

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 20<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), J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

B. Stokes – 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 6<sup>th</sup> April 2016 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were four members from the Beer and Cider Festival committee in attendance who came to present the plans and ask for permission for the festival to be held on the recreation ground.

The Star Pub car park where the event is normally held is unavailable this year due to refurbishment and this only came to light on 1<sup>st</sup> April 2016. They have considered other venues in the village but none were viable options. Costings have been done and the festival would still be financially viable if held on the rec. This is the 40<sup>th</sup> year that the Beer and Cider Festival would run. They will arrange fencing, security, lighting and supply 50 trakmats to be laid on the grass to protect the field.

**ACTION:** Council to discuss in agenda item 9a.

**NO. 5 CORRESPONDENCE**

**5a** Hackney Carriage and Private Hire Licensing Policy 2015-2020 Consultation

Comments welcome between 8th April 2016 and the 1st July 2016.

Circulated to community groups.

**Noted**

**5b** Substance Misuse Services Re-commissioning 2017 Consultation.

Circulated to community groups.

**Noted**

**5c** Email from resident regarding dog and horse mess on path at policeman's corner, Shortwood Road

**Noted**

**ACTION:** Clerk to check that volunteers are insured whilst litter picking.

**ACTION:** Clerk to find out SGC's policy on dog fouling signs, are we as a parish council able to purchase them and display them on the lampposts in the village and what are the costs of the signs?

**5d** Statement of Persons Nominated and Notice of Election Agents for the Police and Crime Commissioner Elections.

Circulated to community groups and displayed on notice boards

**Noted**

**5e** GPFA Playground Management Training Seminar 14th July at Churchdown Park, Churchdown

**Noted**

**ACTION:** Clerk to send to Huw Morgan for information

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

**6a** 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.

Notice of decision: Approve

**Noted**

**6b** LI16/0915/STS

Local Government (Miscellaneous Provisions) Act 1982

Application for a Renewal Street Trading Consent in South Gloucestershire Re: A4174 Ring Road Bridge Road Mangotsfield South Gloucestershire Trading As: Istanbul Kebabs (2) South Gloucestershire Council has received an application for the granting of a renewal Street Trading Consent from the above business.

Details of the application can be viewed online at

<http://developments.southglos.gov.uk/online-applications/search.do?action=simple&searchType=LicencingApplication>

Deadline for responses 4<sup>th</sup> May 2016

**Noted**

**6c** PK16/1481/F 11 Cherrytree Court Pucklechurch Bristol South Gloucestershire BS16 9BF Erection of two storey side extension and front porch to form additional living accommodation.

The document supplied which shows the existing ground floor does not reference the porch that already exists in situ which upon inspection appears to have been constructed at the same time as the house itself – Councillors are concerned that the position of the porch will make the provision of the two proposed parking spaces as shown very difficult to achieve in practice especially as the position of a street light which sits forward of the porch is also not shown. None of the block plans show the porch relative to the proposed parking spaces nor the street light. The proposed extension will increase the number of bedrooms to 4 in spite of one being described as a study: the required number of parking spaces would therefore be 2.2 including the pre-requisite allowance for visitors as specified in SGC's Residential Parking Standards.

**RESOLVED:** Objection

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

**6d** PK16/1483/F The Old Chapel Parkfield Road Pucklechurch Bristol South Gloucestershire Amendment to previously approved scheme PK15/3388/F to install 2 no. front and 2 no. rear dormer windows

Pucklechurch Parish Council believes the proposed dormer windows as shown to the front of the building are at odds with the design of the rest of the building and made a similar comment with regard to the previous application. South Gloucestershire Council's Conservation Officer also made the following comments:

“trying to achieve living accommodation at first floor is going to be problematic. If an alternative scheme is to be explored, then as guiding design principles, the apex of the roof should not be above the eaves of the Chapel; the 3no. dormers should be removed” and also “the insertion of the 3no. dormers would also detract from the character of the building by adding a significant domestic influence.” The dormers were removed from the scheme and along with other changes the plans were subsequently approved. PPC believes that to re-introduce them is at odds with the Conservation Officer’s comments.

