

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15TH
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), C. Phillips (CP), J. Bailey (Clerk).

Prior to the meeting a discussion was held with Caroline Phillips who had applied for the position of councillor.

A proposal was made at the beginning of the public meeting to bring forward agenda item 9a and accept to appoint her as councillor with immediate effect.

RESOLVED: To appoint Caroline Phillips as councillor, the Declaration of Acceptance of Office was signed before the Proper Officer of the Council at the meeting.

The council were also informed of the official resignation of Councillor Jim Cotterell who will be standing down after the meeting on 1st March 2017.

ACTION: Clerk to inform democratic services and arrange for SGC to remove the Register of Member's Interest form the website. Clerk to also update our website and noticeboards as appropriate.

NO. 1. APOLOGIES FOR ABSENCE

District Councillor's Steve Reade and Ben Stokes.

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 1st February 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 had a query with an item in the minutes which was addressed at the meeting.

NO. 5 CORRESPONDENCE

5a Rural North Eastern South Glos Community Engagement Forum

Raise any concerns you have about your community, hear about what is happening in your area, meet with representatives from South Gloucestershire Council, Councillors, Avon & Somerset Police, Avon Fire & Rescue, Voluntary & Community Groups and your Town & Parish Council.

Guest speaker Superintendent Mark Evans - Avon & Somerset Police. Tuesday 21st February 2017, 7.00pm Marshfield Community Centre (SN14 8PG).

Circulated to Community Groups.

ACTION: CS to attend

5b Consultation for mobile street trader LI17/0404/STM- Gio's Gelato to trade throughout the South Gloucestershire Area.

Deadline for comments 27th February 2017.

Noted

5c Overnight lane closures on A4174 ring road

There will be overnight single lane closures on the A4174 at Bromley Heath Roundabout for eight weeks from 6 February, taking place Monday to Friday between 8pm and 6am. Following approval of the Bromley Heath Viaduct maintenance and widening work by the ECS Committee last month, they now need to carry out some preparation work which will involve the construction of a cross over on the A4174 ring road. It is important to stress that the main work on the viaduct will not begin until the summer.

For more information on the Bromley Heath Viaduct maintenance work including a short video and frequently asked questions, please visit www.southglos.gov.uk/bhviaduct. Circulated to Community Groups.

Noted

5d Councillors' Programme of events 2017

This programme contains South Gloucestershire sessions as well as free events hosted by the CVS, University of Bristol and the University of the West of England.

Noted

5e Consultation for mobile street trader LI17/0300/STM - Dom's Super Whip to trade throughout the South Gloucestershire Area.

Deadline for comments Friday 7th February 2017.

Noted

NO.6. PLANNING APPLICATIONS

6a 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.

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.

Notice of decision: No objection

Noted

Other Planning Matters

We have received an update from Tracey Price – Knightstone Housing Association informing us that further to the public consultation event held in November 2016 regarding their affordable housing proposals, Knightstone intend to submit their planning applications towards the end of February 2017.

Chris Dawson Knightstone Development Manager has offered to come along to a future parish council meeting most likely to be on 15th March 2017, to brief the parish councillors on the submitted plans which will give the council an opportunity to consider the proposed plans and ask any questions.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

The following report was circulated by Councillor B. Symons prior to the meeting after he attended a briefing on the M4 Junction 18a proposal.

Central Government has provided £500,000 to South Gloucestershire Council to fund a study into a new Junction 18a on the M4 and link to the Avon Ring Road A4174. The study is being led by South Gloucestershire Council in partnership with Highways England

Vision:

The JTS directly refers to the scheme within the vision for Yate and East Fringe to Bristol: “The proposals in this area... focus on improving public transport and highway connectivity to the East Fringe and Yate... A new motorway junction on the M4 (Junction 18A), with connections to the Ring Road and Yate, will help to tackle traffic issues at M32 Junction 1 and provide a high-quality route to Yate. This will unlock highway capacity for MetroBus improvements on the A432 corridor between Yate and Bristol, connecting into the North Fringe to Hengrove Package infrastructure which would also be further upgraded.”

Developing objectives

(1) To relieve congestion to M4 J19 and M32 J1, and on the A4174 corridor by providing

- a high-quality link between the M4 and A4174 Avon Ring Road
- improvements to the M4 in the vicinity including extending the managed motorway
- improvements to the A4174 between M32 and A4 Hicks Gate Roundabout Improve safety by reducing congestion related collisions on M4 J19 and M32 J1, and on the A4174 corridor.
- Reducing queuing traffic on the M4
- Reducing traffic queuing on the A4174
- Improving coordination of traffic movements

(2) Unlock the economic potential in the north-east Bristol Fringe, particularly within Science, Technology and Innovation sectors, by.

