

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21<sup>ST</sup> SEPTEMBER 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. Putt (LP), J. Cotterell (JC), C. Stephens (CS), B Stokes – District Councillor, J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

L. English (LE)

**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 7<sup>th</sup> September 2016 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There was one member of the public in attendance who reported antisocial behaviour in the burial ground.

Youths have been littering the area including the graves, throwing apples, vandalising the wall and slinging bricks onto the resident's porch roof which is causing a lot of distress. A request was made to the council to remove the rollers from the recreation ground to hopefully stop the youths loitering in this area. A suggestion to remove the trees to provide space for more graves in the burial ground was noted, as was the amount of dog mess in the village especially on the pavements leading to the convenience store.

**NO. 5 CORRESPONDENCE**

**5a MetroBus works on the M32**

Road works to extend the M32 bus lane into Bristol are planned to start before the end of September. The existing south bound bus lane is being extended from Junction 3 to the railway bridge that crosses the motorway. Contractors will also be removing and replacing the central reservation, upgrading drainage and ducting, and installing Average Speed Cameras. The road works and improvements will take seven months and will finish in Spring 2017. To minimise disruption, the M32 will still be open whilst the road works take place, but there will be evenings when motorists will be diverted at Junction 3 via the slip roads on and off the motorway.

Circulated to community groups and added to notice boards.

**Noted**

**5b Email regarding youths and vandalism at the burial ground**

The Chairman has already responded to this email informing the resident that any antisocial behaviour should be reported to the police.

**ACTION:** Clerk to request that PCSO Sam Derrick writes an article for publication in the December Pucklechurch News regarding crime and how to report it.

**5c Severn Tunnel upgrade – Network Rail news and safety update**

The six-week closure of the Severn/Patchway tunnels begins on 12<sup>th</sup> September – 21<sup>st</sup> October 2016.

Circulated to community groups and added to notice boards.

**Noted**

**5d** Invitation to the Kingswood Community Transport AGM  
Friday 14<sup>th</sup> October at Hanham Methodist Church commencing at 2.00pm.  
**Noted**

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

**6a** PK16/1664/RM Lyde Green Emerson's Green South Gloucestershire  
Erection of community centre and outdoor changing facility, including car parking and landscaping. (Approval of Reserved Matters only to be read in conjunction with Outline Planning Permission PK15/4232/RVC)  
Notice of decision: Approve with Conditions  
**Noted**

### **Other Planning Matters**

It was reported that the SGC planning website is still very out of date, showing applications that have passed the consultation deadline.

**ACTION:** DC Ben Stokes to report back to SGC regarding the out of date planning applications on the website.

Although we have not officially received notification of the site meeting for The Meadows, it is expected to be on 7<sup>th</sup> October. If this date is correct Councillor Boyle will be unable to attend.

**RESOLVED:** Councillor Watson to provisionally attend this meeting and confirm once the full details are known.

**ACTION:** Councillor Boyle to provide a written statement for Councillor Watson to read out at the site meeting.

## **NO. 7. REPORTS**

**7a** To RECEIVE pre-submitted reports from Councillors  
There were no pre-submitted reports received from Council members.

**7b.** To RECEIVE Report from District Councillor(s)  
District Councillor Ben Stokes was in attendance, who updated the council on the following issues:

Fly tipping – There has been an increase in fly tipping in various areas within South Gloucestershire especially on the A46. It tends to be repeat offenders and after a tip off a 25-year-old has been caught in Upton Cheyney. A request was made to residents to report fly tipping detailing the vehicle registration number.

**ACTION:** DC Ben Stoke to provide the clerk with contact details for reporting fly tipping.

Housing – The Housing and Planning Act 2016 has now received Royal Assent. It provides the necessary legislation for government to implement the sale of higher value local authority homes, starter homes, pay to stay and a number of other measures, mainly intended to promote homeownership and boost levels of housebuilding in England.

SGC Planning Website – Further to the complaint made earlier regarding the SGC planning website, DC Ben Stokes informed the council that the more complaints received by SGC the more likely the issues will be investigated and therefore producing a more reliable system.

