

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21st
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), L. English (LE), District Councillors Steve Reade and Ben Stokes, J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

C. Stephens (CS)

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 7th December 2016 were reviewed and one correction was made under item 9a - Lambert University was amended to Lampeter University. These minutes were then 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 attended as an observer only.

NO. 5 CORRESPONDENCE

5a The Annual quality of life report for South Gloucestershire.
Circulated to community groups.

Noted

5b Notification of Approved Council Tax Base for 2017/18, Provisional Local Council Tax Reduction Support grant, and Review of the Special Expenses system.

Noted

ACTION: LCTS Grant query to be included within item 8b on tonight's agenda.

5c Letter of thanks regarding the Parish Council's work relating to the instigation of the ongoing road works at Police Station Corner.

Noted

5d Environment Agency Assessing new nuclear power station designs consultation
The government has outlined its commitment to new nuclear developments in the UK. It states that nuclear power, together with gas and renewable energy such as wind and solar power, will help meet the country's energy needs in the future, while also meeting its commitment to reduce carbon emissions. As it encourages the development of new nuclear power stations, it has asked regulators to assess the safety, security and environmental impacts of new reactor designs before they are built.

Consulting from 12 December 2016 to 3 March 2017

Circulated to community groups.

Noted

5e Gloucestershire Playing Fields Association newsletter.

Noted

5f Examination of the Policies, Sites & Places Plan

Documents circulated - Cover letter from SGC, guidance note from the inspector, inspector's issues and questions, provisional programme for hearing sessions.

Noted

5g South Gloucestershire Clinical Commissioning Group (CCG) Rehabilitation, Reablement and Recovery (3Rs) newsletter.

Circulated to community groups.

Noted

5h South Gloucestershire Spring Clean 2017.

South Gloucestershire Spring Clean leaps into action and is the perfect opportunity for everyone to help keep their town, village, street, woodland or green space free from litter. Help clean up your neighbourhood this spring by organising a litter pick. We have extended our annual campaign for 2017 to allow more individuals and groups to join in. This year's Spring Clean will take place from 18 February to 14 May and everyone is welcome to lend a hand. In 2017 we are teaming up with Keep Britain Tidy's new 'Great British Spring Clean', which follows the huge success of last year's 'Clean for the Queen' campaign, and will focus on encouraging litter pick events over the weekend of 3-5 March.

Circulated to community groups.

Noted

5i Safer and Stronger South Gloucestershire Plan for 2017-2021 consultation.

The Safer and Stronger Communities Strategic Partnership (SSCSP) brings together a range of organisations to co-ordinate and deliver actions which support the development of safer and stronger communities in South Gloucestershire. These include South Gloucestershire Council, the Police and the Police & Crime Commissioner (PCC), Fire and Rescue Service, Clinical Commissioning Group, Probation services, Social Landlords, and the voluntary sector. The Partnership Strategy needs to be redeveloped and refocused for the future. We have agreed to jointly develop and implement a single plan that will combine the Partnership Strategy with the Local Police and Crime Plan. The proposed refreshed strategy lays out four priorities until 2021 and we would like to receive feedback on the priorities, objectives and measures we are proposing. The consultation period is open between 08 December 2016 and 25 February 2017.

Circulated to community groups.

ACTION: Clerk to make an agenda item for 18th January 2017.

5j Invitation to Weston Power Distribution's Annual Stakeholder Workshop

Invitation to one of WPD's Annual Stakeholder Workshops. The purpose of the workshops is to get your feedback on how we are currently performing as part of our 2015-2023 Business Plan and to provide you with an opportunity to shape our thinking on a number of long-term, strategic challenges facing electricity networks.

Venue - Bristol (Bristol Pavilion - formerly Gloucestershire Cricket Ground), 26th January 2017.

Noted

5k Invitation to Councillor Briefing on Community Children's Health Services

Learn the outcome of the re-commissioning process, receive an introduction to new CCHS providers, understand service models and service improvement plans and have an opportunity to ask questions of the commissioners.

12th January 2017 18:00-20:00, room G0012 & 13, Council Offices, Badminton Road, Yate, BS37 5AF.

Noted – Councillor English to make own arrangements if she can attend.

