regularize the layout of the solar arrays as per Module Array Layout plan no 2207.AP.001.0.E Dated 23rd Oct 2015

Noted

6c PK16/0448/F Moat House Kings Lane Pucklechurch Bristol South Gloucestershire

Single storey extensions to form lobby and garden room

PPC has noted the proposed changes and on this occasion would like to defer to SGC Conservation Officer's professional opinion as to the potential impact on this significant historic building.

ACTION: Clerk to submit these comments on the SGC website

6d PK16/0449/LB Moat House Kings Lane Pucklechurch Bristol South Gloucestershire
Internal and external alterations and erection of single storey extensions to form lobby and garden room.

ACTION: Clerk to submit the same comments as item 6c above.

6e PK16/1047/RM Commercial Land At Emersons Green Urban Village Emersons Green South Gloucestershire
Erection of a parcel delivery distribution facility (Use Class B8) providing 6,642sqm of floor space with details of appearance, landscaping, layout and scale with associated development. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O).

Noted

Other planning matters

PK16/1111/F Land Rear of 19 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire
Change of use of land from agricultural to equestrian use. Change of use of stable building to cattery unit (sui generis) as defined in Town and Country (Use Classes) Order 1987 (as amended) (Retrospective).

This application presents the Council with some difficulties: on the face of it the application seems to consist of two parts:

1. Change of land for equestrian use – no objection
2. Change of use of a stable to a cattery unit – objection

What is presented with regard to the equestrian use is somewhat more akin to the evidence required for an application for a Certificate of Lawfulness – witnesses attest to the long standing use of the land for horse keep along with stables, stores and arena. The applicant has not however applied for a CoL but if they did and they then demonstrated that horses have been kept on the land without material interruption for at least 10 years, as opposed to simply being grazed, the existing use will most probably be lawful.

However, although the stables appear to have been part of the local landscape for a considerable time the Design and Access statement makes reference to the block of 3 stables as follows:

“During 2005 the Portacabin, lorry body and wooden livestock shed were in a bad state of repair and were replaced with a single building consisting of 3 stables which covered the same area. Letters from various witnesses support this information.”

No evidence has been offered to show that a planning application was submitted at that time for the addition of the block of 3 stables and therefore what its legal status is in planning terms especially as it cannot have been used uninterrupted for 10 years:

“Early in the year of 2014 the 3 stable unit building and adjacent storage building were converted inside to provide cattery units, 12 units and 4 isolation units.”

The addition of this block bought the number of stables at the site to 8 whereas the refused application PK05/3167/F makes reference to the existence of only 5 stables associated with a field subdivided into four with fencing. Can the block of 3 stables therefore be considered lawful?

What is also not clear from the application is how many horses were being kept at this site and how this would be altered as a result of the proposed change of use of a block of 3 stables. The latter was being used to accommodate cats from 27 August 2014 until September 2015 when SGC served an enforcement notice on the owner.

As far as the change of use from agricultural to equestrian use is concerned the key word here is to understand what is being articulated by the word *equestrian* – land that is used for grazing horses can still be classed as an agricultural use but there is a difference between the ‘keeping of horses’ and ‘grazing horses’ on land. Additional feeding of horses on the land, the rugging of horses and/or riding them on the land, falls within “equestrian use.” It is clear from the evidence presented that the land has been used for equestrian purposes for a considerable time and there is no apparent reason to object to this change of use subject to conditions being placed upon it that make reference to British Horse Society guidelines (a ratio of two horses per hectare, dependent on other factors, such as size and type of horse, length of time spent stabled or exercised off the pasture, time of year, quality of land and number of animals on the pasture). Irrespective of whether or not the 3 stable block can be considered lawful no specific information has been provided that refers to how the building itself and the conversion has been designed to meet the not inconsiderable requirements of SGC’s Cat Boarding Licence Conditions:

<http://www.southglos.gov.uk/documents/2013-Cat-Boarding-Licence-Conditions.pdf>

No mention is made for example with regard to the provision of dedicated kitchen facilities on site nor the facilities required for hygiene practices including those facilities for the proper reception, containment and disposal of all waste.