**ACTION:** GB to send a list of specific examples of errors with the system to DC Ben Stokes for relaying back to SGC.

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

- Reported Briars overhanging the Chapel Wall to fixmystreet 09.09.16 reference number 525090. Agenda 7<sup>th</sup> September item 4.
- Circulated Project Argus - Counter Terrorism seminar for event organisers to community groups 09.09.16. Agenda 7<sup>th</sup> September item 5j.
- Responded to email from Jane Browning SGC Emergency Planning Officer informing her that PPC wish to review the Community Emergency Plan themselves prior to making any decisions. Agenda 7<sup>th</sup> September item 5k.
  - I do not appear to have the final Community Emergency Plan document on my computer so have been unable to add it to the website.  
**ACTION:** GB to see if she has the final version for sending to the clerk.
- PK16/4763/LB Moat House Kings Lane Pucklechurch uploaded comments onto SGC website 09.09.16. Agenda 7<sup>th</sup> September item 6e.
- Accepted Stuart Baileys quote for the St Aldams Fence repairs for £110.00 09.09.16. Agenda 7<sup>th</sup> September item 7c.
  - This fence and the gate at the burial ground will be repaired this week.
- Wrote to Chris Harris SGC asking his if he would be available to attend and present at a public meeting regarding the transport schemes available to Pucklechurch if arranged for 12<sup>th</sup> October.
  - Response received from Chris Harris 14.09.16 as below:  
It's important to emphasise that the current scheme is an investigation scheme only, whereby the feasibility and outline design / cost of certain options are explored. Once it becomes evident there is a potential solution to the question of where / how best to provide a crossing, then the preferred measure, (whether it be a raised table or a zebra), is simply entered onto the SGC local transport priority list. Entry onto this list is only just that - i.e.: becoming one scheme on the list amongst many others that are only funded and delivered should they be selected to go ahead onto the Council's Capital Programme. The Council has a process by which schemes on the priority list are selected to go ahead but until this exercise is completed early next year there is no way of knowing whether or not the crossing scheme for Westerleigh Road will go ahead and receive funding. (In the event that any scheme is not selected, it remains on the list for possible future selection in later years). I'm very grateful to the parish for discussing this at their recent meeting. I am concerned though that there is already, or could be in future, some confusion about the potential delivery of the scheme to provide a crossing on Westerleigh Road. I think it's really important to manage expectations very carefully and a public meeting may suggest that there are already funds available to provide a crossing point - although this is not the case and may in fact remain so for quite some time, possible even years.

In light of the email received above I have added this to tonight's agenda item 9a for further discussion and have held back on advertising the public meeting on 12<sup>th</sup> October until a decision has been made.

- Wrote to allotment holders and phoned the tenant of plot 6 as per the actions from agenda 7<sup>th</sup> September item 9c.
  - I have received an email from the tenant of allotment plot 12 which I have circulated to council 21.09.16. I have also received a phone call from the tenant of plot 16 with regards to the letter received. Several of the tenants are not happy and I have been advised that an email detailing their concerns will be sent shortly and attendance in public participation at the next meeting on 5<sup>th</sup> October will be expected.  
**ACTION:** Clerk to make this an agenda item on 5<sup>th</sup> October 2016.
  
- Spoke to Stuart Bailey 09.09.16 to inform him that the Parish Council requires a new quote for the dividing of allotment plots 18 and 19. Agenda item 9c.
  - Chased Stuart Bailey for the quote 21.09.16.  
**RESOLVED:** for the clerk to use her discretion when the new quote is received providing it is within the limit of £1000.00.  
**ACTION:** Clerk to chase quote and arrange as appropriate.
  
- I have found out that the water tank was already situated on plot 19 prior to the current tenant taking on the plot. The new tenant taking on plot 19 has agreed to keep the water butt and has moved this across to their side of the plot, therefore the fence can now be erected in a straight line. Agenda 7<sup>th</sup> September item 7c.
  - The current tenant of plots 18 and 19 who is vacating the plot on 30<sup>th</sup> September has requested a refund for the 6 months' rent from 1<sup>st</sup> October until the end of the financial year for both plots which amounts to £20.00.  
**RESOLVED:** To allow the refund of £20.00.  
**ACTION:** Clerk to arrange a refund of £20.00 for signing at the next meeting.
  
- Sent notice of termination of lease for plots 21a and 21b by recorded delivery, the tenant has been given 28 days from 1<sup>st</sup> October to vacate and remove all belongings. Agenda 7<sup>th</sup> September item 9c.
  
