

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 7th DECEMBER 2016, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. B. Symons - Chairman (BS), G. Boyle – Vice Chair, T. Symons (TS), R. Dunning (RD), L. Putt (LP), J. Cotterell (JC), C. Stephens (CS), District Councillor Steve Reade.

NO. 1. APOLOGIES FOR ABSENCE

J. Bailey (Clerk)
L. English (LE)

NO. 2. DECLARATIONS OF INTEREST

G Boyle noted a professional declaration of interest for item 9a Metal Detecting.

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

Minutes of the meeting held on 16th November 2016 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

ACTION: None

NO. 5 CORRESPONDENCE

5a Email from South Gloucestershire Clinical Commissioning Group regarding Sustainability and Transformation Plan

During the last few months' colleagues from across the Bristol, North Somerset and South Gloucestershire health and care community have come together to develop ideas around how we can create a sustainable future for the local NHS. The Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Plan (STP) sets out a vision for the future of healthcare for our population for the next five years. The CCG are sharing these plans which have been developed using insight from patients and the public and bring together feedback from public engagement activities, local surveys and local health scrutiny committees, and information collated from 'friends and family' test data, patient complaints and Care Quality Commission reports.

CCG are inviting you to get involved in the ongoing development of these plans and the publication of this Sustainability and Transformation plan.

For more information or to send any comments on this summary please visit the website below:

<https://www.southgloucestershireccg.nhs.uk/get-involved/current-engagements/sustainability-and-transformation-plan-your-feedback>

Circulated to community groups.

Noted

5b GPFA 2016 Playing Field and Playground Assessment Scheme.

Attached assessment reports for the playing field and playground facilities in Pucklechurch.

ACTION: Open spaces to review report with Huw Morgan and then Clerk to make an Agenda item.

5c Email from a resident regarding dog bins

ACTION: Clerk to send a letter to resident explaining that this is still being processed and will be agenda item in the New Year as council requires some clarification from SGC.

5d NALC / ALCA Subscription Fees

NALC subscription fee for 2017-18 set at 6.73 pence per elector, with a maximum amount payable of £1750.

ALCA subscription fee for 2017-18 set at the same rate as the 2016-17.

Noted

5e South Gloucestershire Parish Remuneration Scheme – Report of Panel

Report previously circulated

Noted: Councillors do not currently claim any remuneration

5f Email from resident requesting a new skate park in Pucklechurch

ACTION: Clerk to make and agenda item

NO.6. PLANNING APPLICATIONS

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

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

Notice of decision: Approve with conditions

Noted

6b PK16/4948/F Northleaze 140 Westerleigh Road Pucklechurch Bristol South Gloucestershire

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

Notice of decision: Approve with conditions

Noted

6c 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

Notice of decision: No objection

Noted

6d PK16/4926/RM Land at Emersons Green East

Construction of road 5 and adjoining roads, including carriageway and footway. Construction of Pond C4 and reprofiling of Lyde Green Watercourse. Approval of reserved matters - appearance, landscaping, layout and scale; to be read in conjunction with outline planning permission PK15/4232/RVC, formerly PK04/1965/O).

Deadline for comments 9th December 2016

Noted

6e PK16/6137/CLP 9 Dyrham View Pucklechurch Bristol South Gloucestershire BS16 9TF Application for Certificate of Lawfulness for the proposed erection of a single storey side extension.

RESOLVED: No objection

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

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

7a 1 Neighbourhood Plan

ACTION: Clerk to make an agenda item to review proposed letter for council to sign regarding communication in relation to Neighbourhood plan

7a 2 Liaison Meeting Prison

Councillor R Symons met with the new Prison Director Vicky Pails. Ashfield are keen to raise their community profile by involving the inmates in community based events, clearly not participating, but helping with fund raising by providing items made at the prison for raffle prizes for example, benches, bird table other woodwork items.

