

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17TH
AUGUST 2016, 7:30pm, IN THE MAIN HALL, 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), C. Stephens (CS), B Stokes – District Councillor, J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

M. Watson (MW)

S. Reade - District Councillor

For the benefit of new councillors, the process for sending apologies was reiterated to the Council members by the Chairman. An email is to be sent to the Clerk copying in all Council members so that the apologies can be accepted by the Council as per the Standing Orders.

NO. 2. DECLARATIONS OF INTEREST

There were no declarations of interest made by any Council members.

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

Minutes of the meeting held on 3rd August 2016 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

Chris Manvell from SGC was invited to attend the meeting to answer questions raised by the council regarding the Special Expenses Scheme. A consultation was carried out last autumn but the general response received by Town and Parish Councils was that they required more time and more information to be able to answer the consultation.

SGC therefore deferred the decision to gather more information and have now launched the Future of Special Expenses System 2017/18 Onwards Consultation Questionnaire which needs to be returned by the deadline of 16th September. Info: South Gloucestershire Council Website - Consultations

The Special Expenses Scheme is the top slice of SGC's costs at about 1%. It's a mechanism of allocating costs to council tax payers which makes it a fairer and transparent process.

Currently Pucklechurch parishioners pay net £2.75 per year at a band E council band for the Special Expenses Scheme. The questionnaire provided asks if this system is still fit for purpose, and asks the parish council to rank if it should be retained unchanged, amend existing or cease.

The Acquired Housing Land section of the Special Expenses was confirmed by Chris Manvell to be the housing stock left over after Merlin purchased land from SGC back in 2007. These areas remained with SGC as these parcels of land were not wanted by Merlin.

It was mentioned by the council that some of these areas have now been purchased by developers so Chris Manvell has agreed to look into this and report back to the council.

The consultation is not based on the change to the level of service only the change in who funds it. There is also an option for parish councils to take over services directly.

Questions were raised by the parish council for information on the amount of money that would be saved if the administration of the Special Expenses was ceased and how this would affect jobs? A response was received by Chris Manvell informing the council that there would be no budget saving only a better use of admin time as the scheme was created by lots of members of staff each allocating some time to the scheme. Other questions were raised by the council that if there was no Special Expenses Scheme could we be paying for services that we don't use and how would SGC look to amortise it so that parishes are not

subsidising other parishes? Chris Manvell confirmed that there are inaccuracies with the date base and challenges have been raised so some of the information may be incorrect in which the scheme is based on.

ACTION: Agenda item 9a

A resident of the parish who is an ex councillor was also in attendance and wanted to raise concerns over the council's processes which is an agenda item later this evening item 9b. As a councillor for many years they were part of the decision making process and believes the content of the minutes could give more information such as who made the proposal and recommendation and any other background information or subcommittee reports used to make the decision. Questions were raised on how the working groups interact with the parish council and is a recommendation ever challenged by the council or is it always accepted? If the parish council agree with the suggestions made, then a change in the process would be welcome.

ACTION: Agenda item 9b

NO. 5 CORRESPONDENCE

5a Avon and Somerset Police and Crime Commissioner Newsletter

Circulated to community groups.

Noted

5b South Gloucestershire update from Network Rail, August 2016

Work is continuing across South Gloucestershire to prepare the Great Western Main Line for the arrival of longer, faster, quieter and greener electric trains as part of our Railway Upgrade Plan to provide a bigger, better and more reliable railway for passengers.

Circulated to community groups.

Noted

5c ALCA notification of AGM and Honorary Officers nomination form

AGM - Saturday 8th October 2016, Midsomer Norton Town Hall, Midsomer Norton BA3 2HQ
10:30 – 12:00. Keynote speaker – Dr Jonathon Owen, Chief Executive of the National Association of Local Councillors

Noted

ACTION: LP/ BS to attend the AGM representing the Parish Council

5d Pucklechurch Revel Request for Funds

Completed fund request forms to be received by Lori-Anne Button by Monday 5th September.