- I have received the tree report from Chris Wright – Silverback regarding the Horse Chestnut Tree situated on the rec which reported the following:
  - At the time of our inspection, to compile this report, no significant defects were visible within the tree canopy, main stem or branch structure. All observations were however made from the ground, it was therefore not possible to fully assess the structural integrity of the upper canopy and extension growth. Previous works have been undertaken to reduce and thin the trees canopy. Whilst the tree canopy is overly dense the extension growth is not considered to be excessive. It is therefore considered that no remedial works were necessary at the time of inspection, however a climbing inspection should be undertaken to assess the structural integrity of the upper canopy. If the Parish Council wish to address the concerns raised by the neighbour, who has recently built a garage under the tree canopy, a crown re-reduction to the previous points could be undertaken along with a crown thin to reduce the crown density. (bearing in mind para. 4.7 which states: It is considered that due to the age of the tree and previous works undertaken, the tree should be viewed as a Veteran and subsequently given the care and management suitable for a Veteran tree. Only essential works should be undertaken to avoid any impact on the physiological functions of the tree.

Where necessary, minimal remedial works should be undertaken with care since new wounds could potentially provide an entry point for pathogens.

- Branch Walkers have quoted £100.00 + VAT for a climbing inspection, is this something that the council wish to pursue?

**RESOLVED:** No further action

- I have received a report from Pucklechurch Football Club 09.09.16 and Dave at Instant Landscapes that the weeds on the recreation ground need some attention. A couple of years ago we used a company called Complete Weed Control to spray the ground with a selective weed killer. I have received a quotation for this service and the cost will be £297.50 + VAT. Is the council happy for me to arrange these works?  
**RESOLVED:** To accept the quotation providing that the weed killer is child and pet friendly.  
**ACTION:** Clerk to enquire as to the safety of the product and accept the quotation if appropriate.
- Reported overgrown trees at the community centre to the PCA.
- Huw Morgan has completed the planting of hedges alongside the burial ground as per the remedial works contract. Pictures have been circulated to council 21.09.16.
- Signed allotment agreement and cheque for £10.00 has been received from the new tenant of plot 18 who takes over from 1<sup>st</sup> October 2016.
- PCSO Sam Derrick phoned to arrange when she and PC Ken Hill could attend one of the parish council meetings. Unfortunately comparing diaries right up to February 2017 there was not one date that they could attend due to their shift patterns. They have said that they will try and get a shift changed so that they can attend a meeting but in the mean time we have agreed for them to email me a report hopefully on a monthly basis with any relevant updates.
  - They have received several calls regarding the burial ground and they have advised me that this area has now been included on their patrol plan and youths in the area have been spoken to. I have also received information that a trough which included plants has been stolen from a grave in the burial ground, PCSO Derrick stressed that any information should be reported however big or small so that they can get a bigger picture of what's happening in the area, they can be reported to the beat team by going through 101 or by the Avon and Somerset Police website, clicking on 'Your area' where you can enter your post code which will bring up information about the local beat team with links to email either PC Ken Hill or PCSO Sam Derrick directly.

**ACTION:** Councillor Watson to bring this up at the next Safer Stronger Community Partnership and Community Engagement meetings.
- I have received notification that I have passed the CiLCA qualification and I should receive my certificate within 4-6 weeks.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
SLCC	Membership	£149.00	2349

PATA UK	Wages Processing Costs	£30.00	2350
HMRC/Wages	NI/Salary	£1328.31	2351/2354
Ensign Print	Pucklechurch News printing costs	£456.00	2352
Greenfields	St Aldams Bonded Shred Path	£529.20	2353
Huw Morgan Landscapes	Maintenance Contract	£1000.84	2355
PCA	Room Hire	£32.20	2356
<b>Total</b>		<b>£3525.55</b>	

**8b** To RECEIVE an update from the Finance Working Group to include: Unbudgeted expenditure for:

- appointment of a Solicitor
- Wildflowers project

The finance spreadsheet was circulated prior to the meeting and the figures agreed by the council.

Due to funds being transferred from the wildflowers project to grass cutting earlier in the year, the finance spreadsheet was examined to determine if funds are available to support the appointment of a solicitor which will be discussed later this evening in agenda item 9b and to reinstate the funds for the wildflowers project.

There is an amount of money allocated to projects and these in turn were discussed to see the likelihood of them being actioned in this financial year. It was resolved that project funding budgeted for the Woodland Resurfacing/Shelter could be made available for other spend.

It was noted that the government are considering a referendum for any precept increases of above 2% and with the carrying forward of £14,000 from the last financial year to keep the precept down, the council need to bear in mind the possible consequences should we need to substantially increase the precept.

