

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15<sup>TH</sup> JUNE 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), J Cotterell (JC), C Stephens, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

L Putt (LP)  
Ben 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 1<sup>st</sup> June 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 MetroBus: Church Lane Bridge and A4174 road closure notice**

Upcoming closures - The A4174 Bristol ring road east-bound between the Hambrook and Bromley Heath roundabout will be closed overnight on Saturday 4 June and Sunday 5 June, from 9pm – 5.30am. On the weekend of Friday 17 June to Sunday 20 June the new Church Lane bridge will be installed over the A4174. Work will start at 8pm on Friday 17 June and will continue through the night until 6am on Monday 20 June. The A4174 ring road will be closed between the Bromley Heath and Wick Wick roundabouts to enable these works to be carried out. The A4174 will also be closed on Sunday 3 July from 8am to 8pm, in both directions from Bromley Heath to Wick Wick roundabouts again. This closure is so BT can divert utility cables under the road.

Circulated to community groups and posted on notice boards.

**Noted**

**5b Community Spaces Consultation & Information Spreadsheet - June 2016**

**Noted**

**5c Badminton Road, Coalpit Heath - Resurfacing Works**

Essential roadworks will be carried out at Badminton Road, Coalpit Heath from the 29<sup>th</sup> June to 7<sup>th</sup> July 2016; the road will be subject to major resurfacing works. The work will start at approximately 8.00pm and remain in place until approximately 6.00am. These works will create a significant amount of noise.

Circulated to community groups.

**Noted**

**5d Supporting People to Live Well: Dementia, Carers and Falls Prevention Strategy Consultation.**

Comments welcome between 23<sup>rd</sup> May and 22<sup>nd</sup> August 2016

**Noted**

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

**6a** PK16/1481/F 11 Cherrytree Court Pucklechurch, South Gloucestershire  
Erection of two storey side extension and front porch to form additional living accommodation

Notice of decision: Approve with conditions

**Noted**

**6b** 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

Notice of decision: Refusal

**Noted**

### Other planning matters

PK16/3414/F The Old Coach House, 5 Abson Road, Pucklechurch Bristol South Gloucestershire

Erection of a single story side and rear extension to provide additional living accommodation.

This is a small porch on the back of the property which will have no impact on the greenbelt.

**RESOLVED:** No objection

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

## **NO. 7. REPORTS**

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

A report was received informing the council that the 'Under Construction' sign on the multi user path has not been removed.

**ACTION:** Clerk to contact Chris Harris to ensure that the sign is removed.

BS and MW attended the Devolution Briefing Session on 14<sup>th</sup> June.

**ACTION:** Clerk to make this an agenda item at the next meeting.

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

There were no District Councillors in attendance; apologies were received from Ben Stokes.

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

- Responded to resident's email 02.06.16 asking them to report antisocial behaviour at St Aldams garages to the police. I have also arranged for Anna Chelmicka to litter pick the area which will incur an extra cost of £10.00. Agenda 1<sup>st</sup> June item 5a.
- Responded to residents email regarding the cutting of grass verges at Castle Road and reported the issue to fixmystreet 02.06.16 reference number: 459206. Agenda 1<sup>st</sup> June item 5d.
- Wrote to Streetcare informing them of the number of complaints received regarding the poor quality of grass cutting and infrequency of cuts in Pucklechurch reference no. 460764. Also reported the pothole issue along the Westerleigh Road 02.06.16 reference no. 460762. Agenda 1<sup>st</sup> June item 5e.

- Wrote to the West of England Joint Spatial Plan team regarding the issues and Options Consultation document where our comments were not published 02.06.16. Agenda 1<sup>st</sup> June item 5f.

