

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 3<sup>RD</sup>  
AUGUST 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), R. Dunning (RD), L. English (LE), L. Putt (LP), J. Cotterell (JC), S. Reade - District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

M. Watson (MW)

**NO. 2. DECLARATIONS OF INTEREST**

Councillor Dunning declared a near resident interest in agenda item 6e.

**NO. 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on 6<sup>th</sup> July 2016 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were 11 members of the public in attendance most of whom were there to share their views on the planning application PK16/4212/RVC Land at Rear of 37 Parkfield Rank Parkfield Road, Pucklechurch - removal of condition 2 attached to planning permission PK14/2247/F to allow for private riding lessons to take place on site.

The owners of the property were also in attendance to inform the parish council and residents that when they initially applied for planning for the construction of the outdoor riding arena, it was not their intention to run a business. Parents have been approaching them for riding lessons for their children and they were unable to take out the appropriate insurance without a license from the council. There have been rumours circulating that there are plans to build more stables and erect floodlights which is not the owner's intention and they wanted to make this clear as assumptions are being made without the facts. Only four horses are permitted on site so there would be no need for the extra stables.

All residents who attended with the exception of one were objecting to the application. Most of the concerns raised were regarding the unknown traffic and parking implications on the area with the possibility of up to ten riding lessons taking place per day. Concerns were also raised with regards to noise, the intrusion on the quiet setting in Parkfield Rank, and the affect it will have on the Greenbelt in the future, as the change to commercial use could set a precedence for future businesses.

A resident passed on a file to the Parish Council which detailed the history of the village which had been collected by the Village History Society. This was donated to PPC with a desire for this to be put into a book.

**NO. 5 CORRESPONDENCE**

**5a Day Services In-House Building Provision Consultation**

South Gloucestershire Council is consulting on a proposal to decommission the day service currently provided for adults with learning and physical disabilities at Turnberries in Thornbury. Comments welcome on the proposal between 24<sup>th</sup> June 24<sup>th</sup> and 2<sup>nd</sup> September 2016. Circulated to community groups.

**Noted**

#### **5b** Library Service Annual Report

Includes details of how the service is delivering on key areas of the service and making an impact both across South Gloucestershire and within our community.  
Circulated to community groups.

**Noted**

#### **5c** Email from resident regarding the local name of Police Station Hill

Noted

**ACTION:** Clerk to respond to resident to inform them that their comments have been noted.

#### **5d** Email regarding Pucklechurch News

**Noted**

#### **5e** Library Summer Reading Challenge

South Gloucestershire libraries will once again be hosting a range of activities to promote reading and use of libraries to children. Last year South Gloucestershire libraries had the highest participation rate in the South West. This year with the Big Reading Adventure based on the books of Roald Dahl we are expecting another busy summer, see attached for details.  
Circulated to community groups.

**Noted**

#### **5f** Formal Public Consultation on the June 2016 Proposed Submission version of the Policies, Sites and Places Plan (PSP Plan) [Regulations 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012].

We are contacting you to provide your Council with advance warning that the period of formal public consultation on the June 2016 Proposed Submission version of the Policies, Sites and Places Plan (PSP Plan) and associated documents. The consultation is anticipated to commence on the 21<sup>st</sup> July 2016 and end on the 8<sup>th</sup> September 2016. The statutory regulations require that the consultation period should be for a minimum of 6 weeks. All representations/comments made during this formal public consultation will be forwarded on to the independent Inspector appointed to examine the Plan and consider whether it can be found sound. Circulated to community groups.

**ACTION:** Clerk to make this an agenda item for 17<sup>th</sup> August 2016

**ACTION:** GB to circulate the document link to the council

#### **5g** South Gloucestershire Special Expenses Scheme 2016 Consultation with Parish/Town Councils

The detailed build-up is attached of the 2016/17 Special Expenses charge which has been applied to the Council Tax paying residents in your Parish/Town Council area as part of South Gloucestershire Council's Council Tax charges for the current year. Responses are welcome to the specific questions set out in the attached short questionnaire by no later than 16<sup>th</sup> September 2016. Circulated to community groups.

