

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16TH
NOVEMBER 2016, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. B. Symons - Chairman (BS), T. Symons (TS), R. Dunning (RD), L. Putt (LP), J. Cotterell (JC), L. English (LE), C. Stephens (CS), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

G. Boyle – Vice Chair (GB)

Councillor M. Watson has tendered his resignation from the Parish Council with immediate effect.

ACTION: Chair to write to Mr Watson thanking him for his 10 years of service to the Parish Council.

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 2nd November 2016 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

Representatives from the Beer and Cider Festival attended the meeting to request 'agreement in principle' from Pucklechurch Parish Council to use Pucklechurch Recreation Ground for the 2017 Beer/Cider Festival. They wish to hold it on the weekend of 16th/17th June which is the same weekend as Revel. Set up will be similar to last year and no complaints were received following the Festival held on the rec this year. Full details are to follow but the committee intend to set up on Thursday 15th June and strike down Monday 19th June.

Although the Parish Council agree to this in principle an agenda item needs to be made to make a formal decision.

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

Representatives from the Pucklechurch Youth Club were in attendance to provide the Parish Council with more information following their decision to wind down the Youth Club by Easter 2017.

The Youth Club have decided not to apply for future South Gloucestershire funding and have spoken with Helen Black at South Gloucestershire to explore different avenues. The main option seems to be joining with several other Youth Clubs in a joint bid. This would require a greater time commitment and more fund-raising approx. £1700.00, which is not feasible or sustainable with the current management committee. They have advertised for new members, but only received one response, which will not be enough to carry it on. MIM does not want to take on the management role as well as the delivery of youth services.

They will be celebrating 10 years of Pucklechurch Youth Club with MIM and will have various activities taking place up to Easter 2017, which will use up the existing funds.

The £300 donated by the Parish Council for Subway Graffiti art materials has not been spent as the Subway project did not take place, the overall cost of £1500 being too high this year. This £300.00 has been refunded to the Parish Council. Two South Gloucestershire grants were received in March 2016. Positive Activity Subsidy grant of £6846 (term time weekly sessions) and Kings Forest Community Grant of £2950 (extra sessions and holiday activities).

The Current Youth Club attendance is a core group of around 15 well-behaved but lively young people from an age range of 12 to 15 years old. Some 17 to 18 year olds who used to attend still pop in and volunteer to help out on occasion. Several other young people have been banned from youth club due to poor behaviour. The committee would be happy to continue running the Youth Club if it was low maintenance but with the funding issues and amount of time expected of them if they were to join the joint bid scheme it is just not a viable option.

NO. 5 CORRESPONDENCE

5a Joint Spatial Plan & Joint Transport Vision Consultation

The next stage of the Joint Spatial Plan and Joint Transport Vision, which South Gloucestershire is working together with the other 3 unitary authorities in the West of England to prepare, have now been published. Public consultation will run from 7th November to 19th December.

Further details are available at www.jointplanningwofe.org including a short video and frequently asked questions (FAQs). We are also holding 5 drop in exhibitions at locations across South Gloucestershire where you can find out more. Details are on the website. Circulated to Community Groups.

ACTION: Clerk to make an agenda item 7th December 2016.

5b Public rights of Way Issues resolved list from July to November 2016.

There were two items for Pucklechurch listed and both had been resolved.

Noted - with no further action.

5c SGC Environment and Resources Interest Group Meeting

This new Interest Group replaces the South Gloucestershire Environment Forum and Waste Forum which were merged as part of the South Gloucestershire Council committee restructure earlier this year.

The purpose of the new group is to engage and inform councillors, residents and interested groups on local environmental matters.

If you are interested in coming along, the first meeting will be held Wednesday 23rd November 2016 7:00-9:00pm, at the Greenfield Centre, Park Avenue, Winterbourne, BS36 1NJ. Circulated to Community Groups.

Noted

5d Council Budget and Savings Programme Consultation

South Gloucestershire Council is currently consulting on its budget, council tax levels for next year and its overall savings plan. The council asks council tax and business rate payers their views each year before agreeing its budget and council tax. As a key stakeholder, this is your opportunity to comment on the council's priorities, its council tax and proposals to improve services and increase efficiency. We are also seeking ideas you may have in relation to priority areas for discussion with central government around any future Devolution deal, subject to the 3 West of England Councils agreeing to proceed in November 2016. Comments welcome between 1 November 2016 and 23 January 2017. Please note that the consultation survey will close on the 18 December 2016, however any comments received before 24 January 2017 will be reported to councilors when they set the budget on 15 February 2017.

