

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 5<sup>TH</sup> APRIL 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), L. English (LE), R. Dunning (RD), L. Putt (LP), C. Stephens (CS), C. Phillips (CP), S. Reade – District Councillor, J. Bailey (Clerk), Ellen Kenny (Interim Clerk).

**NO. 1. 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 9g.

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

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

**NO. 4. PUBLIC PARTICIPATION**

A representative from the Allotment Liaison Group was in attendance to talk about the Allotment site and put forward proposals to make it a safer place for the tenants. A report was given informing the Parish Council that there have been quad bikes driving around the allotment site, horses being ridden and dogs running around the plots. The site is currently not secure with a dilapidated gate and with the remoteness of the site and people working alone some of the tenants are feeling that the security measures could be tighter.

The following proposals were made:

1. To install a 6-foot-high palisade gate which would stop unauthorised access to the allotment site through the main area. This would cost in the region of £300 - £500.
2. To erect a fence at the back of the allotments (by plot 21) which would result in the removal of some of the tree line which is approximately ½ meter from the allotments.
3. Woodland – by moving the run of trees at the back of the allotment which are very close in proximity to the plots, the roots are affecting the cultivation as the canopy is too thick there were three options presented:
  - a. Leave it as it is
  - b. Turn the area into a wildlife area/herb garden
  - c. Turn it into more allotment plots to accommodate the people of the waiting list.

A suggestion to change the allotment invoicing to reflect the seasons was suggested, with invoices being raised in December for the year instead of April.

The tenant of plot 16 has decided to relinquish their plot.

**ACTION:** Clerk to offer this plot to the next person on the waiting list, send an invoice for the year and tenancy agreement for them to sign and return.

With regards to plot 21, the tenant alongside the Allotment Liaison group has been working hard over the last three weeks and the plot has now been divided and is ready to be let to the new tenants. New tenants can be given Mr Packers telephone number so that he can liaise directly with them.

**ACTION:** Clerk to offer the two newly divided plots to the 2<sup>nd</sup> and 3<sup>rd</sup> names on the waiting list. As there will be no charge for these two plots for the next two years, clerk to send just the tenancy agreements to the new tenants.

## **NO. 5 CORRESPONDENCE**

**5a** Notice of Intent - Temporary Traffic Order - PT. 5575 Carriageway re-surfacing works - Temporary Closure – Eagle Crescent. This order is required in connection with carriageway re-surfacing works and will be operative from the 24 April 2017 for a maximum period of eighteen months. The closure however may not be implemented for the whole of the period but only when signs are in position and only for so long as is necessitated by the works which are anticipated to be of 10 days' duration.

Circulated to community groups and displayed on noticeboards.

**Noted**

**5b** Email from a resident regarding Oaktree Avenue Plans.

**Noted**

**5c** Consultation for mobile street trader LI17/0432/STM – Tony's Super Whippy to trade throughout the South Gloucestershire Area. Deadline for comments Saturday 8<sup>th</sup> April 2017.

**Noted**

**5d** Electoral Review of South Gloucestershire: Warding Arrangements Consultation

The electoral review will recommend new electoral arrangements for South Gloucestershire Council. It will propose:

- The total number of councillors elected to the council in the future.
- The number of wards.
- The number of councillors representing each ward.
- Ward boundaries.
- Names of wards.

This phase of consultation closes on 5 June 2017. Circulated to community groups.

**ACTION:** Clerk to make an agenda item.

**5e** M4 Junction 18a Link Study - Second Briefing Session.

The second briefing session for the study will be from 14:00 to 16:00 on Thursday, 18<sup>th</sup> May in the Cullimore Room, Emerson's Green Village Hall. It will be run as a drop-in event, with maps and plans showing options on display and project team members in attendance.

**ACTION:** Councillors B Symons and Dunning to attend.

**5f** Email from a resident requesting construction of a 'No through Road', 'Dead-end' or 'Cul-de-Sac' sign at the entrance to Orchard Road.

**ACTION:** Clerk to forward this correspondence with the permission of the resident, to Chris Harris – SGC copying in Steve Reade to the email.

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

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

Notice of decision: Approve with conditions

**Noted**

**6b** 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.

Notice of decision: No Objection

**Noted**

**6c** PK17/0773/ADV DPD Bristol Off Jenner Boulevard Emersons Green South Gloucestershire BS16 7HX. Consent to display of 3 no. static non-illuminated totem signs and 8 no. non-illuminated fascia signs.  
Notification as an adjoining parish.

