

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4<sup>TH</sup> MAY 2016, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (BS), 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**

G. Boyle - Vice Chair (GB)  
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 20<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 two members from the Beer and Cider Festival committee in attendance who came to present the revised plans for the festival, after taking on board the recommendations made by the council at the last meeting.

**ACTION:** Agenda item 9e later.

**NO. 5 CORRESPONDENCE**

**5a War Memorial Trust - £2.5m grant scheme**

DCMS and Historic England are using the War Memorials Trust as a vehicle for administering £2.5m in grants for the repair and conservation of war memorials for the Centenary. Circulated to community groups.

**Noted**

**5b Lyde Green to Siston Hill Roundabout Weekend and Night Time Closures**

Essential maintenance roadworks that are to be carried out on the A4174 on the Dramway and Rosary roundabouts and connecting road between 6<sup>th</sup> and 18<sup>th</sup> May.

1. Complete weekend closure during the day and night from the night of 6<sup>th</sup> May at 20:00 hours to be reopened by 06.00 hours on 9<sup>th</sup> May.
2. Night time full closure from 9<sup>th</sup> May to 12<sup>th</sup> May between 20:00 hours and 06:00 hours.
3. Complete weekend closure during the day and night from the night of 13<sup>th</sup> May at 20:00 hours to be reopened by 00.60 hours on 16<sup>th</sup> May.

Night time closure from 16<sup>th</sup> May to 18<sup>th</sup> May between 20:00 hours and 06:00 hours

**Noted** - already circulated to community groups, added to website and noticeboards.

**5c Emersons Green Annual Town Meeting**

Thursday 19<sup>th</sup> May at 7.30pm at Emersons Green Village Hall

**Noted**

**5d Replacement of Community Grants with Member Awarded Funding consultation**

SGC has previously awarded grants through its Local Area Committees to voluntary groups; charities; and Town & Parish Councils in the form of community grants. In February, the Council agreed to replace community grants in this form with a scheme of Member Awarded Funding. This consultation enables affected groups and organisations to influence the way

in which this new scheme will operate. This consultation is open from 21 April 2016 until 15 July 2016. Circulated to community groups.

**ACTION:** Clerk to make agenda item

**5e** South Gloucestershire Council's - Gipsy & Traveller Policy and Operational briefing note  
Circulated to community groups.

**ACTION:** Clerk to make agenda item and invite District Councillors Steve Reade and Ben Stokes to the meeting.

**5f** Active Places Data Platform

Inviting us to take ownership of our site data on the Sport England Active Places Data Platform associated with Pucklechurch Recreation Field.

**ACTION:** Clerk to register for the data platform.

**5g** Email from Chris Harris SGC regarding Pucklechurch Transport investigatory schemes Zebra crossing on Westerleigh Road, (B4465) and the pedestrian access to the doctor's surgery in Becket Court.

**ACTION:** Clerk to make agenda item

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

**6a** PK15/3968/F 83 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS  
Erection of two storey side extension to form additional living accommodation

Notice of decision: Approve with conditions

**Noted**

**6b** PK15/4961/CLE The Vale Cattybrook Road Mangotsfield Bristol South Gloucestershire  
Application for a certificate of lawfulness for the existing use of building and yard as (Class B8) storage and building for vehicle and machinery maintenance (Class B2).

Notice of decision: Approve

**Noted**

**6c** PK16/0448/F Moat House Kings Lane Pucklechurch Bristol South Gloucestershire  
Single storey extensions to form lobby and garden room

Notice of decision: Approve with Conditions

**Noted**

**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

Notice of decision: Approve with conditions

**Noted**

**6e** PK16/1664/RM Lyde Green Emersons Green South Gloucestershire

Erection of community centre and outdoor changing facility, including car parking and landscaping. (Approval of Reserved Matters only to be read in conjunction with Outline Planning Permission PK04/1965/O)