Circulated to Community Groups.

ACTION: Clerk to make an agenda item 7th December 2016.

5e Community Ignite AGM

Invitation to Community Ignite AGM 2016 – merger proposal for Members vote. The AGM is being held on Thursday 1st December 2016 at 12.30pm at the Park Centre in Kingswood. Circulated to Community Groups.

Noted

5f Olympus Academy Trust Admissions Policy - proposed change to over-subscription criteria

The Olympus Academy Trust is consulting on a proposed alteration to its over-subscription criteria. The consultation will be open from 31st October to 16th December 2016.

Circulated to Community Groups and added to noticeboards.

Noted

NO.6. PLANNING APPLICATIONS

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

Notice of Development Control (East) Committee meeting

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

Development Control (East) Committee meeting being held at The Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR on 17th November 2016, starting at 3.00 pm. The committee agenda and reports are available to be viewed from 5 days before the date of the committee, either on-line at <http://council.southglos.gov.uk/uuCoverPage.aspx?bcr=1>, or at SGC offices. The Committee meeting is open to members of the public who may speak to the Committee, a set time limit of 5 minutes for objectors and 5 minutes for supporters of each proposal on the agenda. Please make contact with the committee clerk below before the meeting if you wish to speak: Paul Johnson (telephone 01454 864425 or email paul.Johnson@southglos.gov.uk)

The Parish Council has already objected to this application in writing which still stands. No representatives from the Parish Council are able to attend this meeting.

ACTION: Clerk to inform Mr Paul Johnson of the above.

6b PK16/4948/F Northleaze 140 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Demolition of existing dwelling and erection of 1no. dwelling with parking, landscaping and associated works.

Notice of decision: Approve with conditions

Noted

6c PK16/5514/F Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2UP

Proposed golf course re-design, provision of temporary club house facilities, erection of new club house and associated works.

This golf course is situated outside of our Parish.

Noted

6d PK16/5711/F 87 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NQ
Alterations to existing vehicular access and driveway.

RESOLVED: No objection

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

6e PK16/6025/F 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Erection of single storey front extension to form additional living accommodation. This is an extension that would add 113 m³ to a property that measures 698 m³ = 16%. The original building, the new build replaced was 882 m³ so even with the addition of this extension overall the building would still be smaller by volume than that which it replaced. It is modest in size and in keeping with the rest of the house.

RESOLVED: No objection

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

Additional Planning Comments

PK16/6151/F Pennymead Cattybrook Road Mangotsfield

This planning application was received 14th November and the deadline for comments is before the next council meeting on 7th December.

This property has been the subject of numerous applications and due to the increase in the volume over and above that which it replaced it was deemed appropriate to remove permitted development rights in order to monitor any further additions to the dwelling. Whilst this mobile home is not a physical addition to the main building itself it is not required for a purpose incidental to the enjoyment of the dwelling house as it is intended to provide extra sleeping accommodation, extra living space, a kitchen, bathrooms etc. The plans clearly show that it could be occupied as a separate dwelling without interdependence with the facilities provided by the main house. In essence this is the provision of a two-bedroomed property which provides separate accommodation: the construction of new buildings such as this constitute inappropriate development within the green belt in which it sits - it is not replacing an existing property - no special circumstances have been offered in support of the application. No plan has been submitted to show how the mobile home might affect the provision of the 3no. off-street parking spaces required to be provided and permanently and maintained within the site boundary and also what extra provision would be made in light of the additional property.

RESOLVED: Objection

ACTION: Clerk to submit objection comment onto SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

There were no pre-submitted reports received by Council members.

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

There were no District Councillors in attendance.

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

- Emailed Streetcare regarding roadworks on Becket Court and asked for more information 04.11.16. Agenda 2nd November item 5a.
 - Contacted Wales and West Utilities 09.11.16 for more information to which I have not received a response.
 - Roadworks.org website shows traffic control lights will be used between 3rd and 16th November on Shortwood Road and that Wales and West Utilities will be laying 31m of 90mm PE and replace or transfer any affected services.
 - Roadworks.org website shows on Dennisworth traffic control (give and take) will be in place between 8th and 21st November to complete a 90mm x 90mm PE mains connection by Wales and West Utilities.

