

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 1<sup>ST</sup>  
MARCH 2017, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle – Vice Chair (GB), T. Symons (TS), R. Dunning (RD), L. Putt (LP), J. Cotterell (JC), L. English (LE), C. Stephens (CS), C. Phillips (CP), S. Reade – District Councillor (SR), J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

All council members were in attendance.

**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 15<sup>th</sup> February 2017 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**NO. 5 CORRESPONDENCE**

**5a** GPFA Playground Management Training Seminar in partnership with ALCA.  
Thursday 29th April 1.00 – 4.30pm Munday Playing Field Thornbury BS35 2AR cost £30.00.

**Noted**

**ACTION:** Clerk to forward to Huw Morgan.

**5b** Email from a resident regarding lorries parking in Becket Court.

**ACTION:** This item will be picked up in reports later this evening, item 7a.

**NO.6. PLANNING APPLICATIONS**

**6a** 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.

Notice of decision: No Objection

**Noted**

**6b** PK17/0156/TCA 4 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PN Works to reduce height by 1.5m 1 no. Bay tree and pollard 1 no. Willow tree back to previous points trees situated within the Pucklechurch Conservation Area.

**RESOLVED:** No objection

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

**6c** PK17/0230/TCA 79 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9PU. Works to crown reduce 1no. Cedar tree by 2m. Tree situated in the Pucklechurch Conservation Area.

**RESOLVED:** No objection

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

**6d** PK17/0631/CLP 76 Hawkridge Drive Pucklechurch Bristol South Gloucestershire BS16 9SW. Application for a certificate of lawfulness for the proposed installation of a side dormer extension.

In 2012 this planning application was refused due to a neighbour objecting. This time it has been submitted as a Certificate of Lawfulness so this is not a consultation, it is down to the applicant to prove that it's lawful. In 2012 PPC did not object to the application and therefore stand by its original decision.

**RESOLVED:** No objection

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

**6e** PK17/0693/F 46 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire. Erection of a three storey and a single storey rear extension to form additional living accommodation. Demolition of existing porch and erection of replacement front porch. Extension to existing outbuilding to form detached garden office.

This application is not too dissimilar to other extensions on Parkfield Rank. The issue is that this area is washed over by greenbelt but as it is not exceeding 50% by volume increase and doesn't impact the greenbelt, PPC resolved not to object to this application.

**RESOLVED:** No objection

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

### **Other Planning Matters**

Knightstone Housing has now submitted two full planning applications for the development of Oaktree Avenue as below:

PK17/0807/F Site at Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9RP. Erection of 38no. Affordable dwellings with access, landscaping, parking and associated works.

PK17/0808/F Site at Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9RP. Erection of 20no. Affordable dwellings with access, landscaping, parking and associated works.

Councillor Boyle gave an overview to the council on the plans submitted and reported that application no. PK17/0808/F for 20 dwellings will be situated on the site that was proposed for the new doctor's surgery. There is a combination of 1 bedroom (2 person) and 2 bedrooms (3 person) properties. It appears that they have really listened to the resident's feedback from the consultation and have met the parking standards and also improved parking arrangements.

With regards to PK17/0807/F for 38 dwellings they have held lots of preapplication meetings as they need to pay reference to the barrage balloons.

As the application is for three storey high buildings, there is a concern with regards to the scaling mass against the rest of the street. Parking arrangements are situated in front of the properties and clarification of crossings and pavements is still an issue.

Mr Chris Dawson – Development Manager from Knightstone Housing has been invited to attend the next council meeting held on 15<sup>th</sup> March 2017 where these applications will be discussed in more detail.

## **NO. 7. REPORTS**

**7a** To RECEIVE pre-submitted reports from Councillors

**Parkfield** - A report was received from councillor Stephens prior to the meeting with regards to the road and turning circle at Parkfield Rank as below:

*As its and old road I didn't think it would be registered with the Land Registry in so much that if anyone owned land/property before 1990 it is unlikely to be recorded with LR, unless they specifically wanted to register it. And if the ownership had changed then there would be a legal need to register it. If they have no record of ownership – it proves that WE do not own it. So I rang the LR and they have no record of who owns it (if they did they would have said Mr X or ABC Council etc). I explained my query to the advisor and they advised, given the type of road, that I try Highways England. So, I did and they checked and suggested that I contact Gloucestershire County Council. I queried this and suggested South Glos Council, explaining the boundary/LA changes over the years and they said no their record listed Glos CC – they then transferred me and Glos CC Highways team and they checked and said no, it wasn't. They then referred me to SGC. Under Sect 38 of the Highways Act 1980 councils may adopt NEW roads, however this road is not new.*

