

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 6<sup>TH</sup> APRIL 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 English (LE), 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 English declared a non-pecuniary interest in agenda item 9c.

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

Minutes of the meeting on 16<sup>th</sup> 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** Broadband Universal Service Obligation Consultation. Deadline 18<sup>th</sup> April 2016.

**Noted**

**5b** Forthcoming bus service changes in South Gloucestershire  
Changes from 24<sup>th</sup> April 2016. Circulated to community groups.

**Noted**

**5c** Email from resident regarding proposed use of green belt

**ACTION:** Clerk to respond informing the resident that there are no current, large scale plans for development submitted which affect the greenbelt in our parish. Clerk to advise the resident that any upcoming applications can be found on the South Gloucestershire Council website or will be published on our agenda.

**5d** Email from Anna Chelmicka regarding litter and the rec hedges

It was reported that Councillor T Symons has already responded to this email.

**Noted**

**5e** Email from the PCA regarding the siting of a new bin in the carpark

**ACTION:** Clerk to respond to letter confirming that the new bin will be locked and only the clerk and other authorised personnel will hold a set of keys. There will be no access to the bin by the public and PPC can give assurance that the bin will be used for the private use of the parish council only.

**ACTION:** When permission is granted from the PCA, the council resolved for the clerk to have the skip removed from the recreation ground and to order the Veolia bin.

**5f** South Gloucestershire Council draft Tobacco Control Strategy consultation

Comments welcome between 21st March and the 16<sup>th</sup> May 2016. Circulated to community groups.

A report on this consultation was proposed by Councillor Watson. The council resolved to take no further action.

**Noted**

**5g** South Gloucestershire Broadband Roll-out briefing notes

**Noted**

**5h** Invitation to WWU's Annual Stakeholder Workshop

Bristol Zoo, 19th April 2016 9.30am – 3.00pm

**Noted**

**5i** LAIS Up2Date information sheet

**Noted**

**5j** South Gloucestershire Access to Health workshops

Yate Town Council (Heron Room 2), 19<sup>th</sup> of April, 14:00- 16:00 or Thornbury Turnberries Community Centre, 21<sup>st</sup> of April, 18:00 – 20:00

Councillor Watson will be attending the workshop in Thornbury.

**ACTION:** MW to report any feedback to the council

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

**6a** PK16/0458/F Churchmead Farm Hodden Lane Pucklechurch South Gloucestershire BS16 9SG

Change of use of Agricultural Barn to storage (B8) use with ancillary office space as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) with associated external alterations. As well as the formation of passing bays to enable a suitable access via Hodden Lane.

Notice of decision: Approve with conditions

**Noted**

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

APP/P0119/W/15/3135284

Appeal decision: Dismissed

**Noted**

**6c** PK16/1222/F 36 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire

Installation of front dormer and erection of second floor extension to rear to form additional living accommodation.

This extension is not out of keeping with the other houses in the row and doesn't exceed 40% so isn't an over development of the property.

**RESOLVED:** No objection

**ACTION:** Clerk to submit no objection comment on SGC website.

## **NO. 7. REPORTS**

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

Councillor Watson attended a Compact Implementation Group Meeting and reported back to the council. The Compact is a system that contractors abide to; so that a process is in place should there be any disputes with contracts for services. This would be good practice but is

not a legal requirement. The Compact is an independent group providing a system where no fees are charged for the service.

**RESOLVED:** No further action at this time

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

District Councillor Steve Reade informed the council that there has been a lot of interest from developers searching for land, especially in the Shortwood Road area.

A letter from Brandon Lewis MP – Minister of State for Housing and Planning was discussed. This was in response to a question regarding the Inspector's report from Chris Skidmore MP around concerns about the decision by the Inspector on the Shortwood Road appeal

The council noted that the outcome of the appeal had left local residents very disheartened, Concern was expressed over the apparent ribboning of development and that this should be shared with SGC and local MPs

**ACTION:** BS to circulate the letter to the residents group.

**ACTION:** GB to write a letter to Amanda Deeks, Luke Hall, Chris Skidmore, Ben Stokes and Steve Reade expressing our complete dissatisfaction with the situation.

**ACTION:** Clerk to write to SGC requesting that the 'under construction' sign to be removed from the multi user path in Shortwood.