NO.6. PLANNING APPLICATIONS

6a PK16/5138/F Land North East of Courtney Cottage Parkfield Pucklechurch Bristol South Gloucestershire BS16 9NS

Change of use of land from agricultural to mixed use of agricultural and private equestrian. Erection of a building to provide store/stabling.

Circulated schedule recommendation: Approve with conditions

Noted

6b 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.

Notice of decision: Approve

Noted

6c PK16/6571/TCA Russet House 41 Westerleigh Road Pucklechurch Bristol South Gloucestershire

Works to prune 1 no. Leylandii by 30% 1 no. Pear by 25% 1no. Silver Birch by 5% and 1 no. Ash tree by 30% all trees situated within the Pucklechurch Conservation Area

RESOLVED: No objection

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

Other Planning Matters

Two applications have been received as follows which the deadline for comments expires before the next Parish Council meeting on 18th January 2017:

PK16/6759/F 20 Maple Walk Pucklechurch Bristol South Gloucestershire BS16 9RL

Demolition of existing conservatory. Erection of single storey rear extension with flue to from additional living accommodation.

RESOLVED: No objection

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

PK16/6665/RM 121-124 Lyde Green Parcel 9 And 10 Emersons Green South Gloucestershire BS16 7AQ.

Amendment to previously agreed landscaping scheme adjacent to plots 121-124 and provision of replacement public open space south of parcel 26.

Noted

There has been a report received regarding the new Spar sign on the village shop. The Parish Council has not received a planning application relating to this sign and with it being in a conservation area resolved for the clerk to query this with enforcement.

ACTION: Clerk to write to enforcement to query if this is an issue.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

There were no pre-submitted reports received from Councillor's.

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

District Councillor Steve Reade had previously circulated an email to the council regarding the Green Spaces part of the JSP reference numbers LGSD484, LGSD245 and LGSD246.

Further to a meeting he had with Andrew Lane with regards to Pucklechurch Parish, he raised the queries discussed at a previous PPC meeting and has an additional suggestion that the council may or may not want to explore. Although the consultation has finished Mr Lane is willing to consider these additional points if appropriate.

Timescales are tight and any additional comments would need to be made by year end.

1. Eagle Crescent. The objection came from SGC property services. The green spaces team are separate from the JSP team which is why it appears odd that SGC is objecting to itself! If you want this reconsidered for inclusion please let Andrew Lane know, restating why you feel it should be designated.
2. Land opposite the prison, on the corner. As above. But this one may be more difficult because of its size. But it is worth trying. You may also wish to consider partial designation.
3. Woodland and Allotments. This has been put forward as two separate parcels of land. Steve Reade has looked at the 'green line' and it does not follow the boundary very well. An option discussed between Steve Reade and Mr Lane was for the two parcels to be designated as one and the green line to better follow the boundary line of the combined two parcels. There may need to be a 'step in' for the car park but I would suggest designating the whole site.

As a general point, Steve Reade has learnt that several parcels of land were not accepted because they had been submitted in the 'call for sites'. Even if the proposer did not own them.

ACTION: To be discussed by the council within agenda item 9g later this evening.

Electoral Register – the register has been found to be incorrect with people missing off of the list. Steve Reade has raised this with Democratic Services.

ACTION: Clerk to find out how members of the public can check that they are on the register.

ACTION: Clerk to circulate an email to Community groups once the above action has been carried out asking residents to check that they are on the register.

District Councillor Ben Stokes – wanted to draw attention to the PSP consultation which is very important. He also informed the Parish Council that the comments made by Pucklechurch are valued by the Planning Department at South Gloucestershire Council.

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

- Responded to resident's email 09.12.16 regarding dog bins, informing them that this will be an agenda item in the New Year. Agenda 7th December item 5c.
- PK16/6137/CLP 9 Dyrham View Pucklechurch, submitted no objection comment on SGC website 09.12.16. Agenda 7th December item 6e.
- Emailed Paula Nunn PA to the Director, HMP Ashfield – to invite Vicky Pails or a representative of HMP Ashfield to attend a council meeting in February 2017 and also our Annual Meeting of the Parish held on Thursday 18th May at 7.00pm. Agenda 7th December item 7a 2.