*If we as a parish council were to adopt the road we would need to set up a formal residents assoc, hire an engineer to consultant to advise and possibly hire a contractor familiar with such schemes. The cost would be high. And given this I suspect that no one has actually done this otherwise it would be common knowledge and there would be a record of it. I note that Les said as far as he could recall he thought it was the parish council's but given that we're talking of owning a road I think we need to clarify it.*

*I have located a 2013 Freedom of Information Request – FIDP/003573-13 which if you click on the link below and download the spreadsheet it lists the adopted roads in SGC area, and line 2932 is: Parkfield Rd... I could not find Parkfield Rank.*

[https://www.whatdotheyknow.com/request/adopted\\_roads\\_3](https://www.whatdotheyknow.com/request/adopted_roads_3)

*The absence of ownership details implies that the road is un-adopted – which I think it is – and if so then the residents of that road have a duty of care/repair: For most un-adopted residential roads the duty to maintain it falls to the frontagers, i.e. the owners of the property fronting that road which may include those where the side, or length of their home fronts the unadopted road.*

*As I said clearly at the meeting: unless the PPC own it, we are not required to repair it. And as the LR do not have anyone owning it, then I believe it is a case of the 'frontagers' taking responsibility.*

As the parish council, has already agreed to carry out the repairs to this road this decision will still stand. However, there is an action in place for Councillors Putt and Dunning to meet with SGC to clarify who owns the land.

**ACTION:** Clerk to make arrangements for SGC to meet with Councillors Putt and Dunning at Parkfield.

**ACTION:** DC Steve Reade to make enquiries with SGC to see if he can get hold of copies of any deeds relating to this piece of land.

**Lorries parking in Becket Court** – Further to the report received from a resident which included photographs the parish council had received further reports from councillors in respect of this matter. Details found below:

*Residents have been advised in the past that vehicles parked illegally or obstructing the free movement of emergency vehicles should be reported to the police – PPC in and of itself has no power to take action. Also for reference:*

<https://www.gov.uk/guidance/the-highway-code/waiting-and-parking-238-to-252>

**Rule 242** You **MUST NOT** leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.

Laws RTA 1988 sect 22 & CUR reg 103

## Rule 243

DO NOT stop or park:

- near a school entrance
- anywhere you would prevent access for Emergency Services
- at or near a bus or tram stop or taxi rank
- on the approach to a level crossing/tramway crossing
- **opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space**
- near the brow of a hill or hump bridge
- opposite a traffic island or (if this would cause an obstruction) another parked vehicle
- where you would force other traffic to enter a tram lane
- where the kerb has been lowered to help wheelchair users and powered mobility vehicles
- in front of an entrance to a property
- on a bend
- where you would obstruct cyclists' use of cycle facilities

except when forced to do so by stationary traffic.

## Rule 250

Cars, goods vehicles not exceeding 2500 kg laden weight, invalid carriages, motorcycles and pedal cycles may be parked without lights on a road (or lay-by) with a speed limit of 30 mph (48 km/h) or less if they are:

at least 10 metres (32 feet) away from any junction, close to the kerb and facing in the direction of the traffic flow

in a recognised parking place or lay-by.

Other vehicles and trailers, and all vehicles with projecting loads, **MUST NOT** be left on a road at night without lights.

**Laws RVLR reg 24 & CUR reg 82(7)**

The lorries must therefore be parked at least 10 metres away from the junction and if over weight limit should have lights at night.

Options:

1. approach SGC regarding the possibility of posting warning/reminder notices
2. ask SGC to consider parking control measures (white/yellow lines)
3. approach PTE owners and remind them of responsibilities of drivers/parking etc and warn them that inappropriate parking will be reported to authorities
4. leaflet all houses in St. Aldams/Becket Court to encourage reporting of illegal/obstructive/dangerous parking

PPC resolved for the following actions to take place:

**ACTION:** Clerk to write to SGC regarding the heavy goods vehicles and how we can deal with it.

**ACTION:** Clerk to produce a leaflet for dropping through resident's doors and adding to the noticeboards, informing residents that if a lorry is obstructing access for Emergency Vehicles then this should be reported to the police.