They are open to thoughts and ideas along these lines

The prison has offered it conferencing facilities for meetings etc. (Neighbourhood Plan?)

They have offered admin facilities, photocopying, business cards etc.

They would be delighted to attend the Annual meeting of the Parish in May

They would like us to consider supporting a "family link" visitor scheme

They are meeting with Premier Custodial Investments to discuss the land we've identified; Councillor R Symons been invited to attend.

The Fire and Rescue event went well.

We might need to review our contact list in their Emergency Plan and consider their role if any

They have invited the council and others should we wish, to tours during the day or evenings later on in the year when it gets light.

ACTION: Clerk to invite prison governor or representative to public participation in Feb 2017 to discuss above. Also, to extend invitation to Meeting of the Parish in May 2017

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

Required clarification regarding no comment that was made tonight in relation to local planning that occurs in Lyde Green and Emmerson Green: explained that for non-material amendments we are not consultees, and it is not within our role to comment. However, we have made some comments in the past. Ward Councillors have concerns as recently they had not seen one application in relation to changes in water channels in Lyde Green and some flooding has occurred in this area.

Member awarded funding:

£1000.00 has been awarded to Marshfield community library for lockable cupboards etc.

Local help team have requested £400.00 but have not put in an application.

District Councillors Steve Reade and Ben Stokes wanted to encourage user groups to put in applications.

All safeguarding requirements for applicants are assessed by SGC prior to agreeing/ release of funds.

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

- Informed Mr Paul Johnson Committee Clerk that Pucklechurch Parish Council has already submitted an objection in writing which still stands and that no representatives from the parish council are able to attend the meeting 17.10.16. Agenda 16th November item 6a.
- PK16/5711/F 87 Main Road Mangotsfield submitted no objection comment on SGC website 21.11.16. Agenda 16th November item 6d.
- PK16/6025/F 150 Westerleigh Road Pucklechurch submitted no objection comment on SGC website 21.11.16. Agenda 16th November item 6e.
- PK16/6151/F Pennymead Cattybrook Road Mangotsfield submitted objection comment onto SGC website 21.11.16. Agenda 16th November item Additional Planning Comments.
- Wrote to SGC and Wales and West Utilities to log a complaint over the lack of information provided to the Parish Council with regards to recent road works 24.11.16. Agenda 16th November item 7c.
 - Telephone call received 25.11.16 from Vicky Gent Streetworks Manager 25.11.16 apologising as her colleague had responded to my email on 7th November but had replied to Streetcare and not me in error, the email has now been sent to me and reads as below:
Thanks for your enquiry, I can confirm that SGC has approved these works and the traffic signals, Parish councils are not normally notified of road works unless a road is being closed, you can however visit roadworks.org via the SGC website and set parameters for notification of forthcoming works.
I have now set up notifications for roadworks in Pucklechurch which will be sent to me by email.
- Emailed Ben Stokes and Gail Boyle to confirm dates that they can both attend a council meeting so that the Meadows application can be discussed and a possible formal complaint made 24.11.16. Agenda 16th November item 7c.
 - Both have now confirmed they can attend the meeting on 21st December 2016
- Requested quotations from SGC (ref. no. 563809), Green tree's Surfacing.
 - Stuart Bailey to repair the potholes in Parkfield Rank 23.11.16. Agenda 16th November item 7c.
 - Stuart Bailey visited site 28.11.16
 - Tony from Greentrees Surfacing visiting site 06.12.16
 - Spoke to Gary Meddick 01.12.16 who will get someone to call me next week.
- When visiting Parkfield to assess the pothole issues and take photographs, I noticed the amount of traffic using this road as a thoroughfare. Could this road be adopted by South Glos Council? Shall I add this as an agenda item on 21st December to discuss the adoption process?

ACTION: To make an agenda item proposal to go back to SGC to adopt this road and turning space as it has now become a thoroughfare due to the recent planning agreement.