With regard to the operation of what will be a commercial business, the Design and Access statement makes reference to the number of drop offs/collections that may be associated with the cattery and that the delivery of cats will managed via 19 Parkfield Rd. There are issues with this since:

1. The extreme pressure on street car-parking in this road is already a source of frustration for local residents and is at a premium – cars delivering cats to No 19 will therefore likely exacerbate this situation especially during the evening and also on the assumption that cats may be picked up/dropped off on any day of the week
2. No reference is made to the number of likely movements associated with any trade or other vehicle that may be connected with the operation of the business

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

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Cars parking on Shortwood Road multi-user path

A report including a photograph was circulated to council prior to the meeting showing vans parking on path. The council advised that this should be reported to the police using the 101 service. The Police Commissioner has reported they are to install a new data system which will be able to supply an instant crime reference number when reporting a crime online.

It has also been brought to the attention of the council that farmers are driving their tractors on the path using it to get them from one gate to the next without having to use the road. This is causing a lot of mud on the path making it dangerous for pedestrians and cyclists.

ACTION: Clerk to report this to Chris Harris at SGC

7b To RECEIVE Report from District Councillor(s)

A response from the planning team at SGC to District Councillor Ben Stokes was circulated to council arising from the appeal decision over the temporary permission at the traveller site at Siston. BS confirmed that he has passed on this information onto the residents that have been in direct contact with the parish council over this matter.

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

- Sent Councillor Watson Ralph Collard's contact details from AECOM so that he can contact him regarding flood history in Pucklechurch 04.03.16. Agenda 2nd March item 5e.
- Sent South Gloucestershire CCG Stakeholder Newsletter to community groups 04.03.16. Agenda 2nd March item 5i.
- Submitted planning objection for PK16/0672/F The Meadows Parkfield Pucklechurch Bristol South Gloucestershire on SGC website 04.03.16. Agenda 2nd March item 6d.
- Updated action tracker as per actions from agenda 3rd March item 9a 04.03.16
- Informed council 09.03.16 that I am unable to carry out the action from 2nd March minutes item 9a regarding responding to the original correspondence for speed watch as the information came from a district councillors report not directly to me.
 - I have asked the district councillors if they have any information they can pass onto me regarding this and I have been advised by Ben Stokes that he will get the interested parties to contact me direct.

Councillor Dunning gave an update to the council on the speed cameras and reported that they are in fact live in Gloucester and not South Gloucestershire area at present. There are concerns regarding data protection due to the cameras recording number plates and being reviewed by a speedwatch group therefore the council has resolved not to take this any further at present.

ACTION: Clerk to remove from action tracker

- Wrote to Gary Meddick at SGC regarding the amendments to the localism contract for 2016/17 04.03.16. Agenda 2nd March item 9b.
- Cancelled automatic renewal of playground inspections with Play Safety Limited 04.03.16. Agenda 2nd March item 9e.
- Wrote to Graham at GPFA to ask if they can carry out play inspections or recommend an alternative supplier 04.03.16. Agenda 2nd March item 9e.
 - This will be covered later in a separate report from the clerk agenda item 9g.

- Spoke to Ajay at AON 16.03.16 regarding the level of checks we require for our play areas. Agenda 2nd March item 9e.
 - This will be covered later in a separate report from the clerk agenda item 9g.
 - Amended village maintenance contract and emailed it to all contractors. Provided details of the walk around on 11th March, answers to questions raised and amended deadline for quotations. Agenda 2nd March item 9f.
 - Added maintenance contract to website 04.03.16. Agenda 2nd March item 9f
 - Wrote to all successful grant applicants and invited them to the Annual Meeting of the Parish 04.03.16. Agenda 2nd March item 9g.
 - BS has booked the school on 19th May from 7.30pm
 - Wrote to The Play Inspection Company, John Hicks Associates and Children's Play Advisory Service for quotes for the play area inspections. These companies were recommended by the GPFA 09.03.16
 - The details of the quotes will be covered later in a separate report from the clerk agenda item 9g.
 - Chased Rachel Goodchild Pucklechurch Youth Club for a date that she can attend a meeting to discuss the Youth Budget consultation results 09.03.16
 - Christine Moore can attend on Wednesday 6th April but asks that she can attend at 8.30pm due to other commitments, is this acceptable?
- ACTION:** This was agreed by council, clerk to inform Christine Moore.
- 2015/16 SGC localism charge are now correct and a new invoice has been received.
 - Reported to enforcement large the scale development going on at Shortwood Road 09.03.16.
 - Circulated response from James Cooke to council 09.03.16 informing us that the site has recently been permitted and that the conditions were discharged last week. James attended site with a colleague this morning after agreeing with the applicants that it was in their interests to talk to SGC on site from the point of commencement. They are presently setting down the hardstanding to form the access, however they do propose a slight alteration to the entry point of Plot 2. James has asked that they liaise with the Agent to provide him with the details of this but essentially the main access is there and existing and this is just about them using the existing hardcore as opposed to digging out the hedgerow at the far end. James has otherwise been over the specific boundaries with them on the site and been over every aspect of the permission and has asked them to keep in touch with him as they progress.
 - Reported street light not working between Hawkridge Drive and Eagle Crescent to fixmystreet 09.03.16 reference number: 386760
 - Further to the fallen fence at the allotments the tenant of Plot 1 has now put in new posts and has moved the corner nearest the gate back to allow better access. He has confirmed that he will be tidying the half plot 20b in the next couple of weeks so that we can release it to the next person on the waiting list.