**Noted**

## **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

- Informed SGC 21.04.16 that the Hackney Carriage and Private Hire Licensing Policy Consultation was noted. Agenda 20<sup>th</sup> April item 5a.
- Informed SGC 21.04.16 that the Substance Misuse Services Re-Commissioning 2017 Consultation was noted. Agenda 20<sup>th</sup> April item 5b.
- Sent the GPFA Playground Management Training Seminar information to Huw Morgan 21.04.16. Agenda 20<sup>th</sup> April item 5e.
  - Huw Morgan has signed up for this course on 14<sup>th</sup> July 2016.
- PK16/1481/F 11 Cherrytree Court - emailed planning objection to the SGC planning department as the planning portal is down 22.04.16. Agenda 20<sup>th</sup> April item 6c.
- PK16/1483/F The Old Chapel Parkfield Road - emailed planning objection to the SGC planning department as the planning portal down 22.04.16. Agenda 20<sup>th</sup> April item 6d.
- Contacted SGC regarding Land rear of 37 Parkfield Road PK14/2247/F to check that the conditions are being met with regards to the landscape 27.04.16. Agenda 20<sup>th</sup> April, Other planning matters.
  - Response received 03.05.16 reference: COM/16/0420/BOC informing us that they will undertake a site visit within the next ten working days to establish whether a breach of planning control has occurred.
- Arranged general waste bin with 707 Limited and paid the first payment of £28.44 through petty cash. Informed other companies that they were unsuccessful 21.04.16. Agenda 20<sup>th</sup> April item 7c.
  - General Waste bin with 4 keys delivered on 27.04.16
- Informed Instant Landscapes that their quotation for the crowning of the cherry and ash trees was successful and informed Branch Walkers that they were unsuccessful 21.04.16. Agenda 20<sup>th</sup> April item 7c.
- Informed Huw Morgan Landscapes that the quotations were accepted for the weed/moss removal, cleaning of bins and bus shelters for a total of £635.00 21.04.16. Agenda 20<sup>th</sup> April item 7c.
- Emailed the Beer and Cider committee the lease agreement for the recreation ground to sign for the Beer and Cider Festival 04.05.16. Agenda 20<sup>th</sup> April item 9a.
  - A signed copy has been returned 04.05.16.
- Informed allotment holder he has been awarded half plot 20b, sent them the invoice and referred them to the terms of the agreement that he needs to sign and return 21.04.16. Agenda 20<sup>th</sup> April item 9c.
- Emailed Councillor T Symons the amended maintenance contract as per Agenda 20<sup>th</sup> April item 9d.

- Emailed Angela Hallett inviting her to unveil the defibrillator plaque on 19<sup>th</sup> May at 7.15pm at the Community Centre 21.04.16. Agenda 20<sup>th</sup> April item 9e.
  - Angela has accepted the invitation to unveil the plaque on this date.
- Sent Councillor G Boyle the fixed asset register for the forward planning document. Agenda 20<sup>th</sup> April item 9f.
- Circulated latest Local Association Information sheet on Governance and Accountability to council 22.04.16.
- Allotment payments received by:
  - Plot 3 £20.00
  - Plot 4 £20.00
  - Plot 11 £20.00
  - Plot 13 £20.00
  - Plot 25 £20.00
- The PlusNet internet has exceeded the limit and on investigation it appears that someone is tapping into the Wi-Fi at night when all is closed. The social club are going to put a timing plug on the router to see if it makes any difference. A suggestion has also been made to change the password if the situation doesn't improve.
- I have received an email from the doctor's surgery informing me that they are happy for PPC notices to be displayed at the surgery. They have suggested that we use a separate notice board, to keep a clear distinction between medical and parish council information. They will look into sourcing one for the PPC to use.
- Displayed Positive Activity Subsidiary Funding consultation results on the notice boards as requested by SGC 28.04.16.
- Raised and sent Football Club invoice for £459.00 for the 2015/2016 season 04.05.16
- I have updated the Fixed Asset register by removing the PCA signs as they belong to the PCA and not PPC.
- Councillors T Symons and R Dunning did not manage to complete the report for the SGC Biodiversity Action Plan 2006-2015 Conclusion document as per the meeting on 16<sup>th</sup> March 2016 item 5a and have asked for this to be removed from the action tracker.
 

**ACTION:** Clerk to remove from action tracker
- I have requested the skip is removed from the rec by MJ Church on 28.04.16
  - This has now been removed on 04.05.16. Huw Morgan has tidied up the area but will need to seed the bare patch that remains.
- Emailed all successful grant applicants the Annual Meeting of the Parish Agenda and resent a grant monitoring form for them to completed and return
- Huw Morgan has now signed the Maintenance Contract and has been given the old Village Orderly mobile phone. He has been sent the mobile phone policy and has received training on how to be the guardian for the defibrillators and carry out the fortnightly checks 28.04.16.

- Emailed Revel the Playing Field Terms and Conditions to sign and return 29.04.16
  - Signed copy received 29.05.16
- We have adopted a lease agreement for the Cricket Club, are you happy for me to send this for the 2016 season with the amount of £367.00 for them to sign and return?
 

**RESOLVED:** That this season's fee was agreed last year, council agreed for the clerk to send the lease.

**ACTION:** Clerk to send the lease agreement to the Cricket Club.
- Scanned and emailed audit 'Notice of date of commencement' to Grant Thornton, Internal Auditor and added it to the website 29.04.16
- Insurance policy renewal 1<sup>st</sup> June 2016. We are currently using AON but I have requested a quote from Zurich for comparison.
  - Zurich quote has come in as £733.93 for 1 year and £674.51 for 3 years. This quote is lower than AON and I have asked Councillor Symons to look over the policy documents to double check everything is in order.