- Providing better transport connections
- Providing reliable connections to the M4 from north east fringe
- Making travel to and from North east fringe more attractive
- Protecting multi modal options Improve network resilience and journey time reliability by.
- Providing suitable capacity junctions
- Providing a convenient M4 connection as an alternative to the M32
- Providing a choice of routes this dispersing congestion effects Draft objectives

(3) Improve air quality in the north-east Bristol Fringe area, by

- Improving journey speeds
- Reducing rat running traffic from minor roads
- Reducing ‘shock wave’ stop start effects on the M32 and A4174. Protect access for non-car modes and improve conditions for them.
- Protects MetroBus routes and reduces congestion
- Provides improved quality cycle links and connections
- Provides improved pedestrian opportunities

Potential Timescales:

Establishing need 2017
Strategic outline / options 2018
Outline Business Case 2020
Full Business Case 2022
Construction 2023
Monitoring and Evaluation 2026

Next steps

Evidence based report Feb 2017
Development of scheme options May 17 - Workshop to be arranged
Option assessment report Sept 2017 - Public consultation
Strategic outcome Business Case March 2018

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was unable to attend the meeting but emailed the following report prior to the meeting:

West of England Combined Authority Order 2017 - DCLG have advised that the West of England Combined Authority Order 2017 has been made, establishing the Combined Authority as from 9th February 2017. The Order can be viewed at:

<http://www.legislation.gov.uk/uksi/2017/126/made>

A grant has been made to Pucklechurch Revel for provision of First Aid and Rosettes.

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

- Contacted SCG to ask them to move the concrete planter by the Trading Estate back to its original place ref. 598711 03.02.17. Agenda 1st February item 4.
- PK17/0177/TCA 7 Westerleigh Road Pucklechurch - works to crown reduce 1no. Holly tree by a height of 3.5m. Tree situated in the Pucklechurch Conservation Area. Submitted comments on the SGC website 03.02.17. Agenda 1st February item 6c.
- Requested information regarding the A46 road closure from Highways 03.02.17. Agenda 1st February item 7b.
 - Received Notice of Intent - Temporary Traffic Order - PT.5527 Pucklechurch Road, Hinton from District Councillor Steve Reade which was circulated to council 03.02.17.
- Informed ALCA that Councillor Stephens has withdrawn his nomination form from the Royal Garden Party draw 02.02.17. Agenda 1st February item 7c.
 - Informed council 06.02.17 that Marshfield Parish Council (South Gloucestershire) and Banwell Parish Council (North Somerset) were drawn from the hat to send their nominated guests to the 2017 Royal Garden Party in May.
- I have contacted Alison Richards at SGC on two separate occasions to ask for clarification on which dog and litter bins PPC owns. As I have not received a response I have now escalated this to Simon Spedding to deal with 03.02.17. Agenda 1st February item 7c.
 - Received an apology from Simon Spedding on the delay and received a map showing the Parish owned bins and dog bins which I sent to Councillor Dunning copying in the rest of the council for information 08.02.17.
- Received a response from Paul Jordan BT Customer Services informing me that they have passed our complaint regarding the listed telephone kiosk in a state of disrepair to the field manager to deal with and the repairs will be done as soon as possible 02.02.17. Agenda 1st February item 7c.
ACTION: Clerk to chase for an update.

