

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15<sup>TH</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), C. Stephens (CS), B. Stokes – District Councillor (Part), J. Bailey (Clerk).

**NO. 1. APOLOGIES FOR ABSENCE**

L. English (LE)  
C. Phillips (CP)  
S. Reade – District Councillor (SR)

**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 1<sup>st</sup> March 2017 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were 16 members of the public in attendance.

Chris Dawson from Knightstone Housing attended the meeting to update the council following the submission of two planning applications for affordable housing in Oaktree Avenue.

The sites in Oaktree Avenue were marketed for sale as housing land before Knightstone's involvement, one has received planning in the past and the other has been earmarked for development since the 1970's.

A consultation took place and the concerns from the general public were taken on board, and the revised plans are now in the public domain. They have tried to address all concerns raised with regards to parking, safer routes to the bus stops etc. and have met SGC's met parking standards. Section 106 contributions of £250,000 will improve the traffic and pathways and some of this has been earmarked towards open spaces such as Eagle Crescent Play area.

Several questions were raised by the council regarding the un-adopted road to the left-hand side of the 20. Dwellings site to which Mr Dawson responded that site access to the rear of the site will be by this un-adopted road. With regards to the crossings Knightstone will be giving the Highway Authority a financial contribution and they will be responsible for the pavements and type of road surface used. PPC also has a concern with the landscape at the 38-dwelling site causing a blind bend.

There were several residents in attendance who had questions surrounding the following:

- No footpaths along the edge of Oaktree and the concern about people parking on both sides of the road causing pedestrians to walk onto the road. Mr Dawson informed the resident that a road safety audit has been carried out by the Highway Authority.
- Cyclist access via Back Lane – Mr Dawson confirmed that the existing road to Back Lane will not be affected.
- Impact on infrastructure – how can the village deal with the infrastructure? Mr Dawson confirmed that he is not in control of this.
- Who will maintain the acoustic bund (3m high fence)? Mr Dawson confirmed that this will be maintained by Knightstone.

Many residents believe this to be an overdevelopment of a small area, and are concerned about infrastructure and how it will affect the doctor's surgery, school, play areas and parking. There was also a point raised over the buildings not being in keeping with the rest of the village especially the 3-storey townhouses.

These two planning applications will be discussed by the council in agenda items 6e and 6f.

## **NO. 5 CORRESPONDENCE**

### **5a Bromley Heath Viaduct Traffic Management Residents Meetings**

SGC is proceeding with a major maintenance programme to the Bromley Heath Viaduct from June/July this year for up to a maximum of one year. Senior officers and engineers will be present at the sessions listed below to explain the measures they propose to undertake as well as providing details of the works programme:

- Saturday 18 March / 10am–12pm Bromley Heath Infant or junior school
- Saturday 25 March / 10am–12pm Downend Library
- Tuesday 14 March / 6pm–8pm Hambrook Primary School
- Wednesday 22 March / 7pm–9pm Frenchay Village Hall

Details of the project and the work involved, including a short video is available at [www.southglos.gov.uk/bhviaduct](http://www.southglos.gov.uk/bhviaduct). Circulated to community groups.

**Noted**

### **5b Gloucestershire Playing Fields Association Newsletter**

February 2017 newsletter attached. Sent to Huw Morgan for information.

**Noted**

## **NO.6. PLANNING APPLICATIONS**

### **6a PK15/0582/O Land Off Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9RP.**

Erection of 9no. dwellings (Outline) with all matters reserved.

This application has now been withdrawn and no further action will be taken on it.

**Noted**

### **6b PK16/5514/F Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2UP.**

Proposed golf course re-design, provision of temporary club house facilities, erection of new club house and associated works.

Notice of decision: Approve with Conditions

**Noted**

### **6c PK16/5639/LB Units 9 To 10 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.**

Internal and external alterations to 2no. Balloon hangers to include replacement of external cladding and roofing materials, replacement of irreparable existing steel windows.

Installation of roller shutter doors to south elevation of both hangers. Internal refurbishments to include removal of all plasterboard linings, timber-framed carcassing, along with asbestos containing materials.

Notice of decision: Approve with Conditions

**Noted**

### **6d PK17/0721/F The Cottage 27 Westerleigh Road Pucklechurch Bristol South Gloucestershire.**

Erection of single storey rear extension to form additional living accommodation and re-roofing of existing garden room and ancillary work.  
Deadline for comments 29<sup>th</sup> March 2017.