The Revel AGM and Allocation meeting will be September 22nd in the Village Hall Social Club. Circulated to community groups.

Noted

NO.6. PLANNING APPLICATIONS

6a PK16/4136/F3 The Rosary Cattybrook Road Mangotsfield Bristol South Gloucestershire Demolition of existing extension.

Erection of a two storey and single storey rear extension to provide additional living accommodation. Comments welcome by 22nd August 2016.

The Parish Council feels that it does not have enough information to be able to comment fully on this application. The following questions were raised:

1. There is a query about the exact location of the property shown on the plans on Cattybrook Road - please clarify?
2. What is the percentage by volume increase this extension provides?
3. What is the percentage by volume increase that has already taken place on this property?

ACTION: Clerk to write to the planning officer to ask the three questions above.

6b PK16/4624/CLP Rock Villa 47 Main Road Mangotsfield Bristol South Gloucestershire
Application for a Certificate of Lawfulness for the proposed erection of outbuilding to include a gym/office area, together with a workshop/garage, for uses incidental to the enjoyment of the existing dwelling.

This planning application is to build an outbuilding that would be allowed for under permitted development rights providing it is used for the purposes as described above.

RESOLVED: No objection

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

Other Planning Matters

PK16/4651/NMA Pennymead Cattybrook Road Mangotsfield South Gloucestershire BS16 9NJ

Non Material Amendment to planning permission PK14/1959/F to replace 2no. small dormers with single larger dormer to north elevation and addition of clock tower.
Consultation deadline 22/08/2016

There have been 9 or 10 planning applications made for this property over a number of years – some of these withdrawn, revised or not actioned. A bungalow was demolished and it has been replaced with a much larger building including an extension that the Council believes has taken the volume of the building well beyond what would normally be allowed for as appropriate in the green belt.

This application is to remove 2 small dormers and to replace them with a larger dormer. It is unclear what percentage by volume this new dormer will add to the living accommodation of the property and the overall percentage by volume that this property has grown over and above the size of the original bungalow. With regard to the clock tower Councillors do not believe that this is in keeping with a residential property or the others that surround it.

RESOLVED: To object to the both parts of the planning application.

ACTION: Clerk to submit objection comments as above onto the SGC website.

PK15/0582/O Land Off Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9RP

Erection of 9no. dwellings (Outline) with all matters reserved.

A site meeting was held on Friday 12th August at 11.20am where members of the Development Control Committee attended. Councillors LP and JC represented the parish council at the meeting informing the committee of the objections, feelings and concerns about the proposal to build 9 dwellings and producing photos of the parking issues that already exist. It was reported that there were several residents that also attended who are were objecting to any development in this area.

The next development control meeting will be held on 25th August at The Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR on 25th August 2016, starting at 3.00 pm.

ACTION: LP and JC to attend this meeting.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors
There were no pre-submitted reports from councillors.

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

District Councillor Ben Stokes was in attendance. He reported that there has been a lot of confusion with the Devolution Consultation from other parishes. He informed the parish council about an excellent briefing that he attended through the South Gloucestershire Advice Service. They give advice on various topics for example legal issues, financial issues and other more sensitive areas such as domestic abuse.

ACTION: DC Ben Stokes to forward information leaflet on the South Gloucestershire Advice Services to the clerk.

ACTION: Clerk to circulate this information once received to the community groups and add to the notice boards and website.

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

- Responded to resident's email regarding Police Station Hill informing them that their comments have been noted by the Parish Council 05.08.16. Agenda 3rd August item 5c.
- Special Expenses Scheme 2016 Consultation - Invited Chris Manvell to attend the council meeting on 17th August and asked him the two questions relating to the grass cutting of private land and to identify the land allocated to Open Spaces Acquired Housing 05.08.16. Agenda 3rd August item 5g.
- Responded to resident's email regarding the trees on Shortwood Road and Cycle path maintenance informing them that I will pass on their comments to SGC Streetcare team 05.08.16. Agenda 3rd August item 5i.
 - Forwarded residents email to SGC Streetcare team 08.08.16.
- PK16/3614/TCA 18 Shortwood Road, Pucklechurch – submitted no objection comment on SGC website 05.08.16. Agenda 3rd August item 6c.
 - Chased for comments to be added to planning portal 17.08.16
- PK16/4212/RVC Land at Rear of 37 Parkfield Rank Parkfield Road Pucklechurch – submitted objection comment on SGC website 05.08.16. Agenda 3rd August item 6e.
 - Chased for comments to be added to planning portal 17.08.16