- Reported style in need of repair to fixmystreet ref. 597813 03.02.17. Agenda 1st February item 7c.
- Requested questionnaire relating to the Avon Fire Authority Integrated Risk Management Plan 2016 – 2020 and circulated to council and community groups 02.02.17. Agenda 1st February item 9a.
- Informed successful grant applicants that their applications were approved and that the payments will be signed off at the meeting on 15th February. Agenda 1st February item 9e.
 - I have received emails from all the successful applicants thanking the parish council.
- Wrote to the two unsuccessful grant applicants informing them that their requests for a grant had been declined 10.02.17. Agenda 1st February item 9e.
 - Received a response from Pucklechurch Playgroup, it appears the total cost of the project was £3300.00 which was not shown correctly on the application form and the quotation they thought had been emailed to me but was still in the draft emails so therefore was never sent. Several quotes had been requested with £3300.00 being the cheapest so they were very disappointed that the error of not sending all the correct documentation meant that their application was refused.
 - Received a response from Kingswood Community Transport saying that they can appreciate that the application does not have a direct impact on local residents, but they just thought it would be a lovely idea for the volunteers and the image of KCT.
- Wrote to Pucklechurch Football Club and Pucklechurch Majorettes seeking clarification for their grant application 06.02.17. Agenda 1st February item 9e.
 - Both have responded which will be discussed in agenda item 9c later this evening.
- Wrote to Revel regarding their grant application form requesting new documentation 06.02.17. Agenda 1st February item 9e.
 - This will be covered in agenda item 9c later this evening.
- Informed the PCA that the £1260.00 for the CCTV system has been agreed outside the grant processing scheme and for them to send me the invoice for payment once the works have been completed. Agenda 1st February item 9e.
- Wrote to the interested candidate for the co-opted councillor position 02.02.17 inviting them to attend the next council meeting at 7.00pm on 15th February. Agenda 1st February item 9f.
 - Circulated expression of interest email to council 06.02.17.
- Informed Dyrham and Hinton Parish Council that PPC will not be making a complaint regarding the boundary change 03.02.17. Agenda 1st February item 9h.
- Received and circulated email from Danny Dixon Planning Assistant at SGC informing us that following the consultation on the proposed submission PSP Plan relating to the designation of Local Green Spaces in our area, they have reviewed the representations made by the parish council and will bring the following to the attention of the Inspector:

- LGSD245 and 246: Representation to combine the two spaces was submitted during the suggested modifications consultation. We propose to combine these spaces under one LGSD code as we see no issues with this. We are happy to use the boundary suggested.
- Circulated the following update on COM/17/0014/ADV Pucklechurch Convenience Store (Spar) Westerleigh Road Pucklechurch Spar sign erected above shop without permission:

The Planning Enforcement Investigating Officer conducted a site visit at the above address on the 10th January 2017, whereby photographs were taken and an initial assessment was made. During the site visit it was noted that a new illuminated sign has been erected on the shop front. As the property is located within a conservation area, the illuminated sign does not benefit from deemed consent and is therefore considered a breach of planning control. We have requested that the breach is addressed within the next 28 days and have outlined the following options to both the property and business owners:

1. *To remove the sign, therefore ceasing the breach;*
2. *To submit a retrospective planning application for the display of the illuminated sign (although we cannot guarantee its approval at this point);*
3. *To take no action and risk further formal enforcement action by way of the commencement of prosecution proceedings (it is illegal to display an advertisement without the required consent).*

We shall endeavour to keep you updated with the progress of this case and you should expect a further update in the next 6 weeks.

- The Old Dairy defibrillator green light was not working, Huw Morgan has looked into this and purchased and fitted a replacement bulb for £4.38. In the past, we have paid an electrician just short of £50.00 to do this for us, however Huw has only recharged the cost of the bulb.
- Circulated the email from District Councillor Steve Reade to the Parish Council from the DCLG who have advised that the West of England Combined Authority Order 2017 has been made as from 9th February 2017.
- The Shortwood bus stop notice board is broken. Huw Morgan has removed it and will try to repair it before we go down the road of replacement.
- Huw Morgan has been monitoring some wear on the chain links on one of the swings as Eagle Crescent, and has hired a bolt cutter and replaced the worn links with steel D rings for an approximate cost of £20.00 for the parts.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Pucklechurch Community Association	Meeting Room Hire January 2017	£32.20	2406
Huw Morgan Landscapes	Maintenance contract/expenses for materials	£1054.48	2407

PCC Pucklechurch (St Thomas a Becket Church)	Grant Award Scheme	£1500.00	2408
Pucklechurch and Shortwood Good Neighbour Scheme	Grant Award Scheme	£315.00	2409
South Gloucestershire Citizens Advice Bureau	Grant Award Scheme	£750.00	2410
Pucklechurch Village Sports and Social Club	Grant Award Scheme	£1500.00	2411
1 st Pucklechurch Scout Group	Grant Award Scheme	£1200.00	2412
Notice Me	2 x Bus Stop Noticeboards Oaktree Avenue	£94.62	2413
HMRC/Salary	Tax & NI/Wages	£1396.38	2414/2415
	TOTAL	£7842.68	

8b To RECEIVE an update from the Finance Working Group

The parish council finance spreadsheet was circulated to the council prior to the meeting. The figures were agreed by the council which reflect the forecast that the precept has been based on.

