

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 1<sup>ST</sup> JUNE 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), S. Reade - District Councillor, Ben Stokes – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

J Cotterell (JC)

**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 18<sup>th</sup> May 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** Email from a resident regarding littering in St Aldams.

**ACTION:** Clerk to respond to the resident requesting that they report the antisocial behaviour to the police.

**5b** Email from Chris Harris SGC regarding Ownership of Triangular parcel of land - St Aldams Drive Play Area. Land registry documentation and map attached.

**ACTION:** Clerk to make an agenda item at the next meeting on 15<sup>th</sup> June.

**5c** Notice of Intent - Temporary Traffic Order - Various Roads, South Gloucestershire - PT.5347

Circulated to community groups

**Noted**

**5d** Email from resident regarding grass cutting of verges in Castle Road

**ACTION:** Clerk to respond to the residents email informing them that the verges are owned by South Gloucestershire Council and need reporting to SGC directly through Streetcare or fixmystreet.

**5e** Email from resident regarding the poor quality of grass cutting by SGC.

**ACTION:** Clerk to write to SGC Streetcare team to inform them about the complaints received regarding the poor quality and infrequency of grass cutting in Pucklechurch.

**5f** Update on the West of England Joint Spatial Plan

The responses to the Issues and Options consultation have now been published and are available to view and search from

[www.jointplanningwofe.org.uk/consult.ti/JSPIO2015/consultationHome](http://www.jointplanningwofe.org.uk/consult.ti/JSPIO2015/consultationHome)

Circulated to community groups.

**ACTION:** Clerk to write to SGC to find out why Pucklechurch Parish Council's response was not included in the published Issues and Options consultation results.

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

**6a** PK16/2835/F The Star Inn 37 Castle Road Pucklechurch Bristol South Gloucestershire Demolition of existing garage, erection of side porch, installation of rear extraction fan and air ventilation system.

The Design and Access statement was noted to be incorrect, listing the building as 19<sup>th</sup> Century not 17<sup>th</sup> Century.

**RESOLVED:** Not to object to the planning application but to inform the inspector that the building is considerably earlier than stated in the design and access statement.

**ACTION:** Clerk to submit comments on SGC website.

## **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)  
District Councillors Steve Reade and Ben Stokes were in attendance.

An apology was noted from Steve Reade for not providing PPC with an update with regards to the lorry's passing through Feltham Road from Durham and Hinton. They are arranging 'No Heavy Vehicles' signage to be erected at the end of the A46 and another at the end of Feltham Road.

The SGC Gypsy and Traveller Policy and Operational briefing note will be picked up later in agenda item 9b.

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

- Amended Standing Orders and Financial Regulations as per agenda 18<sup>th</sup> May item 2b.
- Amended the Risk Assessment Schedule and Financial Risk Assessment as per agenda 18<sup>th</sup> May item 2c.
- Amended Action Tracker working groups list as per agenda 18<sup>th</sup> May item 2d.
- Emailed SGC 19.05.16 to book Councillors BS, MW and JC on the Gypsy, Roma and Traveller Awareness session. Agenda 18<sup>th</sup> May item 6c.
- Displayed notices regarding M32 closures on notice boards 20.05.16. Agenda 18<sup>th</sup> May item 6d.
- Reported broken bin lock to 707 Limited on 19.05.16. Agenda 18<sup>th</sup> May item 8c.
  - The bin has now been exchanged for a new one.
- Sent RSVP to Elizabeth Webb 20.05.16 to inform her that the Chairman BoB Symons will be attending the Revel Service on 12<sup>th</sup> June. Agenda 18<sup>th</sup> May item 8c.
- Added the review of the reserves value to the calendar of events to be made an agenda item in November 2016. Agenda 18<sup>th</sup> May item 10a.

- Informed AON Insurance that we will renew our insurance policy with them for 3 years 20.05.16. Agenda 18<sup>th</sup> May item 10b.
  - Removed the concrete shed from the policy at 8 Sarum Close and the premium has reduced slightly from £808.73 to £802.27 per year.
- Informed Zurich that their quote for insurance was unsuccessful 20.05.16. Agenda 18<sup>th</sup> May item 10b.
- Updated all policies with the review date and added to the website 27.05.16. Agenda 18<sup>th</sup> May item 10c.
- Hand delivered a letter to the tenant of plots 21a and 21b enclosing the incorrect cheque payment 20.05.16. Agenda 18<sup>th</sup> May item 10f.
  - Cheque for £40.00 and three signed agreements received for plots 21a, 21b and 24 were received 01.06.16.
- Wrote to all allotment holders 27.05.16 asking if they would like the baths from allotment plot 12. Agenda 18<sup>th</sup> May item 10g.
  - Plot 11 has confirmed that they will take one of the baths.
  - Declined offers received from – Plot 1, Plot 7, Plot 10, Plot 18, Plot 19 and Plot 25.
- Informed Yate Town Council that PPC have resolved not to continue funding the Joint Parishes Consultative Committee which includes the Joint Cycleways Group 20.05.16. Agenda 18<sup>th</sup> May item 10h.
- Wrote minutes for the Annual Meeting of the Parish 20.05.16.
- Reported grass verges that need cutting adjacent to the junction of Castle Road and Westerleigh Road 25.05.16 to fixmystreet.
- Received phone call from Sargent Ives - Avon & Somerset Police regarding the crime stats 25.05.16. He was not familiar with the source of the stats and believes that it's a national website that's generically updated. He will pass this onto the Strategic Digital Services Team who will look into this further but believes that the 'Status update unavailable' term used will probably mean that they have exhausted the line of enquiry.
- £20 cash received from Allotment Plot 17 25.05.16 but no signed agreement.
- Circulated email to Council regarding breach of conditions for Land rear of 37 Parkfield Rank 26.05.16
- Cantilever swing at St Aldams - there is a problem with the bolt which has been reported to Chris Snell from Greenfields.
  - Greenfields have informed me that without taking it apart they can't tell the issue with the bolt which is either loose or the bolt has snapped. Quote received and accepted for £55.00 plus vat if loose or £98.00 plus vat if a new bolt is required. The work will be carried out this week.
- Wrote to Mr Hall – Shortwood play area to change address details for the parish council 27.05.16.