**ACTION:** Clerk to chase response.

- Submitted comment on the SGC website for planning application PK16/2835/F The Star Inn 14.06.16. Agenda 1<sup>st</sup> June item 6a.
- Responded to residents email regarding the grass verges along Shortwood Road, informing them that it is South Gloucestershire Council owed land 02.06.16. Agenda 1<sup>st</sup> June item 7c.
- Wrote to Brian Glasson SGC Head of Planning 03.06.16 inviting him to the council meeting on 15<sup>th</sup> June to discuss the Gypsy and Traveller Policy. Agenda 1<sup>st</sup> June item 9b.
  - Brian Glasson out of the office until 13<sup>th</sup> June, spoke to his PA Karen O'Sullivan who will pass on the email to the Team Leaders and Patrick Conroy who should respond next week.
  - Response received from Andrew Lane Principle Planning Officer 13.06.16 informing me that the information set within the policy and briefing note was provided by our Legal Department (Andrew Griffiths). I have therefore forwarded on your meeting request to Andrew Griffiths and copied him into this email.
  - Received response from Brian Glasson after his return from holiday informing me that he understands that the council's legal services team was responsible for the document we have referred to and they have now been asked to respond to our parish's request.
- Wrote to Instant Landscapes informing them that a nylon trimmer cable must be used on all future strimming at St Aldams 03.06.16. Agenda 1<sup>st</sup> June item 9c.
- Reported decimated tree in Becket Court to fixmystreet 03.06.16 reference number: 459546. Agenda 1<sup>st</sup> June item 9c.
- Ordered Heartsine Samaritan PAD 350p defibrillator from Direct365 for £535.00 + VAT 03.06.16. Agenda 1<sup>st</sup> June item 9d.
  - Received an email from Direct365 03.06.16 informing me that they have made an error in the quoted price for the defibrillator and the price should have been £749.00 + VAT. This price was still the most competitive and on top of that they have given us a further 10% discount reducing the price to £674.10 + VAT which I have accepted.
- Informed AED Locator and The Defib shop that their quotations were unsuccessful 03.06.16. Agenda 1<sup>st</sup> June item 9d.
  - Response received from AED Locator 06.06.16 noting their disappointment and highlighting the other services that they provide us.  
**ACTION:** Clerk to respond to the email informing them that we had requested a quotation for a Heartsine Samaritan PAD 350p which was never received.
- Wrote to the applicant applying for the councillor vacancy inviting them to attend the council meeting on 15<sup>th</sup> June at 20:15 for a discussion. Agenda 1<sup>st</sup> June item 9e.

- Informed Stuart Bailey Landscape Services that their quotation to repair the fence at the Community Centre has been accepted and informed the other contractors that they were unsuccessful 03.06.16. Agenda 1<sup>st</sup> June item 9h.
- Passed on four of the dog fouling posters to Huw Morgan to erect in the play areas. I have kept one to arrange laminated copies so will pass this onto Huw once the copies have been made. Agenda 1<sup>st</sup> June item 9i.
- Wrote a letter of thanks 03.06.16 to SGC for the dog fouling posters provided to Pucklechurch. Agenda 1<sup>st</sup> June item 9i.
- Received an email from a resident of Parkfield Rank 13.06.16 who is interested in volunteering to help create the Neighbourhood Plan after reading about it in the Pucklechurch News.
- I have received several more complaints regarding the grass cutting in the village all of whom I have asked to report the issues to SGC.
- Received a response 13.06.16 from Strategic Digital Services regarding the crime stats on police.co.uk as below:
  - It is quite possible that April was published later than usual as it was the first month of a new financial year with slightly revised data collection requirements which probably delayed some forces (and the new data can't go live until all 43 forces' data are uploaded and approved). So if on the 31<sup>st</sup> May it was still showing March (as the email suggests) this will be the reason. For information, only 25 forces (including us) have uploaded May's data so far.
- The cantilever swing at St Aldams has now been fixed; the bolt has been replaced as was snapped in 3 different places 07.06.16.
- I have received confirmation from Maven Claims the underwriters for AON Insurance that they will pay out for the stolen defibrillator. I have to send them the invoice for the replacement and our bank details and they will make a payment directly into our bank account.
- All allotment rent payments have now been received but I am missing two signed agreements for plots 16 and 20b.
- The Royal Mail redirection of post expires on 7<sup>th</sup> July 2016.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Anna Chelmicka	Litter Picking	£360.00	2315
Direct365 Online Ltd	Replacement Defibrillator for the Community Centre	£808.92	2316
707 Resource Management	General Waste Bin Community Centre	£42.66	2317
PATA UK	Payroll Charges	£30.00	2318