**ACTION:** Councillor English to leaflet drop.

**ACTION:** Clerk to write to the Trading Estate to ask them to manage the issue.

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

District Councillor Steve Reade was in attendance and reported on the following:

There has been a representation for a mini roundabout to be added to the junction where Shortwood Road, Westerleigh Road and Abson Road meets. SR has suggested that the resident raises this at the next forum meeting to request for this scheme to be added to the transport list.

From the Oaktree Avenue development, there will be a substantial capital receipt, to which SR has asked for a proportion of this (CIL) to use towards securing the land for the multi user path.

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

- Chased Paul Jordan – BT Customer Services for an update regarding the telephone kiosk repairs 22.02.17. Agenda 15<sup>th</sup> February item 7c.
  - Received an email from Jonathan Liggins at BT regarding as below:  
*I can see from the last report that an engineer had closed down the fault but didn't add any notes, therefore I have had to re-report and I have copied in the Coach, Field Manager and the Chief Field Officer to see what's going on. I am hoping that they have ordered glass for the kiosk but I cannot confirm this until they respond to me, as soon as I have any sort of update I will be in touch.*
- Signed and emailed purchase order documents to Mike at Carphone Warehouse regarding the renewal of the mobile phone contract 17.02.17.
  - We have finalised the new mobile phone contract through Carphone Warehouse but since then I have received an email from O2 informing me that there will be a 2.6% Retail Price Index (RPI) increase from April 2017. I have spoken to Carphone Warehouse regarding this and they confirmed that all the networks are increasing their charges as of April 2017, so there is nothing that they can do about it.
- Informed Pucklechurch Majorettes and Pucklechurch Football Club 22.02.17 that their grant applications were successful and the cheque will be raised at the meeting on 1<sup>st</sup> March. Agenda 15<sup>th</sup> February item 9c.
  - Both organisations thanked the Parish Council for authorising their grant requests.
- Wrote to Pucklechurch Revel informing them of the deadline for the revised paperwork 17.02.17. Agenda 15<sup>th</sup> February item 9c.
  - Received a response informing me that they hadn't received the original email and questioned why the Beer and Cider Festival could not be part of the application. I have phoned and emailed Revel on several occasions informing them that the information received still mentions the beer festival and the supporting documents need to be resubmitted and the amount being asked for on the application needs to be supported by the quotations. I have received an email with all the documents on 1<sup>st</sup> March but I believe this is still showing the incorrect information.  
**RESOLVED:** For no further action to be taken by the clerk on this matter other than to make it an agenda item at the next meeting.  
**ACTION:** Clerk to make this an agenda item on 15<sup>th</sup> March.
- Emailed Dan Marchant at SGC instructing him to carry out the pothole repairs at Parkfield Rank 24.02.17. Agenda 15<sup>th</sup> February item 9f.

- I am meeting Trevor from SGC on Thursday 9<sup>th</sup> March at 10.30am to mark up the site, so if any councillors wish to attend this meeting please let me know.
- Sent all successful grant applicants their cheque enclosing a grant monitoring form and a letter requesting that they attend the Annual Meeting of the Parish on 18<sup>th</sup> May at 7.00pm 17.02.17.
- We have had more interest from resident's wanting to litter pick in the parish. I have ordered 4 x litter pickers, 4 x hi vis jackets and 4 x pairs of gloves for the residents to use, the total cost including VAT and delivery is £39.78.
- Huw Morgan has reported that the swing chains at Eagle Crescent had been wrapped around the top bar which he has sorted, the bus stop noticeboards seem to be a target for vandalism at the moment the one at the social club had been broken into and the ones at Shortwood and Oaktree Avenue had been ripped off the wall, these have all been repaired by Huw.
- Reported overflowing litter bin at Cattybrook Road play area to fixmystreet ref. 609426
- Circulated the planning notices regarding Oaktree Avenue to council and invited Chris Dawson at Knightstone Housing to attend the next meeting on 15<sup>th</sup> March.
- Added a name to the allotment waiting list bringing the total to 11.  
**ACTION:** TS and LE to do the allotment review report and meet with the allotment liaison group.  
**ACTION:** Clerk to provide telephone number of tenant in plots 21a and 21b to Councillor TS.  
**ACTION:** Clerk to make allotments an agenda item at the next meeting to review the allotment report and agree the rent charges so that invoices can be raised on 1<sup>st</sup> April.