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

- Sent allotment tenancy invoices and agreements and informed them that there will be no price increase this year but this will be reviewed in 2017. Agenda 3<sup>rd</sup> February item 8b.
  - Allotment rent payments and agreements received from:
    - Plot 6 - £20.00
    - Plot 7 - £20.00
    - Plot 18 - £20.00
    - Plot 19 - £20.00
- Updated the website with SGC useful information leaflet 23.03.16 and added it to the notice boards 01.04.16. Agenda 16<sup>th</sup> March item 5j.
- Wrote to Karen Lucas at SGC asking for a batch of the useful information leaflets to be sent to Pucklechurch Post Office. Agenda 16<sup>th</sup> March item 5j.
- PK16/0448/F & PK16/0449/LB Moat House Moat House Kings Lane Pucklechurch Bristol submitted comments on SGC website 18.03.16. Agenda 16<sup>th</sup> March items 6c and 6d.
- PK16/1111/F Land Rear of 19 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire - comments submitted on SGC website 23.03.16. Agenda 16<sup>th</sup> March other planning matters.
- Wrote to Chris Harris regarding farmers driving on the Shortwood multi user path 23.03.16. Agenda 16<sup>th</sup> March item 7a.
  - Received an email from Chris Studley – Stakeholder Manager 24.03.16 informing me that Chris Harris is off sick at present so he has asked another

traffic engineer in the team to investigate the issues with the highway inspector and the original design engineer.

- Email received from Tracey Hamblett SGC Ref: TH-T425-ECS413058 in respect of the multi-user path in Shortwood Road. A copy of my email has been sent to the Streetcare team so that they can organise for the mud on the path to be cleaned, this has been logged under reference number: 418255. Tracey will forward details to the Police in respect of vehicles travelling along the multi-user path (as an alternative to using the road) as this is a moving traffic offence and they can take enforcement action. The Police can also take action if vehicles parking on the multi-user path are causing an obstruction for pedestrians/cyclists and horse-riders. She has been informed by the scheme engineer who implemented the path, that the new multi-user blue and white signs that have been erected on the path have been installed in advance of the signs being formally recognised within the new Traffic Sign Regulations and General Directions 2016 (which come into force at the end of this month). This blue and white multi-user path signs currently in place in Shortwood Road, like the shared use signs for cycle/pedestrians, prohibit the use of the route by any other vehicle.
- Removed speed cameras from Action Tracker. Agenda 16<sup>th</sup> March item 7c.
- Wrote to Christine Moore from Pucklechurch Youth Club confirming that 20:30 on 6<sup>th</sup> April will be acceptable for her to attend the council meeting. Agenda 16<sup>th</sup> March item 7c.
- Wrote to the next person on the allotment waiting list asking if they are interested in the half size plot 20b 18.03.16. Agenda 16<sup>th</sup> March item 7c. This will be discussed in more detail later in agenda item 9a.
- Wrote to the PCA to ask for permission to site the Veolia bin in the community centre car park 18.03.16. Agenda 16<sup>th</sup> March item 7c.
  - Response received and discussed earlier under correspondence item 5e.
- Chased S Bailey Landscapes and Instant Landscapes for quotation for Woodland work 23.03.16. Agenda 16<sup>th</sup> March item 7c.
- Informed Martin Smith that the lights at Redford Lane Stables have been removed. Agenda 16<sup>th</sup> March item 7c.
- Set up redirection of mail for three months, price increased to £175.00. Agenda 16<sup>th</sup> March item 7c.
- Wrote to community groups and SGC planning departments asking them to update their records with the clerk's new address 23.03.16. Amended website and all documents/policies showing old address and email signature for outgoing messages. Agenda 16<sup>th</sup> March item 7c.  
**ACTION:** GB to show the clerk how to email all contacts in address book.
- Added allotment handbook to the website. Agenda 16<sup>th</sup> March item 7c.
- Added bus stop notice boards to calendar of events 23.03.16. Agenda 16<sup>th</sup> March item 9b.