**Noted**

**6d** PK17/1112/F Land South of Lyde Green Emersons Green Bristol BS16 9NN. Erection of 120 no. dwellings and construction of two vehicular accesses, together with, associated infrastructure, footpath and cycleway links, parking, landscaping, open space and play areas.

Notification as an adjoining parish

**Noted**

## **NO. 7. REPORTS**

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

### Oaktree Avenue Development

An email was received from Chris Dawson – Development Manager for Knightstone Housing updating the Parish Council regarding the lack of an ecology report as part of the application. It appears that after checking the system this and part of the design and Access statement for Site B was not uploaded. These have now been uploaded on SGC planning portal and can be viewed by the Parish and members of the public.

Members of the Council were not happy that SGC uploaded other documents pertinent to some of our comments and feel that all documents relating to an application should be made available in one go.

With regards to the 38. Bed development an objection has been made by the Listed Building Officer regarding the barrage balloon mooring site, asking them to seek additional details. One comment made by the officer was regarding the development of the site which will have an adverse impact on the setting of the listed building because the open setting allows a better appreciation of the wider balloon centre at Pucklechurch.

Steve Reade informed the Parish Council that he will be calling in the application for a sites meeting once the report is issued.

### Neighbourhood Plan Group

The following report was circulated prior to the meeting:

The group resolved to:

- Purchase a projector (RD to look into costs etc)
- Engage the public via the Scarecrow trail with a leaflet with return-slip/web address for comments (LP/JB) and via Pucklechurch news (JB)
- Engage with parish groups at their meetings (various)
- Engage the public via The Revel with a “wishing well” (all) – parishioners being encouraged to make a wish for Pucklechurch with the chance to win an Amazon voucher (£25?)
- Engage the public via a presentation (RM) and 5 generic questions at the APM with interactive session. Care should be taken to ask open questions and avoid ‘loading’ the process with simple questions, so we propose:
  - what is good about the area?
  - what is bad about the area?

- what makes a Neighbourhood good to live and work in?
- what pressures affect the area now or in the future?
- what needs to change?
- Set Parish character assessment in motion
- Set up link to Survey Monkey to enable online surveys to be carried out (GB).

The group requests from PPC:

- Expenses (how do we defer expenses to the PC and at what limits)
- Permission to purchase projector, stationary and parish character assessment.

As a budget of £2000 has already been allocated to the Neighbourhood Plan it was not necessary for the Parish Council to be involved in the finer details of what this budget is spent on. The Parish Council however did advise that the best way to deal with the expenses was to run a float system, where an amount of money is given and receipts are submitted to the RFO for processing through the accounting system.

Suggestions were made with regards to the consultation process with residents, where information such as age, profession etc. could be asked. The group has already resolved to carry out the process as documented above so therefore no changes were made.

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

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

Last week the Forward Transport Plan was agreed and there is a line in the plan to secure the land to complete the Shortwood to Pucklechurch footpath. The source of funding is currently unknown. DC Steve Reade will keep the Parish Council updated when more information is available.

Parkfield – DC Steve Reade looked into the deeds regarding Parkfield and confirmed that Wessex Water does not own Parkfield Rank Lane.

**ACTION:** SR to pass on history of ownership documents to the Parish Council for information.

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

- PK17/0721/F The Cottage 27 Westerleigh Road submitted no objection comment on the SGC website 17.03.17. Agenda 15<sup>th</sup> March item 6d.
- PK17/0807/F Site at Oaktree Avenue Pucklechurch submitted objection comments on SGC website 20.03.17. Agenda 15<sup>th</sup> March item 6e.
- PK17/0808/F Site at Oaktree Avenue Pucklechurch submitted objection comments on SGC website 20.03.17. Agenda 15<sup>th</sup> March item 6f.
- PK17/0926/F 15 Eagle Crescent Pucklechurch submitted no objection comment on the SGC website 17.03.17. Agenda 15<sup>th</sup> March Other Planning Matters.
- PK17/1021/F Little Green 25 Shortwood Road Pucklechurch submitted objection comments on the SGC website 22.03.17. Agenda 15<sup>th</sup> March Other Planning Matters.

