

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18TH
JANUARY 2017, 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), C. Stephens (CS), J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

Ben Stokes – District Councillor

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 on 21st December 2016 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

There was one member of the public in attendance who attended as an observer only.

NO. 5 CORRESPONDENCE

5a Siston Common - A4175 Station Road Link highway scheme consultation.
Highway improvement proposals that are centered around the A4175 Station Road Link. These improvements are being funded via developer contributions.
This consultation is open from 9th January 2017 at 00:00 to 2nd February 2017 at 23:59.
Noted

5b Next Town and Parish Council Forum Meeting
Tuesday 25th April 2017 - in the Oak Hall at Jubilee Centre, Bradley Stoke at 10am.
ACTION: LP to attend
ACTION: Clerk to inform the T&PC Forum that Councillor Putt will be attending.

5c Council Budget and Savings Programme - adult social care precept update
Following the local government finance settlement from Central Government in December and in recognition of the particular pressures on adult social care services, local authorities will now have the freedom to increase the adult social care precept by up to 3% in 2017-18 or 2018-19 whilst not exceeding 6% in total over the three-year period to 2019/20. As South Gloucestershire Council is currently consulting on its budget and council tax levels for 2017-18, we would like to gauge your views on the option of taking up this increase. As such the Budget Survey now has an additional question on this issue and the survey period has also been extended to 23/1/17.
http://hosted.southglos.gov.uk/snap/Budget2016/budget_2016_residents_survey.htm
Noted – Individual Councillors to respond if necessary.

5d SGC's new Local Plan will be published for public consultation on 12th January for 6 weeks. Further details will be provided in early January ahead of the consultation commencing. The report to P&R Committee on 12th December 2016 regarding the South Glos new local Plan is available under item 17 of the agenda. To help explain the new Local Plan we would like to invite you to a briefing to be held at our Yate offices at 10.00am on 20th January. This will be an opportunity for officers to introduce what we are undertaking and

answer any questions. Please could you email PlanningLDF@southglos.gov.uk to confirm attendance.

Noted – presentation circulated to Council members.

5e Regulation 24 of the Town and Country Planning (Local Planning) (England) Regulations 2012: Confirmation of the Examination Hearing Sessions

Details relating to the examination of the SGC Policies, Sites and Places (PSP) Plan are as below. The Secretary of State has appointed Mrs Louise Phillips MA MSc MRTPI of the Planning Inspectorate to conduct the examination and to report her findings to the Council in due course. The Programme Officer is an impartial officer, her contact details are: Verity Britton - South Gloucestershire Council, Department for Environment and Community Services, PO Box 299, Civic Centre, High Street, Kingswood, Bristol BS15 0DR Email: Programme.Officer@southglos.gov.uk

Tel: 01454 863684

Website: www.southglos.gov.uk/PSPexamination

Please consult the above website regularly as all new documents; deadlines and updated programming information will be published there.

The hearing sessions will take place on 7, 8, 22 and 23 February 2017. The venue for all sessions will be South Gloucestershire Council, Civic Centre, High Street, Kingswood, BRISTOL, BS15 9TR (room to be confirmed). The sessions will start at 10am and usually finish by 5pm.

Noted

NO.6. PLANNING APPLICATIONS

6a PK16/5492/F Little Green 25 Shortwood Road Pucklechurch Bristol South Gloucestershire. Erection of 1no. detached dwelling and garage with associated works. (Resubmission of PK15/2490/F).

Notice of decision: Approve with conditions

Noted

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

Notice of decision: Approve with conditions

Noted

6c PK16/6025/F 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY Erection of single storey front extension to form additional living accommodation.

Notice of decision: Approve with conditions.

Noted

6d 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.

Notice of decision: Approve with conditions

Noted

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

Works to prune 1 no. Lelandii 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

Notice of decision: No Objection

Noted

6f PK16/6728/F Foxgloves 12A Westerleigh Road Pucklechurch Bristol South Gloucestershire
Erection of outbuilding.

RESOLVED: No objection in principle, but the Council would like to question the proposed method of screening being recommended as they are unsure of the impact on the light and how this may affect the properties whose garden's back onto where the outbuilding will be situated.

ACTION: Clerk to submit the above comments on the SGC website.

Other Planning Matters

PK17/0117/PNH 1 Cedar Way Pucklechurch Bristol South Gloucestershire BS16 9RN
The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.6m, for which the maximum height would be 3.8m, and for which the height of the eaves would be 2.4m.