HMRC/Wages	NI/Wages	£1355.92	2319/2320
	<b>Total</b>	<b>£2597.50</b>	

**8b** 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.

**ACTION:** TS to meet with RD and JC prior to the next council meeting to give some training on finance.

**NO. 9. Agenda Items**

**Grass Cutting**

At the beginning of the meeting the Chairman sought permission from the council to add an urgent item regarding grass cutting to tonight's agenda which the council approved.

This year the parish council resolved not to continue paying South Gloucestershire Council to cut the grass on their land. Since making this decision we are now starting to see the impact of their cutting regime in Pucklechurch and the surrounding areas within South Gloucestershire.

The clerk and several councillors have received complaints by phone and email, some of which have not been pleasant.

**RESOLVED:** to stand by the decision made previously and not to pay South Gloucestershire Council to cut their own grass.

A proposal to explore the possibility of acquiring amenity grass and verges from SGC was discussed and agreed.

**RESOLVED:** To explore the possibility of acquiring land from SGC for a nominal fee, so that the parish council could take full responsibility for the upkeep of those areas using funding raised through the precept.

**ACTION:** Clerk to write to Amanda Deeks – Chief Executive of South Gloucestershire Council to explore the options available regarding acquiring the land.

Mark King Head of Streetcare Services will be attending the next Town and Parish Community Engagement Forum held at Marshfield Community Centre at 7:00 on the 20<sup>th</sup> June this is a perfect opportunity for residents to attend the forum and speak directly to the head of the department regarding their issues with the grass cutting.

**ACTION:** Clerk to put a response together to update the residents:

1. Our decision not to fund extra cuts for South Gloucestershire Council's own land
2. That the parish council will be exploring the possibility of purchasing amenity grass/verges from SGC
3. Mark King Head of Streetcare will be attending the next Safer Stronger Community Group/Community Engagement Forum meeting on 20<sup>th</sup> June, 7.00pm at the Marshfield Community Centre.

**ACTION:** Clerk to send the above to the residents that have made a complaint and also add it to the notice boards and website.

The meeting was suspended between 20:08 and 20:37 so that a discussion could take place with Craig Stephens who has applied for the position of councillor.

**RESOLVED:** Unanimous vote to accept Craig Stephens as a councillor was agreed. The Declaration of Acceptance of Office was made and signed before the Proper Officer of the Council.

**9a** To RECEIVE an update from PC Ken Hill on the Crime and Disorder within Pucklechurch  
PC Ken Hill did not show at the meeting.

**ACTION:** Clerk to contact PC Ken Hill to arrange a convenient date for him to attend a future meeting.

**9b** To RECEIVE answers to the Council's questions from the Head of Planning - Brian Glasson regarding the SGC Gypsy and Traveller Policy and Operational briefing note documents

As per the clerks report earlier this evening Mr Glasson had referred our email to Andrew Griffiths from the South Gloucestershire Legal Team to respond to our request. We have received no response from Mr Griffiths and no representative has turned up this evening.

GB has worked through the document as per the action at the last meeting and has reported on all the areas in the document that need clarification and pointing out the parish council's concerns.

**RESOLVED:** To write a letter to Amanda Deeks - SGC informing her that we are appalled by the lack of response received regarding our request for attendance at tonight's meeting.

**ACTION:** Clerk to work with GB to form the letter to Amanda Deeks which is to include a summary of the concerns we have with the policy.

**9c** To REVIEW the outcome of the Annual Meeting of the Parish and CONSIDER next steps

A positive outcome from the Annual Meeting of the Parish was that five people had put themselves forward to be part of a team to create a Neighbourhood Plan for the village.