## 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 Sports AFC	Grant Award Scheme	£420.00	2416
Pucklechurch Majorettes	Grant Award Scheme	£300.00	2417
A Chelmicka	Litter Picking February 2017	£350.00	2418
South Gloucestershire Council	Localism Charges Jan-Mar'17 Bins/Grass	£1884.46	2419
	<b>TOTAL</b>	<b>£2954.46</b>	

## NO. 9. Agenda Items

### 9a To RECEIVE the recommendation from the Staffing Committee for the Interim Clerk.

There was some interest received for the interim clerk position. Ellen Kenny is a clerk at the neighbouring parish Siston, is qualified and flexible for the time period. She meets all of our requirement although her appointment will require councillors to take on some of the duties that the clerk undertakes such as GB taking on the website, TS the finance and BS the burial ground.

A recommendation was made by the staffing group to appoint Ellen Kenny which was agreed.

**RESOLVED:** To appoint Ellen Kenny as interim clerk for the period of 9 months' maternity leave with some flexibility for an extended time.

**ACTION:** Clerk to liaise with BS and Ellen Kenny to finalise the handover process.

**9b** To RECEIVE an update regarding the dog and litter bins and AGREE next steps.

A report was circulated prior to the meeting by Councillor Dunning. A recommendation was made to remove the four dog bins from the following locations as their proximity is close to a litter bin:

- St Aldams
- Rec – Castle Road Entrance
- Shortwood Play Area
- Shortwood Main Road

An argument was put forward with regards to the dog bin at St Aldams to keep this dog bin as it is quite heavily used although close in proximity to the litter bin.

A recommendation was also made for the dog bin in Partridge Road to be replaced with one of the dog bins removed as above and an extra one located in at the kissing gate next to the Rose and Crown pub as there is a need for one here after a resident's request.

**RESOLVED:** To remove three dog bins from the Rec Castle Road Entrance, Shortwood Play Area and Shortwood Main Road and reuse two of the removed bins and replace the one at Partridge Road and add one by the Rose and Crown.

**ACTION:** Clerk to check the three bins are owed by PPC and then arrange the removal and repositioning of two of the bins with Huw Morgan.

**ACTION:** Clerk to arrange for SGC to stop emptying the bins at the Rec Castle Road Entrance, Shortwood Play Area and Shortwood Main Road and add the emptying of the one at the Rose and Crown.

**ACTION:** Clerk to update the resident in Partridge Road of the decision.

**9c** To CONSIDER whether the Parish Council are ready for the General Power of Competence by resolution.

Information paper on the GPC circulated to council prior to the meeting.

**RESOLVED:** Agreed by resolution that Pucklechurch Parish Council adopts the General Power of Competence.

**9d** To REVIEW information for the bus stop noticeboards

**RESOLVED:** For the following items to be added to a poster and displayed on the bus stop noticeboards:

- Parking issues and parking on pavements in the parish.
- Details of the Annual Meeting of the Parish
- Knightstone Housing – Oaktree Avenue Development Applications
- Fixmystreet – informing residents on how to report issues such as fly tipping and litter to SGC.

**ACTION:** Clerk to create a poster for displaying on the noticeboards.

**ACTION:** Clerk to report the litter problem on the footpath around the upper end of the Shortwood landfill site to Cory Environmental.

**9e** To REIVEW the Crime and Disorder statistics for Pucklechurch Parish.

**RESOLVED:** To defer this item until the next council meeting.

**ACTION:** Clerk to make this an agenda item on 15<sup>th</sup> March.

**9f** To CONSIDER renewing the Shortwood play area lease and AGREE next steps. Lease expires 25<sup>th</sup> March 2016, £180.00 per annum.

**RESOLVED:** To continue to lease the Shortwood Play Area as per the current terms.

**ACTION:** Clerk to write to the Landlord to request that the Parish Council renews its lease for a further year.

**9g** To AGREE to using John Hicks Associates to carry out the Annual Playground inspections at the same price as last year £300.00 + VAT.

**RESOLVED:** To accept John Hicks Associates quote to carry out the play inspections for this year.

**ACTION:** Clerk to inform Mr Hicks and arrange for the inspections to take place.

#### Other items

The Parish Council would like to thank Mr Jim Cotterell for his contribution to the Parish Council and wishes him well for the future.

### **10. Date of next meeting**

**Wednesday 15<sup>th</sup> March 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 20:55