- Circulated email to council from a resident who has put in a complaint regarding the verges on Shortwood Road.  
**ACTION:** Clerk to respond to the email informing them that the land is owned by South Gloucestershire Council.
- Grant Thornton is in receipt of our Annual Return and will be commencing the audit in the next few weeks.
- The password for the email account on the PPC laptop has now been reset with the help of the webmaster for Pucklechurch.org.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
MJ Church	Skip removal	£235.20	2309
Auditing Solutions	Internal Audit Fees	£492.00	2310
AS Hall & Son's	Maintenance Shortwood Playing Field	£384.00	2311
Mr C Hall	Rent Shortwood Playing Field	£90.00	2312
AON UK Limited	PPC Insurance Renewal	£802.27	2313
EDF Energy	Electric for Eagle Crescent Defibrillator	£31.69	2314
	<b>Total</b>	<b>£2035.16</b>	

**8b** To REVIEW the report and list of recommendations from the Internal Auditor and AGREE any action if required

R1 – **RESOLVED:** To review The Standing Orders and Financial Regulations policies to be brought in line with the NALC model documents.

R2 – **Noted**

R3 – **RESOLVED:** Not to purchase a certification stamp.

R4 – **Noted**

**8c** To AGREE to a salary increase for the Clerk in line with NALC recommendations.

**RESOLVED:** To agree to the pay increase in line with NALC guidelines.

## NO. 9. Agenda Items

**9a** To RESPOND to the Replacement of Community Grants with Member Awarded Funding Consultation. This consultation is open from 21 April 2016 until 15 July 2016.

As no unanimous decision was reached regarding this consultation, the council resolved to delay the response until the next meeting allowing each of the councillors to think about the implications of the changes proposed in more detail.

**ACTION:** Clerk to make this an agenda item for the next meeting on 15<sup>th</sup> June 2016.

**ACTION:** All councillors to email their views regarding this consultation to the clerk for collating.

**9b** To REVIEW the SGC Gipsy and Traveller Policy and Operational briefing note and AGREE next steps. District Councillors Ben Stokes and Steve Reade invited to attend.

This guidance document has been sent for information only therefore implies the policy has already been adopted. The parish council and district councillors questioned when and where the consultation took place on which this document is based. There are no definitions or quantification so more information from SGC Planning department is required.

**ACTION:** Councillor Boyle to work through the document highlighting areas of concern to be sent to SGC.

**ACTION:** Clerk to write a letter to Brian Glasson Head of Planning inviting him to the next parish council meeting on 15<sup>th</sup> June 2016 and including the edited document from Councillor Boyle for his information.

**9c** To REVIEW the Annual Playground Inspection Report and AGREE next steps with regards to carrying out the recommendations.

The issues raised in the report were listed and circulated to the council and Huw Morgan Landscapes prior to the meeting. Huw Morgan Landscapes as the Maintenance Contractor for the Parish Council is able to carry out most of the works required to bring the play areas back up to a good state of repair.

1. Strimmer damage in St Aldams around wooden equipment

**RESOLVED:** Not to use herbicides as suggested but to request that Instant Landscapes use a Nylon strimmer cable to reduce damage.

**ACTION:** Clerk to inform Instant Landscapes of the decision.

2. Secure and seal tile joints where indicated

**RESOLVED:** Huw Morgan to investigate and use wet pour where necessary

3. Cut back hedges after nesting season

**RESOLVED:** Huw Morgan to carry out these works in autumn/winter.

4. Raise crowns of trees where shade and leaf problems are evident

**RESOLVED:** Huw Morgan to carry out these works in autumn/winter.

5. Sign recommending no kite or fixed line aeroplane flying due to overhead powerlines.

**RESOLVED:** To ignore this recommendation as the council do not see this as being an issue.

6. Cattybrook Road picnic bench in need of fixing and painting

**RESOLVED:** To accept the quotation of £125.00 from Huw Morgan Landscapes to carry out this work.

7. Play equipment flooring under stilt slide and junior swings - repair of tiles and sealing joints

**RESOLVED:** Huw Morgan to investigate and use wet pour where necessary.

8. Cradle Swings replace dome head covers

**RESOLVED:** To accept the recommendation from Wicksteeds who advise us that this is unnecessary as the rubber seat overlaps the nuts.