This is a small extension with no impact on the conservation area.

**RESOLVED:** No objection.

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

**6e** 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.

Deadline for comments 21<sup>st</sup> March 2017.

PPC objects to the plans that have been submitted as they currently stand but has no objection to the development of this site in principle.

PPC's concerns are summarised as follows:

**Ecology:** No ecological information has been provided in support of this application. An ecology report for the whole area was submitted with PK10/3380/O and PPC can see no reason why a similar report is not required on this occasion. Without further survey the site cannot be considered to be of low value as at that time it had and still has the potential to support protected species. At the very least there should be a requirement for improvement.

**Transport & Parking:** Since the development is making provision for 65 cars to be parked within the site PPC does not agree that the development proposals will have a negligible impact in terms of traffic generation. PPC believes that the parking survey does not adequately reflect the level of on-street parking that takes place in this area, especially at weekends, since it was undertaken on 3 week days (of which 2 were Wednesdays and 1 a Tuesday). The comment that *"a number of garages local to the site were actually being used for storage of things other than cars, therefore adding pressure on to the local highway"* should be entirely disregarded since there is no quantifiable evidence that supports this: it is pure supposition this is a contributory factor to parking congestion in this area.

PPC has particular concerns with regard to the parking spaces that are arranged directly perpendicular to Oaktree Avenue which drivers will access over a pedestrian walkway. Car owners that that park 'nose in' to these spaces will have to reverse in to the highway with their views likely restricted by cars parked within adjacent spaces. This situation will be exacerbated by cars parked on Oaktree Avenue itself parking across spaces where car ownership within a single property exceeds the number of spaces allocated to it – this will reduce driver safety along this stretch of the road. The mitigation strategy proposed to address the parking of cars displaced by the existence of these new spaces (those that will no longer be able to park on Oaktree Ave.) is potentially inadequate. Similarly, the additional unallocated spaces that have been provided within the plan are positioned at the furthest point away from the main highway itself and therefore not immediately obvious or convenient for casual visitors other than those related to residents of the new development.

The potential for traffic collisions to occur within the development has also been created where parking spaces to the rear of the development (32 and 33) have been positioned adjacent to a corner on the two-way road that circumnavigates the site: the danger to road users is exacerbated by the suggested landscaping plan that effectively makes this a blind corner.

The Design & Access statement makes many reference to the setting of the designated heritage asset (balloon tether) and that "The Highways officer required the new road to be two-way, with increased road width and there was further discussion regarding the listed balloon mooring, boundary and road surface treatments adjacent to it, which would prevent car parking alongside." It is unclear what form these treatments would take that would stop parking but still enable two-way traffic unless the road was narrowed and a 'priority' scheme introduced. The signposting of such a scheme would be in and of itself detrimental to the

setting of the designated site as well as impacting on the 17 car parking spaces that have already positioned in front of the properties that face out on to it anyway.

With regard to on-site parking, PPC requests that the demarcation of residential parking spaces as well as visitor unallocated parking spaces is covered by condition as per SGC's Residential Parking standards.

Scale and form: PPC understands there many changes have been made in response to comments received during public consultation and that changes have also been made as a result of discussion with SGC officers. It is disappointing therefore that as the result of this, the 3-story block of flats is now proposed to be situated opposite pre-existing houses on Cossham Road (especially when residents were opposed to this suggestion) and adjacent to Oaktree Avenue. PPC believes that this block does not respect the shape, form and massing of the existing street scene since there are no other 3 storey buildings at all in this area: the suggested mitigation strategy of providing small windows on its eastern façade is an inadequate solution. PPC does not understand why it would not be possible to position this block to the centre rear of the development adjacent to Back Lane since this would neither affect residents of Cossham Road nor the setting of the balloon tether.

Un-adopted road: this road provides access to pre-existing properties and is currently a cul-de-sac and should remain so: this needs to be made absolutely clear. However, it is still possible that it will become a focus for additional visitor/unallocated car parking and become degraded to the disadvantage of residents. As yet no consideration has been given as to how to mitigate for this situation occurring.