**RESOLVED:** Objection

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

### Other planning matters

Land rear of 37 Parkfield Rank ref. PK14/2247/F – riding lessons are being advertised on social media. This has now been reported to enforcement.

**ACTION:** Clerk to contact SGC to check that the terms are being met with regards to the landscape.

## **NO. 7. REPORTS**

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

There were no pre-submitted reports received.

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

There were no district councillors in attendance.

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

- Responded to residents email regarding proposed use of greenbelt 13.04.16. Agenda 6<sup>th</sup> April item 5c.
- Responded to the PCA regarding the siting of the Veolia bin 08.04.16. Agenda 6<sup>th</sup> April item 5e.
  - Permission granted by the PCA to site the bin in the Community Centre car park. The PCA still have concerns over the area becoming unsightly so have asked that the bin is positioned behind the hedging on the right hand side of the hall. They will monitor the area around it to ensure it does not become a dumping ground.
  - Made several phone calls to Veolia to order the bin with no luck. The quotations received were from January 2015 so will be out of date. I have contacted SITA, Greenzone Facilities Management, Waste Source and 707 Limited for quotations today 20.04.16 which are as follows:
    - Waste Source
      - 1100 litre Fortnightly Collection (£15.00 per lift) = £390.00 + VAT per annum.
      - 660 litre Fortnightly Collection (£12.00 per lift) = £312.00 + VAT per annum.
    - Greenzone
      - 1100 litre Fortnightly Collection (£14.70 per lift) = £382.30 + VAT per annum
      - 660 litre Fortnightly collection (£12.78 per lift) = £332.28 + VAT per annum
    - 707 Limited

- 1100 litre Fortnightly Collection (£14.25 per lift) £370.50 +VAT per annum
- 660 litre Fortnightly Collection ( £11.85 per lift) £308.10 + VAT per annum

**RESOLVED:** To order a 660 litre general waste bin on a fortnightly collection from 707 Limited who were the most competitive.

**ACTION:** Clerk to arrange

- Responded to the draft tobacco control strategy consultation as noted 13.04.16. Agenda 6<sup>th</sup> April item 5f.
- PK16/1222F 36 Parkfield Rank, Pucklechurch submitted no objection comment on SGC website 13.04.16. Agenda 6<sup>th</sup> April item 6c.
- Emailed Tracey Hamblett at SGC requesting that the under construction sign be removed from the multi user path 13.04.16. Agenda 6<sup>th</sup> April item 7b.
  - Circulated response received from Chris Harris regarding the sign to council 13.04.16
  - Responded to Chris Harris's email 14.04.16 reiterating that the parish council still want the sign removed and the reasoning behind this decision is that the sign was used as supporting evidence for an appeal which was allowed by the inspector for the gypsy site on Shortwood Road.
  - Email received from Chris Harris informing us that the sign will be removed shortly 15.04.16.
- Sent an email to all contacts in the email address book with my new address details, this created a further 50 emails some of which were out of office replies and some mail undeliverable emails, therefore I have updated the address book accordingly and deleted any old contacts, where necessary 08.04.16. Agenda 6<sup>th</sup> April item 7c.
- Wrote to Maven the underwriters for our AON insurance policy to request that they change the address details to insure my home address and not the previous clerks 13.04.16. Agenda 6<sup>th</sup> April 7c.
  - I have not had a response as yet but the insurance policy is up for renewal on 1<sup>st</sup> June so I will make sure that this is updated on the next policy. .
- Resident informed regarding the situation with the allotment plot waiting list 13.04.16. Agenda 6<sup>th</sup> April item 9a.
  - The allotment plots will be discussed later in tonight's meeting item 9c.
- Responded to email from Tracey Hamblett, informing her that the council do not approve the proposed advisory markings on St Aldams Drive 13.04.16. Agenda 6<sup>th</sup> April item 9c.
  - Responded to email received from Chris Harris 15.04.16 asking for clarification on the decision the parish council made.
- Neighbourhood Planning grant application – the minutes of meeting on 3<sup>rd</sup> February item 9d imply that the parish council are going to consult with residents at the Annual Meeting of the Parish before a decision is made regarding the Neighbourhood Plan. Therefore I will hold fire in applying for the Neighbourhood Plan grant as a group needs to be formed before the grant is applied for. Agenda 6<sup>th</sup> April item 9f.
- Requested quotes from Huw Morgan, Branch Walkers and Instant Landscapes to cut back cherry trees in St Aldams 13.04.16. Agenda 6<sup>th</sup> April item 9g.

