

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18TH MAY 2016, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. B. Symons - Chairman (BS), G. Boyle - Vice Chair (GB) (Part), T. Symons (TS), M. Watson (MW), R Dunning (RD), L English (LE), L Putt (LP), J Cotterell (JC), J. Bailey (Clerk).

NO. 1A TO ELECT A CHAIR

It was proposed and seconded that Councillor B. Symons be elected Chair. There were no other proposals; however it was noted that Councillor Watson did vote against the proposal based on principle for the reason that he believes a Chair should not stand for a term beyond three years.

RESOLVED: That Councillor B Symons is elected Chair of Pucklechurch Parish Council.

NO. 1B TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE

B Symons signed and dated the Declaration of Acceptance of Office at the meeting before the Proper Officer of the Council.

NO. 1C TO ELECT A VICE CHAIR

It was proposed and seconded that Councillor G Boyle be elected as Vice Chair for the year 2016-17. There were no other proposals.

RESOLVED: That Councillor G Boyle is elected Vice Chair for Pucklechurch Parish Council.

NO. 1D TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE

G Boyle signed and dated the Declaration of Acceptance of Office at the meeting before the Proper Officer of the Council.

NO. 2A TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting on 4th May 2016 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 2B To REVIEW and ADOPT appropriate Standing Orders and Financial Regulations

RESOLVED: To add the words Working Groups to item 2e of the Standing Orders.

ACTION: Clerk to amend Standing Orders as per the above.

RESOLVED: To accept the proposal for changes to the Financial Regulations as below:

Item 6.10 - Remove reference to Village Orderly

Item 6.10 - Remove restrictions regarding Personal Credit Card and replace with:

The RFO with agreement from the Parish Council may from time to time make purchases on behalf of the Parish Council by use of a personal Credit Card. Reimbursement of this purchase will be made by cheque to the RFO at the next appropriate meeting. No interest or Credit Card charges can be claimed for any Credit/Debit Card transactions and the RFO must check prior to using any Credit or Debit card that no cost will be incurred over and above the Purchase Price.

Item 6.11 – Remove reference to Village Orderly

Item 7.1 – To include Pension payments as amended below:

As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE, National Insurance and Pension legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and

National Insurance currently operating. Salary rates, pension contributions shall be as agreed by council, or a duly delegated committee.

ACTION: Clerk to amend Financial Regulations as per the above.

NO. 2C To REVIEW and CONFIRM arrangements for Insurance Cover in respect of all insured risks.

RESOLVED: To adopt both the Risk Assessment and Financial Risk Assessment Policies, after an amendment has been made to remove the Village Orderly leaving one employee.

ACTION: Clerk to make the necessary amendments and upload polices on the website.

NO. 2D To REVIEW and AGREE the Council's Working Groups and Memberships of other bodies.

RESOLVED: To accept the Working Groups as below:

Finance	TS, LE, MW, Clerk
Burial Ground	BS, Clerk
Woodland/Open Spaces	RD, TS, JC
Benches	RD, TS, JC, Clerk
ALCA	BS, LP
Waste Management/Shortwood Landfill Site	MW
Town and Parish Council	BS, Clerk
Safer Stronger	MW, Vice Chair, BS, GB
Prison	BS
Planning	GB, LE
Community Centre	TS, BS, GB
Council Deeds and Assets	TS, Clerk
Allotment	TS, LE
Action Tracker	TS, Clerk
Staffing	Chair, Vice Chair, MW
West of England Rural Network (WERN)	RD, MW

RESOLVED: To remove the Working Groups as below:

- Joint Cycle Group
- Kings Forest Forum
- Cycle Path Project

ACTION: Clerk to amend Action Tracker with the amendments to the Working Groups as above.

NO. 2E To AGREE to set the dates, times and place of ordinary meetings of the full council for the year ahead.

RESOLVED: That meeting's will remain on the First and Third Wednesday of every month at 7:30pm. Location – Meeting Room, Pucklechurch Community Centre, Abson Road, Pucklechurch

NO. 3. APOLOGIES FOR ABSENCE

S. Reade - District Councillor

B. Stokes – District Councillor

Councillor G Boyle left the meeting at 20:00.

NO. 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

NO. 5. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 6 CORRESPONDENCE

6a Pucklechurch Community Centre Hall Charges Review

Noted

6b Avon & Somerset Police & Crime Commissioner Newsletter

Circulated to Community Groups

Noted

6c SGC Councillor Development events

ACTION: Clerk to book Councillors BS, MW JC onto the Gypsy, Roma and Traveller Awareness Session. Tuesday 7th June 6.00pm – 8.30pm Badminton Road.