PPC understands that the development will provide (and finance) improvements to footpaths, bus stops and crossing points: the latter should be explicitly secured and funded as a part of a s106 requirement especially since the nearest play area is at Eagle Crescent on the opposite side of Oaktree Avenue. Financial provision for improvements to this play area (owned by PPC) should be secured by s106 agreement especially as no such amenity is being offered within the development site.

**RESOLVED:** Objection

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

**6f** 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.

Deadline for comments 21<sup>st</sup> March 2017.

PPC objects to the plans that have been submitted as they currently stand but has no objection to the development of this site in principle.

PPC's concerns are summarised as follows:

Ecology: No ecological information has been provided in support of this application so it is difficult to understand what evidence supports SGC's Officer comments. An ecology report for the whole area was submitted with PK10/3380/O and PPC can see no reason why a similar report is not required on this occasion. Without further survey the site cannot be considered to be of low value as at that time it had and still has the potential to support protected species. At the very least there should be a requirement for improvement.

Transport & Parking: PPC believes that the parking survey does not adequately reflect the level of on-street parking that already takes place in this area especially at weekends since it was undertaken on 3 week days (of which 2 were Wednesdays and 1 a Tues). The mitigation strategy proposed to address this is therefore potentially inadequate and does not address the problem of cars continuing to park on Oaktree Ave that may impact junction visibility.

With regard to on-site parking, PPC requests that the demarcation of residential parking spaces as well as visitor unallocated parking spaces is covered by condition as per SGC's Residential Parking standards.

Un-adopted road: this road which provides access to pre-existing properties as well as to the rear of the proposed development will likely become a focus for additional visitor/unallocated car parking and will become degraded to the disadvantage of residents; these include those that rely on this road for access to their properties and also to the designated village green area as well as to users of the cycle route via Back Lane. As yet no consideration has been given as to how to mitigate for this situation whilst continuing to provide access.

PPC understands that the development will provide (and finance) a footway link to the nearby bus stop as well as crossing points and raised kerbing, and believes that this should be explicitly secured and funded as a part of a s106 requirement. However, there is no safe footway to the St Aldam's play area (on the same side of Oaktree Avenue as the development) which will be a draw for children living in the new development. PPC contends that a footway should be provided to at least the junction of Oaktree Ave with Birch Drive to address this issue and should therefore also form part of a s106 agreement. Since the development is making provision for 33 cars to be parked within the site PPC does not agree that the development proposals will have a negligible impact in terms of traffic generation and therefore road safety.

Amenity space: Financial provision for improvements to play areas in the vicinity of Oaktree Avenue namely those at St Aldam's Drive and at Eagle Crescent (both of which are owned by PPC) should be secured by s106 agreement especially as no such amenity is being offered within the development site.

**RESOLVED:** Objection

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

### **Other Planning Matters**

The following two applications were received after the agenda was set and have a deadline for comments of 31<sup>st</sup> March which falls before the next full council meeting.

PK17/0926/F 15 Eagle Crescent Pucklechurch Bristol South Gloucestershire BS16 9SE  
Erection of single storey and two storey rear extensions to provide additional living accommodation.

This is an extension that sits to the rear of the property and doesn't exceed 50% of the original ground surrounding the house.

**RESOLVED:** No objection

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

PK17/1021/F Little Green 25 Shortwood Road Pucklechurch Bristol South Gloucestershire.  
Erection of 1no detached dwelling and associated works.

An application to build three properties on this land has been previously refused and to which PPC objected.

The same concerns exist with regards to the unsafe road access and with the recommendation to use tarmac into flint chippings on the private driveway the parish council are concerned about the noise this may create.

**RESOLVED:** To object as per the previous application.

**ACTION:** Clerk to submit objection comments on SGC website.

## **NO. 7. REPORTS**

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

A report was circulated by Councillor Dunning regarding The Charter for Trees, Woods and People who are encouraging local parish, town and community councils to register as Charter Branches.

As a Charter Branch the council would be joining a growing network of people passionate about trees, helping to develop and promote the new Tree Charter. Becoming a Charter Branch will in no way affect the autonomy of the council or local conservation groups. The level of involvement may range from simply signing up to receive free copies of their newspaper "Leaf!" to gathering signatures of support, to more imaginative projects and activities around trees, for which funding of up to £1500 is available.