- Huw Morgan has decided not to quote due to the specialist equipment required.
- Instant Landscapes
  - To cut back over hanging branches for 2 cherry trees and 1 ash tree £200.00
  - To reduce and reshape all three trees, crown reduction of 20% to contain canopy of trees and crown lift lower branches £390.00
- Branch Walkers – to reduce the crown on two cherry trees and remove any hanging branches £192.00 (£160.00 + VAT)

**RESOLVED:** To award the contract to Instant Landscapes as the Ash tree is also in need of work.

**ACTION:** Clerk to inform Instant Landscapes of the decision and notify Branch Walkers that they were unsuccessful.

- Informed Huw Morgan Landscapes that they have been successful in being awarded the village maintenance contract 08.04.16. Agenda 6<sup>th</sup> April item 9h.
- Informed Grounds and Gardens, Instant Landscapes and Stuart Bailey Landscapes that their quotes for the maintenance contract were unsuccessful 08.04.16. Agenda 6<sup>th</sup> April item 9h.
- Invited the organisers of the Pucklechurch Beer and Cider Festival to attend the next meeting on 20<sup>th</sup> April to speak in public participation to give more details on the event. Agenda 6<sup>th</sup> April urgent matter.
- Responded to the PCA informing them of who hold keys to the village hall 08.04.16
- Allotment plot payments have been received from:
  - Plot 1 £20.00
  - Plot 2 £20.00
  - Plot 5 20.00
  - Plot 9 £20.00
  - Plot 10 £20.00
  - Plot 15 £20.00
  - Plot 16 £20.00 no agreement received, this has been chased 20.04.16
  - Plot 20b £10.00
  - Plot 23 £20.00
- The tenant of allotment plot no. 12 after much deliberation has decided to hand back his allotment to us on 12.04.16. Following many years of hard work and clearing the site he feels that the continuing access issues regarding ground conditions, ability for parking and the difficult locked post at the entrance makes managing the allotment increasingly difficult. He plans to leave his shed, greenhouse and water containers for the next user and clear any rubbish. This allotment plot has been offered and accepted by the next person on the waiting list and will be discussed within agenda item 9c later tonight.
- Huw Morgan has booked onto the RoSPA play inspection course in Exeter on 7<sup>th</sup> July 2016 .

- I have received a quotation from Huw Morgan Landscapes for pre contract preparation work on areas identified as needing upgrading to a better standard. These are as follows:
  - Eradication of weed growth from path at St Aldams.
  - Moss clearance from play surface area's
  - Cleaning of bus shelters to bring them up to standard  
Total of above = £585
  - Bin cleaning of all bins £50.00

**RESOLVED:** To accept both quotations from Huw Morgan Landscapes as above.  
**ACTION:** Clerk to inform Huw Morgan of the decision

- The Pucklechurch Laptop has crashed on several occasions recently so we may need to consider a replacement.

**RESOLVED:** To allow the Clerk to purchase a replacement laptop to include an operating system and Microsoft office package for an agreed figure of up to £700.00 give or take 10%.

**ACTION:** Clerk to organise

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
EDF Energy	Millennium Stone Electricity	£43.48	2295
HMRC/Wages	PAYE Tax and NI/Wages	£1321.83	2296/2297
South Gloucestershire Council	Training Course Councillors LP & JC	£60.00	2298
Yate Town Council	Joint Cycle Forum	£273.12	2299
	<b>Total</b>	<b>£1698.43</b>	

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

The total figures for the year end were explained line by line to the council and any variances to the budget explained. If any last minute invoices are received this may change the totals slightly, otherwise this should be the final year-end figures.

The balance in the bank account is showing as £64,151.73. £14,000 was agreed to carry forward to reduce the precept increase, £30,000 of this is a reserve and £14,000 is kept as a running balance in the account. This leaves approx. £6151.73 which £6000.00 of this balance is made up of insurance claims for the stolen defibrillators and safer surface vandalism payments received.