The Pucklechurch Community Centre meeting room is now required for the Neighbourhood Plan steering group monthly meetings (1st Monday of each month). A proposal for the parish council to pay the room hire charge of £16.10 per month was agreed.

RESOLVED: To pay for the room hire for the monthly Neighbourhood Plan meetings.

The mobile phone contract with O2 is now up for renewal. The clerk circulated details of a sim only plan for the two mobile phones prior to the meeting which is a saving of £6.54 + VAT month.

RESOLVED: For the clerk to sign the paperwork for the 24-month contract for £24.00 + VAT per month.

ACTION: Clerk to sign and return paperwork for the new contract on behalf of the council.

ACTION: Clerk to make Power of Competence an agenda item at the next meeting on 1st March.

NO. 9. Agenda Items

9a To FINALISE the casual vacancy process.

Caroline Phillips has now been appointed as a councillor.

The Declaration of Acceptance of Office has been signed and made before the Proper Officer of the Council.

The Register of Members Interest form has been given to Councillor Phillips to complete and return to the clerk.

Councillor Phillips has been informed that the Standing Orders, Code of Conduct and all other policies, past minutes etc. can be found on our website.

ACTION: Councillor Phillips to return the completed Register of Members Interest form to the clerk at the next meeting on 1st March.

ACTION: Clerk to send the completed Register of Members Interest form once received to South Gloucestershire Council.

9b To RECEIVE a report from the new Prison Director of HMP Ashfield - Vicky Pails and AGREE next steps if any.

Mrs Vicky Pails – Director of HMP Ashfield along with her colleague were in attendance to update the parish council on the plans for the prison and to build a relationship with the parish council.

Mrs Pails has been the Director of Ashfield since August 2016 and works for Serco which is a Service Company who are contracted to the Ministry of Justice.

Ashfield has a maximum capacity of 412 prisoners, age 21 plus for convicted sexual offenders. It is a category C prison that delivers programs designed for the rehabilitation of the prisoners into society. They have an elderly population of prisoners most being age 45 plus with a lot of them convicted for historical sexual offences. They do not take any prisoners from the courts they only take prisoners from other prisons.

As part of the rehabilitation programme they offer the inmates work within the prison such as light assembly workshops and teach trades such as plumbing, painting, decorating and electrical etc. They believe that the prisoners need a stake in society such as family, accommodation and work to go to once they leave the prison which helps them not to reoffend.

From January 9th. the prison went smoke free to protect workers and other non-smoking inmates from the harms of tobacco smoke. They do allow e-cigarettes to be used in the cells only.

There is a desire and capable to increase the prison population but this would be demand driven and only at the behest of the Ministry of Justice. Should they be requested for an increase in capability they could build another block housing approximately 120 inmates. This could benefit the parish by providing more jobs in the community. They have circa 150 staff and are currently recruiting for an April start. The parish council has asked to be kept in the loop of any developments on the new house block.

A question was asked concerning the success of rehabilitation of sexual offenders and how such a thing is measured - or is there any actual evidence - to which Mrs Pails replied that there isn't any that she knew of, but that she would look into it and report back to the parish council.

The parish council has been invited to visit and be shown around the prison and grounds.

ACTION: Councillors to let the Chair know if interested.

There are pieces of land around the prison that PPC are interested in which Councillor BS has discussed with Mrs Pails in the past. Mrs Pails will chase Keith Burberry in regards to this.

The prison is happy to receive requests from the community and might be able to support events by donating items made within the prison.

Mrs. Pails will be attending the Annual Meeting of the Parish on 18th May to give an update to parishioners and to answer any questions.

9c To RECEIVE an update regarding the grant applications and AGREE next steps.

Pucklechurch Majorettes have confirmed that the items intended for purchase will be used by all children and kept by the troupe to use in the future for new members.

Pucklechurch Football Club have confirmed that the items listed on the quotation for football socks, balls and nets will be the items they intend to purchase if the grant application is successful.

RESOLVED: To agree to approving the two grant applications from the Pucklechurch Majorettes for £300.00 and the Pucklechurch Football Club £420.00 based on the information above, under Section 137, Local Government Act 1972.

ACTION: Clerk to inform the Majorettes and Football Club of the decision and raise cheques for signing at the next meeting.

Pucklechurch Playgroup – a quotation for £3300.00 has now been received but the council's original decision to decline the application still stands.

ACTION: GB to do a presentation on how to complete a grant application form at the Annual Meeting of the Parish.

Pucklechurch Revel – we are still awaiting the information requested.