ACTION: Clerk to contact the next person on the allotment waiting list to see if they want to take on the half plot 20b from 1st April 2016.

- Reported Pucklechurch phone box to BT 10.03.16 as the roof is rotting letting in water.
- I have received a report from Anna Chelmicka that the skip needs emptying. What are the next steps with regards to the replacement of the skip?

The council confirmed that the skip removal has already been decided at an earlier meeting but due to the wet ground we are unable to have it removed at present. An exercise has already been done with regards to prices for lockable bins and Veolia came in at the cheapest.

ACTION: Clerk to write to the PCA to ask permission to site a bin in the carpark at the Community Centre.

ACTION: Clerk to speak to Veolia to order a lockable bin once permission received from the PCA.

- Correspondence item 5b Bags of Grants - do we need to apply for any funding as I need to submit a grant application for my CiLCA course?

ACTION: Clerk to make this an agenda item in April

ACTION: Clerk to chase S. Bailey Landscapes and Instant Landscapes for quotations for widening of the path to the woodland area.

- Circulated planning application to council 11.03.16 PK16/ 1111/F Land Rear of 19 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire Change of use of land from agricultural to equestrian use. Change of use of stable building to cattery unit (sui generis) as defined in Town and Country (Use Classes) Order 1987 (as amended) (Retrospective).
 - A report has been circulated by Councillor Boyle and covered in other planning matters at tonight' meeting.
- Circulated South Gloucestershire Public Health Councillor Briefings, 5th April and 21st June to council 10.03.16.
- Circulated update from Kevan Hooper SGC to inform us that the Redford Lane lights have now been removed and the enquiry has now been closed 15.03.16. I have also removed this from the action tracker.

ACTION: Clerk to inform Martin Smith that the lights have been removed.

- Circulated email from Ben Stokes regarding gypsy and traveller response from Rob at SGC to the council 15.03.16.
 - This has been covered in the reports from district councillors above.
- Circulated the agenda for Area Forum Joint Committee to council 15.03.16
- Reported parking on Shortwood Road multi user path to SGC 15.03.16
- BS reported the posts on the Abson Road and flytipping at Shortwood Road to SGC 15.03.16
- Data protection registration – we have received confirmation of renewal and the new expiry date is 17/03/2017

- Reported litter and glass bottles in verges along Feltham Road to fixmystreet 16.03.16
- Circulated Technical consultation on implementation of planning changes to council 16.03.16
- The cost to redirect the Pucklechurch Parish Council's post to the clerks new address for a period of 3 month is £160.00.

RESOLVED: To set up the redirection for an initial 3 months.

ACTION: Clerk to write to all contacts to inform them of the new address, update all documents on the website and amend the signature for outgoing emails.

- The allotment handbook has not yet been circulated to the tenants, do I need to print copies to send with the invoices?

RESOLVED: To put the handbook on the website and inform the allotment holders to refer to this document in the letter sent with the invoices.

ACTION: Clerk to add allotment handbook to the website and send link to allotment holders.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
PATA UK	Payroll charges	£22.50	2280
EDF Energy	Millennium Stone electricity	£43.95	2281
HMRC/Wages	PAYE NI / Wages include an extra 64.5 hours holiday pay not taken in 2015/16	£2129.85	2282/2283
South Gloucestershire Council	Localism Charges bins and grass cutting	£2847.22	2284
Avon Local Council Association	ALCA and NALC subscription	£481.76	2285
Ensign Print	Pucklechurch News	£378.00	2286
Anna Chelmicka	Litter picking	£350.00	2287
Total		£6253.28	

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 were discussed and figures agreed by the council. We are still awaiting invoices and payments to clear so the final figures for year-end will not be accurate until these have all been posted.

NO. 9. Agenda Items

9a To CONSIDER next steps of forward planning document dated 19th January 2015

The forward planning document was circulated to the council prior to the meeting and details outputs from the parish plan and an brain storming meeting with councillors.