## NO. 9. Agenda Items

**9a** To CONSIDER granting permission for the Pucklechurch Beer and Cider Festival to be held on the recreation ground, and AGREE next steps.

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.

Temporary fencing will be erected around the marquee and appropriate measures will be taken to protect the ground in areas of high foot traffic.

Various questions were raised with regards to the positioning of the car park. It was suggested that the PCA car park be used instead of the field to prevent damage.

**RESOLVED:** To grant permission in principle for the Beer and Cider Festival to be held on the recreation ground. The committee are to take all comments on board raised by the parish council, speak to the PCA and re-send the plans for approval. The Public liability insurance should be amended with a clause for any damage to the field.

**ACTION:** Clerk to send the lease hire agreement to the committee for signing before the event.

**ACTION:** Clerk to make the new plan an agenda item once received

**9b** To REVIEW the Fast SMS Service statistics and AGREE next steps

**RESOLVED:** Not to continue with the Fast SMS Service next year.

**ACTION:** Clerk to take appropriate measures to phase out the text messaging number by removing it from the website and replacing it with the parish council mobile number.

**9c** To REVIEW the allotment report and other communication received regarding plots 20a and 20b and AGREE next steps

The next resident on the waiting list has been offered and accepted allotment plot 12. They had concerns over the half size plot 20b as you can only access it through plot 20a, there is no fence dividing the plot from 20a and there was some rubbish and a sunken bath still remaining at the site. There was an agreement that if any of the tenants of the half size plot relinquished their plots it would be offered to the other. The tenant of 20a has shown an interest and if agreed there will be no more half size plots remaining.

**RESOLVED:** To award the half size plot 20b to the tenant of plot 20a and refer the tenant to the signed terms and conditions.

**ACTION:** Clerk to relay this decision to the tenant

**ACTION:** Clerk to make the allotments an agenda item for the first meeting in May should all rent payments not have been received.

**9d** To REVIEW the Maintenance Contract written for Huw Morgan Landscapes and AGREE next steps.

The maintenance contract was reviewed prior to the meeting and proposed amendments were noted on the document. All amendments were addressed during the meeting and the council resolved to accept this document with the following amendments:

**RESOLVED:** To offer a two year contract with a review date after one year. To add a get out clause where either party can give three months' notice to terminate the agreement.

**RESOLVED:** To incorporate the burial ground contract of £180.00 per month within the maintenance contract.

**ACTION:** TS to add a glossary definition of herbicides to the document.

**ACTION:** Clerk to email the amended document to Councillor T Symons

**9e** To AGREE the details of the Annual Meeting of the Parish

Thursday 19<sup>th</sup> May

7.15pm unveiling of the defibrillator plaque at the Community Centre

7.30pm Annual Meeting of the Parish at the Pucklechurch School

Items for the agenda agreed as follows:

Neighbourhood Plan

Village Hall

Cycle path update  
PSP Document  
Grants – presentation from successful applicants

**ACTION:** BS to invite Dick Whittington to do a brief presentation on the Neighbourhood Plan

**ACTION:** BS/Clerk to display agenda on notice boards and website

**ACTION:** Clerk to invite Angela Hallett to unveil the plaque at the Community Centre

**9f** To AGREE next steps of forward planning document

A template document was circulated by Councillor Boyle prior to the meeting. The document is a tool to make the council proactive as opposed to reactive. The council resolved to concentrate on three main aims and objectives being the Neighbourhood Plan, becoming a Quality Council and the Community Centre refurbishment.

**RESOLVED:** To use this document to map the way forward, all responses to the actions below to be sent to GB for collating.

**ACTION:** GB to work on the Community Plan and determine what has already been achieved.

**ACTION:** RD to take on the Environmental and Sustainability section.

**ACTION:** TS to take on the Finance section.

**ACTION:** Clerk to send the recently signed off asset register to GB

**ACTION:** Clerk to endeavour to make the SWOT Analysis of the document a single agenda item on 1<sup>st</sup> June 2016.

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

**Wednesday 4<sup>th</sup> May 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:40