ACTION: Clerk to write a letter of complaint to both SGC and Wales and West Utilities as neither have responded to our enquiry regarding the road works in Pucklechurch.

- Provided bank details to Pucklechurch Youth Club to reimburse the £300.00 grant fee 04.11.16. Agenda 2nd November item 5e.
- Informed St Thomas a Becket Church 04.11.16 that Councillors B Symons, G Boyle and C Stephens will be attending the Service of Remembrance on Sunday 13th November. Agenda 2nd November item additional correspondence.
- PK16/5172/ADV Fleur De Lys 12 Shortwood Road Pucklechurch submitted no objection comment on SGC website 07.11.16. Agenda 2nd November item 6d.
- PK16/5639/LB Units 9 To 10 Pucklechurch Trading Estate submitted comments on the SGC website and referred to the Conservation Officer 07.11.16. Agenda 2nd November item 6e.
- PK16/5655/TCA 1 Pound Cottage submitted no objection comment on the SGC website 07.11.16. Agenda 2nd November item 6f.
- Invited Ben Stokes to the next council meeting to discuss the meadows 04.11.16. Agenda 2nd November item 7a.
 - As councillor Boyle is unable to attend the meeting this evening this has been deferred to a later meeting.

ACTION: Clerk to make this an agenda item for when both Councillor Boyle and District Councillor Ben Stokes can attend the meeting.

- Reported overgrown trees on Oaktree Avenue to fixmystreet 09.11.16 ref 556749. Agenda 2nd November item 7b.
- Informed Instant Landscapes that their quote for £129.50 to replace the goal post at St Aldams has been accepted 09.11.16. Agenda 2nd November item 9d.
- Informed Mark Harrod Ltd and Stuart Bailey Landscapes that their quotations for goal posts were unsuccessful 09.11.16. Agenda 2nd November item 9d.
- I have updated the website with the Community Grant Scheme launch date and uploaded the grant application form and grant monitoring form. I have also circulated this information including the forms to the Community groups mailing list 10.11.16. Agenda 2nd November item 9i.
- Wrote to the Allotment Association Group asking them to attend the council meeting on 16th November to discuss a way forward with regards to allotment plots 21a and 21b 04.11.16. Agenda 2nd November item deferred agenda item.
- Received grant monitoring form and photographs from Revel 02.11.16, circulated to council 04.11.16.

- The mobile phone contract comes to an end 20th January 2017. I need to call back after 20th December and they will let me know what sim only deals they have available.
- Reported potholes in Parkfield to fixmystreet due to a report by a resident 04.11.16 ref 555317.
 - SGC have visited Parkfield Rank and filled in some of the potholes but not the ones outside the play area as this is land owned by PPC.
 - A further report was received 16.11.16 regarding potholes in Parkfield by a different resident who has reported that the potholes are damaging the tyres on their car and that SGC have informed them that the road by the play area is not in their jurisdiction.

ACTION: Clerk to obtain quotes to repair the potholes and make this an agenda item.

- Booked Councillor B Symons onto the Information Governance Course at Bradley Stole on 28th November 2.00pm for a cost of £30.00.
- Ordered litter picking accessories for a school girl who wishes to litter pick in Pucklechurch for her Duke of Edinburgh award 09.11.16 cost £18.41.
- AON Insurance via Maven Claims have agreed our insurance claim for the burial ground vandalism to the hedge and fence and have arranged to pay the settlement fee of £250.00 which is minus the £125.00 excess directly into our bank account 10.11.16.
- Created a training log and entered recent training courses attended by the clerk and councillors which can be used for the local council award scheme. Emailed councillors asking them to provide me with the date they attended a Being a Good Councillor course.
- Malcolm Watson tendered his resignation from the Parish Council with immediate effect as of 12th November 2016.
 - Emailed Natalie Carr at SGC's Democratic Services 16.11.16 who has informed me that she will update the register of member's interests for the Parish Council and has asked when we advertise the casual vacancy could we please send her a copy so that we have it on record in case a request for an election is received.

ACTION: Clerk to advertise for two new councillors and forward the advert to democratic services for their records.

Further to the resignation from Councillor Watson, the Working Groups he formed part of were discussed and reallocated to other members of the council as follows:

Finance Working Group = Councillor C Stephens

Waste Management/Shortwood Landfill = Councillor C Stephens

Staffing Working Group = Councillor L English

Safer Stronger Community Group = Remove as already attended by Councillor B Symons.