The council worked through the document item by item and resolved the following:

Q26 – Ongoing

Q27 – No further action

Q28 a – No further action

Q28 b – No further action

Q28 c – No further action

Q32 – Done – report on crime statistics on a quarterly basis

Q33 – Done – Parish meeting, Pucklechurch news, website, community group's email.

Q34 – Incorporate in Q26, identify local educational classes and advertise in Pucklechurch news. **ACTION:** GB to look at local courses and provide a list to add to the website.

Q40 a – Done – organised by local groups

Q40 b – Ongoing- organised by external groups

Q37 & Q38 a – Done – finance Pucklechurch news and write chairs report in it.

Q37 & Q38 b – Done – two notice boards added at Community Centre and Shortwood Village, bus stop notice boards installed.

Q37 & Q38 c – Done – we have a link from our website to the community website

Q42 a – Done – in Pucklechurch news via chairs report

Q42 b – Done – School have community forum, groups and have written article for Pucklechurch news

2014/CS1 – Carried forward to neighbourhood plan

2014/CS2 – Carried forward to neighbourhood plan

2014/CS3 – Done – Christmas tree lights, funding for church illumination

2014/CS4 – No further action

2014/CS5 – No further action

2014/CS6 – Done – social club

2014/CS7 – No further action

ACTION: Clerk to make this a single agenda item in April

9b To REVIEW the way we communicate with the Parish i.e. text messaging service and bus stop notice boards.

The parish council identified the doctor's surgery and school as good places to advertise. It was noted that these areas alongside the bus notice boards could be regularly updated by incorporating it within the village maintenance contract.

We have signed up for another year for the text messaging service but need to look at the statistics for usage to decide whether it's worth renewing next year.

The use of social media was discussed but the council resolved not to take this any further.

ACTION: Clerk to add bus stop notice boards to the calendar of events to flag up an agenda item to decide what we should advertise each month.

ACTION: Clerk to write to the doctor's surgery and school requesting permission to display a poster on their notice boards.

ACTION: Clerk to pull off statistics for text messaging service and report back to council

9c To CONSIDER a response to the SGC Consultation on review of council accommodation in Kingswood and Yate

RESOLVED: To not respond as a council but for individual councillors to respond directly if required.

ACTION: Clerk to inform SGC that this consultation has been noted.

9d To CONSIDER a response to the SGC Consultation on changes to library services

RESOLVED: To not respond as a council but for individual councillors to respond directly if required.

ACTION: Clerk to inform SGC that this consultation has been noted

9e To REVIEW the Asset Register for Year-end inventory of land including buildings and office equipment

RESOLVED: To accept this document

ACTION: Clerk to request more information with regards to replacement cost of assets, especially for those items we have purchased for £1.

9f To AUTHORISE the Clerk to sign the SGC Localism Contract

RESOLVED: To authorise the clerk to sign the agreement for 3 years.

ACTION: Clerk to sign and return the contract on behalf of the council.

9g To REVIEW the quotations received from recommended RoSPA play inspection companies and AGREE next steps

A report was received from the clerk detailing quotations from three playground inspection companies. After a conversation with AON Insurance it was confirmed that an annual inspection must be carried out by a qualified body alongside weekly inspections by the parish council to be eligible for a claim.

RESOLVED: To award the contract to John Hicks & Associates for £300.00 + VAT.

ACTION: Clerk to inform John Hicks of this decision and book in the inspections.

ACTION: Clerk to inform the other two companies that their quotations were unsuccessful

9h To RECEIVE feedback from the ALCA meeting

A report was circulated by councillor Dunning prior to the meeting.

Neighbourhood plan

In short the current situation favours developers and has been described as chaotic, unstructured and uncoordinated which is what makes it a real threat. The general feeling is that if local communities don't do anything, developers are free to do what they want where they want with no due regard for the impact.

Neighbourhood plans must be community driven so community engagement is essential although the parish council may lead. The process is likely to take a minimum of 18 months but requires commitment throughout this time to achieve these timescales.

Although the neighbourhood plan cannot stop development it does mean that we as a parish council can influence the development for example: scale, location, purpose or design.

It is crucial that all evidence is kept from every event to support community engagement and feedback.

A benefit to having a neighbourhood plan is the greater CIL payments currently at 25%.

In 2013 SGC carried out a housing survey so we have some data to be able to consider the housing needs and start making projections on population.

It was agreed that the neighbourhood plan need to be addressed under forward planning.

10. Date of next meeting

Wednesday 6th April 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 21:58