**ACTION:** Clerk to make this an agenda item for 17<sup>th</sup> August 2016

**ACTION:** Clerk to respond to Chris Manvell's email asking the following two questions and inviting him to attend the next council meeting:

1. Why are parishioners paying for grass cutting for land that is privately owned?
2. £6070.65 has been allocated against Open Spaces Acquired Housing Land - please can you identify this land?

#### **5h** Email from Lemon Gazelle Community Interest Company

Not-for-profit organisation based in the South West (with an office in Thornbury) which works with parish and town councils, and other community/voluntary groups to offer the following services; Community Consultation/Engagement, Town and Country Planning, Training (on topics such as Neighbourhood Planning, project development and fundraising)

## **Noted**

### **5i** Email from residents regarding Police Station Hill and Cycle path

**ACTION:** Clerk to inform resident these works were carried out by SGC and forward the email to Streetcare.

### **5j** Domestic Abuse re-commissioning Consultation

South Gloucestershire Council is consulting on the re-commissioning of services for victims of domestic violence and abuse. Comments welcome from 11<sup>th</sup> July to 5<sup>th</sup> September 2016. Circulated to community groups.

## **Noted**

### **5k** Public Health & Well-Being Review 2016 Consultation

Local authorities are responsible for improving the health of their local population and reducing health inequalities but the Public Health Grant set by central government for South Gloucestershire faces an overall 17% reduction over the next four years. In addition, South Gloucestershire Council is delivering a programme of savings as part of its Council Savings Programme (CSP). The cumulative impact of the reduction in the Public Health grant and support for the CSP is that by 2020/21 total funding for public health will have reduced by about one third since 2013 (when public health teams moved from the NHS to local authorities). Comments welcome between July 25<sup>th</sup> and September 18<sup>th</sup> 2016.

Circulated to community groups

**ACTION:** TS to provide evidence of increase to healthcare cuts in order to challenge the consultation over South Gloucestershire facing an overall 17% reduction in its Public Health grant over the next four years.

### **5l** September bus service changes

Local bus operators have now shared their registrations for changes to bus services to take effect 4<sup>th</sup> September 2016

Circulated to community groups

## **Noted**

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

### **6a** PK16/1111/F Land Rear of 19 Parkfield Rank, Parkfield Road Pucklechurch Bristol South Gloucestershire

Change of use of land from agricultural to equestrian use. Change of use of stable building to cattery unit (sui generis) as defined in Town and Country (Use Classes) Order 1987 (as amended) (Retrospective).

Notice of decision: Approve with conditions

## **Noted**

### **6b** PK16/3414/F The Old Coach House 5 Abson Road, Pucklechurch Bristol South Gloucestershire

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

Notice of decision: Approve with conditions

## **Noted**

### **6c** PK16/3614/TCA 18 Shortwood Road, Pucklechurch Bristol South Gloucestershire BS16 9PL

Works to crown reduce 1no conifer to 6 meters and 3no silver birch trees to 6 meters and a radial spread of 5.5 meters. Situated in the Pucklechurch Conservation Area

This tree is not under a tree preservation order and is just a reduction to the crown.

**RESOLVED:** No objection

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

**6d** PK15/0582/O Land off Oaktree Avenue

Erection of 9no. Dwellings (outline) with all matters reserved

This application has been called in by District Councillor Steve Reade on 21.07.16. The site meeting has been confirmed for Friday 12<sup>th</sup> August at 11.20am.

PPC have objected to this planning application previously and believe that the optimum number of properties should be nearer to the 6 as suggested by South Gloucestershire's planning officer to avoid the site being overcrowded, to improve the residential amenity space for each property and to resolve the potential for parking issues to arise.

**ACTION:** Councillor's LP and JC to attend the site meeting armed with photographs to support the council's objection to the 9 dwellings.