WERN = Remove as already represented by Councillor R Dunning.

ACTION: Clerk to make the necessary amendments on the website.

ACTION: Clerk to amend the responsibilities on the website to show The Neighbourhood Plan against Councillors Boyle, Putt and Dunning.

- Received grant monitoring form from Kingswood Community Transport 15.11.16 which has been circulated to council.
- Received grant monitoring form from the Social Club 15.11.16 which has been circulated to council.
- I have now received all grant monitoring forms except from the Cricket Club.
- Circulated an email to council 16.11.16 from Natalie Carr Democratic Services regarding the Local Government Boundary Commission for England who have confirmed that an electoral review of South Gloucestershire will take place during 2017. The information session will be held on Wednesday 30th November 2016 at 3.00pm in the Council Chamber at Kingswood Civic Centre.
ACTION: Councillors B Symons and C Stephens to attend. The Clerk to also attend if possible.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
HMRC/Salary	Tax, NI and Wages	£1332.13	2377/2378
Huw Morgan Landscapes	Maintenance Contract - November	£1000.84	2379
PCA	Rom Hire – October	£48.30	2380
EDF Energy	Parkfield Defibrillator Electricity	£24.97	2381
EDF Energy	Eagle Crescent Defibrillator Electricity	£24.24	2382
	Total	£2430.48	

8b To RECEIVE an update from the Finance Working Group

The Finance Spreadsheet was circulated to council prior to the meeting. The Finance working group has added the year end forecast to the spreadsheet as of November 2016, which gives the council an idea of how much money we should have left in the bank at year end. This figure is currently £59,206.20 which includes £14,000 running costs, £30,000 reserve and also includes project spend that has been allocated but has not yet been spent. This was reviewed and approved by the Council.

A discussion document for the precept setting was circulated and worked through line by line against the current years forecast.

Note of all changes:

Room Rental – increased to cover Neighbourhood Plan.
Play area maintenance – increase based on historic spend.
Grass cutting – reduced due to coding allocation.
Dog bins/Waste – reduction in contract.
Litter picking – increase due to coding allocation

Salaries – increase to cover maternity and Neighbourhood Plan
Professional fees – increased to cover planned solicitors work.
Personal expenses – increase due to maternity cover.
Training/Conferences – reduced to basic training only.
Advertising – increase due to maternity.
Office equipment – reduced as clerk in place.
Heartstart maintenance – reduced due to new machines
Ground maintenance – increase due to coding allocation.

Projects

Project spend was amended from £14,000 to £4400, details as below:

Wildflowers/Grass verges/Meadows - The £2500.00 allocated to The Wildflowers Project from 2016/17 was reallocated to Grass Cutting this year. £2000.00 removed from forecast for 2017/18.

Additional Grass Cutting - £3000.00 was removed for additional grass cuts under the SGC contract. It was agreed that the unbudgeted spend on this, in last year's budget, should not continue and we keep with SGC's basic cuts.

Quality Council - £1000.00 was removed from the forecast for 2017/18.

Play area renewals - £5000.00 removed from the forecast for 2017/18

Village Hall – The amount allocated has been reduced from £5000.00 to £3000.00.

Leases for village hall and scout hut – £400.00 was added.

New total precept requirement = £69,355.00, reduced down to a 6% increase on last year's precept.

2016/17 Precept	£65,247.40
Proposed 6% increase	£3914.84
2017/18 Precept proposal	£69,162.24

ACTION: Clerk to add the revised budget spreadsheet to the website and email the community groups informing them that they can view it online at www.pucklechurchparishcouncil.weebly.com

NO. 9. Agenda Items

9a To CONSIDER the information provided by the Youth Club and AGREE next steps if applicable.

The Pucklechurch Youth Club Committee attended tonight's meeting to provide more information following their decision to wind down the Club.

The Parish Council thanked the Committee for their hard work in running the Youth Club over the years. The general feeling amongst councillors was that it was a shame that it would be coming to an end, but with the lack of volunteers coming forward and the huge impact it would have on the precept if the Parish Council were to fund it concluded that this was not a viable option.

Councillor B Symons had been involved in the Youth Club several years ago when the Youth had attended the PAS Funding meeting to carry out presentations to secure funding for the Club.