RESOLVED: No objection

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

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)
There were no District Councillors in attendance.

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

- PK16/6571/TCA Russet House 41 Westerleigh Road Pucklechurch submitted no objection comment on SGC website 23.12.16. Agenda 21st December item 6c.
- PK16/6759/F 20 Maple Walk Pucklechurch submitted no objection comment on SGC website 23.12.16. Agenda 21st December item other planning matters.
- Reported Spar sign to enforcement 23.12.16 by email, was asked to complete an online form which I did on 02.01.17 ref. WEB-0442965. Agenda 21st December item Other Planning Matters.
 - COM/17/0014/ADV Pucklechurch Convenience Store (Spar) Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB – planning enforcement letter received and circulated to council 09.01.17.
- Requested information from Natalie Carr – Democratic Services on how members of the public can check that they are on the electoral register 02.01.17. Agenda 21st December item 7b.
 - Circulated response on how to check the electoral register to council, added to front page of website and circulated to Community Groups 04.01.17.
- Chased Resolution Signs to place order for Dog Fouling Signs. As Councillor Dunning informed me some signs will not require fixings I have found out that there will be a £1.50 per sign saving on those without the fixings. Agenda 21st December item 7c.

- Confirmed with Councillor Dunning and Huw Morgan the dog fouling signs that require fixings and placed order on 06.01.17 for 26 signs, 22 with fixings and 4 without for a total of £174.70 + VAT.
- Signs have now been received on 12th January 2017 and will be erected by Huw Morgan.
- Emailed Peter Nunez from the PCA to inform him of the recommendation for change on the poster changing the wording from Village to Parish 23.12.16. Agenda 21st December item 7c.
 - Revised poster received and displayed.
- I have looked into the projections for the Local Council Tax Reduction (LCTR) support grant received in 2015 compared to 2016 and can report the following:
 - In 2015 we were projected to receive:
 - 2017/18 £1529
 - 2018/19 £1015
 - In 2016 we were projected to receive:
 - 2017/18 £1405
 - 2018/19 £877

Therefore, this is a reduction of £124.00 in 2017/18 and £138.00 in 2018/19. I have queried this with Andrew Birch – SGC and copied in Nina Philippidis 05.01.17. Agenda 21st December item 8b.

- Received a response from Nina Philippidis - Deputy Head of Finance 05.01.17 informing me that she will look into my queries and come back to me early next week.
- Chased for an update 12.01.17.
- Received response from Nina Philippidis 18.01.17 as below:
 - I can confirm that the figures are correct and that the calculation has been done on the same basis as in previous years. As you will appreciate the forecasts for future years are only indicative and do inevitably change when updated the following year. This is because they are recalculated based on the annually updated estimated impact of the Local Council Tax Support on your Council Tax base, your precept, the reduction in the amount of Revenue Support Grant receivable from Central Government and, because it is a limited total amount, how your parish calculations work out relative to others.
- Informed the resident that PPC has resolved not to build a new skate park in Pucklechurch 02.01.17. Agenda 21st December item 9b.
- Signed and sent the Neighbourhood Plan letter and Parish map to Jane Wormald – Strategic Planning Policy Team at SGC 13.01.17. Agenda 21st December item 9c.
 - Response received from Jane Wormald 13.01.17 as below:
Thank you for your email. As requested I acknowledge receipt of Pucklechurch PC intentions to do a Neighbourhood Development Plan and designate a Neighbourhood Area.
FYI, since a change in the Neighbourhood Planning Regulations (2016), a proposed Neighbourhood Area which follows a Parish Boundary does not need to be consulted on. Therefore, SGC will undertake to designate the Pucklechurch Parish Boundary, as mapped, as the Pucklechurch Neighbourhood Area, to which the future Neighbourhood Development Plan will relate. The designation notice will be advertised on our webpages and we will also produce site notices which you can display in the local community.

To aid us in this preparation, how many notices would you like to display around the community? Ideal places are at the local Village Hall; Parish notice board(s); local shop; post office; school and pub for etc. Jacki Berry, a member of the Pucklechurch Neighbourhood Plan Committee has already been touch with us about an initial meeting and suggested some dates, so hopefully next week we can confirm a date. Either Jess Bett or I will be in touch in due course regarding the notices. In the meantime, if there is anything we can do, please let us know.