**6e** PK16/4212/RVC Land at Rear of 37 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire

Removal of condition 2 attached to planning permission PK14/2247/F to allow for private riding lessons to take place on site.

The planning condition said:

"At no time shall the riding arena hereby approved be used for riding school or other business purposes whatsoever. Reason – In the interests of highway safety and to accord with policies E10 and T12 of the South Gloucestershire Local Plan (Adopted) January 2006." The application site is a field to the rear of Parkfield Rank within the open countryside, outside of the settlement boundary, and within the adopted Bath/Bristol Green Belt. The running of a business is not informal, nor a recreational pursuit and does not necessarily amount to the provision of a facility for the benefit of the local community - it is impossible to guarantee that the majority of students will be local and therefore "able to access the site on foot or by cycle". It is highly likely therefore that there will be an increase in local traffic associated with the business – there is also no bus route that services this area. Councillors disagree that there is ample on-street parking available on Parkfield Rank since issues relating to the lack of parking have been brought to the Council's attention on more than one occasion. The access road to the arena is also less than satisfactory for public use. In conclusion PPC believes that the condition should not be removed as the situation has not changed since it was made and it was made for good reason.

**RESOLVED:** To object to this planning application as per the reasons stated above.

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

## **NO. 7. REPORTS**

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

Councillor Dunning circulated an email from The Viewpoint Team, Corporate Research & Consultation at South Gloucestershire Council to the parish council prior to the meeting. The Devolution consultation is being run jointly by Bristol, B&NES and South Gloucestershire Councils. The results will be considered by the Secretary of State for Communities and Local Government who will take account of the views of the public when deciding whether the West of England devolution deal should go ahead. The deal will then be subject to final

endorsement at a local level. Participation is voluntary. Deadline for responses is 15<sup>th</sup> August 2016.

**RESOLVED:** For individuals to complete the consultation.

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

A briefing note on the Waste Strategy 2015-2020 as agreed at ECS committee on 6<sup>th</sup> July was circulated by District Councillor Steve Reade to the Parish Council for information.

An article detailing plans approved for 578 high density homes in Ealing was circulated to the council prior to the meeting for information.

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

- Wrote to the editor of Pucklechurch News regarding members of the public having their articles published 08.07.16. Agenda 6th July item 4.
  - Response received which has been passed onto the resident who raised the initial enquiry: 'As a rule of thumb, we try to make sure all the content is appropriate and newsworthy for the village. We can be constricted by space so we will edit stuff down (always retaining the important facts). We don't accept advertising unless we can make a news story from it to support a local business - and this has been the case for Pucklechurch News since before we took on the editorship some three or so years ago. Occasionally we might miss something from the inbox but we have always tried to include at a later date or try to go back to the organisation/person concerned and suggest, for example, that they contact the main Pucklechurch Village Website.
- Circulated PRS for music consultation information to community groups 08.07.16. Agenda 6th July item 5b.
- Sent GPFA Newsletter to Huw Morgan 08.07.16. Agenda 6th July item 5f.
- PK16/3708/F 1 Cedar Way, Pucklechurch - submitted no objection on the SGC website 15.06.16. Agenda 6th July item 6d.
- Informed Gary Meddick of the decision with regards to re-instating the extra grass cuts and updated the council with information on when the next grass cut will take place 08.07.16. Agenda 6th July item 9a.
  - Signed and returned contract to Marcus Gill 22.07.16
- Chased Chris Harris for the Shortwood crossing plan 20.07.16. Agenda 6th July item 9c.
  - Email received from Chris Harris circulated to council 22.07.16
  - Further email from Chris Harris 01.08.16 stating that his view is firmly that a zebra crossing would be more appropriate than a speed table for Westerleigh Road. The cost would be greater but it would give clear priority to pedestrians, whereas a speed table would not. The speed table would be harder to justify as the 85<sup>th</sup> percentile speeds are already acceptable, (30mph). Road humps in general attract objections and I'm sure this site would be no exception. They are also rarely seen in isolation, rather than in a series of humps making up a wider traffic calming or 20mph scheme.  
**ACTION:** Clerk to respond to Chris Harris confirming that PPC want both schemes on the transport list.