- Responded to resident's email 09.12.16 regarding metal detecting on Parish Council Land informing them that this will only be considered where detecting is part of an appropriate programme of research. Agenda 7th December item 9a.
- Emailed Alison Richards to confirm we have permission to erect the dog fouling signs 09.12.16.
 - Received email from Alison Richards 09.12.16 informing me that she has checked with the street lighting team and they are happy for the signs to be attached to their lamp posts.
- Emailed councillors to ask them to confirm the decision made regarding the type and size of the signs. Agenda 7th December item 9b.
 - Councillor Dunning confirmed that all 26 signs need to be metal and the recommended size quoted is sufficient.
 - Have tried to contact Resolution Signs to place order, but have not received a response to my phone call or email.
ACTION: Clerk to chase Resolution Signs to place order.
- Informed Gavin Sawford that the parish council has no objection to the Beer and Cider festival being held on the Recreation Ground between the 15th and 19th June 2017. Agenda 7th December item 9d.
- Consolidated responses from Councillors regarding the PSP and circulated to Council with agenda documentation. Agenda 7th December item 9i.
- Reported overflowing dog bin at Lansdown View to Streetcare 08.12.16 Reference Number: 570532
- Pucklechurch Youth Club were holding a meeting on Thursday 8th December 7.30pm and were hoping that a representative from MIM could attend. I have not received any further information regarding this meeting.
- Reported large pool of water on green opposite Eagle Crescent to fixmystreet 08.12.16 ref. 570711
- Circulated update from ALCA to council 16.12.16 informing them that the Council tax referendum principles have not been extended to Town and Parish Councils in 2017/18.
- Circulated BT Phonebox Removal - Final Decision report to council for information 16.12.16.
- Returned phone call from Becky at SGC 16.12.16 who is updating the register of members interests on the SGC website. She is missing forms for a couple of councillors so I have scanned and emailed copies to her and she will remove Malcolm Watson and Jayne Hawkins as per my request.
- Circulated planning application PK16/6759/F20 Maple Walk Pucklechurch Bristol South Gloucestershire BS16 9RL Demolition of existing conservatory. Erection of single story rear extension with flue to form additional living accommodation to council 16.12.16 as this was received after the agenda was written for 21st December but the deadline falls before the next meeting in January.

- Circulated planning application PK16/6665/RM 121-124 Lyde Green Parcel 9 And 10 Emersons Green South Gloucestershire BS16 7AQ Amendment to previously agreed landscaping scheme adjacent to plots 121-124 and provision of replacement public open space south of parcel 26 circulated to council 19.12.16 as this was received after the agenda was written for 21st December but the deadline falls before the next meeting in January.
- Circulated information regarding 'Call 105' service – the new and free number to call in a power cut across England, Scotland and Wales to council and community groups 21.12.16.
- Circulated Community Centre upgrade consultation meeting information to council and community groups and printed posted for displaying on noticeboards 21.12.16.
ACTION: Clerk to respond to the PCA informing them that the poster makes reference to the Village but it should be addressed to the residents of the 'Parish' which will then include Shortwood and Parkfield.
- Reported loose Street light cover on lamppost between Hawkridge Drive and Eagle Crescent to Streetcare 21.12.16 ref 576229.
- Circulated Allocation of Final 2017/18 Local Council Tax Reduction Support Grant to Town & Parish Councils notification email from SGC to council 21.12.16.
- Received quotations from SGC and Greentrees Surfacing regarding pothole repairs in Parkfield.
ACTION: This action to arrange repairs may be superseded by the decision made later this evening agenda item 9d.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

| Name | Details | Amount | Chq No. |
|---------------------------------|---|-----------------|-----------|
| Avon Local Councils Association | Being a Good Councillors Course - Councillor C Stephens | £60.00 | 2383 |
| A Chelmicka | Litter Picking November 2016 | £350.00 | 2384 |
| Ensign Print | Pucklechurch News Winter Edition | £440.00 | 2385 |
| PCA | Meeting Room Hire November '16 | £48.30 | 2386 |
| E Boulton | Grass Cutting Parkfield Play Area | £215.00 | 2387 |
| Avon Local Councils Association | Information Governance Course – Clerk J Bailey | £30.00 | 2388 |
| HMRC/Salary | Tax/NI / Wages December 2016 | £1329.43 | 2389/2390 |
| Huw Morgan Landscapes | Maintenance Contract/Hedges | £1370.84 | 2391 |
| South Gloucestershire Council | Localism Charges Oct-Dec'16 Bin Emptying/Grass Cutting | £1884.46 | 2392 |
| Mrs J Bailey | Petty Cash | £122.67 | 2393 |
| TOTAL | | £5850.70 | |

8b To RECEIVE an update from the Finance Working Group.