- Wrote to school and surgery to ask if we can display notices on their boards 23.03.16. Agenda 16<sup>th</sup> March item 9b.
  - Email received 30.03.16 from the surgery informing me that Dr Seddon, the GP partner at Pucklechurch, is away on sabbatical until late April, so they will be in touch after his return.
- Circulated fast sms text service statistics to council. Agenda 16<sup>th</sup> March item 9b.  
**ACTION:** Clerk to make agenda item
- Wrote to SGC informing them that PPC noted the review of council accommodation in Kingswood and Yate consultation 06.04.16. Agenda 16<sup>th</sup> March item 9c.
- Wrote to SGC informing them that PPC noted the changes to library services consultation 06.04.16. Agenda 16<sup>th</sup> March item 9d.
- Spoke to Matthew at AON Insurance 06.04.16 regarding replacement cost of assets. I was advised that the only building insured is 8 Sarum Close which needs to be amended to my address. He believes the land itself wouldn't be insured but the fixtures and fittings on the land such as play equipment. There is a property damage section in the policy which is standard buildings insurance which has ground services included such as tarmacking etc. There is also a floating contents insurance of £33,000. He suggests that I speak to the underwriters Mavern on 0116 280 7012 for more information and to add my address to the policy. Agenda 16<sup>th</sup> March item 9e  
  
**ACTION:** Clerk to get the address on the policy amended to 51 Fouracre Road  
**RESOLVED:** No further action required regarding the rest of the policy.
- Signed and returned SGC Localism Contract 06.04.16. Agenda 16<sup>th</sup> March item 9f.
- Awarded play areas inspections to John Hicks Associates and the checks will be carried out on 4<sup>th</sup> May 2016. Informed other contractors that they were unsuccessful 06.04.16. Agenda 16<sup>th</sup> March item 9g.
- Booked TS and I onto Grant Thornton Audit Briefing on 15<sup>th</sup> April at a cost of £10 per delegate.
- Provided contact details for speedwatch to RD and JC to arrange a meeting with the interested residents 18.03.16
- Circulated Universal Youth Budget results to council and coms groups 30.03.16
- The white lines have now been painted on the steps at St Aldams by Huw Morgan.
- I have purchased litter pickers, heavy duty bags and gloves for residents who live on Shortwood Road who wish to volunteer litter picking services. Cost of equipment £39.30. One litter picker is to be given to Anna Chelmicka.
- Reported potholes on Westerleigh Road to fixmystreet 04.04.16 reference number: 419281
- Chased Streetcare for an update as street light number 6 still hasn't been repaired on the footpath between Hawkridge Drive and Eagle Crescent 06.04.16

- Circulated Public Rights of Way Issues resolved report up to 22nd March 2016 to council 06.04.16
- Chased up AON Insurance regarding insurance claims for the fallen tree and stolen defibrillator 06.04.16.
- Councillor Watson reported that he has tried on several occasions to contact Ralph Collard from AECOM regarding flood history in Pucklechurch but has been unsuccessful. Agenda 2<sup>nd</sup> March item 5e.  
**RESOLVED:** No further action  
**ACTION:** Clerk to remove from action tracker.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Cancelled Cheque	Cancelled Cheque	£0.00	2288
Post Office Limited	Mail Re-direction Costs	£175.00	2289
K Electrical Services	Consumer Units Village Hall PCA	£3360.00	2290
Huw Morgan	Burial Ground and painting white lines on steps at St Aldams	£335.00	2291
ALCA	Audit Training T Symons and J Bailey	£20.00	2292
J Bailey	Petty Cash	£159.60	2293
Anna Chelmicka	Litter picking	£350.00	2294
	<b>Total</b>	<b>£4399.60</b>	

Four new bank mandates were signed at the meeting by councillors so that they can become signatories on the bank account.

The Chairman has received a Corporate Governance questionnaire regarding audit process documents, permission was given to complete and return this on behalf of the council.

## NO. 9. Agenda Items

### 9a To REVIEW the allotment process for half size plots and AGREE next steps

**RESOLVED:** That if half size plot 20b is refused by a resident at the top of the waiting list, the plot can be offered to the next person. There will be no penalty for refusal and they will retain their position awaiting a full size plot.

**ACTION:** Clerk to inform residents of the decision

Following communication from the tenant in 20a, it was decided to review the area at the next meeting.

**ACTION:** LE to visit the allotment site to take a picture of plot 20b and report back to the council regarding the pond.