- Wrote to SGC to find out the process in PPC adopting the road and turning circle at Parkfield Rank 05.01.17. Agenda 21st December item 9d.
ACTION: Clerk to chase this as no response received.
- Circulated Councillor Putt's notification regarding a proposed Community Library to Community Groups and added to website and noticeboards 02.01.17. Agenda 21st December item 9e.
- No request for an election was received by Democratic Services. Advertised the two councillor vacancies on the noticeboards, in the post office, village shop and on the PPC website 05.01.17. Agenda 21st December item 9f.
- Submitted comments for the PSP Consultation to SGC 04.01.17. Also, emailed our comments on Green Spaces to Andrew Lane at SGC further to the recent communication between him and Steve Reade 05.01.17. Agenda 21st December item 9g.
 - Sent Eagle Crescent map to Andrew Lane and Councillor Boyle as per Mr Lane's request 06.01.17
 - Received a response from Mr Lane 06.1.17 as below:
 - Many thanks for sending the map over, unfortunately the level of details doesn't allow me to identify the specific extent of your ownership. I will contact colleagues in property services to see they are able to advise on the extents of ownerships using the land registry data.

RESOLVED: No further action required.

- Emailed Alison Richards SGC asking her to confirm which of the litter and dog bins on the contract are owned by Pucklechurch Parish Council 05.01.17. Agenda 21st December item 9h.
ACTION: Clerk to chase this up as no response received.
- Circulated 'Note of all Changes' regarding the precept from the minutes of meeting of 16th November 2016 item 8b to Community Groups and added to website and noticeboards 02.01.17. Agenda 21st December item additional agenda item.
- Received confirmation that the Director of HMP Ashfield can attend our council meeting on Wednesday 15th February and also attend the Annual Meeting of the Parish on 18th May 2017 at 7.00pm.
ACTION: BS to check that the school has been booked for the meeting.
- Three grant application forms have been received from:
 - St Thomas a Becket Church
 - The PCA
 - Pucklechurch Shortwood Good Neighbour Scheme

ACTION: Clerk to send out a reminder to Community Groups regarding the deadline for grant applications to be received.

- Forwarded residents email regarding Parkfield to Pucklechurch foot path and dangers to SGC and also to the council for information 06.01.17.
 - Received a response from Streetcare 09.01.17 informing me that the issues have been logged under reference numbers 584826 (Parking) and Path (584837) and that they aim to visit the site and make an initial assessment within 10 working days. Where an assessment finds an issue, this will be prioritised and added to the works schedule.
 - Received an email from Steve Golding – SGC who has been out to look at the issues and reported the following:
 - Parking in the rank has been a problem, we wouldn't allow residents to park on the verges. The residents have been parking opposite side which wasn't meant for parking and causes problems. If drivers are blocking the pavement or road this would be a police matter as an obstruction. I will do a ticket to back edge path as it is quite narrow there.
- Responded to the resident who has expressed an interest in the Parish Councillor vacancy providing them with the advert and person specification and asking them to send some information about themselves by the deadline of 5th February 2017.
- Booked Councillors Boyle and Dunning onto the Community Engagement Training on 21st January 2017 at £45.00 per delegate.
- Booked Councillor B Symons onto the M4 Junction 18a Link Study - briefing session on 2nd February 2017 14:00 – 15:30.
- Chased Rebecca Britton from SGC on when she will be updating the Register of Members Interests forms on the SGC website 12.01.17.
 - Received a response from Rebecca to say that they are now on the website. Created a link from our Parish website to the SGC website as per a requirement of the Quality Council wards which will be discussed later agenda item 9c.
- I have received a report from Huw Morgan informing me that there is a dog bin at the bottom of Hawkridge Drive that is badly rusted and needs replacing. Also, one of the bus stop noticeboards on Oaktree Avenue is broken. Huw has fixed this on many occasions but believes that it is now beyond repair and it has been removed. A quotation has been requested from the supplier for two new notice boards as another bus stop noticeboard on Oaktree Avenue is also missing due to vandalism in the past.
 - Quotation received from Signs Now UK for £122.60 + VAT per sign totalling £245.20 + VAT for the two required.

RESOLVED: For the clerk to request two more quotations for the replacement two noticeboards as a comparison. The council authorises the clerk to use her discretion to proceed with the supplier with the most competitive quote as it is within the clerks spend level.

ACTION: Clerk to request two further quotes and place the order for two replacement bus stop notice boards.