6d Advance notice: M32 closures (June 2016)

There will be some closures on the M32 between junctions 1 and 3 from 8pm on Friday June 10 until 6am on Monday June 13. The closures will allow a new bridge to be put in place over the motorway for the MetroBus bus-only junction. Circulated information to Community Groups.

Noted

ACTION: Clerk to display on notice boards

6e SGC Library Service Consultation - usage by parish / town council

South Gloucestershire Library Service is consulting on the future changes to the service to meet the reduction in funding. They have been in contact with a number of parish and town councils who are considering contributing from their parish budget towards the cost of their local library in order to mitigate any reduction in hours that may arise from the review. Some councils have asked for data on usage by parish in order to identify what percentage of their residents use their local libraries should they wish to jointly fund their local libraries. A table showing this data is attached. Circulated to Community Groups.

Noted

6f Consultation for Mobile Street Trader LI16/1069/STM – Tony's Super Whippy 2 to trade throughout the South Gloucestershire Area

Deadline for responses 19th May 2016

Noted

NO.7. PLANNING APPLICATIONS

7a PK13/2502/O Bristol And Bath Science Park Dirac Crescent Emersons Green South Gloucestershire BS16 7FR

Outline planning application for 52,276 sqm of B1, ancillary B2 and/or B8 (all matters reserved).

Notice of decision: Approved - S106 Signed

Noted

7b PK15/4232/RVC Land At Emersons Green East Land To East Of Avon Ring Road South Of M4 Motorway And North West Of Disused Railway Line.

Urban extension on 99 hectares of land comprising of: Residential development of up to 2550 dwellings; up to 100,000m² of B1, B2, B8 and C1 employment floorspace. Up to 2,450 m² of small scale A1, A2, A3 A4 and A5 uses. One, 2 - form entry primary school, a land reservation for a second 2 - form entry primary school and a land reservation for a secondary school. Community facilities including a community hall and cricket pavilion (class D1). Transportation infrastructure comprising connections to the Folly roundabout on Westerleigh Road and the Rosary roundabout on the Ring Road and the construction of the internal road network. A network of footways and cycleways. Structural landscaping. Formal and informal open space. Surface water attenuation areas. (Outline) with means of access to be determined. Variation of Condition relating to trigger for construction of Tiger Tail on M32 attached to approved Outline application.

Notice of decision: Approve with conditions.

Noted

7c PK15/5241/RVC Ring O Bells Farm Pucklechurch Road Hinton Chippenham South Gloucestershire

Variation of condition 17 attached to PK14/2339/F to substitute substation drawings to 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 23 Oct 2015

Notice of decision: Approve with Conditions

Noted

7d 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

NO. 8. REPORTS

8a To RECEIVE pre-submitted reports from Councillors

There were no pre-submitted reports received.

8b. To RECEIVE Report from District Councillor(s)

There were no district councillors in attendance.

8c To RECEIVE and NOTE a verbal report from the Clerk

- Wrote to SGC Streetcare department asking what the policy is for displaying 'no dog fouling' signs on lampposts around the village 12.05.16. Agenda 20th April item 5c.
 - Request logged under reference number: 448500
- Wrote to AON Insurance to find out if volunteers are insured whilst litter picking for the council 12.05.16. Agenda 20th April item 5c.
 - Volunteers are included in the policy and this will be discussed later in agenda item 10b.
- The website was updated 12.05.16 removing the SMS text service number 07950 081 307 and replacing it with the Parish Council mobile number 07525 842 095. Agenda 20th April item 9b.