- Provided John Hick's Associates with Huw Morgan's contact details so that he can accompany him when he carries out the playground inspections. Agenda 15<sup>th</sup> March item 7c.
- Wrote to Allotment Plots 2, 9, 15, 16, 19 and 20 with their renewal notice to encourage them to cultivate their plots and draw their attention to the terms and conditions of the lease 23.03.17. Agenda 15<sup>th</sup> March item 9a.
- Wrote a letter to Allotment Tenant of Plot 3 requesting that they remove the pile of wood being stored on the plot as soon as possible 17.03.17. Agenda 15<sup>th</sup> March item 9a.
- Wrote letters to Allotment Tenants of Plots 4, 10 and 12 informing them that the Parish Council will not be renewing their leases due to the plots not being cultivated as per the terms and conditions of the lease. They have been given one months' notice to vacate the plots. Agenda 15<sup>th</sup> March item 9a.
  - I have received correspondence from Plots 4 and 12 which is an agenda item this evening 9b.
- Spoke to the Allotment Tenant of Plot 6 17.03.17, who has confirmed that he has been to the allotment site this week and would like to continue with the plot and for his lease to be renewed. Agenda 15<sup>th</sup> March item 9a.
- Invited representatives of the Allotment Liaison Group to attend a council meeting to present their ideas for the allotment site 23.03.17. Agenda 15<sup>th</sup> March item 9a.
- Issued Allotment letters, invoices and agreements to all tenants with the exceptions of Plots 4, 10 and 12. Agenda 15<sup>th</sup> March item 9b.
  - Payments and agreements have been received from plots 5, 6 and 7, 9, 13 and 25. Plot 1 has sent in the payment but has not sent the signed agreement, this has been chased by email on 05.04.17.
- Wrote to Sue Mountstevens with regards to the out of date crime information on the police.co.uk website 23.03.17. Agenda 15<sup>th</sup> March item 9d.
  - Received a phone call from Ashley Jones – Police Headquarters informing me that Sue Mountstevens has no operation over the police force and is more involved in strategy and budget. However, he did explain to me that the information on the [www.police.uk](http://www.police.uk) website runs about 6 weeks behind but before a council meeting we can request an up to date crime report from our Beat Team Manager. As they have stopped the Beat Teams attending Parish Council meetings, they will still provide us with the crime report information but if there is a crime related problem that the council specifically wants to discuss with the police then they will then arrange to attend a meeting. By using the [www.police.uk](http://www.police.uk) website and clicking on the 'Find your neighbourhood' button on the main page of the website it brings up a map where you can drill down on areas by clicking the black dots on the map providing more information about the crimes and view detailed statistics with the use of charts and graphs.

It was reported by the Council that the information is still out of date on the website and therefore this is still ongoing.

**ACTION:** Clerk to follow this up.

- Requested that Nessa Jarman adds the out of date crime information on the police.co.uk website to the agenda for the next Community Engagement Forum meeting 23.03.17. Agenda 15<sup>th</sup> March item 9d.
- Informed Revel that their grant application request has been declined as it still included reference to the Beer and Cider Festival 17.03.17. Agenda 15<sup>th</sup> March item 9e.
- Informed the resident that we are unable to reposition the dog bin at Partridge Road as it is not our asset and that we have reported the issue of it leaning to one side to fixmystreet for SGC to deal with 17.03.17. Agenda 15<sup>th</sup> March item 9f.
- Informed the resident of Parkfield that the council resolved not to accept the claim for reimbursement regarding damage to their vehicle 17.03.17. Agenda 15<sup>th</sup> March item 9g.
- Circulated email from Jane Wormald – SGC Planning Officer to council 20.03.17 informing us that the council’s webpage has been updated to reflect that the Council have designated the Pucklechurch Neighbourhood Area and therefore Pucklechurch Parish Council have indicated that they wish to undertake a Neighbourhood Development Plan. This can be viewed at <http://www.southglos.gov.uk/environment-and-planning/planning/planning-policy/neighbourhood-planning/neighbourhood-planning-in-south-gloucestershire/>
- I have been working through the list of requirements for the internal audit and have emailed over supporting documentation as requested by Auditing Solutions.
- A redirection of post for 6-12 months would cost the Parish Council £425.00. Due to this amount being so excessive Councillor Symons and I have made an arrangement for him to collect any mail from my house on a weekly basis until my return to work next year.
- Received a grant monitoring form from St Thomas a Becket Church 21.03.17.
- Circulated email from Chris Dawson Knightstone Housing to council as below:
  - Following my attendance at the Parish meeting comments were received about a lack of an ecology report as part of our application. We checked the system and it seems this and part of the design and Access statement for Site B was not uploaded. These are now uploaded on SGC planning portal and maybe viewed by the Parish and members of the public.
- Circulated precept acknowledgment form to council.
- Circulated Joint Spatial Plan and/or Joint Transport Study consultation update letter to council 23.03.17.
- Circulated email from Lisa-Marie Evans regarding Planning Enforcement Investigation - Ref: COM/17/0014/ADV to council 24.03.17 as below:
  - I would like to take this opportunity to offer you an update in relation to the above enforcement case concerning the Pucklechurch Convenience Store. Correspondence was sent to both the business and property owners