- Huw Morgan has bought some extra hedging plants and planted them by the burial ground 12.01.17, this is at no extra charge to the Parish.
 - I'm afraid to report that only 5 days after this planting was carried out the hedge has been vandalised. Huw Morgan has rescued the plants and re-planted them at St Aldams park area to replace the trees that have died in the shrubberies, this will save the Parish re-planting costs, the plants are smaller but it is now widely acknowledged, that the smaller plants actually catch up and overtake larger specimens quite quickly. The vandalism has also been reported to the police.
- Circulated notice from SGC regarding the closure of Mangotsfield Sort It Centre for refurbishment from the 1st February – 31st May 2017 to council and community groups on 16.01.17 and printed notice to display on the noticeboards.
- Reported build-up of litter around Oaktree Avenue underpass to fixmystreet ref. 589210 which will be removed within 3 working days.
- Updated Action Tracker and circulated to council ready for agenda item 9e tonight.
- Avon and Somerset Constabulary have launched a new text service to help them prevent and detect rural crime. The new number 81819 will allow the public to text information directly to the Rural Crime Team, who will be able to assess and action the intelligence quickly and efficiently. Circulated information to Council, Community Groups and Huw Morgan 18.01.17.

NO. 8. FINANCE

TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
A Chelmicka	Litter Picking December 2016	£350.00	2394
PCA	Room Hire December 2016	£32.20	2395
Huw Morgan	Maintenance Contract/Hedge Planting St Aldams	£1275.84	2396
HMRC/Wages	Salary/Tax and NI January 2017	£1379.73	2397/2398
Resolution Signs Ltd	Dog Fouling Signs for Lampposts	£209.64	2399
Instant Landscapes	Replace St Aldams Goal Post	£129.50	2400
	TOTAL	£3376.91	

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

The finance spreadsheet was circulated prior to the meeting. The forecasted year end figure is currently £56,170.03 of which £30,000 is a reserve and £14,000 is kept as a running total in the bank, so this leaves approximately £12,170.03 to carry forward. This amount is slightly higher than predicted but is made up of various different savings on the overheads and extra income for the burial ground. The figures were discussed and agreed by the Council.

NO. 9. Agenda Items

9a To AGREE which two councillors are to be nominated for the draw to attend the Royal Garden Party at Buckingham Palace on Tuesday 23rd May 2017. The deadline for nominations is noon on Wednesday 1st February 2017.

Two Parish Councillor names were pulled from a hat and the two selected were as follows:

Councillor Gail Boyle
Councillor Craig Stephens

ACTION: Clerk to notify ALCA of the two names selected.

9b To AGREE the final Precept figure and AUTHORISE the clerk to submit the Section 41 precept notification form to SGC.

Deadline to receive notification of our precept is 30th January 2017.

The draft budget was produced at the full council meeting held on 16th November 2016. A note of all changes made to the budget at that meeting has been circulated to the community groups email list and displayed on the website and noticeboards to inform the residents of the parish. The note of all changes list was worked through by council members line by line to ensure that the council are still happy with the changes made on 16th November.

Grass Cutting – £3000.00 to pay for extra grass cuts through SGC had been previously removed from the projects section of the budget. There were arguments for reinstating the extra grass cuts from councillors believing that we have a responsibility as per our Community Plan to make the parish look better and improve the wellbeing of the residents. Other councillors believed that we would be setting a precedence if we keep picking up the tab as funding reduces within SGC. The issue being for the parish that SGC has decided it will continue to only cut grass it owns in line with its legal requirement, which has remained contentious for parishioners and councillors alike. After careful management by the Financial Committee and another review of figures by the council we have an underspend of £12,000 and therefore it was proposed that a proportion of this underspend could be used to pay for the extra grass cuts.

A proposal was received to re-instate the grass cutting and there were four votes for and four votes against resulting in a resolution to re-instate the grass cutting.

RESOLVED: To reinstate the extra grass cuts through SGC.

Play area renewals - £5000.00 had previously been removed from the projects section of the budget. It was highlighted to the council that the safer surface in some of the play areas are in need of repair.

A proposal was received to earmark £10,000 out of the £12,000 underspend as a reserve towards the play area maintenance which was agreed by all councillors.

RESOLVED: To earmark a reserve of £10,000 to play area maintenance.

RESOLVED: To agree the precept requirement for 2017/18 of £69,162.24 which is a 6% increase.