**ACTION:** Clerk to make this an agenda item at the next council meeting on 5<sup>th</sup> April.

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

There were no District Councillors in attendance as Ben Stokes departed after the public participation section of the meeting.

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

- Scanned and emailed Councillor Phillips Register of Members Interests and Declaration of Acceptance of Office forms to Natalie Carr Democratic Services. Also, informed her that Jim Cotterell is no longer a Councillor and to remove his details from the SGC website 09.03.17. Agenda 15<sup>th</sup> February item 9a.
- Forwarded GPFA Playground Management Training Seminar information to Huw Morgan 03.03.17. Agenda 1<sup>st</sup> March item 5a.
- PK17/0156/TCA 4 Parkfield Road, Pucklechurch submitted no objection comment on SGC website 08.03.17. Agenda 1<sup>st</sup> March item 6b.
- PK17/0230/TCA 79 Westerleigh Road, Pucklechurch submitted no objection comment on SGC website 08.03.17. Agenda 1<sup>st</sup> March item 6c.
- PK17/0631/CLP 76 Hawkridge Drive, Pucklechurch submitted no objection comment on SGC website 08.03.17. Agenda 1<sup>st</sup> March item 6d.
- PK17/0693/F 46 Parkfield Rank Parkfield Road Pucklechurch submitted no objection comment on SGC website 08.03.17. Agenda 1<sup>st</sup> March item 6e.
- Emailed Cath Clemence – SGC regarding arranging a meeting with Councillors Putt and Dunning to clarify ownership boundary at Parkfield 03.03.17. Agenda 1<sup>st</sup> March item 7a.
  - Received a response from Darren Davison - Asset Management 03.03.17 attaching land registry details which shows the ownership of the turning circle area at the end of Parkfield Rank as belonging to Pucklechurch Parish Council, however part of the road towards Phylbrey and Courtney cottages is un-adopted. Circulated land registry information to council 08.03.17 for information.
  - A site meeting with SGC was held on 10<sup>th</sup> March to which Councillor's B. Symons and Stephens attended. The potholes were marked up for repairs and the works will be carried out on Saturday 18<sup>th</sup> March. The cost for repairs is £706.47 + VAT (£847.76 total).
- Wrote to SGC requesting advice on how we can deal with the Heavy Goods Vehicles parking on Becket Court 03.03.17. Agenda 1<sup>st</sup> March item 7a.

- Response received from Chris Harris 10.03.17 as below:  
*The Road Traffic Act requires all heavy goods vehicles (vehicles over 7.5 Tonnes in weight) to be parked in a base off the highway overnight. Commercial vehicles over 3.5 tonnes are also subject to similar rules and if you have any specific details, including registration numbers, you may wish to contact the Driver and Vehicle Standards Agency, (DVSA), details as given below:  
DVSA customer support, [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk), Telephone: 0300 123 9000 (Monday to Friday, 7:30am to 6pm)  
Or write to: DVSA, The Ellipse, Padley Road, Swansea SA1 8AN  
If you contact the agency, you should set out the problem, giving the vehicle registration number and details of the vehicle operator (if this is indicated on the vehicle).  
DVSA can check all the relevant licensing details over the phone and follow up with enforcement action against operators if appropriate.*
- Wrote to the Trading Estate and also the Landlord Canmoor who are based in London to ask them to manage the issue of lorries parking on Becket Court 03.03.17. Agenda 1<sup>st</sup> March item 7a.
  - Response received from Tom Maltby 10.03.16 as below:  
*I have of this afternoon received your letter dated 3<sup>rd</sup> March 2017 with regards to our Industrial Estate in Pucklechurch.  
I have copied in the managing agent for the estate, Georgina Barry of Workman LLP based out of Bristol.  
Firstly, we are not aware of the issue so thank you for raising this with us.  
Please be rest assured that both Workman & I will investigate fully and put in place some measures to make sure that if these lorries are related to one of the estate's tenants, that this is stopped immediately.  
My apologies for any inconvenience caused.*
- Produced 50 leaflets regarding the HGV's parking on Becket Court for Councillor English to post through resident's doors 03.03.17. Agenda 1<sup>st</sup> March item 7a.
- Provided contact details for the allotment tenant of plots 21a and 21b to Councillor T. Symons 02.03.17. Agenda 1<sup>st</sup> March item 7c.
- Organised a meeting between Councillor B. Symons, Ellen Kenny the Interim Clerk and I to go over the handover process Friday 10<sup>th</sup> March at 2.00pm. Agenda 1<sup>st</sup> March item 9a.
- Checked the dog and litter bins map supplied by SGC and confirmed that the 3 DOG bins that we wish to remove are Parish Council owned dog bins. Agenda 1<sup>st</sup> March item 9b.
- Spoke to Huw Morgan regarding the removal and repositioning of the bins 03.03.17. Agenda 1<sup>st</sup> March item 9b.
- Wrote to Simon Spedding – SGC copying in Alison Richards and the Asset Data Team, requesting that they remove the emptying of 3 dog bins from our contract at the locations Cattybrook Road Play Area Shortwood, Main Road Shortwood and The Rec – Castle Road Entrance. Also, requested permission to add one of the removed dog bins near to the kissing gate next to the Rose and Crown Pub on Parkfield Road 03.03.17. Agenda 1<sup>st</sup> March item 9b.

