

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 2ND
NOVEMBER 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. Putt (LP), J. Cotterell (JC), L. English (LE), C. Stephens (CS), S. Reade – District Councillor (SR), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillor Boyle had informed the council prior to the meeting that she would be arriving late.

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 19th October 2016 were accepted as a correct record of the meeting and signed by the Vice Chair.

NO. 4. PUBLIC PARTICIPATION

Mr Chris Harris from SGC was in attendance to talk about the SGC Local Transport Priority List process. There are two lists Investigatory and Priority.

Back in February the Kings Forest Forum selected the Westerleigh Road for investigation. The numbers crossing the Westerleigh Road were found to be low and there were limited places to put the crossing. The cost of a standard speed table is £15,000, where the cost of a zebra crossing is in the region of £50,000 - £60,000. The disadvantage with a zebra crossing is that you lose parking spaces as you can't put it next to a junction, however it is less visually intrusive than a speed table.

Pucklechurch currently have two crossings for Shortwood Road already on the list which amount to £53,000. The options selected are two speed tables, one by the Post Office and one by Homefield Road. The informal crossing points are proving very effective on both speed and pedestrian counts.

Mr Harris believes that the numbers crossing the Westerleigh Road are not high enough for a formal crossing so the option for a zebra crossing may never be selected from the list due to the priority and cost and therefore recommends the speed table option. Further to the abolishment of the Area Forum, the schemes on the list are scored according to a cost/benefit ratio. There is no official policy in place at the moment for part funding, where a Parish Council could contribute to the cost of the scheme.

A new resident to the village attended the meeting to raise his concerns over the proposed development at Oaktree Avenue and the implications it would have on traffic in the area. The resident was informed that a meeting had taken place last night and that once the official planning application has been submitted it will appear on the Parish Council agenda that is displayed on the notice boards and website.

NO. 5 CORRESPONDENCE

5a B4427 Church Road, Rudgeway Temporary Road Closure

Essential roadwork is to be carried out at B4427 Church Road, Rudgeway from the 07th November to 11th November 2016. The works will involve reconstructing areas on the carriageway surface in preparation for a surface dressing treatment in Summer 2017. The work will start at approximately 7.30am on 07 November and remain in place until approximately 4.30pm on 11 November. These works will create a significant amount of noise.

Circulated to community groups.

Noted

It has brought it to the attention of the council that works have started to take place on Becket Court by Well Electric. The Parish Council have not received any notification of these works prior to them starting.

ACTION: Clerk to contact SGC to find out more information about these works.

5b Overnight closures on westbound section of the A4174 ring road
Essential resurfacing work to a section of the westbound carriageway of the A4174 ring road will be carried out from Monday 31st October to Friday 18th November between 8pm and 6am. The resurfacing will take place at the Bromley Heath Roundabout. This will involve overnight closure of the westbound carriageway of the A4174 between Wick Wick Roundabout and Hambrook traffic lights/Bristol Road junction.

Circulated to community groups.

Noted

5c Mobile Library service

Future visits from the mobile library service, details below:

Oaktree Avenue – 2:15 – 2:30

Village Hall – 2:35 – 2:50

Homefield Road Bungalows – 3:00 – 3:20

Homefield Road – 3:25 – 3:40

Alternate Fridays - 4 & 18 November, 2, 16 & 30 December

Circulated to community groups and editor of Puck News.

Noted – will be picked up in Councillor reports item 7a.

5d Councillor Development Events

List circulated to council.

Noted

5e Email from the Pucklechurch Youth Club regarding closure.

Email attached, representative from the Youth Club invited to a future council meeting.

Representatives from the Youth Club will be attending public participation at the next meeting on 16th November.

ACTION: Clerk to make this an agenda item.

ACTION: Clerk to provide bank details so that they can reimburse the £300.00 grant that hasn't been spent.

5f Email from Kingswood Community Transport

Why Community Transport Matters report attached.