A proposal was made and seconded for Councillor B Symons to work with the Youth Club over the next couple of months to ensure that every avenue has been explored before closing the Youth Club.

RESOLVED: For Councillor B Symons to work with the Youth Club and report back to council at a future meeting.

9b To AGREE the date for the Annual Meeting of the Parish and CONSIDER cancelling the council meeting on 4th January 2017.

RESOLVED: To hold the Annual Meeting of the Parish on Thursday 18th May 2017.

ACTION: Clerk to advertise this on the website.

RESOLVED: To cancel the Full Council meeting held on Wednesday 4th January 2017.

ACTION: Clerk to advertise this on the website.

9c To CONSIDER the proposal from Huw Morgan regarding the change in remedial works quote for St Aldams and AGREE next steps.

Earlier in the year Huw Morgan was asked by The Parish Council to provide a quote for a post and rail fence at St. Aldams/Birch drive as the chain link had been damaged and people were using it as a cut through. A quote was provided by Huw Morgan on 24th March 2016 for £350.00 and the intension was to start the work in the Autumn because of the planting. Huw Morgan has recently reviewed the fence line and has patched up the broken chain link fence and covered the area in brambles as a deterrent and planted a prickly Hawthorn. This work has been carried out and after reviewing the final result is recommending that we do not go ahead with the post and rail as it would be a waste of money.

There is however a hedge needed along one of the boundaries to St. Aldams so Huw Morgan is recommending using the funds saved on the post and rail towards a new hedge line in this area, photos were circulated prior to the meeting.

The new quote for this would be as follows:

To supply wildlife friendly hedging plants, fertilizer etc. and plant along the boundary = £275.00.

Huw Morgan has already supplied the chain link, done the repair, and planted for no extra charge to the Council so therefore this would mean an overall saving of 75.00.

RESOLVED: To accept the change in remedial works.

ACTION: Clerk to inform Huw Morgan of the decision.

9d To AGREE a response to the Library Service Consultation

South Gloucestershire Council is holding a second phase of consultation on proposed changes to the library service.

The first phase of consultation looked at a range of options for how the service could be delivered in future. The second phase of consultation sets out more details about the proposals for each library, and comments are welcomed on any of the proposals in phases 1 and 2.

The consultation is open from Monday 10 October 2016 until Monday 2 January 2017.

RESOLVED: To defer this agenda item to the 7th December as Councillor Putt is still waiting for information.

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

9e To AGREE a way forward further to the termination of leases for allotment plots 21a and 21b. Members of the Allotment Group were invited to the meeting.

Two members of the Allotment Group were in attendance, who reported that the tenant of plots 21a and 21b is still using the plots and was seen planting last week so appears to be oblivious of the eviction notice sent by the Parish Council.

The Allotment Group have been thinking of ways to move forward on this issue and have suggested that the plots be divided into 3 where the existing tenant can retain one third

(which includes the shed) which will be more manageable and the other two thirds can be offered to new tenants on the waiting list. The new tenants can help move all belongings still required by the existing tenant onto his third and items such as fencing, wire etc. can be used to divide the plots.

There were mixed feelings amongst councillors with some still concerned over the number of belongings being stored on the plot when the tenant is supposed to be cultivating the land. Others were of the opinion that when the original decision was made to evict the tenant that we did not have the support of the Allotment Group who are able to mediate between the tenants and Parish Council. It is expected that all allotment users come together forming the Allotment Group and along with a representative from the Parish Council, form a community to move things forward jointly.

RESOLVED: The following proposal was made and agreed by the council:

1. The current leases for plots 21a and 21b have already been terminated as of 28th October 2016 which still stands.
2. To divide plots 21a and 21b into 3 separate plots.
3. To offer one third of the plot to the existing tenant and the other two thirds to the next two residents on the allotment waiting list.
4. To arrange a meeting with all 3 tenants to work out a way forward with plots 21a and 21b with the Allotment Group and Councillor T Symons present.

ACTION: Councillor T Symons to meet with the current tenant of allotment plots 21a and 21b alongside representatives from the Allotment Group to make the recommendation regarding the splitting of plots.

ACTION: Clerk to arrange a meeting with all allotment holders, the Allotment Group and Councillor Symons on behalf of the Parish Council regarding a future plan of the allotments and introduce the new structure.

ACTION: Councillor T Symons to inform the Clerk when this meeting should take place.

10. Date of next meeting

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

The Council meeting closed at 22:40