- Replacement of Community Grants and Member Awarded Funding Consultation has been added to the agenda on 1st June 2016. Agenda 4th May item 5d.
- SGC Gipsy and Traveller Policy and Operational briefing note has been added to the agenda on 1st June and the District Councillors have been invited to attend. Agenda 4th May item 5e.
 - Steve Reade has confirmed his attendance at this meeting 06.05.16.
- I have registered ownership for the recreation field on the Active Data Platform. Agenda 4th May item 5f.
- Removed SGC Biodiversity Action Plan 2006-2015 Conclusion document from action tracker. Agenda 4th May item 7c.
- Sent Cricket Lease hire agreement to the Cricket Club for signing 06.05.16. Agenda 4th May item 7c.
- Ordered external hard drive from Curry's PC World for £34.99 06.05.16. Agenda 4th May item 7c.
 - A backup was done on 18.05.16 and given to BS prior to the meeting.
- Sent Esso Pipeline map and key facts document to Huw Morgan 06.05.16. Agenda 4th May item 9a.
- Invited PC Ken Hill to attend a council meeting to discuss the crime statistics 06.05.16. Agenda 4th May item 9c.
 - PC Ken Hill has confirmed his attendance on 15th June 2016.
- Wrote to Inspector Clive Summerill regarding the lack of update of crime figures, lack of resolution of crimes over 3 months old and explanation of 'status update unavailable' 10.05.16. Agenda 4th May item 9c.
 - I received a response on 12.05.16 informing me that he will look into the figures.
- Issued chase letters 10.05.16 to allotment holders 17, 21a, 21b and 24. Agenda 4th May item 9d.
- Received allotment payments from:
 - Plot 8 £20.00
 - Plot 14 £20.00
 - Plots 21a, 21b and 24 £60.00 but no signed agreements were received.
- Produced a list of items for review before the AGM on 18th May and sent it to council 10.05.16. Agenda 4th May item other matters.
- Reported faulty lock to 707 Limited for the new bin and requested that the lock be repaired or bin replaced 05.05.16
 - I was informed that the bin was exchanged on 13.05.16 but on checking this evening the lock is still broken.

ACTION: Clerk to report the broken lock to 707 Limited
- John Hicks Associates carried out the Annual Playground Inspection on 04.05.16 and the report was circulated to Council 10.05.16. The list of items for repair has been

sent to Huw Morgan to see what he can repair and I will bring this back to council at the next meeting on 1st June.

ACTION: Clerk to make agenda item 1st June.

- Maven the underwriters for AON Insurance have processed the payment of £1,075, net of excess and VAT which should hit our account by 13th May reference number 5016445Claim.
- A Transport Investigatory meeting has been set up with Chris Harris on Friday 13th May at 10.00am. This will be discussed later in agenda item 10e.
- Responded to email from Maven 11.05.16 providing them with more information regarding the stolen defibrillator at the Community Centre.
- I have contacted 3 different defibrillator companies AED Locator, The Defib Shop and Direct365 for quotes for the replacement defibrillator at the Community Centre.
ACTION: Clerk to make this an agenda item on 1st June
- Circulated update from Kevan Hooper SGC regarding the Barrage Balloon Workshops to Council 11.05.16. Kevan met with the land owners and the appointed engineering contractors who will be managing the work at this site to restore the hangars back to their original condition. There has been considerable delay in bringing these buildings back into use, due mainly to a fire damage claim and an insurance pay out being delayed. The owners are now keen to move this forward and they agreed changes to the buildings ensuring that the buildings are retained in their existing form and upgraded. They would expect a Listed Building Application to be submitted and the work to start once this has been approved. The owners are keen to bring these hangars back into use as they are losing considerable rental income.
- Phoned SGC Planning department to chase up planning objections that are not on the website for PK16/1481/F 11 Cherry Tree Court and PK16/1483/F The Old Chapel 12.05.16. Also resent original emails with objections.
 - Received a response from Natalie Maggs apologising for the error 12.05.16. The comments had been logged but the scanning team had not processed them at their end.
- Phoned AED locator to update the name of the defibrillator guardian to Huw Morgan 12.05.16.
- Chased Alison Richards and Mark King for dog fouling posters 12.05.16.
 - Alison replied 12.05.16 informing me that she now has the signs and will send them to me in the next few days.
- Circulated response from Chris Harris regarding St Aldams advisory markings 18.05.16. This will be picked up in agenda item 10e later.
- I have been contacted by a parishioner regarding the role of parish councillor. I have sent them the Councillor Person specification document and will add this to the agenda on 1st June.
ACTION: Clerk to make agenda item on 1st June.
- An invitation to the Revel Service on 12th June has been received from St Thomas a Becket Church.
ACTION: Clerk to RSVP to the invitation informing them that BoB Symons will be

attending.

- It has been noted that several Parish Council Chairs have a Chain of Office.
ACTION: Clerk to make this an agenda item on 1st June.

NO. 9. FINANCE

9a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Huw Morgan Landscapes	Contract and Preperation Work for contract	£1,635.84	2303
707 Resource Management	General Waste Bin	£28.44	2304
Jodie Bailey	Petty cash	£160.98	2305
John Hicks & Associates	Annual Playground Inspection Report	£360.00	2306
HMRC/Wages	NI/Wages	£1344.33	2307/2308
	Total	£3529.59	

9b To RECEIVE an update from the Finance Working Group

The budget spreadsheet was circulated to the Council prior to the meeting and agreed by the council.