Noted

5g Police and Crime Commissioner Newsletter - October 2016

Newsletter attached.

Circulated to community groups.

Noted

5h Launch of Member Awarded Funding (MAF)

The Member Awarded Funding scheme is a new way for South Gloucestershire Councillors to support their local community. Under the new arrangements, each Councillor has £3,000 to award to local projects and services before 31 March 2017. If you have an idea for a project or service that will benefit your local community, contact your councillor to discuss your plans. For further information please go to South Gloucestershire Council's website where you can find more information on the scheme southglos.gov.uk/MAF or contact the Grants Team grants@southglos.gov.uk, 01454 865865.

Circulated to community groups and added flyers to notice boards.

Noted

5i Email from the PCA regarding Community Waste

ACTION: TS to speak to the PCA and clarify the situation with regards to how they dispose of their waste.

Additional Correspondence:

Invitation received from St Thomas a Becket Church inviting the Parish Council to attend the Service of Remembrance on Sunday 13th November at 10:45am.

ACTION: BS, GB and CS to attend.

ACTION: Clerk to inform the Church the names of councillors who will be attending.

NO.6. PLANNING APPLICATIONS

6a PK16/0672/F The Meadows Parkfield Pucklechurch Bristol South Gloucestershire

The change of use of land for the siting of 1 no Gypsy caravan with 1 no. day room. Erection of relocated stable block.

Notice of decision: Approve with conditions

Noted – This will be picked up in Councillor reports item 7a.

6b PK16/3708/F 1 Cedar Way Pucklechurch Bristol South Gloucestershire BS16 9RN

Removal of dormer and installation of 1no front dormer to provide additional living accommodation.

Notice of decision: Approve with conditions.

Noted

6c PK16/4763/LB Moat House Kings Lane Pucklechurch Bristol South Gloucestershire

Internal alterations to include replacement of existing kitchen floor and alterations to second floor ensuite

Notice of decision: Approve with conditions

Noted

6d PK16/5172/ADV Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire

Display of various internally and externally illuminated and non-illuminated advertisement signs.

RESOLVED: No objection.

ACTION: Clerk to upload no objection comment onto the SGC website.

6e PK16/5639/LB Units 9 To 10 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH

Internal and external alterations to 2no. balloon hangers to include replacement of external cladding and roofing materials, replacement of irreparable existing steel windows. Installation of roller shutter doors to south elevation of both hangers. Internal refurbishments to include removal of all plasterboard linings, timber-framed carcassing, along with asbestos containing materials.

Aside from their historic importance, as referenced by their listed status, these hangars act as a highly visible reminder in the local landscape completely unlike any other building form in the local vicinity. Councillors would defer to the opinion of SGC's Conservation Officer in this matter but are concerned that any materials used must pay close reference to the look, colour scheme, shape and feel of the original historic fabric of the buildings that is to be removed and that what can be retained safely should be retained and refurbished. This is to ensure that they retain their unique distinctiveness and read in a similar way in the landscape as they do today. Councillors are particularly concerned that the proposed new roller shutter doors may jar with this aspiration.

RESOLVED: To refer to SGC's Conservation Officer as per the reasons stated above.

ACTION: Clerk to upload comments onto the SGC website.

6f PK16/5655/TCA 1 Pound Cottage Castle Road Pucklechurch Bristol South Gloucestershire

Works to crown reduce 1no Holly tree to leave a height of 4m and a radial spread of 1m, situated in the Pucklechurch Conservation Area.

RESOLVED: No objection

ACTION: Clerk to upload no objection comment to the SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Library Services - A report was circulated from Councillor Putt regarding the Library Services meeting that was attended. This will be reviewed alongside the consultation documents at the next council meeting.

ACTION: Clerk to make the Library Consultation an agenda item on 16th November.

140 Westerleigh Road – The Parish Council has received notification that the objection comments that were provided by the Parish Council have been taken into account and the applicant has been asked to provide more information.