ACTION: DC Ben Stokes to raise this matter with the head of planning.
- Informed Chris Harris – SGC that PPC with to add both the Shortwood Road crossing and Westerleigh Road crossing to the priority list 10.08.16. Agenda 3rd August item 7c.
 - Received response from Chris Harris 15.08.16 informing me that the proposed speed tables for Shortwood Road are already on the list for possible future selection. For Westerleigh Road he's suggested 2 types of scheme options - zebra crossing or speed table and send attached draft plans. His view is 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 85th percentile speeds are

already acceptable, (30mph). He has asked us to confirm whether the parish wishes the zebra crossing, rather than a speed table, to be the chosen option for Westerleigh Road?

ACTION: Clerk to make this an agenda item on 7th September.

- Responded to resident's email informing them that we publish our agenda on the notice boards and website and welcome public participation at the meetings 10.08.16. Agenda 3rd August item 7c.
 - A response was received from the resident stating that this was a fair comment and asked for our website address.
- Responded to the tenant of plots 18 and 19 informing them that on vacating the plots if the new tenants do not require the shed/greenhouse under item 16 of the signed tenancy agreement it will be their responsibility to have this removed 10.08.16. Agenda 3rd August item 7c.
 - Response received from tenant of plots 18 and 19 10.08.16 asking if they could have the name and phone number of the new tenant who will be taking over the plots at the end of September, by the end of August. So that they can then speak to them regarding the items being left, including the shed and greenhouse. Also to inform them what is growing where on the allotment. There is an agenda item tonight item 9d regarding to these two plots.
- Requested a quotation from Greenfields to replace the stepping logs at St Aldams and asked for advice of ways to prevent the posts from rotting in the future 10.08.16. Agenda 3rd August item 7c.
 - Two options received as below:
 - 2 x Timber logs = £40.00 + VAT
 - 2 x Black Rubber logs = £145.00 + VAT

They have suggested going for the timber option as the equipment is getting quite old.

RESOLVED: To accept quotation for the 2 x Timber logs

ACTION: Clerk to inform Greenfields of the decision.
- Wrote to the PVSSC to ask them to carry out repairs to the rotten fence at the top of St Aldams steps 10.08.16. Agenda 3rd August item 7c.
- Requested quotation from Stuart Bailey to replace the gate post at the burial ground 10.08.16. Agenda 3rd August item 7c.
- Posted Notice of Conclusion of Audit on website and notice boards 11.08.16. Agenda 3rd August item 7c.
- I received an email and telephone call from PC Ken Hill informing me that he did attend our council meeting on 3rd August however he could not gain entry to the building due to the front door being locked. He is now on annual leave until 31st August so will get back to us with some dates that he can attend in the future. He is also going to put together a report in response to the parking issues complaint received from a resident. Agenda 3rd August item 9a.
- Reported broken dog bin on Partridge Road to fixmystreet 08.08.16 ref. 504120. Agenda 3rd August item 9c.
 - Email received informing me that the bin will be repaired within the next 10 working days 11.08.16.

There were two other actions regarding the bins associated with agenda item 9c:

1. to report the two bins not identified on SGC's documentation
2. to chase the schedule of bin collections

I have spoken to Hayley Brock SGC who has sent me over the bin collection information. I have sent this onto the Open Spaces Working Group to look into as it appears some of the bins have been classed as Mangotsfield and not Pucklechurch hence the reason for the two bins in Shortwood not appearing on our list. Therefore, I have not reported this to SGC until the whole schedule has been looked into in more detail. Huw Morgan has also reported that the bin in Shortwood Play area has now been emptied.