- Response received from Simon Spedding 08.03.17 informing me that the above dog bins are owned by PPC and they have no objections to our proposal. They do need to keep their asset records up to date so would need to know when things happen. We are working towards the 1<sup>st</sup> April to start the new regime.
- Updated the resident from Partridge Road regarding the replacement dog bin 03.03.17. Agenda 1<sup>st</sup> March item 9b.
  - The resident has requested the bin be repositioned 30 yards to the right or left of its current position. This will be an agenda item tonight item 9f.
  - Reported bin to fixmystreet ref. 626705 on 10.03.17.
- Created a poster for displaying on the Parish Council noticeboards and website 08.03.17. Agenda 1<sup>st</sup> March item 9d.
- Reported litter problem on footpath around the upper end of the Shortwood landfill site to fixmystreet 03.03.17 ref. 611561. Agenda 1<sup>st</sup> March item 9d.
  - Reported the problem to Cory Environmental 08.03.17.
- Wrote to the Landlord of the Shortwood Play Area asking if the Parish Council can renew the lease for a further year 03.03.17. Agenda 1<sup>st</sup> March item 9f.
- Accepted the quotation from John Hick's Associates to carry out the Annual Playground Inspections 03.03.17. Agenda 1<sup>st</sup> March item 9g.
  - Mr Hicks is to confirm the date of the inspection in due course.

**ACTION:** Clerk to arrange for Huw Morgan to accompany John Hicks when he carries out the inspections if possible.
- Sent grant cheques, letter and grant monitoring forms to Pucklechurch Majorettes and Football Club and invited them to present at the Annual Meeting of the Parish 03.03.17.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Huw Morgan Landscapes	Maintenance Contract/Expenses March 2017	£1059.67	2420
PCA	Meeting Room Hire February 2017	£48.30	2421
PATA UK	Payroll Services January – March'17	£30.00	2422
HMRC/Wages	Tax/NI Wages March'17	£1658.46	2423/2424
	<b>TOTAL</b>	<b>£2796.43</b>	

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

A notice was circulated prior to the meeting informing the council of a price increase for 707 Limited (general waste bin) as of 1<sup>st</sup> April 2017. The price has increased from £11.85 to £12.60 + VAT per lift.

The finance spreadsheet was circulated to the council prior to the meeting. There has been an increased income of £2,074.67 which is mainly from the cemetery. With regards to expenditure grass cutting, dog bins, waste and ground maintenance has

exceeded the budget but savings have been made on salaries and training in the region of £9500. In other expenditure, funds have been allocated to projects but not yet spent so will be carried forward.

On summary, we are on forecast for what had been budgeted when setting the precept.

**RESOLVED:** These figures were accepted by the council as a true reflection of the financial position.

**8c** To CONSIDER renewing the NALC and ALCA Annual Subscriptions and AGREE next steps. Memberships runs from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018, Annual Fee = £486.66.

There is a slight increase of £4.90 in the subscription cost from last year, however this due to a change in electorate from 2163 to 2194 not a price increase.

**RESOLVED:** To renew the NALC and ALCA subscription for 2017/2018.

## **NO. 9. Agenda Items**

**9a** To RECEIVE an update from the Allotment Working Group to include a review of plots, trees and paths and AGREE next steps.