ACTION: Clerk to complete the Section 41 Precept Notification form and return to South Gloucestershire Council by the deadline of 31st January 2017.

ACTION: Clerk to upload the precept budget spreadsheet to the website and circulate to Community Groups highlighting that an amendment with the dates was made within the precept calculation tab and £3000.00 was added for extra grass cuts.

9c To REVIEW the Quality Council criteria and CONSIDER an application.

The criteria list to achieve Foundation level was circulated to council prior to the meeting. Since circulating the list item no. 2 has been completed and a link to the Councillors Register of Members Interests on the SGC website has been added to our website.

Item no. 12 – Action plan for the current year still needs to be completed.

The forward Planning Document and Financial Plan Budget can both be used as evidence.

ACTION: GB to put together the forward plan document for the clerk to add to the website.

ACTION: Clerk to add forward plan document to website once received from Councillor Boyle.

Item no. 13 – Evidence of consulting the community.

ACTION: Clerk to add a new tab on the website named Working with the Community.

ACTION: Clerk to add information from our Standing Orders on our process on Community Consultation to the new website tab.

ACTION: TS to take photographs at the PCA meeting being held on 31st January as evidence as consulting the community.

Item no. 22 – Training Record.

The clerk has been putting together a training record for training undertaken by staff and councillors.

ACTION: Councillors to email the clerk with any training courses they have attended that are relevant to being a parish councillor.

ACTION: Clerk to update the training record as appropriate.

RESOLVED: The council confirms by resolution at the full council meeting that it has met the criteria points 1 to 23 as listed in the Local Council Award Scheme Foundation Level once the above actions have been carried out.

9d To CONSIDER applications for the interim Clerk

A local clerk has expressed an interest in the maternity cover position but can only provide the council with 10 hours per week plus meetings and not the 25 hours currently worked by the clerk. It was noted that councillors could take on some of the actions generated at meetings in the short term to assist with the workload in the maternity cover period.

ACTION: Clerk to meet with the interested candidate to discuss if it would be possible to cover the basic role within the 10 hours.

9e To REVIEW the Action Tracker and Yearly Calendar of Events.

The action tracker was circulated prior to the meeting. Each item on the tracker was discussed and the following was resolved:

Item no:

1. Ongoing
4. **ACTION:** Neighbourhood Plan group to take this on.
ACTION: GB to go back to Mr Guise and inform him of the change of direction.
11. **ACTION:** Remove from tracker.
13. **ACTION:** TS to speak to the resident.
21. **ACTION:** Clerk to chase Alison Richards regarding which bins are owned by PPC.
24. **ACTION:** GB to chase the Manager of BRERC.
28. Ongoing
37. Done. **ACTION:** Remove from tracker.
41. Done. **ACTION:** Remove from tracker.
42. Done. **ACTION:** Remove from tracker.
64. Done. **ACTION:** Remove from tracker.
76. **ACTION:** Remove from tracker – The Police have now committed to attend the quarterly Community Engagement Forum meetings.
77. Done. **ACTION:** Remove from tracker.
81. No response was received. Need to investigate the complaints process. Ongoing.
84. **ACTION:** All completed except the safer surface in the play areas. Clerk to chase Huw Morgan.
88. Done. **ACTION:** Remove from tracker.
89. Ongoing.

- 93. Done. **ACTION:** Remove from tracker.
- 94. Done. **ACTION:** Remove from tracker.
- 98. Done. **ACTION:** Remove from tracker.
- 99. Done. **ACTION:** Remove from tracker.
- 100. Ongoing
- 101. SGC Conservation Officer contacted regarding the maintenance of a listed item.
ACTION: Clerk to chase for an update.
- 102. Ongoing. **ACTION:** GB and LE to see if they have a copy of the final Emergency Plan for the clerk to add to the website.
- 103. **ACTION:** Remove from tracker.
- 107. **ACTION:** Remove from tracker.
- 108. Done. **ACTION:** Remove from tracker.
- 109. Done. **ACTION:** Remove from tracker.
- 110. Done. **ACTION:** Remove from tracker.
- 111. Ongoing
- 112. Ongoing
- 113. Done. **ACTION:** Remove from tracker.
- 114. Done. **ACTION:** Remove from tracker.
- 115. Done. **ACTION:** Remove from tracker.
- 116. Done. **ACTION:** Remove from tracker.
- 117. Ongoing
- 118. Ongoing

10. Date of next meeting

Wednesday 1st February 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:36