ACTION: RD to check the bin collection schedule against the physical bins in the village.

ACTION: CS to work through the contracts and liaise with SGC over what bins we are currently paying for.

- Instructed Chris Wright to carry out the tree report on the Horse Chestnut Tree on the rec 12.08.16. Agenda 3rd August item 9d.
- Informed Branch Walkers that the Parish Council has accepted their quotation to fell the Cherry Tree at St Aldams 12.08.16. Agenda 3rd August item 9d.
- Emailed contact list for residents interested in the Neighbourhood Plan to councillors RD, LP and GB 05.08.16. Agenda 3rd August additional agenda item.
- Forwarded resident's email regarding Land at Shortwood Road to Neil Howat – SGC Planning Enforcement 04.08.16.
 - Response received from Neil Howat 12.08.16 regarding PK12/2288/F Land at Shortwood Road thanking me for forwarding the residents email and responded as follows: 'You may recall that last year a similar allegation was made and the same applies now to his previous response, in that from reading the email from the resident, while they state that there is a "blatant and obvious breach of the planning conditions" nothing within the email indicates that this allegation is based on anything evidential (for example if it had actually been witnessed that there was no caravan or motorhome on site, while it is still being occupied on a daily basis). As before, if there is a clear substantive reason to believe that there is a breach of condition occurring then we will certainly investigate and take the appropriate action. However as with any other site or breach where there have been prior complaints and investigations of the same nature, we will not re-investigate without some kind of new evidence that a breach is actually occurring

RESOLVED: To await the resident's response to the email.
- Reported overgrown footpath on the Westerleigh Road from St Aldams to the village to Streetcare 05.08.16 ref: 502453
- Sent email and pictures of Lansdown Road fence to Merlin asking them to organise repairs where the fence was damaged by their fallen tree.
 - Response received 16.08.16 informing me that they have asked the housing officer to look into this and they will update me as soon as they can hopefully by the end of next week.

- I have been liaising with Pucklechurch Surgery and Huw Morgan will be erecting the notice board on 17.08.16. I have updated the Parish Councillor information sheet with Craig Stephen's details and have given Huw a copy of this to pin on the notice board.
- Received a report from Councillor Symons that there was an unattended fire in plot 21a on the weekend.
- I have received a very unhappy email from the tenant in plot 12 as we offered the baths on his plots to the other tenants but the whole of the water collection system that was in place has also been dismantled and removed. They have checked with the previous tenant who did not remove this so they are going to put a polite sign on the gate asking for its' return, in case it was a genuine misunderstanding.
- Circulated information to council regarding PK15/0582/O Land off Oaktree Avenue Erection of 9no. dwellings (Outline) with all matters reserved. The above planning application is to be considered by the Development Control (East) Committee at The Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR on 25th August 2016, starting at 3.00 pm.
- I have received a complaint from a resident regarding Redford Lane. They have been trying to find out who is responsible for Redford Lane that is off Abson Road that leads to the bridle path and to the sewer works/ Wales and West utilities. The reason for this is the state of that lane which is getting to the stage that it is damaging vehicles and could cause serious injury to horses using the lane. They have to date had no luck in tracing who is responsible with South Gloucestershire council ignoring their emails.
 - Sent this email onto Chris Harris SGC who confirmed that he has left a message on the resident's mobile asking them to call him. He also informed me that he is looking into this and is speaking with the Public Rights of Way team, who are familiar with the lane.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Wages/HMRC	Wages/NI	£1330.74	2338/2440
PCA	Room Hire Feb – Aug'16	£190.30	2339
EDF Energy	Electric Parkfield/Eagle Crescent Defibrillator	£107.69	2341
707 Resource Management	Bin hire	£28.44	2342
Huw Morgan	Maintenance Contract/Tree works	£1090.84	2343
	Total	£2748.01	

8b To RECEIVE an update from the finance working group

PlusNet – as we are constantly being charged extra for exceeding the 50gb data allowance on our plan I have spoken to PlusNet to see if we can move to an unlimited package. We are currently out of our contract and paying £31.20 per month. As we are on a very old plan we can switch to an unlimited plan for £20.40 per month saving £10.80 per month. If, however we were to sign up for a two-year contract they have offered us an even better package of

£7.50 + VAT for the first 6 months and then £15.00 + VAT per month thereafter for unlimited data.