The Finance spreadsheet was circulated to the council prior to the meeting. There haven't been any significant changes to the figures since producing the draft budget. The figures were agreed by the council.

LCTR Grant – there appears to be a reduction in the amount of LCTS grant money being received from the projected figures received earlier in the year to the figures projected now.
ACTION: Clerk to investigate if there is a significant change in the projected figures and if necessary query this asking the reason for the change.

NO. 9. Agenda Items

9a To DISCUSS the outcome of The Meadows Planning Application ref. PK16/0672/F and CONSIDER making a formal complaint.

District Councillor Ben Stokes invited to the meeting to participate in this agenda item.

Questions are being raised by the council with regards to the new definition of a traveller. Who can be considered as a traveller? and what time should be spent travelling to be considered as a traveller? The traveller proposals have been taken out of the PSP, so with no policy in place it appears there is an open door for the planning officers to interpret this how they wish.

Letters should be sent to the MP, SGC and also the Department for Communities and Local Government (DCLG) asking for guidance from a minister of what the definition means.

These letters written by PPC would be supported by the District Councillors.

Councillors believe that a site needs assessment needs to be carried out and to raise the issue of SGC positively discriminating towards travellers. It is felt that other residents are not being treated the same way. Clear cut policies need to be in place and decisions made against these policies.

RESOLVED: For letters to be sent to SGC, DCLG and to MP Luke Hall detailing the concerns raised above.

ACTION: Councillor Boyle to write the letters with input from District Councillors Ben Stokes and Steve Reade.

9b To REVIEW the email received from a resident regarding a new skate park in Pucklechurch and AGREE next steps.

The request for a new skate park to be built in Pucklechurch was reviewed at the meeting. Pucklechurch Parish Council has recently removed a skate park which was unused. PPC resolved not to consider building a new skate park in Pucklechurch due to the maintenance and funding of the skate park not being available and that the only land available has been deemed as a high-risk area.

RESOLVED: Not to build a new skate park in Pucklechurch.

ACTION: Clerk to inform the resident of the decision.

9c To REVIEW proposed letter and AUTHORISE the clerk to sign regarding communication in relation to Neighbourhood Plan.

The letter is a starting point of kicking off the Neighbourhood Plan process with SGC. Councillor Dunning is still waiting for a digital map that needs to accompany the letter.

ACTION: Councillor Dunning to circulate the letter to council which includes the map.

RESOLVED: For the Clerk to sign the letter in principle.

9d To AGREE to the proposal to contact SGC to adopt the road and turning space in Parkfield, as it has now become a thoroughfare due to the recent planning agreement.

The impact on the turning circle is greater due to the recently approved planning applications such as The Meadows, building works being carried out at Park Farm, increased traffic further to the approval of riding lessons at Land at Rear of 37 Parkfield Rank.

RESOLVED: To authorise the Clerk to look into the process of South Gloucestershire Council adopting this road.

ACTION: Clerk to investigate the process as agreed above.

9e To REVIEW Councillor Putt's proposal for a Community Library and AGREE next steps.

The following venues have been approached to hold the Community Library:

- a) Church
- b) Doctors Surgery
- c) Homefield Centre
- d) PVSSC

2. Feedback from venues:

- a) Church would do if no other venue offered but have storage problems and I think it would be difficult for them. Also, could only hold once a month when the church is open during the day.
- b) Doctor's surgery - They would like to help but feel it could be somewhat intrusive.
- c) Homefield Centre - nothing back from Amanda Hampden at Merlin - chased with email 5.12.16.
- d) PVSSC – Has met with Art Packer who is all for the club providing the venue for the library. They have disabled access and toilets, room to store the shelving units and they are open from 11.00 am. They also host people from the Brandon Trust on various days during the week. It was explained to Mr Packer that we should do a brief survey to see what sort of take up we could get. I explained that the PC had to discuss this and come to a decision to go ahead. Any decision to go ahead would be dependent on being able to get some volunteers and having the finance to purchase the necessary shelving and lap top.