9. Replace torn gaiter in Spring Toy Horse or remove.

**RESOLVED:** Huw Morgan has removed gaiter.

10. Repair and paint bench in Eagle Crescent

**RESOLVED:** Huw Morgan will cover this under his contract.

11. Cradle Swing Eagle Crescent – replace dome covers.

**RESOLVED:** To accept the recommendation from Wicksteeds who advise us that this is unnecessary as the rubber seat overlaps the nuts.

12. Safer surface under five element multi play unit in Eagle Crescent

**RESOLVED:** Huw Morgan to investigate and use wet pour where necessary

13. Cantilever Swing post vibrating

**RESOLVED:** Clerk accepted quotation from Greenfield to carry out repairs.

14. St Aldams zip wire, recommendation to increase safer surface area to 2 metres wide

**RESOLVED:** To leave as it is the flooring currently in place is not designed as safety surface.

15. St Aldams adventure trail – repair loose fastener and leaning problem.

**RESOLVED:** Huw Morgan to investigate

16. Painting of steps leading to Parkfield play area

**RESOLVED:** Huw Morgan to carry out under Maintenance contract.

17. Parkfield safer surface

**RESOLVED:** Huw Morgan to investigate and use wet pour where necessary

18. South facing metal slide at Parkfield

**RESOLVED:** To leave as is.

19. South facing metal slide at the Rec

**RESOLVED:** To leave as is.

20. Cola can to be removed from under roundabout

**RESOLVED:** Cola can removed

21. Small multi pay unit on the rec causing pinch point

**RESOLVED:** Huw Morgan sourcing a special tool from Wicksteeds to carry out the repair

Eight benches were reported as needing attention; Huw Morgan has stated that he will paint all the benches within his contract with the exception of Cattybrook Road where £125.00 has been quoted and accepted. As this amount of painting was not included in the tender contract financial assistance may be required at a later date should Huw Morgan be unable to carry out all of the works under the contract.

Whilst talking through the report it was noted that a tree in Becket Court opposite the doctor's surgery has been decimated. Leaving all the branches lined up on the ground and the crown cut off leaving a huge trunk.

**ACTION:** Clerk to report to fixmystreet.

**9d** To REVIEW the quotations received for the replacement defibrillator and AGREE next steps

Quotations from three suppliers were circulated prior to the meeting. It was proposed and seconded that we purchase a Heartsine Samaritan PAD 350p defibrillator from Direct365 who were the most competitive at £535.00 + VAT.

**RESOLVED:** To accept the quote from Direct365 for £535.00 + VAT

**ACTION:** Clerk to order the defibrillator from Direct365 and inform AED Locator and The Defib Shop that their quotes were unsuccessful.

**9e** To REVIEW the application from a resident who wishes to apply for the councillor vacancy and AGREE next steps

**RESOLVED:** To invite the applicant in for a discussion with the council at the next meeting on 15<sup>th</sup> June.

**ACTION:** Clerk to action the decision as above.

**9f** To CONSIDER purchasing a Chain of Office for the Chairman

**RESOLVED:** Not to purchase a Chain of Office for the Chairman

**9g** To REVIEW information for the Village Bus Stops and Notice Boards

**RESOLVED:** To display information regarding the Neighbourhood Plan on the bus stop notice boards.

**ACTION:** BS to use the Chair's report on the Neighbourhood Plan that was prepared for the Pucklechurch News and produce a poster for Huw Morgan to display on the notice boards.

**9h** To REVIEW quotations for the replacement fence at the Community Centre and AGREE next steps

**RESOLVED:** To accept the recommendation of not repairing the whole fence but to replace the barrier and remove existing kerb with dropped kerbs.

**RESOLVED:** To accept the quotation from Stuart Bailey Landscape Services for £300.00.

**ACTION:** Clerk to inform Stuart Bailey that his quotation has been accepted and other contractors that they have been unsuccessful.

**9i** To CONSIDER next steps with regards to the dog fouling signs received from SGC

**RESOLVED:** To place one sign in each of the five play areas and for Huw Morgan to place on a gate or post in the most secure way that he sees fit.

**ACTION:** Clerk to make some laminate copies of the sign for future use.

**ACTION:** Clerk to pass the signs onto Huw Morgan for erecting once copies have been made.

**ACTION:** Clerk to send a letter of thanks to SGC for the signs.

**9j** To CONSIDER adopting the Environmental Policy

**RESOLVED:** To adopt the Environmental Policy once the amendments have been made to the Building and Development section by Councillor Boyle.

**ACTION:** Councillor Boyle to make amendments to the policy and email the final version to the Clerk.

**ACTION:** Clerk to add policy to the website.

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

**Wednesday 15<sup>th</sup> June 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21.10