

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 1ST FEBRUARY 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), District Councillor Steve Reade, J. Bailey (Clerk).

NO. 1. APOLOGIES FOR ABSENCE

No apologies for absence, all council members were in attendance.

NO. 2. DECLARATIONS OF INTEREST

Councillor T Symons declared a non-pecuniary interest in agenda item 9e due to her connections with the PCA.

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

Minutes of the meeting on 18th January 2017 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 requested permission to plant some ivy and bulbs on the concrete blocks that are situated on the green as you enter the trading estate.

RESOLVED: To grant permission for the resident to plant the bulbs.

ACTION: Clerk to contact SGC to request that they move one of the concrete blocks back into its original place as it's recently been moved when some roadworks have taken place.

NO. 5 CORRESPONDENCE

5a Temporary closure of Mangotsfield Sort It Centre from the 1st February – 31st May 2017. The waste transfer station and bulking yard at Mangotsfield will be undergoing refurbishment to prepare the site for the changes to waste and recycling collections in 2017 and to accommodate additional housing growth in South Gloucestershire. Circulated to Community Groups and added to noticeboards.

Noted

NO.6. PLANNING APPLICATIONS

6a PK16/4926/RM Land at Emerson's Green East Emerson's Green South Gloucestershire 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).

Notice of decision: Approve with Conditions

Noted

6b 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. Deadline for comments 2nd February 2017.

Discussed at the Parish Council meeting on 18.01.17 to which the council resolved no objection.

Noted

6c PK17/0177/TCA 7 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RB

Works to crown reduce 1no. Holly tree by a height of 3.5m. Tree situated in the Pucklechurch Conservation Area. Deadline for comments 7th February 2017.

As we are currently unable to access this application on the SGC website, the council resolved to defer this to the tree officer.

RESOLVED: Defer to tree officer.

ACTION: Clerk to submit comments on SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

A report was received informing the council that the recently approved planning application for Land to the rear of 37 Parkfield Rank is now up for sale, following permission being granted by SGC to allow horse riding lessons.

As SGC have followed the process there is no further action to be made by the parish council.

District Councillor Steve Reade informed the council that he has written to the Estate Agents asking them what the constraints on the property and land are and he will update the council when a response is received.

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

District Councillor Steve Reade reported on the road closure on the A46 and the ridiculous diversion that has been put in place. He advised the parish council that he will be writing to Highways regarding this.

ACTION: Clerk to request more information regarding this diversion for circulating.

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

- Informed Hannah Saunders - Town and Parish Council Forum that Councillor Putt will be attending the next meeting on 25th April 2017. Agenda 18th January item 5b.
- PK16/6728/F Foxgloves 12A Westerleigh Road Pucklechurch uploaded comments on the SGC website 25.01.17. Agenda 18th January item 6f.
- PK17/0117/PNH 1 Cedar Way Pucklechurch uploaded no objection comment onto SGC website 25.01.17. Agenda 18th January item Other Planning Matters.
- Chased Streetcare for an answer to my enquiry regarding SGC adopting the road and turning circle at Parkfield Rank 20.01.16. Agenda 18th January item 7c.
 - Received a response from Rosie in the Corporate Contact Centre 23.01.17 who informed me that my email was forwarded to the Highways Searches department on 06.01.17 and as I have not yet received a response, she will chase this and ask that they respond to me as soon as possible.
- Chased Alison Richards – SGC 20.01.17 asking her to confirm which litter and dog bins are owned by SGC and which are owned by PPC 20.01.17. Agenda 18th January item 7c.
- I have completed the booking confirmation for hiring Pucklechurch Primary School Hall for the venue for the Annual Meeting of the Parish on 18th May at 7.00pm. I have

also updated the website to reflect the venue for the meeting. Agenda 18th January item 7c.

- Circulated the Grant Application Pack to Community Groups 20.01.17 reminding them that the deadline for applicants is 31st January 2017. Agenda 18th January item 7c.
- Requested further quotes for the replacement bus stop noticeboards as per action from agenda 18th January item 7c. Quotations as below:
 - Notice Me – A4 lockable outdoor pin noticeboard = £32.95 + VAT, plus £12.95 delivery. Total cost for two including VAT and delivery = £94.62.
 - Jansen Displays - A4 lockable outdoor pin noticeboard = £35.45 + VAT, plus £10.74 delivery. Total cost for two including VAT and delivery = £97.97.I have therefore placed the order with Notice Me on 27.01.17, which is a saving of £199.62 from the quotation received from Signs Now.
- Emailed completed forms for Councillors Gail Boyle and Craig Stephens for the Royal Garden Party to ALCA 25.01.17. Agenda 18th January item 9a.
 - Received an email from ALCA regarding our nomination for the Royal Garden Party informing me that each parish council can make one nomination for two people. Either a councillor and their partner, or two councillors going together. In the notes from the palace is also makes it clear that the nomination needs to be for long standing councillors (and ex councillors), to recognise their service to the sector which they believe Councillor Stephens being a new councillor does not meet these criteria.
RESOLVED: For Councillor Stephens to withdraw his nomination.
ACTION: Clerk to inform ALCA of the decision.
- Completed the Section 41 notification of 2017/18 precept form and emailed to Nina Philippidis 20.01.17. Agenda 18th January item 9b.
 - Received a response informing me that the precept request has to be to the nearest pound so I have rounded the figure down to £69,162.00 and re-emailed the form to Nina Philippidis on 25.01.17.
- Added precept budget spreadsheet to the website and circulated to community groups highlighting the amendments 25.01.17. Agenda 18th January item 9b.
- Added a new tab to the website 'Working with the Community' and uploaded the information on consultations from our Standing Orders 27.01.17. Agenda 18th January item 9c.
- Discussed the clerks maternity cover with the interested clerk and finalised details in a discussion document that has been sent to the staffing working group. Agenda 18th January item 9d.
- Action Tracker –
 - Item 21. Chased Alison Richards regarding which bins PPC owns 20.01.17
 - Item 84 – Chased Huw Morgan regarding Safer Surface, he has planned to look into this when the weather improves as it needs to be dry for the wet pour to set. He will also look into the moss patches.
 - Item 101 – Chased Ian Gething Conservation Officer for an update on the listed telephone kiosk repairs 27.01.17.