- Responded to resident's email regarding planning and sent web links on SGC's planning process. Reported residents concern over a business being operated from the day room planning application PK12/2288/F Land at Shortwood Road 20.07.16. Agenda 6th July item 9d.
  - COM/16/0681/OD circulated complaint acknowledgment letter to council for Land at Shortwood Road
  - COM/16/0094/OD - Land at Shortwood Road update from James Cook circulated to council 20.07.16
  - Neil Howat from the planning enforcement team has asked for the resident's email regarding the complaint made. I have emailed the resident to ask permission to be able to forward their email to SGC.
- Circulated Devolution Consultation to community groups 22.07.16. Agenda 6<sup>th</sup> July item 9e.
- Responded to Member Awarded funding consultation. Agenda 6th July item 9h.
- PK16/4212/RVC Circulated update from Sam Garland Planning Enforcement regarding the Breach of Condition 2 attached to PK14/2247/F land to the rear of 37 Parkfield Rank, Parkfield Road Pucklechurch Bristol BS16 9NP Ref No: COM/16/0420/BOC to council 07.07.16
  - Circulated a resident's objection comments to council 03.08.16
- Stuart Bailey has now repaired the fence at the Community Centre 08.07.16 for the price of £300.00.
- Requested quote from Greenfields to repair the tread on the zip wire access ramp which is rotten and split 13.07.16.
  - Quote received from Greenfields 15.07.15 informing us that we require x 3 play grade/pressure treated 900mm x 150mm ½ rounds plus new bolts. Quote accepted for £98 plus VAT which includes labour and materials.
- Dead Cherry tree to right-hand side of St Aldams steps reported by Huw Morgan, requested quotation from Branch Walkers for works 14.07.16. Diseased tree at Lansdown Road, requested a quote from Branch Walkers 15.07.16. They have informed me that they require a risk assessment form Chris Wright due to garage below. This is an agenda item 9d later this evening.
- Requested AED Locator make the Community Centre defibrillator live with SWAST 14.07.16.
- Update from Kevan Hooper regarding the Barrage Balloon Hangers received 11.07.16 informing us that the owners have completed asbestos surveys of these buildings and will now be submitting proposals to the Councils Conservation Officer regarding the comprehensive works to bring these buildings back to an acceptable level.
- I have received several emails from residents who want to pass on their appreciation to the parish council for the decision made to cut the grass and how quickly it was put into action. It was also mentioned that that some decisions should go through the villagers first, in the future?  
**ACTION:** Clerk to write back to the resident informing them that our agendas are published on the website and notice boards before each council meeting and we welcome members of the public to attend and speak in public participation.

- Weekly play inspections are required by the insurance company. This was not included in the maintenance contract for Huw Morgan to carry out the inspections so regularly. He will do a trial of weekly inspections and inform us of any changes that need to reflect in the contract price. He is using a diary system to carry out the visual checks on a weekly basis and note any issues and then will carry out a more detailed quarterly inspection which will be recorded using the existing tick sheets used by the previous village orderly.
- Reported concerns made by a resident that the village shop is selling alcohol to underage people to the police 27.07.16.
- I have received notice from Allotment plots 18 and 19 that they wish to give up their plots on 31<sup>st</sup> September. They have said that the water tank is full, the shed and greenhouse can remain for the incoming tenant as can the various butts and baths.

**ACTION:** LE to look into the wording on the tenancy agreement with regards to clearing the site.

**ACTION:** Clerk to inform the tenant that if the new tenants do not require the shed and other items left on the plot, then it is their responsibility to clear the site.