**ACTION:** Clerk to make this an agenda item for 18<sup>th</sup> May 2016.
- Chased Maven the underwriters for AON insurance for update on the two outstanding claims 29.04.16
  - Response received 03.05.16 ref: 5016445 for the Fallen Tree, requesting a copy of the invoice from Branch Walkers and our bank details so that they can settle the claim, this has been emailed today 04.05.16.
- The playground inspections took place today 04.05.16 and the inspector was accompanied by Huw Morgan.
  - Huw Morgan will be attending the RoSPA play safety course in Exeter on 7<sup>th</sup> July 2016.
- Further to the deadline fast approaching for me to complete the CiLCA course, there are a few actions from the last meeting that I have been unable to complete but will endeavour to so by the 18<sup>th</sup> May meeting.
  - Councillor Dunning advised the council of the good deals on HP laptops at PC World which include a terabyte of memory. Due to the clerk not knowing the password on the laptop for the email account this needs to be obtained before an upgrade can happen. Advice from a professional IT company may be required in this regard. It was mentioned that an external back up should be removed from the premises and it was resolved to purchase another external hard drive to store in a different location.

**ACTION:** Clerk to purchase an external hard drive.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Huw Morgan Landscapes	Burial ground and part payment towards pre-tender works	£1220.00	2300
Anna Chelmicka	Litter picking	£350.00	2301
Instant Landscapes	Rec and St Aldams grass cutting	£690.00	2302

	<b>Total</b>	<b>£2260.00</b>	
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**8b To AGREE Year End Figures and SIGN the Annual Return**

Prior to the meeting the Year End Profit and Loss, Balance Sheet, Annual Return Figures, Bank Reconciliation, Fixed Assets, Reserves and Variance statements between the last Annual Return and the Current Annual Return were circulated to the Council.

Section 1 – Annual Governance Statement 2015/16 – All 9 questions on this section were read aloud and agreed by the council with the exception of question 9 which is not applicable to Pucklechurch Parish Council. Section 1 was signed on behalf of the council by the Chair and Clerk at the meeting.

Section 2 – Accounting Statements for 2015/16 – The Annual Return figures for Years Ending 31<sup>st</sup> March 2015 and 31<sup>st</sup> March 2016 were circulated prior to the meeting. These figures were added to the Annual Return and agreed by the council. Section 2 was signed by the Chair and Responsible Finance Officer at the meeting.

**NO. 9. Agenda Items**

**9a To REVIEW** information and maps received from Esso regarding the pipeline that runs under the woodland/allotment area

A list of key facts was circulated by the clerk to the council prior to the meeting. Maps detailing the exact location of the pipeline were viewed at the meeting.

**RESOLVED:** To note the documentation.

**ACTION:** Clerk to forward the information onto Huw Morgan for information.

**9b To CONSIDER** items to be added to the Pucklechurch News  
Deadline 10<sup>th</sup> May 2016

Items were discussed and agreed as follows:

- Neighbourhood Plan
- New Maintenance Contractor for the Village
- Change of Clerk's address
- New Councillor Co-option

**9c To REVIEW** the Crime and Disorder statistics

The report on the latest Crime statistics was circulated prior to the meeting.

**ACTION:** Clerk to invite PC Ken Hill to attend a meeting to discuss the crime stats.

**ACTION:** Clerk to send the report to the Beat Team Inspector for Boyd Valley asking for an explanation regarding:

- The lack of update of crime figures on the website
- Lack of resolution of offences over 3 months old
- Explanation on 'status update unavailable' shown in October.

**ACTION:** Individual councillors to attend a meeting held by Wick and Abson Parish Council on 17<sup>th</sup> May 2016 at Wick Village Hall where the Chief Constable will be attending if they should so wish.

**9d To RECEIVE** an update from the Clerk regarding outstanding allotment rent payments and **CONSIDER** next action.

A report of the outstanding rent payments was circulated prior to the meeting. Two of the outstanding payments are from new tenants so these are not yet due. There are three other tenants who rent 6 plots between them whose payments are now overdue.

**ACTION:** Clerk to issue a polite reminder to the tenants of plots 8, 14, 17 and 24 for payment.

**ACTION:** Clerk to remind the tenant of plots 21a and 21b of the obligations to the lease they have already signed and chase payment.

**ACTION:** Clerk to make the quarterly allotment report an agenda item at the meeting on 18<sup>th</sup> May.

**9e** To REVIEW the revised plans for the Beer and Cider Festival and AGREE next steps

The revised plans were circulated prior to the meeting.

**RESOLVED:** To accept the new proposal.

#### Other matters

As the next meeting on 18<sup>th</sup> May is the Annual Meeting of the Council, as well as election of the Chair and Vice Chair other formalities such as reviewing policies etc. need to take place.

**ACTION:** Clerk to send a list of all documents for the council to review for the next meeting.

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

**Wednesday 18<sup>th</sup> May 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 20.45