- Response received from Ian Gething 30.01.17 informing me that he has had no further response from BT on this and it's not something that he is able to pursue given current work priorities. The contacts he has used previously are Linda Kennedy linda.2.kennedy@bt.com and John Furnues jon.furnues@bt.com. Therefore, I have emailed Linda Kennedy cc John Furnues 01.02.17 for and update.
 - John Furnues responded 01.02.17 thanking me for bringing this to their attention, and has passed our concerns on to the customer services department for them to deal with.
ACTION: Clerk to wait for a response from BT and update the council at the meeting on 15th February of any progress.
 - All other actions were to remove the completed items from the action tracker which I have done.
- The dog fouling signs have now been erected on the lampposts by Huw Morgan.
 - Huw Morgan has repaired the allotment gate.
 - Updated Council and Community Groups regarding the planned roadworks on Feltham Road and Lansdown Road 01.02.16.
 - Eight further grant applications have been received from the following organisations bringing the total applications received to eleven:
 - South Gloucestershire Citizens Advice for £1000.00
 - Kingswood Community Transport £400.00
 - PVSSC £1500.00
 - Pucklechurch Majorettes £300.00
 - 1st Pucklechurch Scout Group £1200.00
 - Pucklechurch Playgroup £2000.00
 - Pucklechurch Sports Football Club £420.00
 - Pucklechurch Revel - £1000.
 These will be discussed in agenda item 9e this evening.
 - The style at Parkfield is in need of repair,
ACTION: Clerk to report this to PROW via fixmystreet.

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 January 2017	£350.00	2401
ALCA	Community Engagement Course GB and RD	£90.00	2402
EDF Energy	Electricity Parkfield Defibrillator	£19.46	2403
EDF Energy	Electricity Eagle Crescent	£19.65	2404
GPFA	To replace cheque no. 2335 lost in the post	£50.00	2405
TOTAL		£529.11	

NO. 9. Agenda Items

9a To CONSIDER responding to the Avon Fire Authority Integrated Risk Management Plan 2016 to 2020 questionnaire and AGREE next steps.

Circulated to Community Groups.

RESOLVED: For individual councillors to respond.

ACTION: Clerk to request questionnaire and circulate to council.

9b To AGREE a response to the New South Gloucestershire Local Plan Prospectus consultation.

The new Local Plan for South Gloucestershire will steer development in the district over the next 20 years. The first stage of this work is to invite comments on the new Local Plan prospectus, and what stakeholders think the new Local Plan ought to contain. The prospectus sets out the proposed scope, and programme for preparing the new Local Plan. Consultation on the Local Plan prospectus runs from Thursday 12 January – Thursday 23 February 2017. More information can be found on the website

www.southglos.gov.uk/newlocalplanprospectus

Circulated to Community Groups.

The new Local Plan is to replace the Core Strategy and integrate with the PSP document. Topics papers and a Sustainable Access Profile for Pucklechurch were circulated prior to the meeting by Councillor Boyle. Although the sustainability report is more accurate than the last one received, there are still several errors including Ashfield being listed as a Young Offenders Institute and a non-existent florist based on Hawkridge Drive. Shortwood has been assessed separately from Pucklechurch and according to the data shown would be classed as a sustainable community and therefore would be put forward for potential development. Parkfield is not recognised at all.

RESOLVED: To postpone answering the consultation until the next council meeting on 15th February, giving councillors more time to read all the documentation.

ACTION: Councillors to read all documentation circulated and bring any questions or comments to the next council meeting on 15th February.

ACTION: Clerk to make this an agenda item on 15th February allowing a timescale of 30 minutes.

9c To AGREE a response to the 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 help 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. This consultation provides you with an opportunity to help shape that plan, and the delivery of services in the area over the next 3 years. The consultation period is open between 8th December 2016 and 25th February 2017. You can access the consultation paper, supporting documents and the online/paper survey from the consultation webpage: <https://consultations.southglos.gov.uk/consult.ti/saferstronger17>

RESOLVED: Consultation completed during the meeting.