As the Annual Meeting was an introduction to the Neighbourhood Plan the parish council feel that it is appropriate for councillors to take the lead and drive this project forward. Raising awareness to the wider community is the next goal where community engagement will be key in providing information and asking the community to agree the basics such as where to build, the type of properties, amenities etc.

**RESOLVED:** That Councillors Boyle, Dunning and Putt will form part of the Neighbourhood Plan working group.

**ACTION:** Clerk to write to the interested parties to inform them that the next step will be to meet in September 2016, this will enable the parish council to gather all the necessary information and formalise a plan of action.

**9d** To REVIEW the information received from Chris Harris regarding the ownership of land at St Aldams and AGREE next steps

A list of suggestions that might be given to a solicitor to ensure we had value of their time was requested from all councillors. The following is the list so far.

- St Aldams, ensure the Land registry is aligned to the boundaries
- Review of all land previously owned by the Prison Service not allocated and ensure transfer to PC
- Review of leases for Scout Huts, Sheds, Community Centre and ensure relevance
- Consider transfer of SGC green spaces to PC within the parish

**ACTION:** BS to work with the clerk to collate all information into a document for circulating and signing off at the next council meeting.

**ACTION:** Clerk to add this to the agenda at the next meeting.

**9e** To REVIEW the collated responses from councillors regarding the Replacement of Community Grants with Member Awarded Funding Consultation and AGREE a response for submission.

**RESOLVED:** To defer this item to the next council meeting on 6<sup>th</sup> July.

**ACTION:** Councillors to email comments to the clerk for collating prior to the next meeting.

**ACTION:** Clerk to circulate the link for the consultation to council.

**9f** To REVIEW the Action Tracker

All actions on the action tracker were reviewed, new dates added for items requiring more time and several items were agreed to be removed which have been completed or were duplicated.

**RESOLVED** to remove the item numbers as listed below from the Acton Tracker:

Item 16 – Forest of Avon trust - out of funding

Item 17 – Neighbourhood Plan Funding – move to long term list

Item 18 – Land opposite 150 Westerleigh Road – will be picked up if any future planning applications are submitted.

Item 19 – Planting of trees – covered within Huw Morgan's Contract

Item 22 – Heavy Traffic using Parkfield Rank and Pit Lane – no further complaints.

Item 25 – Unveiling of the defibrillator plaque – completed

Item 39 – Dog Fowling Posters – Received

Item 40 – Replacement defibrillator – Ordered

Item 44 – Gypsy site activity on Shortwood Road – reported to SGC

Item 47 – Insurance claim for fallen tree – settled

Item 50 – Consultation response from SGC – requested

Item 51 – Add Neighbourhood Plan to Annual Meeting of the Parish agenda – completed.

Item 52 – ROSPA inspection – completed

Item 55 – Useful information leaflets – requested.

Item 57 – Playground inspection – duplicate

Item 58 – New general waste bin – received

Item 59 – Shortwood Road appeal – remove

Item 62 – Parking on multiuser path – reported

Item 63 – Grant monitoring forms- duplicate

Item 65 – Volunteers included on insurance policy – completed

Item 69 – Fast sms not to be renewed

Item 74 – Transport investigatory scheme – awaiting reports

Item 75 – Doctors surgery notice board – duplicate

Item 77 – Allotment rents – all received

**ACTIONS:**

Item 28 - clerk to send a reminder email to GB regarding Assets of Community Value.

Item 46 – chase Instant Landscapes for a date the Cherry Trees will be crowned

Item 56 – clerk to chase doctors surgery regarding notice board

Item 60 – under construction sign on footpath clerk to chase Chris Harris

Item 61 – clerk to chase 2 signed allotment agreements not received

Item 64 – clerk to chase SGC for prices for dog fowling signs

Item 76 – crime and disorder figures – clerk to invite PC Ken Hill to future meeting

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

**Wednesday 6<sup>th</sup> July 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

**RESOLVED:** To cancel the meeting on 20<sup>th</sup> July due to councillor's holidays.

**ACTION:** Clerk to reflect this on the website.

The Council meeting closed at 21.45