**ACTION:** Clerk to make this an agenda item on 20<sup>th</sup> April

### 9b To RECEIVE an update regarding speed watch group and AGREE next steps.

Councillors JC and RD met with a resident who has shown an interest in setting up a speedwatch group. It was suggested that the police be contacted to agree next steps.. The council gave thanks to councillors JC and RD for their work on this matter.

**ACTION:** JC to liaise with the resident to set up a new speedwatch group.

**9c** To REVIEW the documentation regarding proposed advisory 'keep clear' markings in St Aldams Drive and AGREE next steps

Concerns were raised that the white lines would not be policed and the impact this might have on parking in general. There seems to have been no consultation with the residents.

**RESOLVED:** To not approve the proposal due to the lack of consultation with all residents.

**ACTION:** Clerk to respond to the email as above.

**9d** To REVIEW the Universal Youth Budget (PAS) consultation results

Three representatives from Pucklechurch Youth Club were in attendance to update the parish council on the future of the Youth Club.

Currently there is a management company called MIM set up to support the youth workers. MIM has recently handed in their notice and there will be no youth leaders to run the club by May. There are currently two providers being considered for the management company role.

A recent update regarding the Universal Youth Budget consultation has confirmed that funding will continue for a further 3 years. The club has been successful in receiving grant funding through SGC which has secured the future of the club for at least another year. The new proposals for the management companies are more expensive than what they are currently paying with MIM but one of the companies will apply for grant funding on behalf of the youth. The management company will have the control, will influence the direction for the Youth Club and will bring a wealth of expertise from the youth industry.

The council noted it was disappointed that the youth in Pucklechurch were not able to respond to the SGC Consultation regarding Universal Youth Budget.

**9e** To REVIEW and RESPOND to the Implementation of Planning Changes Technical Consultation. Deadline for responses 15<sup>th</sup> April 2016

The main issue the council had with the consultation was the pre-permission of applications to be able to fast track them through the system avoiding the consultation stage.

**RESOLVED:** To delegate responsibility to the planning working group to answer the consultation

**ACTION:** Planning Working Group to respond to the consultation on behalf of the Council

**9f** To REVIEW current grant funding opportunities and AGREE next steps

A report was circulated prior to the meeting by Councillor T Symons regarding the Neighbourhood plan funding.

**RESOLVED:** To apply for grant funding for the Neighbourhood Plan

**ACTION:** Clerk to apply

**9g** To REVIEW the Cherry Trees in St Aldams and AGREE next steps  
Councilors to meet at St Aldams at 7.00pm prior to the meeting

**RESOLVED:** That work on the cherry trees needs to be carried out.

**ACTION:** Clerk to request quotations from Branch Walkers, Instant Landscapes and Huw Morgan to prune the cherry trees at St Aldams.

**9h** To REVIEW the Maintenance tender quotes and AGREE on the successful contractor

All quotations were circulated before the meeting and a recommendation from the open spaces working group was put forward.

**RESOLVED:** To award the maintenance contract and remedial works to Huw Morgan Landscapes subject to him signing a contract.

**ACTION:** Clerk to inform Huw Morgan that he has been successful on all contracts apart from the planting of the tree at S Aldams which is not required.

**ACTION:** Clerk to inform other contractors that they were unsuccessful.

**ACTION:** Councillors TS, RD and LP to write contract to be signed off at the next meeting.

**ACTION:** Clerk to add the contract to the agenda on 20<sup>th</sup> April.

Matter agreed to be discussed as an urgent item

Email received from the organisers of the Pucklechurch Beer and Cider Festival asking permission to hold this year's event on the Recreation ground. The marquee would be erected between Wednesday 22<sup>nd</sup> June and Monday 27<sup>th</sup> June and situated towards the Castle Road end of the rec remaining clear of the Cricket outfield between. Temporary fencing will be erected around the marquee and appropriate measures will be taken to protect the ground in areas of high foot traffic.

The council require more information to be able to make a decision.

**ACTION:** Clerk to invite the organisers to attend the next meeting on 20<sup>th</sup> April to speak in public participation.

**ACTION:** Clerk to make this an agenda item at the meeting on 20<sup>th</sup> April.

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

**Wednesday 20<sup>th</sup> April 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:50