9d To REVIEW the Yearly Calendar of Events

The Yearly Calendar of events was circulated to the council prior to the meeting and viewed during the meeting.

RESOLVED: To accept the calendar of events in its current form.

9e To REVIEW the Community Grant Applications received and AGREE next steps

11 Community Grant Applications have been received by the deadline of 31st January 2017. The council worked through each grant application one by one to determine if the request meets the criteria set out in the guidance notes.

RESOLVED: To award grant funding to the following organisations for the amount of £5265.00.

ACTION: Clerk to inform the successful grant applicants and raise the cheques for signing at the next council meeting.

Applicant	Amount requested	Amount agreed	Notes
St Thomas a Becket Church	£1500.00	£1500.00	Towards churchyard maintenance Local Government Act 1972 s.214
Pucklechurch and Shortwood Good Neighbour Scheme	£315.00	£315.00	Public liability insurance, DBS checks and mobile phone costs. Local Government Act 1972 s.137
Citizens Advice Bureau	£1000.00	£750.00	Volunteer expenses, training, insurance and overheads. Local Government Act 1972 s.137
Pucklechurch Village Sports and Social Club	£1500.00	£1500.00	Refurbishment of the male and female toilets. Local Government (Miscellaneous Provisions) Act 1976 s.19.
1 st Pucklechurch Scout Group	£1200.00	£1200.00	Insurance costs. Local Government Act 1972 s.137
Total agreed		£5265.00	

RESOLVED: To reject the application for Kingswood Community Transport and Pucklechurch Playgroup as per the reasons below.

ACTION: Clerk to inform Kingswood Community Transport and Pucklechurch Playgroup of the decision.

Applicant	Amount Requested	Amount agreed	Notes
Kingswood Community Transport	£400.00	£0.00	Requested funding towards the purchase of uniforms, which is not an immediate benefit to our community.
Pucklechurch Playgroup	£2000.00	£0.00	Request for Safety play surface in outdoor space. No quotations were received to support the request.

RESOLVED: To request further information for the following application forms to determine if the criteria has been met, the amounts requested have been agreed in principle as per the information below.

ACTION: Clerk to complete the actions as listed below and bring back to the meeting on 15th February for approval.

Applicant	Amount Requested	Amount agreed	Notes
Pucklechurch Sports Football Club	£420.00	£420.00 agreed in principle	Clarification needed to confirm if they intend to purchase the items listed on the quotation for footballs, socks and goal nets as the funding needs to be provided for specific items which isn't clear from the application form. ACTION: Clerk to request further information.
Pucklechurch Majorettes	£300.00	£300.00 agreed in	Request for costumes and jazz shoes. Clarification required to determine if the

		principle	items purchased are for all to use or if they are being purchased for specific children. ACTION: Clerk to request more information.
Pucklechurch Revel	£1000.00	£1000.00 agreed in principle	Funding requested towards Revel weekend/banners, insurance and Samba band. The application refers to the Beer and Cider Festival which we are unable to support. Need a revised application form from Revel with quotations to support the items requested. ACTION: Clerk to notify Revel of this and request documentation.

RESOLVED: To fund £1260.00 outside of the grant processing system. Agreed to use £1260.00 from the £2000.00 budgeted funds for the PCA make-over to pay for the CCTV system directly.

Applicant	Amount Requested	Amount agreed	Notes
PCA	£1500.00	£1260.00	CCTV system, agreed amount as per quotation.

9f To RECEIVE an update on the Co-opted councillor vacancies and AGREE next steps.

The deadline for applications is 5th February 2017. To date there has been one application received.

RESOLVED: To hold the discussion meeting at 7.00pm before the full council meeting on 15th February 2017.

ACTION: Clerk to inform the interested candidate of the meeting time and venue and circulate the expression of interest email to the council.

9g To RECEIVE an update on the Interim clerk position.

The Staffing Working Group which consists of Councillors BS, GB and LE met on Monday evening to talk over the two applications received. Each applicant has been asked to send over information about themselves to be discussed by the working group prior to the interview process.

RESOLVED: For the Staffing Working Group to hold interviews and make a decision on the appointment of the interim clerk.

9h To CONSIDER the Boundary changes and RESPOND appropriately to Dyrham and Hinton Parish Council.

The boundary change will mean that Pucklechurch will form part of Kingswood constituency instead of Boyd Valley.

Dyrham and Hinton Parish Council have asked if we wish to club together with other parish councils to make a complaint about this.

RESOLVED: Not to club together with the other parishes to make a complaint about the boundary change.

ACTION: Clerk to inform Dyrham and Hinton Parish Council of the decision.

Other Matters

Suggestions for Pucklechurch News – deadline for March edition being 10th February 2017.

- Litter picking by a student as part of the Duke of Edinburgh Award.
- Neighbourhood Plan now underway.
- Precept.
- Dog fouling signs erected around the village.
- Annual Meeting of the Parish details.
- Encouraging residents to report crime and anti-social. behaviour to the police.

10. Date of next meeting

Wednesday 15th February 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:45