- Purchased pin notice board for doctor's surgery for £12.99, this arrived today so I will liaise with the surgery and Huw Morgan to get this erected.
- Huw Morgan reported two trees a Cherry tree (T50) by the memorial garden which had overhanging branches and a Sycamore tree (T43) which had dead branches 15 foot off the ground. A quote for £90 from Huw Morgan has been accepted and the works carried out.
- The broken bin on Main Road, Shortwood opposite the Bridge Inn has been replaced by SGC.
- Allotment agreement received for plot 16, I am now only missing one for plot 20b who has assured me that it's on its way.
- Circulated briefing on Local Council Award Scheme to council 03.08.16
- Last year we participated in the Playing Field and Playground Assessment Scheme through the Gloucestershire Playing Fields Association. This was a free assessment which they will carry out again for us this year. Our facilities will be assessed between September and early October.
- Huw Morgan has reported whilst doing his play ground inspections that 2 raised stepping logs have rotten on the Adventure course at St. Aldams, he has removed them and filled in the holes for now to make them safe. Do we want these replaced or just leave the gaps?  
**ACTION:** Clerk to get a price to replace the missing stepping stones and enquire about a long term solution to the rotting posts, such as casing in a metal sleeve.
- Huw Morgan has also reported at the top right hand side of St. Aldams steps there is a section of post and rail that is loose because the posts have rotten, Huw believes it needs 2 new posts and 2 new rails, to remove the old stumps and re-concrete the

new ones. He unfortunately does not have the correct equipment to be able to carry out this repair to break up the solid concrete.

**ACTION:** Clerk to check with the PVSSC if this is their fence to maintain. If not request quotation from Stuart Bailey.

- Huw Morgan has reported that the gate post at the burial ground is broken. He has rehung the gate by flipping it round but the post with the catch on needs replacing and he is unable to carry out this repair again due to not having the correct equipment to break up the concrete.  
**ACTION:** Clerk to request a quote from Stuart Bailey
- I have received an email from the editor of the Pucklechurch News to remind us that they are looking for content for the September issue of Pucklechurch News and to start thinking about what you might want to include in the December issue for Christmas. Deadline for the September issue is 10<sup>th</sup> August. This should have been made an agenda item at tonight's meeting.  
**ACTION:** Agreed to include this as an agenda item later tonight.
- Circulated site inspection notice to council 03.08.16 for PK15/0582/0 Land off Oaktree Avenue. Members of the Development Control Committee will be visiting the above site on: 12 August 2016 at 11:20am. The purpose of the visit is for Committee Members to view the site and its context. No decision will be made at this time. This has also been circulated to community groups.
- Grant Thornton have sent the certified annual return to us and enclosed a notice of conclusion of audit which I need to post on the website. They have drawn our attention to the order of signing the annual governance statement (section 1) and accounting statements (section 2) as these were considered, approved and signed on the same day under the same minute reference. So in future we should ensure that the minute references clearly demonstrate that section 1 is considered, approved and signed before section 2.  
**ACTION:** Clerk to complete the notice of conclusion of audit and post on the website and notice boards.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
PC World (Chq payable to C Boyle)	Laptop, software and antivirus	£566.98	2330
Mrs J Bailey	Petty cash	£153.18	2331
EDF Energy	Electricity - Millennium Light	£43.48	2332
707 Resources Management	Bin hire	£28.44	2333
Anna Chelmicka	Litter picking	£350.00	2334
Gloucester Playing Fields Association	Membership renewal	£50.00	2335
Greenfields Garden Services	Repairs to zip wire	£117.60	2336
Huw Morgan Landscapes	Maintenance contract and bench painting	£1120.84	2337
	<b>Total</b>	<b>£2430.52</b>	

## NO. 9. Agenda Items



**9a** To RECEIVE a report from PC Ken Hill and PCSO Sam Derrick

A complaint from a resident regarding parking issues has already been sent to PC Ken Hill for investigation.

This item will be deferred to a future agenda as PC Ken Hill and PCSO Sam Derick did not attend the meeting.