informing them of the current breach in relation to the newly erected 'Spar' sign. Our correspondence outlined that in order to regularise the development, we required them to either remove the sign or submit an application for advert consent. To date, we've received no response in return. As a result, our next contact with them will be to inform them that if they do not take action to cease the breach, we will be forced to consider taking steps for prosecution. However, I would also like to be able to offer them advice in relation to submitting a proposal more suited to the Conservation Area, and so I have sought the advice of Ian Gething, one of our conservation officers. I have requested that he conducts a site visit to assess the sign and so I hope to discuss this case with him in the coming weeks. If you require further clarification, please do not hesitate to contact us.

- Chased Jonathan Liggins BT for an update on the Telephone Kiosk repairs 30.03.17
  - Response received informing me that an engineer visited the kiosk on 23/02/17 at 13:54 and fitted two new polys (Glass Equivalents).
- Received a letter from Mr C Hall confirming that we can lease Shortwood play area for another year 27.03.17.
- Completed SGC's General Asset Update form detailing the changes made to our contract regarding the dog bins which helps SGC maintain changes to both SGC and PC assets and returned to Darren Davidson Asset Management Team as requested 05.04.17.

## NO. 8. FINANCE

### 8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
Avon Local Councils Association	ALCA/NALC Subscriptions 01.04.17-31.03.18	£486.66	2425
Pucklechurch CE VC Primary School	Hall Hire for Annual Meeting of the Parish 18.05.17	£68.75	2426
Cancelled Cheque	Cancelled Cheque	£0.00	2427
Ensign Print	Pucklechurch News Spring Edition	£440.00	2428
Anna Chelmicka	Litter Picking March'17	£350.00	2429
Instant Landscapes	Grass cutting Rec/St Aldams March'17	£322.80	2430
A.S Hall & Son	Shortwood Play Area Annual Maintenance	£408.00	2431
Mr C Hall	Shortwood Play Area Rent 29.09.16 – 25.03.17	£90.00	2432
PCA	Room Hire March 2017	£48.30	2433
South Gloucestershire Council	Parkfield Pothole Repairs	£847.76	2434
<b>TOTAL</b>		<b>£3062.27</b>	

## NO. 9. Agenda Items

9a To RECEIVE recommendations for the Allotment site from the Allotment Liaison Group. Allotment Liaison Group representative invited to attend the meeting.

Following the proposals made during public participation in tonight's meeting the following points were raised by the council.

- There is currently no budget set aside to make these improvements to the allotment site.
- If trees are being removed, then the parish council would like to plant replacement trees elsewhere in the parish to compensate.
- A report on these trees would be beneficial to find out the age, how many would need to be removed etc. A proposal for Huw Morgan to accompany the Allotment Liaison group and Allotment Working Group to establish these details was made.
- It was noted that the roots of these trees are affecting the cultivation of some of the plots as they were planted too closely, so the removal of these would maximise the allotment site.
- Local businesses could be asked to get involved in sponsoring a project, maybe the prison could help build the gate?

**RESOLVED:** To agree in principle to source a gate through any available funding.

**ACTION:** BS to speak to the prison in relation to this.

**RESOLVED:** For councillor's TS and CP to liaise with Huw Morgan and Mr Packer to put together a plan regarding the trees, fencing and replanting and bring back to council.

**ACTION:** TS and CP to make a future agenda item regarding the above.

**RESOLVED:** To erect no horse riding signs at the allotment site

**ACTION:** Clerk to source the signs and arrange for Huw Morgan to erect them.

**RESOLVED:** To include a polite reminder to residents that no horse riding is permitted at the allotment site in the next edition of the Pucklechurch News.

**ACTION:** BS to incorporate this within his Chairman's report.

**RESOLVED:** For the billing period for tenants to remain the same as April to March, due to it falling in line with the financial year and possible future changes to the council members in an election year.

**9b** To REVIEW correspondence from Allotment Tenants of Plots 4 and 12 and AGREE next steps.

The correspondence received was discussed during the meeting.

A proposal was made to offer the tenants of plots 4 and 12, a 6 months' extension to turn the plots around or face eviction.