RESOLVED: For the clerk to send an email to Revel informing them that if the revised paperwork is not received by 28th February in time for the next meeting on 1st March, then the application will not be considered.

ACTION: Clerk to email Revel as per the decision above.

9d To AGREE a response to the Community Engagement Review 2017 Consultation

It was agreed in 2016 that the Community Engagement Forums (CEFs) would replace the previous Safer, Stronger Community Groups (SSCG's). The Council would resource 14 groups who now meet 3 times per year, rather than the previous 20 groups who met 4 times per year. The CEFs are now being reviewed and the deadline for comments is 28th February 2017. The weblink to the consultation can be found below:

http://hosted.southglos.gov.uk/SNAP/CEFreviewJan17/cef_review_jan_17.htm

RESOLVED: The consultation was completed online during the meeting.

9e 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

The following questions were answered as per the following and submitted online during the meeting:

Q1. We are keen to know what cross boundary strategic matters neighbouring authorities, government agencies etc. would like to engage with us on and which methods of engagement would best suit.

PPC Response: Gypsy & Traveller site provision and GTAA for the WEP.

Q2. Are the key priorities identified in paragraph 3.8 and in Topic Paper 1 the right key priorities for the South Gloucestershire new Local Plan to tackle up to 2036?

No response from PPC submitted.

Q3. Have you any comments on what should be included in the visions for any of the following areas:

- Overall vision for the whole of South Gloucestershire
- Urban areas in the north and east of Bristol
- Yate and Chipping Sodbury
- Thornbury
- Severnside
- Rural Towns and villages.

PPC response: We would endorse the vision for rural towns and villages that they retain the diversity and unique character of individual settlements and open countryside - it is important to retain degrees of separation between communities in order to be able to do this.

Q4. Is the draft structure the most appropriate approach?

PPC response: Yes

Q5. Do you consider the approach to combining policies and the range of policies identified is appropriate to address the land use issues facing South Gloucestershire?

No response from PPC submitted.

Q6. Are there other policies that are needed to address the land use issues relevant to South Gloucestershire?

PPC response: A proper policy that identifies the key issues relating to Horse Related development with regard to definitions etc. and a wider strategic approach that takes into account the density of such development. Unequivocal definitions that applications can be tested against.

Strategic planning policy for GT sites across district/WEP area with unequivocal definitions of what constitutes a Gypsy &/or Traveller

Renewed Green belt policy

Q7. As part of this consultation additional sites and evidence supporting their deliverability can be made using the online response form available from www.southglos.gov.uk/callforsites.

No response from PPC submitted.

Q8. Do you have any comments on the methodology used to construct the Sustainable Access Profiles? For example, comments on the approach to defining the range of key services and facilities, assessing walking and cycling and public transport access.

PPC response: There are still many inaccuracies and it is unclear what weighting is being given to each of the characteristics identified in comparison to each other, Assessments of for example the frequency of travel are over exaggerated and could impact on the assessment in a disproportionate way.

Q9. Do you have any comments on the findings and detail of individual Sustainable Access Profiles? E.g. are certain key services and facilities included which should not be, or are others missing?

PPC response: Pucklechurch - the comparison retail stores do not exist as listed as these are residential properties inaccessible to residents - and two that do exist are missing (hairdresser and bakers). The prison is no longer a YOI. There is no direct bus service to Kingswood. The post office is not situated on Westerleigh Rd and is now incorporated in to the newsagents.

It is not clear whether or not Parkfield has been assessed?

9f To CONSIDER carrying out repairs to the Parkfield potholes, due to SGC's failure to respond to our request for process to adopt the land in a timely fashion.
Two complaints from residents received.

Due to the Health and Safety concerns surrounding the potholes at Parkfield and South Gloucestershire Council refusing our offer for them to adopt the road, a proposal was made for the repairs to be carried out but that we seek clarification/evidence on where our ownership boundary is.

RESOLVED: To repair the potholes and accept the quotation of £505.73 + VAT from SGC, bearing in mind that this price may increase slightly due to the potholes getting worst since the quotation took place. The clerk is authorised to use her discretion to make the area safe within a £1000.00 authorised limit if necessary.

RESOLVED: To make a payment to Land Registry to determine the land owned by PPC.

ACTION: Clerk to instruct SGC to carry out the repairs as agreed.

ACTION: Councillors RD and LP to meet at the site with SGC to determine our boundary.

ACTION: Councillor BS to request a Land Registry search for clarification.

10. Date of next meeting

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

The Council meeting closed at 22:30