NO. 10. Agenda Items

10a To REVIEW and AGREE the Financial Risk Assessment

It was proposed and seconded that the Council retain the reserves figure at £30,000.

RESOLVED: To retain the reserves at £30,000 with a review of the value in November 2016

ACTION: Clerk to make this an agenda item in November 2016.

10b To REVIEW and ACCEPT a quotation for the Council's Insurance

Insurance renewal is due 1st June 2016, quotes received from AON and Zurich.

It was proposed and seconded that we accept the quotation from AON insurance as they provide a more council specific policy compared to that of Zurich who mainly focus on large businesses. AON also come recommended by ALCA.

RESOLVED: To accept the quotation from AON Insurance for a period of 3 years for the annual fee of £808.73.

ACTION: Clerk to inform AON that their quote has been accepted.

ACTION: Clerk to inform Zurich that their quote was unsuccessful.

10c To CONFIRM that current policies are adequate for the council or IDENTIFY and AGREE changes.

A policy list was circulated prior to the meeting and all policies reviewed by the council. The Model Publication Scheme on our website was also reviewed and agreed.

RESOLVED: To adopt all policies in their current form.

RESOLVED: To accept the Model Publication Scheme in its current form.

ACTION: RD to write an Environmental Policy for the council to consider adopting at a future meeting.

ACTION: Clerk to update each policy with the review date and agenda item number and upload all policies onto the website.

10d To ACCEPT the current assets of the council or AGREE a process for agreement for the deeds and leases of the council.

The assets list was reviewed and agreed.

RESOLVED: To adopt the asset list as circulated.

10e To RECEIVE an update following the meeting with Chris Harris regarding the Transport Investigatory Schemes for Westerleigh Road crossing and pedestrian access to the doctors surgery. Meeting taking place Friday 13th May 2016 at 10:00am

An acumination count of people crossing the Westerleigh Road will be taking place on 7th June. If a need for a crossing is reported then this will be added to the transport list.

It has been discovered that PPC do not own the land at the bottom of the steps leading from St Aldams play area to Birch Drive. This also includes the area of the park where the double slides are situated. Tina Rainey has been contacted and BS will write to the prison to enquire as to who owns the land.

ACTION: BS to contact the prison regarding the land.

The advisory white lines at St Aldams will not be going ahead after consultation with the residents.

BS is still chasing the prison grounds charity trust to find out who owns the land by the garages at St Aldams.

10f To REVIEW the quarterly allotment report and CONSIDER any action if required.

The allotment report was circulated prior to the meeting. It was noted that some of the allotments were being maintained to an excellent standard.

RESOLVED: To write to the tenant of allotment plots 21a and 21b to inform them that if all the rubbish and building materials are not removed from inside and outside of the allotment plots by the end of September then we will have it removed and invoice the tenant for the costs involved. The cheque for £60.00 is to be returned and the tenant will be given until the 31st May to send the correct payment and sign and return the lease agreements.

ACTION: Clerk to write a letter to the tenant as above.

10g To REVIEW the email received from the former tenant of Allotment Plot 12 and AGREE next steps

As the council have no way of knowing if the 3 bath's left on allotment plot 12 were there prior to the previous tenant taking on the plot the council are unable to enforce the clause to have them removed.

RESOLVED: To write to all allotment holders excluding plots 21a, 21b and 24, asking if any of them would be interested in any of the baths from plot 12. If none of the existing tenants want the baths then the council resolved to instruct Huw Morgan to remove and dispose of them and bear the cost.

ACTION: Clerk to write letters as above.

10h To REVIEW correspondence received from Yate Town Council regarding the Joint Parishes Consultative Committee fees for 2016/17 and AGREE next steps

A proposal was received and seconded not to continue funding the Joint Parishes Consultative Committee.

RESOLVED: To not continue with the funding for the Joint Parishes Consultative Committee.

ACTION: Clerk to write a letter informing them of the decision.

10i To CONSIDER responding to the NALC Policy Committee Survey

The survey was completed and submitted during the meeting by the council.

11. Date of next meeting

To agree date/time of next meeting.

Ensure meetings are covered and next meeting timescales agreed.

Date of next meeting agreed for Wednesday 1st June 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

RESOLVED: That the next meeting is on 1st June 2016, followed by monthly meetings on the first and third Wednesday of each month.

Other matters

An invitation to all Clerks and Chairs to attend a briefing on Devolution at the Town and Parish Forum on 14th June at 6.00pm Badminton Road was noted.

The Council meeting closed at 21:16