The Parish Council would like to thank Mike Reynolds for monitoring the data usage and providing information that related to the overcharges on the account.

RESOLVED: To sign up for a two-year contract.

ACTION: Clerk to organise new two-year contract with PlusNet

The budget spreadsheet was circulated to the council prior to the meeting and agreed by the council. The year-end figures are showing £55k which isn't including the cheques written at tonight's meeting.

A proposal was made to consider increasing the community grant funding from the £3000 that's currently been budgeted and to make this decision in September rather than leave it until later in the year when the precept is set.

ACTION: Clerk to make this an agenda item on 7th September

NO. 9. Agenda Items

9a To RECEIVE a response from Chris Manvell to the questions raised by the Parish Council on the South Gloucestershire Special Expenses Scheme 2016 Consultation and to CONSIDER a response to the consultation questionnaire.

Chris Manvell – SGC attending the meeting. Responses to be received by 16th September 2016

There were mixed feelings amongst the council members regarding this consultation. Some believing that a short term saving of £2.75 per year would not outweigh the long term gain in not subsidising other parishes. Others felt there could be a better process of dealing with this and followed the recommendation from officers to cease the scheme. A vote took place amongst councillors to answer Question 1 where the outcome was 7 votes to Amend Existing vs 1 Vote to Cease the scheme.

The consultation questionnaire was completed during the meeting as below:

Q1 South Gloucestershire Council has a choice about retaining the current system unchanged, amending the current system or ceasing the current system from 2017/18. Please rank the three broad options shown below with 1 being your first choice, 2 your second choice and 3 your lowest preference.

Options	Rank	Comments (if any)
Retain Unchanged		
Amend Existing	1	This will provide the opportunity to actuate a fairer system that enables funding to go to parish/town councils on a fair and equitable basis
Cease		

Q2 If the Scheme is to continue in 2017/18 but potentially is to be amended, which if any, of the current functions should be deleted? Please indicate by entering Y in second Column below if you think the function is no longer appropriate and should be deleted from any future Scheme.

Current Concurrent	Delete from Special	Comments (if any)

Functions in SGC's Special Expenses Scheme	Expenses Scheme?	
Allotments	Y	Amended as above - communities should pay for their own services and not subsidise other areas
Bus Shelters	Y	ditto
Christmas Lights	Y	ditto
Closed Churchyards	Y	ditto
Community Halls	Y	ditto
Open Spaces (plus Parks)	Y	ditto
Open Spaces Acquired Housing Land	Y	ditto
Commuted Sums	Y	ditto
Play Areas	Y	ditto
Playing Fields	Y	ditto
Public Conveniences	Y	ditto

Q3 If the Scheme is to be continued but potentially is to be amended, are there any new concurrent functions which you think should be considered and if so why? To meet the definition of a concurrent function for Special Expenses purposes at least one Parish/Town Council must be undertaking the specific concurrent function in addition to South Gloucestershire Council.

Possible New Concurrent Function (see attached list of possible functions per DTLR/ DEFRA Guidance 2002)	Does your Parish/Town Council undertake this function? Yes/No	Comments/Justification

Q4 If the Scheme is to be ceased in 2017/18, should any of the current functions subsequently be considered for any of the alternative approaches to Special Expenses set out in the section of the Consultation Paper in paragraphs 23-29 and if so why? Please indicate by entering Y in the relevant column in the first part of the Table below and add any comments in the second part of the Table.