A review of the allotments was carried out and a report circulated to the council prior to the meeting.

Councillor Symons alongside a representative from the Allotment Liaison Group assessed each individual plot, comparing it to the last review in October 2016 and the following recommendations were made:

Letter to be sent with renewal notice to Plots 2, 9, 15, 16, 19 and 20 to encourage them to cultivate land and point out the terms of the lease.

Letter to be sent to Plot 3 requesting they remove the large pile of wood from their plot as they are not to be used for storage areas and we have concerns regarding fire risk.

Proposal not to renew the leases for Plots 4, 10 and 12 as they have not improved since the last review and all had been sent a letter in September 2016.

To check with Plot 6 that they still want the plot as dispensation given last year due to medical grounds but no work has been carried out since the last review.

**RESOLVED:** To accept the recommendations as listed above and give Plots 4, 10 and 12 one months' notice to vacate the plots.

**ACTION:** Clerk to carry out the actions listed above.

Plots 21a, 21b and 24

A meeting took place with the tenant of plots 21a, 21b and 24 regarding the problems with hording and cultivation. The tenant was given notice to vacate plots 21a and 21b but it was decided by the council after a presentation given by other allotment members that we would hold a meeting and discuss options.

The tenant has voluntarily given up plot 24 which contains a number of plum trees and which would not be suitable as an allotment. It was also agreed that Plots 21a and 21b would be divided into three equal separate allotments in the next month with the help of other allotments holders and members of the Allotment Liaison group. They would measure and peg out the three sections and with some posts that are stored on the existing tenants plot they would put them into the ground ready for the new tenants. It was suggested to the

council that new tenants are offered the plots on a three-year rent free basis to enable them to prepare the land which will include fencing and gating their areas. The existing tenant will work with the Allotment Liaison Group to remove the stones, trailers and other articles that are stored both within the allotment and around the allotment.

**RESOLVED:** To accept the above proposal with the exception of the three years rent free for the new tenants and reduce this to two years rent free.

A further proposal was made that Plot 23 is extended into Plot 24 using 50% of Plot 24 and that the area that contains the plum trees which is the area behind Plot 25 is cared for by the allotment holders as a group. The leaseholder of Plot 23 did ask this to be addressed by the council some time ago so that they can move their shed to open up more land to cultivate. I believe they already pay £20.00 for this plot which is much smaller than any of the other plots on the allotment site so I would not suggest a price increase is imposed for this change.

**RESOLVED:** For Plot 23 to extend their plot using 50% of Plot 24.

Further to anecdotal break ins and the safety and security of the allotment holders whilst working alone at the allotment site various proposals were made to remove trees, erect fences, etc. which will be done by the allotment holders with no cost to the parish council.

**RESOLVED:** For the clerk to write to the Allotment Liaison group representative asking them to bring their recommendations to the council for consideration.

**ACTION:** Clerk to write letter inviting them to present their ideas to the council.

**ACTION:** TS to circulate the allotment report to the Allotment Liaison Group.

**ACTION:** Councillor TS to work with the Allotment Liaison Group over the next month with regards to the splitting of the allotment plots and will report back to the council in due course so that new tenants can be offered plots. New tenants can be given Mr Packers telephone number who can fully explain to them about the regulations and consequences of not looking after allotment plots.

**9b** To REVIEW the lease for Allotment holders and AGREE the rent figure chargeable on 1<sup>st</sup> April 2017.

The lease agreement was circulated to the council prior to the meeting.

**RESOLVED:** For the lease agreement and annual rent of £20.00 for an allotment plot to remain the same as last year.

**ACTION:** Clerk to issue invoices and agreements to tenants from 1<sup>st</sup> April 2017.

**9c** To RECEIVE an update regarding the Community Library and AGREE next steps

The below report was circulated by Councillor Putt to the Council prior to the meeting:

From October 2017, the Mobile Library operated from Yate will no longer be available. Martin Burton from South Gloucestershire Council chaired a meeting on the 25th October 2016. At the meeting, he explained why the mobile library was being terminated and asked parishes to consider setting up community libraries in a suitable, accessible village venue as an alternative.