The Meadows PK16/0672/F – The Parish Council would like to make a formal complaint about the way this case was assessed, or not, by SGC's officer. On paper the application was dealt with as per procedure but in practice the information was misleading and did not pay due respect to the new legislation. A suggestion to write to the DCLG Minister to ask for clarification on the definition based on our experience was proposed in the report.

ACTION: Clerk to make this an agenda item at the next meeting to discuss the outcome and to consider making a formal complaint.

ACTION: Clerk to invite District Councillor Ben Stokes to the meeting.

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

District Councillor Steve Reade was in attendance and reported on the following:

The Knightstone Housing meeting held on 1st November regarding Oaktree Avenue development had a very good turnout.

Member Awarded Funding Scheme – District Councillors Steve Reade and Ben Stokes are yet to decide on where to allocate funding. They are urging community groups to submit their applications. DC Steve Reade is in favour of supporting small new starter community groups. It was recommended that the Youth Club could put in an application for funding to try and prevent its closure.

There is a process in place and all applications are vetted to make sure that they meet the criteria. DC Steve Read informs the council that he is challenging the minimum funding amount of £500.00 as would like to help more smaller groups.

A cyclist has reported a crack in the road by Police Station Corner, which nearly caused them to fall off. DC Steve Reade is raising this with SGC to get it repaired.

A report that the overgrown trees on the first entrance to Oaktree Avenue are reducing visibility and causing a blind spot.

ACTION: Clerk to report to fixmystreet.

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

- Emailed Children and Young People's Mental Health and Emotional Wellbeing Strategy Consultation to Councillor Tina Symons 27.10.16. Agenda 19th October item 5a.
- Responded to email from Rebecca Brown Citizens Advice 27.10.16, to inform her that the launch date for community grants has not yet been set but an agenda item is proposed for the meeting on 2nd November. Agenda 19th October item 5b.
- Sent objection comments by email to licensing@southglos.gov.uk regarding the consultation for mobile street trader LI16/2615/STM – Drive Aroma 27.10.16. Agenda 19th October item 5d.
 - Circulated update from Keith Jones SGC to council 28.10.16 confirming that he has spoken to the applicant to clarify a number of points raised by PPC. The applicant has stated that they have no intention of operating in the Pucklechurch area as it is not viable. They are primarily intending to operate within the Yate/Filton/A470 areas, particularly industrial areas. The coffee facility is a new Spanish Costa style machine. They have no intention of operating 'road side', next to houses or urban areas, only on private land.
- Responded to email from the tenant of Allotment Plot 11 informing them that the extension to the end of November has been agreed 27.10.16. Agenda 19th October item 5f.
- Phoned Mr Paul Johnson – Committee Clerk to inform him that Councillor Lesley Putt will be attending the Committee meeting regarding the Meadows and wishes to speak. Agenda 19th October item 6a.
- Submitted planning objection to application PK16/5492/F Little Green 25 Shortwood Road on SGC website 26.10.16. Agenda 19th October item 6c.
- Wrote to the planning officer regarding application PK16/5633/NMA Pennymead 26.10.16 to request more information. Agenda 19th October item Additional Planning Applications.