Alternative Approaches to a Special Expenses Scheme	Delegation of Function to Parish/Town Councils with Funding	Grant Scheme	Help in Kind to be provided by South Gloucestershire Council	Do Nothing i.e. all costs to be averaged across all 48 areas
Allotments	y			
Bus Shelters	y			
Christmas Lights	y			
Closed Churchyards	y			
Community Halls	y			
Open Spaces (plus Parks)	y			
Open Spaces Acquired Housing Land	y			
Commuted Sums	y			

Play Areas	y			
Playing Fields	y			
Public Conveniences	y			
Alternative Approaches	Comments/Justification AS ABOVE			
Delegation				
Grants				
Help in Kind				
Do Nothing				

Q5 Any further general comments?

The level of information provided for this consultation is appreciated – this resulted from comments made previously – thank you

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

A discussion took place regarding the content of the minutes of meeting. The “archers” style of minutes was referred to but it was pointed out that the clerk does not have the time to go into this level of detail when writing the minutes. The existing format follows standards. It was noted that more information could be added, giving fuller descriptions and the options deliberated on. This doesn’t necessarily have to be done for every item, some items can just be noted. There is currently a high level of reporting through the clerk’s report. All minutes are circulated to the council 2 weeks prior to the meeting giving the councillors time to identify any areas that may need further information which can be identified by emailing the clerk and copying in all councillors.

RESOLVED: For the council to email the clerk should they recognise that more information is required in the minutes of meeting, prior to sign off.

9c To CONSIDER a response to the Policies, Sites and Places Plan: Proposed Submission Plan Consultation (June 2016). Info: South Gloucestershire Council Website - Consultations

(Regulations 19, 20 and 35 Town & Country Planning (Local Planning) (England) Regulations 2012) Local Green Space (LGS) Designation

The Council has published the Proposed Submission PSP Plan for a period of formal, statutory consultation, with representations invited for a 7-week period from 21 July until 7.00pm on 8 September 2016. In addition to the PSP Plan, a document setting out the changes to the policies map and a summary of the main issues raised through previous consultations (the Report of Engagement and Main Issues) have also been published. The PSP Plan has also been subject to a Sustainability Appraisal and a Habitat Regulations Assessment

It was noted that Eagle Crescent didn’t obtain the green status. This was challenged by DC Ben Stokes without success. The parish council resolved that there were no major issues with the PSP document.

RESOLVED: For the clerk to complete the consultation on behalf of the parish council.

ACTION: Clerk to respond to the consultation by 8th September.

9d To CONSIDER the proposal from an Allotment Tenant to take on plots 18 and 19 and release plot 13.

Due to there being a long waiting list the council resolved not to allow the tenant of plot 13 to take on two plots by releasing their one plot. It was however resolved to offer him the option of taking on either plot 18 or plot 19 leaving two plots to allocate to the those on the waiting list.

As plots 18 and 19 currently have no dividing fence a proposal was put forward to split the two plots by erecting a wire fence and adding two gates. This was agreed by 7 of the 8 councillors present with councillor English voting against.

RESOLVED: Not to allow plot 13 to take on both plots

RESOLVED: To offer the tenant of plot 13 one of the two available plots.

ACTION: Clerk to request quotes from Huw Morgan and Stuart Bailey to erect the wire fence and gates dividing plots 18 and 19.

ACTION: Clerk to arrange all paperwork should the tenant of plot 13 wish to swap their plot and allocate the remaining two plots to the next two people on the waiting list and arrange all contract paperwork.

9e To REVIEW Information to be displayed on the village notice boards and bus stops

The items resolved to be advertised on the noticeboards are as follows:

- Tour of Britain – to inform the residents of the upcoming event heading to our village
- Community grants – the next round of grants will be available soon.
- South Gloucestershire Advice Service – information will be sent by DC Ben Stokes to the clerk. If too much information to be added to the bus stop then a link to the website can be added.

ACTION: Clerk to organise posters to be displayed.

10. Date of next meeting

Wednesday 7th September 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre

The Council meeting closed at 22:05