**ACTION:** Clerk to find out the availability of PC Ken Hill and PCSO Sam Derrick to attend a future meeting.

**ACTION:** Clerk to chase up a response to the residents email on parking issues.

**9b** To REVIEW the process and documentation of decisions for the Parish Council Resident who raised the concern invited to attend the meeting.

The resident who raised the concerns was unable to attend the meeting and requested that it be deferred.

**RESOLVED:** To defer this item to the 17<sup>th</sup> August 2016.

**ACTION:** Clerk to respond to resident's email and add to the agenda for the 17<sup>th</sup> August.

**9c** To REVIEW the recommendation received with regards to dins/dog bins in the village and AGREE next steps

A report was circulated by the Open Spaces Working Group prior to the meeting with a recommendation of dog bins in close proximity to litter bins that council be removed. This is a cost saving exercise as each dog bins costs approximately £200.00 per year to have emptied through South Gloucestershire Council. New maps were received from SGC and circulated prior to the meeting. These maps were inaccurate as the council identified at least two bins that were missing from the maps which may have been missed off the schedule and not invoiced. An up to date schedule has been requested by the clerk.

**RESOLVED:** To remove the four dog bins highlighted in red on the report in the following locations:

- St Aldams
- Rec- Castle Road entrance
- Shortwood Play area
- Shortwood Main Road

**ACTION:** RD to check the contract for details with regards to the bins being charged for.

**ACTION:** Huw Morgan to clarify the missing bins on the map

**ACTION:** Clerk to chase SGC for the schedule of collections for all dog and litter bins

**ACTION:** Clerk to report the broken dog bin on Partridge Road to Fixmystreet

**ACTION:** Clerk to inform SGC of the two bins not identified on their documentation.

**9d** To REVIEW the complaint received with regards to the tree on Lansdown Road and AGREE next steps

To CONSIDER felling a dead tree at St Aldams as per the quotation received from Branch Walkers and AGREE next steps with regards to replacement

**RESOLVED:** To instruct Chris Wright Silverback Arboricultural Consultancy to carry out a risk assessment on the Horse Chestnut Tree on the rec.

**ACTION:** Clerk to inform Chris Wright of the decision.

**RESOLVED:** To accept the quote from Branch Walkers to fell the Cherry Tree at St Aldams at £320.00 + VAT.

**RESOLVED:** To replace the tree but in a different location due to the overcrowded canopy at St Aldams.

**ACTION:** Clerk to inform Branch Walkers of the decision.

**ACTION:** Huw Morgan to identify a new planting place for the replacement tree.

**9e** To REVIEW the information for the Tour of Britain and AGREE any further action if required  
Risk Assessment and maps already circulated. Race to take place on the 8<sup>th</sup> September 2016.

**Noted**

**ACTION:** BS to write to Pucklechurch Primary School Headmaster to find out their plan of action for the day.

**9f** To REVIEW and AGREE a response to the consultation on the abolishment of the Public Works Loan Board

A consultation is underway which proposes to abolish the Public Works Loan Board (PWLB) and transfer its powers to the Commissioners of the Treasury.

Deadline for consultation 3<sup>rd</sup> August 2016

A proposal to 'no change' was agreed and seconded.

**RESOLVED:** To respond to the consultation answering 'No' to Question 1.

**ACTION:** This response was emailed during the meeting.

**9g** Forward Planning - to CONSIDER next steps and AGREE a way forward

**RESOLVED:** To for two councillors GB and LE to finalise the first draft outside of a council meeting.

**ACTION:** GB and LE to finalise first draft and bring back to a future council meeting.

Additional agenda item

To CONSIDER items for the Pucklechurch News

- Tour of Britain
- Grass Cutting
- Neighbourhood Planning
- Removal of duplicate Dog Bins
- Welcome new councillor Craig Stephens
- Public Participation

**ACTION:** Clerk to send the list of interested parties for the Neighbourhood Plan to councillors RD, JP and GB.

**10. Date of next meeting**

**Wednesday 17<sup>th</sup> August 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:49