3. How it would work:

- a) Need to recruit volunteer/s - think at least 2 so not falling on one person all the time although there would need to be a named contact for S. Glos.
- b) Would maybe need to have access to PC member I think to oversee the operation.
- c) Suggest a fortnightly schedule to match the mobile library. If the PVSSC agree to host then we could increase the regularity, depending on access to a number of volunteers. PVSSC were happy with the suggestion of every other Tuesday from 11.30 to 1.30, with the option to increase the regularity if it became really popular.
- d) Would need to purchase a laptop and book storage. Suggest the unit with two sets of shelves hinged together and lockable are the best bet. They hold 200 standard sized books each which with two units would give the 400 suggested by Martin Burton. Cost £489 each. Need to confirm with Martin if laptop is just a communication tool with the library service and not a storage facility as well.
- e) SGC will give training to volunteers re data protection and volunteers would have to sign an agreement regarding this.

RESOLVED: For a consultation process to take place to find out what the residents want and how many would use this library service. This is to be reviewed in May 2017 following the actions below being carried out.

ACTION: Councillor Putt to put something together for the Pucklechurch News, Annual Meeting of the Parish and for the Clerk to circulate to Community Groups, add to website and noticeboards to raise awareness of the service and get feedback from residents.

ACTION: Councillor Putt to see if this can be included in the Church and School Newsletters.

ACTION: Councillor Putt to investigate if the Community book swap is used.

ACTION: Clerk to circulate the notice produced by Councillor Putt to Community Groups, add to website and noticeboards.

The Parish Council thanked Councillor Putt for her work on this project so far.

9f To REVIEW any requests for an election as per the notice advertised and AGREE next steps.

The Council notes the deadline for calling the two casual vacancies to election is midnight on 21st December 2016 and subject to no election being requested authorises the Parish Clerk to begin the process of advertising for co-option.

RESOLVED: For the clerk to start the Co-Option process for two councillors if no request for an election is received from Democratic Services on 22nd December 2016.

ACTION: Clerk to follow written Co-Option process with the deadline for applications being 5th February 2017 and to arrange discussions with potential new councillors before the meeting held on 15th February 2017.

9g To CONSIDER responses from councillors regarding the PSP document and AGREE next steps.

Consolidated comments were circulated prior to the meeting and each one reviewed during the meeting.

RESOLVED: For Councillor Boyle to put a final submission together based on the collated comments from Councillor's in response to the consultation.

RESOLVED: For Councillor Boyle to make recommendations for areas that should be designated green spaces for the clerk to submit.

ACTION: Councillor Boyle to put together a final submission for the PSP and recommendations for green spaces as per the above resolutions.

ACTION: Clerk to submit Councillor Boyles submissions as per the above.

9h To CONFIRM that the dog/litter bin contract is correct and AGREE next steps.

It has been confirmed that the emptying of bins is not being duplicated but that we pay for some bins to be emptied twice per week on Tuesdays and Thursdays.

RESOLVED: That if we are able to get a reduction in Localism fees by removing bins as per Councillor Dunning's list of recommendations then to proceed with this option. If we are unable to get a reduction in localism fees, then to wait until the end of the contract to make the amendments.

ACTION: Clerk to get clarification on which bins the Parish Council owns and which bins SGC own.

ACTION: Councillor Stephens to check the contract to see if we are able to reduce our localism fees by removing bins mid-contract.

Additional agenda item

To REVIEW the information for notice boards and bus stops notice boards.

Further to the budget setting there were several changes made that impact the precept. So, that the residents of Pucklechurch are aware of the changes made and reduction in some services it was recommended that a poster is displayed on the noticeboards highlighting these changes.

RESOLVED: To list the 'Note of all changes' from the minutes of meeting of 16th November 2016 agenda item 8b.

ACTION: Clerk to display the notice on the noticeboards and circulate to Community Groups.

10. Date of next meeting

Wednesday 18th January 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:09