- Response received from Katie Warrington Planning Officer on 1st November as below:
We do not consult parish/town councils or members of the public in respect of Non-Material Amendment applications. We are not statutorily required to consult on these types of applications, because of the nature of them (i.e. non-material should not have a material impact on the overall development as such). The agent is seeking to swap the plans by adding a condition on the original planning permission. The detail submitted with the application is very vague and I am not sure at this stage how I will be determining the application until I speak to the agent. I hope this answers some of your queries for the time being.
- Further email received from Katie Warrington 02.11.16 as below:
I can confirm that the application seeks to add a condition to the originally approved application PK14/1959/F via an NMA application to include all of the approved plans. I have been advised that this can legitimately be done via an NMA application. I hope this further clarifies the current situation.
- Asked Huw Morgan to erect another 'We're Watching You' dog fouling poster to the St Aldams gate 27.10.16. Agenda 19th October item 7c.
- Wrote to the contractor who cuts the grass at Parkfield to enquire as to where the grass cuttings are being disposed to 27.10.16. Agenda 19th October item 7c.
 - Letter received 31.10.16 informing us that the machine used collects the grass as it is cut and is then emptied into the corner of the playing area where it decomposes naturally. This area is not used by the children.
- PAT Testing has been carried out on all electrical equipment by Allied Electrical on 20.10.16 for £65.00 + VAT. The 5m cable reel did not pass the test so I have purchased a new one for £9.99 through the petty cash float.
- Circulated email below to council 21.10.16 from Robert Nicholson Senior Planning and Conservation Officer regarding the Moat House PK16/4763/LB which has been passed with conditions:

In the response from Pucklechurch PC, it was noted that Councillors were concerned about the impact of the bathroom extension on the historic exposed roof structure. I too shared this concern and following discussions with the architect, further details were provided to indicate that the dimensions of the historic purlin would remain exposed from within the bathroom. From the bedroom, the purlin would be partially obscured (rather than completely lost as originally intended), but we have ensured that the connection between the ceiling and the historic purlin will be formed only by a line of mastic sealant. Therefore, with no physical alteration, the works will be entirely reversible.

In light of the amendments made to the scheme and clarification of construction details, the proposed works should ensure that the significance of this Grade II listed building is preserved and so no objection will be raised.*

Therefore, if or when you receive confirmation of the approval, please be assured that your comments were taken on board as I shared your concern with the initial submission.

- Informed John Abraham 21.10.16 that Lesley Putt will be attending the library consultation meeting on 26th October 2016.

- Contacted Resolution Signs who are going to send me designs and quotations for metal and adhesive dog fouling signs for the lampposts 21.10.16. Agenda 5th October item 9c (action tracker no. 64).
 - I have now received the quotations for the signs.

ACTION: Councillor R Dunning and Huw Morgan to report to the clerk on how many signs will be required.

ACTION: Clerk to make this an agenda item once information received from Councillor Dunning and Huw Morgan.
- Sent article from PCSO Sam Derrick to the editor of Pucklechurch News 24.10.16. Agenda 5th October item 7c.
- Received email from Robert Evely - SGC regarding the engine oil on the seats at the burial ground. He has informed me that as PPC do not have any further information such as details of an individual who may have caused the damage, there is nothing left to investigate so they have the incident recorded and will monitor any other reports received. He will also arrange for Streetcare to clean up the area.
- Sent the Scout Association their rent invoice for 2016 28.10.16.
- Some of the beech hedging that was vandalised on the rec has mysteriously reappeared. This has been re-planted but is looking a little sorry for itself. I have circulated a photo to council 28.10.16.
- Circulated email from Tracy at Knightstone to council 26.10.16 regarding an extension to the times for the Oaktree Avenue Consultation meeting and a wider leaflet drop area.
- Local Council Award Scheme, Councillor B Symons and I have worked through the criteria for meeting the foundation level. There are some items that require more information which we are working on. I have now added email addresses and responsibilities for each councillor to the website which is a requirement. I have also queried with SGC why the Registers of Member Interests are not up to date on the SGC website. Agenda 5th October item 9c (action tracker no. 37).
- I have received a response from Thrings Solicitor regarding St Aldams land and they have advised us to contact a land surveyor. The fee to review a lease is £400.00 + VAT per lease. Further to this Councillor B Symons searched the internet for a local firm and telephoned Star Legal Services who are based in Fishponds for some advice. Mr Ian Osborne was very helpful and advised that we should go back to the Prison Services as we may be able to arrange the transfer of land to the Parish Council without too much involvement from a solicitor saving the council money. Therefore, this is still ongoing and a report will be made once more information comes to light.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Allied Electrical Services Ltd	PAT Testing and repairs to Community Centre defibrillator light	£125.40	2375