- Completed the Councillor Vacancies notification form and emailed it to Democratic Services and added it to the website and notice boards 01.12.16. This gives the electors until 21st December to request an election, if no request is made then the Parish Council can fill the vacancies by co-option.
 - An agenda item is set at tonight's meeting item number 9k regarding process.
- Updated the contact page of the website after reallocating Malcolm Watson's responsibilities to other councillors and also added the Neighbourhood Plan. Agenda 16th November item 7c.
- Informed Natalie at Democratic Services that Councillors B Symons, C Stephens and the Clerk will be attending the boundary commission information session on 30th November 21.11.16. Agenda 16th November item 7c.
 - Clerk attended, circulated slides to council 07.12.16.
- Added Draft Budget for 2017/18 to the website and emailed Community Groups a link to the website 24.11.16. Agenda 16th November item 8b.
- Updated the website with the year's full council meeting dates which includes the date for the Annual Meeting of the Parish and the cancellation of the meeting on 4th January 24.11.16. Agenda 16th November item 9b.
- Informed Huw Morgan that the Parish Council accepted his recommendation to change the remedial works at St Aldams 24.11.16. Agenda 16th November item 9c.
- Requested forms to remove a signatory from the bank account 24.11.16
- Attended Information Governance Course at Bradley Stoke 28th November 2.00 – 4.00pm.
- Further to a resident's complaint I have reported the damaged dog bin on the triangle of grass between Hawthorne Crescent and Partridge Road to fixmystreet ref. 564266 24.11.16.
 - A response was received 25.11.16 as below:
Thank you for reporting a damaged or missing bin. If the damaged bin is ours we will repair it within 10 working days or one month if it needs to be replaced. If the bin is not our responsibility, we will tell the owner about the problem and ask them to fix it.
- Circulated letter from Sam Garland SGC Planning Enforcement to council 24.11.16 regarding Land to the rear of 37 Parkfield Rank, Parkfield Road Pucklechurch, breach of condition 2 of planning application PK14/2247/F Ref: COM/16/0420/BOC as below:
Section 73 of the Town and Country Planning Act allows for an application to be made to vary or remove a planning condition/s associated with a planning permission. In association with our enforcement investigation, planning application PK16/4212/RVC was submitted to the Council on 12th July. This application has been granted subject to conditions on 22nd November 2016. As planning permission, has been granted to vary condition 2 associated to planning permission

PK14/2247/F, there is no longer a breach of planning control. In light of this, we intend to close our investigation with no further action being issued.

RESOLVED: Matter now closed as planning permission has now been given.

NO. 8. FINANCE

8a TO AGREE and sign cheques
No cheques raised for this meeting.

NO. 9. Agenda Items

9a To REVIEW the email received from a resident regarding metal detecting on Parish Council land and AGREE next steps.

Previous request for metal detecting has been requested for Oaktree Avenue, resident informed not our land, and advised to discuss with SGC, it appears that the same resident now applying to metal detect on the recreation ground.

Local council's policies were reviewed which highlighted the follow:

Bristol City Council do not give a blanket permission for metal detecting on council owned land due to concerns to damage to sensitive sites. Agreements are required through a formal application to allow this to happen with strict requirements on those individuals who apply. This is the general advice that most County & District Council and District.

Gloucestershire's policy was shared with the council, specifying that permission is only afforded to those individuals or organisations that are carrying out appropriate organised research project.

Concerns raised:

- High level of contamination due to residence activity i.e. ring pulls etc. leading to unnecessary disturbance to surface.
- What the area is currently used for and how any digging will affect the land. (football cricket field, play area)
- Land is archeologically sensitive as noted by Lampeter University

The council resolved that any proposal to undertake metal detecting on Parish Council Land will only be considered where detecting is part of an appropriate programme of research.

ACTION: Clerk to send email to resident informing them of resolution

9b To REVIEW the quotation from Resolution Signs regarding dog fouling signs and AGREE next steps.