## **NO. 9. Agenda Items**

**9a** To CONSIDER a further email from Chris Harris SGC regarding the investigation scheme for the Westerleigh Road crossing and AGREE next steps.

An email from Chris Harris was circulated prior to the meeting as reported in the clerk's verbal report.

Some of the councillors expressed their views on how an information exchange should still take place to educate the residents on the process, consultation and expense involved in the transport scheme. It was proposed that this could be held within an ordinary council meeting instead of having a separate meeting on the subject and would provide the opportunity for residents to ask questions. It would be beneficial for Chris Harris to attend and also District Councillors Ben Stokes and Steve Reade who can influence the decision on where the funding is allocated.

**ACTION:** BS to telephone Chris Harris to explain what we want to achieve with the involvement of the public and ask him if he is able to attend a future council meeting.

**9b** To AGREE list of works and CONFIRM appointment of a Solicitor

The following list of works was circulated to council prior to the meeting:

- St Aldams - ensure the Land registry is aligned to the boundaries as designated by the current fencing as identified by SGC
- Review of all land previously owned by the Prison Service not allocated as identified by a previous solicitor. The area at the end of St Aldams Drive specifically.
- Review of leases for Scout Huts, Sheds, Community Centre and ensure relevance

**RESOLVED:** To appoint a solicitor to carry out the above list of works.

**ACTION:** Clerk to request a list of recommended solicitors from ALCA and arrange a quotation of works.

**9c** To REVIEW the information received regarding the village telephone kiosk and CONSIDER its adoption.

On investigation it has been discovered that the telephone kiosk is grade 2 listed set within the conservation area. BT have a responsibility to maintain the kiosk and it is an offence to let it fall into disrepair. Approximately 6 months ago the clerk had contacted BT asking them to repair the kiosk further to a report from a resident, but it appears that no repairs were carried out.

**ACTION:** Clerk to refer this to the conservation officer referring back to the request to BT for repair.

**9d** To RECEIVE a practical demonstration of Parish Online and to CONSIDER renewing the subscription. Cost to renew £56.00 + VAT.

The Parish Online service has not been used by any councillors or the clerk in the last two years. The Parish Council therefore believe that it is not worthwhile to renew the subscription at this time.

**RESOLVED:** Not to renew the membership.

**ACTION:** Clerk to inform Parish Online of the decision.

**9e** To REVIEW and ADOPT the proposed Training and Development Policy.

The Training and Development Policy was circulated prior to the meeting. One amendment was made during the meeting to remove the letter 'S' from Councillors Training.

**RESOLVED:** To adopt the circulated policy subject to the one amendment as stated above.

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

**ACTION:** Clerk to re-send the Environmental Policy to GB for input on the planning section which can then be added to the website as per agenda 1<sup>st</sup> June item 9j.

**9f** To CONSIDER replacing the St Aldams play area goal post and AGREE next steps.

Photographs showing the missing goal post were circulated to the council prior to the meeting. Discussions took place over the suitability of the goal posts compared to a conventional goal.

A proposal was made for the clerk to request a quote for a replacement pole as well as a quote for a  $\frac{3}{4}$  size conventional goal, and bring it back to council as an agenda item.

**ACTION:** Clerk to speak to the GPFA for guidance on goal posts that follow the British standards.

**ACTION:** Clerk to make this an agenda item in November once the quotations have been received.

**9g** To CONSIDER the consultation process for items considered as community interest and AGREE next steps where and when applicable. For example, grass cutting, wildflowers and traffic schemes.

Some items of expenditure need the views of the public before setting the precept, but the process needs to be decided on what point in the discussions the public are consulted. Consulting the public on any relevant increase could help with the process of what we choose to do or not to do such as projects for wildflowers etc.

**RESOLVED:** To publicise the first draft budget spreadsheet on the website and notice boards which itemises projects and operational spend to encourage residents of the parish to have an input into the expenditure that has been set.

**ACTION:** Clerk to make an agenda item for budget setting the first draft on 2<sup>nd</sup> November.

**ACTION:** Councillors to email any ideas for project spend to the finance working group as soon as possible.

**ACTION:** Once the first draft budget has been finalised clerk to advertise it on the notice boards and website and invite the members of public to attend to consult on the expenditure that has been set.

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

**Wednesday 5<sup>th</sup> October 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre**

The Council meeting closed at 21:09