Anna Chelmicka	Litter Picking October 2016	£350.00	2376
	Total	£475.40	

NO. 9. Agenda Items

9a To AGREE the type of crossing to be added to the transport list for the Westerleigh Road. Chris Harris – SGC in attendance. To be part of Public Participation

PPC believe that the Shortwood Road crossings would be a priority over the Westerleigh Road crossing however the Parish Council have no control over which gets selected. Due to the Shortwood Road crossings costing in the region of £53,000 to complete, there is a chance that the Westerleigh Road crossing could get selected first.

A proposal to add the two Shortwood crossings to the list and not the Westerleigh Road crossing was seconded but had no other votes.

A second proposal was made to add a speed table for the Westerleigh Road to the list received five votes in favour.

RESOLVED: To add a speed table for the Westerleigh Road to the transport list. Chris Harris was informed of this decision at the meeting so no further action is required.

9b To CONSIDER changing the approach to policy on long term aspirations.

This agenda item was raised by a council member, to look at the Parish Council's current process with regards to thinking ahead e.g. projects that we may want to fund which will have an impact on the precept. It was suggested that a contingency plan was needed for crossings and green spaces for communal use and for the Parish Council to be proactive and not reactive.

It was mentioned by another council member that we are in the midst of writing a forward plan which would include such items, however this is not yet finalised. The Neighbourhood Plan will show the aspirations of the village and will put the Parish Council in a much better position to budget for projects desired by the community.

The Parish Council have already budgeted for the Neighbourhood Plan, Character Appraisal and the Community Centre so some councillors believe that we are already making plans to deliver these projects and that councillors time is already stretched.

A justification for putting away money for a project that could not be facilitated for several years was questioned when grant funding and loans can be raised to cover the costs needed at the time.

ACTION: Councillors to submit any ideas for projects which include an estimate of costs to the Clerk before the precept is set.

9c To AGREE a separate meeting to prepare the first draft of the budget for precept application.

RESOLVED: For councillors to submit ideas for projects with estimated costs by the end of November to the clerk.

RESOLVED: For the clerk to make an agenda item at the first meeting in December to work through the budget spreadsheet with an aim to finalise the budget in January 2017.

ACTION: Clerk to make the budget setting an agenda item on 7th December.

9d To CONSIDER the two options for the goal posts at St Aldams (repair existing or replace with steel bars) and AGREE next steps.

The following quotations were circulated prior to the meeting:

Instant Landscapes - £129.50 – dig out old post and surrounding concrete, supply new post, concrete and fit new post.

Stuart Bailey Landscapes - £75.00 – bolt a new post to the existing posts so there is no need to remove the concrete and disturb the existing posts.

To replace with 12ft x 6ft extra heavy duty socketed steel goalpost FOT-535

Mark Harrod Ltd – £450.00 + VAT
£40.00 + VAT extra for lock in uprights so they can't be pulled out of the ground once installed.
£65.00 + VAT carriage

Total **£555.00 + VAT**

Installation £875.00 + VAT for two men, vehicle, materials – sand, gravel, cement, take away spoils and deliver goal.

Total with installation **£1365.00 + VAT**

The goalposts are made from 76mm steel □ Hot dipped galvanised □ Durable powder coating finish □ Supplied with: Sockets and socket caps, crossbar net hooks and 7" net pegs for anchoring □ 32mm zinc plated net supports conforming to NPFA recommendations □ Net supports suitable for senior and youth size frames □ 600mm roof

Further to the costs involved in erecting a steel framed goal post, and the risk of weakening the existing wooden goal posts if the council were to accept the quotation from Stuart Bailey Landscapes, the council resolved to award the contract to Instant Landscapes for £129.50.

RESOLVED: To award the contract to Instant Landscapes.