A mixture of signs to be purchased that do not include the fine information of £200.00 as we would not be enforcing this as a Council.

26 signs required.

ACTION: Clerk to get permission from SGC to put up signs up. Clerk to purchase signs types and areas that signs will be erected as previous correspondence from Huw Morgan Councillor Dunning

9c To AGREE a way forward regarding the burial ground insurance claim money. £250.00 received.

ACTION: To subsume into Parish Council income

9d To AGREE to the Beer and Cider Festival being held on the recreation ground on the weekend of 16th/17th June 2017.
Set up Thursday 15th and strike down Monday 19th June 2017

RESOLVED: No objections.

ACTION: Clerk to inform Gavin Sawford of the decision.

9e To AGREE a response to the Joint Spatial Plan and Joint Transport Vision Consultation
Deadline for comments 19th December 2016
www.jointplanningwofe.org.uk

RESOLVED: Both questionnaires completed on line in the meeting.

9f To AGREE a response to the Council Budget and Savings Programme Consultation

Deadline for comments 18th December 2016
https://consultations.southglos.gov.uk/consult.ti/budget2017_18/consultationHome

ACTION: Individual Councillors to complete

9g To AGREE a response to the Library Service Consultation
Deadline for comments 2nd January 2017.
Library review information pack circulated to community groups.
<http://hosted.southglos.gov.uk/snap/librarychanges/librarychanges.htm>

RESOLVED: For individual Councillors to complete survey.

ACTION: Clerk to make and Agenda item for Councillor Putt's proposal for Community Library.

9h To AGREE a response to the Community Based Services Re-Commissioning Consultation

South Gloucestershire Council is consulting on the re-commissioning of Community Based Services. These services include homecare and 1:1 support to access the community but excludes social care in prisons and specialist community 1:1 services for people with learning difficulties and mental ill health, which will be tendered for separately
Deadline for comments 5th January 2017
http://hosted.southglos.gov.uk/snap/recommissioning/cbs_re_commissioning.htm

ACTION: Individual Councillors to respond.

9i To AGREE a response to the Policies, Sites and Places (PSP) Plan: Submission and publication of the Council's suggested modifications consultation
The PSP Plan was submitted for examination, in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, on the 14th November

2016, to the Secretary of State. Inspector Louise Phillips MA MSc MRTPI has been appointed to conduct the examination. Alongside the Plan the following additional information was also submitted for Examination: the corresponding changes to the Policies Map, a report of engagement and main issues, a Sustainability Appraisal, a Habitat Regulations Assessment and copies of representations made in respect of the proposed submission PSP Plan (referred to as 'the submission documents'). Details regarding these documents can be viewed at www.southglos.gov.uk/PSPsubmission. A schedule of suggested modifications to the submitted Plan has been prepared for the Inspector to consider as part of the examination process. The suggested modifications are intended to address representations made on the Proposed Submission PSP Plan (June 2016) as well as changes that have emerged through internal consultation. In order to aid the Inspector's consideration of these suggested modifications, the Council is now publishing these suggestions for comment from 18th November 2016 to 6th January 2017. Circulated to community groups.

RESOLVED: Document changes are marked in red, proposal for Councillors to review proposed changes and report concerns to Clerk by the 14th December 2016. Please link all comments with the plans references.

ACTION: Clerk to consolidate responses from councillors for agenda item at next meeting to agree submission of responses.

9j To AGREE a response to the ALCA Forward Planning Survey

RESOLVED: Survey completed within the meeting

9k To REVIEW and begin current process with regards to casual vacancies

We were informed by SGC that a notice of election was needed to be advertised, this notice has been raised and lodged with SCG. The notice will end on the 21st December 2016, once this has been closed we will then be in a position to advertise the two vacancies we will have in the new year.

ACTION: Clerk to circulate advertisement when election notice period ends

10. Date of next meeting

Wednesday 21st December 2016 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:21