**Location for the library:**

LP contacted several possible venues in the village (the village hall, the church, the Homefield Centre, the Surgery and the PVSSC. It was decided that the PVSSC was the best location. It opens every day at 11.00 a.m. and the contact there was very keen on hosting the library. Wednesday evening in the skittle alley was also offered if required. The club has disabled access and toilets and has adequate storage for the two book cabinets.

### **Costs involved**

Secure storage would be required for approx. 400 books and a laptop would be required to log books in and out of the library system. The cost of this - for two lockable book cabinets and a laptop would be around £2,000.

### **Operating times**

In the first instance the library would operate twice a month from 11.30 - 1.30 on a Tuesday morning, similar to the mobile library, but if the take up is good then this could increase in regularity.

### **Staffing**

The success of this venture would be dependent upon finding enough volunteers. The volunteers would receive training from the South Glos. Library service and would have to be trained in data protection, as well as signing an agreement.

### **Refreshing books**

A van will be operated by South Glos. probably once a month, to facilitate refreshing the books available. Specific books could also be ordered by library members and then delivered by the van to the library.

### **Asking for volunteers:**

In early January LP asked the Parish Clerk to email all the village groups with an A4 sheet explaining why the need for the community library, where it would be located, how often it would operate, and how the volunteers would operate the library. LP received one response from the Good Neighbours group whose leader was on board with the idea but could not volunteer due to working full time.

As no other responses, had been received LP emailed the groups again on the 16th February and also submitted a short article about the library to Pucklechurch News. The email garnered one more response and article in PN gained one more.

### **Conclusions:**

It would appear that there is not enough interest to warrant the, albeit one off, cost of setting up a community library in Pucklechurch. This, coupled with the fact that the figures produced by Martin Burton showed only 14 people using the mobile service in 12 months leads me to conclude that a community library is not the answer.

If the PC votes to not go ahead with this I intend to get together the people who have expressed an interest in volunteering to try and set up a collect and deliver service for people who are unable to attend the local libraries themselves. I know Elizabeth Webb the church verger already does deliver to some of the homes in the village.

**RESOLVED:** Not to financially support the Community Library due to low usage figures.

**9d** To REVIEW the Crime and Disorder statistics for Pucklechurch Parish.

The Crime statistics for December 2015 to January 2016 were pulled off the Avon and Somerset Crime Figures website and circulated to the council prior to the meeting.

The council were very concerned that the only information available was for 2015/16 and therefore out of date and questioned the reliability of the website.

**RESOLVED:** To make a complaint to Sue Mountstevens – Police and Crime Commissioner regarding the out of date information on the website.

**ACTION:** Clerk to send a letter to Sue Mountstevens as above.

**ACTION:** Clerk to email Nessa Jarman - Community Engagement Officer to add this to the agenda at the next Community Engagement Forum meeting.

**9e** To REVIEW the grant application from Revel and AGREE next steps.

Despite repeated attempts made by the clerk to notify Revel of the reasons that their grant application could not be accepted, the final application issued still included the Beer and Cider Festival which the parish council cannot fund.

**RESOLVED:** To decline the grant application from Revel.

**ACTION:** Clerk to notify Revel of the decision.

**9f** To CONSIDER repositioning the dog bin on Partridge Road and AGREE next steps. Resident has requested for the bin to be repositioned when replaced either 30 yards to the right or 30 yards to the left of its current position.

The clerk has checked the map provided by SGC and confirms that this dog bin is owned by SGC not PPC.

A fixmystreet report was submitted to SGC on 10.03.17 ref. 626705, requesting that they replace the bin. A response has been received informing the council that they will repair the bin within ten working days or one month if it needs to be replaced.

**RESOLVED:** As it is not our bin to move, it was resolved not to re-site the bin as requested by the resident.

**ACTION:** Clerk to inform the resident that the bin belongs to SGC and that a request for a replacement has been logged through fixmystreet. Also, to inform the resident that if they still wish for the bin to be moved they must take this up with SGC directly.

**9g** To REVIEW the residents email regarding damage to their vehicle from the Parkfield potholes and AGREE next steps. Email attached requesting reimbursement of £439.47 including VAT.

**RESOLVED:** To decline the request for reimbursement.

**ACTION:** Clerk to inform the resident of the decision.

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

**Wednesday 5<sup>th</sup> April 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 21:43