ACTION: Clerk to inform Instant Landscapes of the decision.

ACTION: Clerk to inform the other two contractors that their quotes were unsuccessful.

9e To CONSIDER responding to the Draft Commissioning Intentions for 2017/2018 and 2018/2019 consultation.

Draft Commissioning Intentions for Bristol, North Somerset and South Gloucestershire Clinical Commissioning Groups for 2017/2018 and 2018/2019 consultation ends Monday 14 November 2016.

Councillor Watson provided some background to the consultation, informing the council that all of the principle authorities are under instructions to form their own Clinical Commissioning Groups (CCG's). SGC, NSOM CCGs and North Bristol Trust are in special measures. They are all, together with Bristol CCG and U H B working together in a sustainability and transparency plan (a government mandated move) with Robert Wooley (CEO of UHB) as the lead. UHB are also giving NBT "administrative support" in order to help NBT out of their financial problems.

RESOLVED: Not to respond to the consultation.

9f To REVIEW the Pucklechurch Parish Neighbourhood Plan Steering Group Terms of Reference and AGREE next steps.

The Terms of Reference were circulated prior to the meeting and the comments received were addressed. The following changes were made:

6. Meetings

- It would be advisable if the Steering Group were chaired by a member of the Parish Council.
- The Group will ensure that a record is kept of the discussions held at each meeting, and that notes of meetings are circulated to Steering Group members and to the Parish Council in a timely fashion. Notes of meetings shall be made publicly available on the Parish Council website. The group/project will have a paid administrator for general work such as notifications, meetings, minute taking etcetera.
- The decisions of the Steering Group in making recommendations to the Parish Council will be reached by consensus at Steering Group meetings.

7. Finance

- All grants and funding will be applied for and held by the Parish Council. Any salaries or payments will be made through the Parish Council.
- The Steering Group will notify the Parish Council of any planned expenditure before it is incurred and make recommendations to the Council for it to be so expended. The steering group will be responsible for overseeing its own finances and for day-to-day budget management.

RESOLVED: To agree the Terms of Reference in principle.

ACTION: RD to take them back to the Neighbourhood Planning Steering Group.

9g To REVIEW the revised plans for the Community Centre.

The revised plans were circulated prior to the meeting.

It was felt that the plans are paying reference to the current users and not necessarily to attract new users. They are however accommodating the groups who already use the rooms better, but with the purpose being to generate extra income for the Community Centre, more flexible space may be required.

The suggestion of having a room allocated to the Parish Council for storage and meetings was raised with room number 1 being the preferred option. This did have a disadvantage though of being approximately the same size as the current meeting room which would not be sufficient if we were to have a large turnout for public participation.

From a planning point of view it is a low-level extension which needs to be finished appropriately for the conservation area. The materials need to be in keeping with the character of the area and questions were raised if the horizontal weather boards would be the most appropriate material with children kicking footballs around the carpark. In terms of parking the proposal for marked car parking spaces would mean that no parking would be lost.

RESOLVED: To agree in principle, but for Councillor Symons to take the comments raised above back to the PCA.

9h To AGREE items for the December edition of the Pucklechurch News.
Deadline 10th November 2016.

The items raised to be included in the Pucklechurch News are as follows:

Festive greetings

Knightstone Housing – Proposal to build on Oaktree Avenue

Draft budget will be available on the website in December.
Vandalism and police response
Youth Club closure
Community Grants – launch date to be included once decided in agenda item 9i.

9i To AGREE the launch date for the next round of Community Grants.

RESOLVED: To launch the grant funding on 1st January 2017 with a deadline of midnight on 31st January 2017.

Deferred Agenda Item

To AGREE a way forward further to the termination of leases for allotment plots 21a and 21b.

ACTION: Clerk to invite representatives from the Allotment Association Group, to attend the next council meeting where this will be an agenda item.

10. Date of next meeting

Wednesday 16th November 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:40