**RESOLVED:** To allow a 6-month extension for plots 4 and 12, with a review in October where the tenancy will be extended to the end of the financial year or ceased following the outcome of the review.

**ACTION:** Clerk to inform the tenants of the above decision and issue a 6-month lease and invoice for £10.00.

**9c** To CONSIDER registering as a Charter Branch for Trees, Woods and People Organisation and AGREE next steps. As a Charter Branch your council will 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 your council or local conservation groups. Your level of involvement may range from simply signing up to receive free copies of our newspaper "Leaf!" to gathering signatures of support, to more imaginative projects and activities around trees, for which funding of up to £1500 is



available. For more information, as to what a Charter Branch is visit: <https://treecharter.uk/2017/03/13/local-councils-becoming-charter-branch/>  
To register your local council add your council's name and details to the boxes on the right hand side of the following webpage: <https://treecharter.uk/charter-branches/>

This organisation is free to join and can offer grant funding which could be used towards tackling the ground ivy that is present in the Woodland, which is affecting plants from growing.

A proposal was made to join the Charter which was agreed.

**RESOLVED:** To join the Charter

**ACTION:** RD to make arrangements for the Parish Council to join the charter and form a small working group to put together the report for grant funding.

**9d** To CONSIDER the request from Revel for permission to use the recreation field from Thursday 15th June to Monday 19th June 2017 and AGREE next steps. Beer and Cider Festival will be running from: Friday 16th June – Saturday 17th June, Revel day will be held on Saturday 17th June. Setting up of the Marquee and arena will be on the 15th and 16th June and taking down the marquee on the 18th and 19th June.

**RESOLVED:** To allow Revel to use the recreation field for the dates specified above.

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

**9e** To CONSIDER the recommendation made by Chris Harris - SGC regarding advisory Keep Clear lines / text markings at the junction of Kings Lane/Parkfield Road and AGREE next steps. Further to a request from a resident at the Annual Meeting of the Parish.

It appears that this area is being used as by commuters who are parking up and cycling into Bristol City Centre for work. As cars are being parked on the blind bend it is making visibility extremely poor and is dangerous. A fixmystreet report was submitted and the following response was received from Chris Harris at SGC:

- There are no parking review schemes for Pucklechurch currently on the local transport priority list – enforceable restrictions such as double or single yellow lines are only generally introduced either as part of a wider associated traffic management scheme with its own funding or as part of an area wide parking review, usually of a whole parish or ward. All such schemes involve the consultation, preparation and advertisement of a TRO, (or Traffic Regulation Order), and will typically take around 18 months to deliver. That's why I think advisory markings are more appropriate here.
- Advisory markings can be effective and we do still use them at junctions, especially if there are visibility issues or where there is a pedestrian crossing point, as there is here, (ie: dropped kerbs and tactile / dimpled paving).
- I'm aware that the parish may not wish to install these markings if they consider they might be detrimental to the character of the area. Consequently, please could you check for me whether or not the parish is happy for the markings shown on the attached plan to be introduced? Assuming there is support I can then set the ball rolling to get the lines painted.
- If the parish would prefer just the white continuous lines, but without the 'KEEP CLEAR' text markings, that would be possible instead – may be worth a mention.

**RESOLVED:** To agree in principle for the advisory markings to be installed providing the local residents would be consulted before the lines are installed. PPC would also like to see a copy of the consultation results prior to installation.

**ACTION:** Clerk to inform Chris Harris of the decision.

**9f** To AGREE to Silverback carrying out the Tree Survey.

The Parish Council trees are required to be inspected every two years.

**RESOLVED:** To accept the quotation for £650.00 from Silverback to carry out the inspections.

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

**9g** To AGREE the Annual Rent figure for the PCA for the Community Centre. Currently £5.00 per annum.

**RESOLVED:** For the rent figure to remain at £5.00.

**9h** To REVIEW the Action Tracker

The action tracker was circulated prior to the meeting and the following was resolved:

Item 1. Remove

Item 4. Remove

Item 13. Ongoing

Item 21. Remove

Item 24. Remove

Item 28. Ongoing

Item 81. Ongoing **ACTION:** Clerk to chase

Item 84. Ongoing

Item 89. Ongoing

Item 100. Ongoing

Item 101. Remove

Item 102. Ongoing **ACTION:** LE to look into.

Item 111. Remove

Item 112. Remove

Item 117. Remove

Item 118. Remove

Item 119. Ongoing **ACTION:** GB and Ben Stokes to meet regarding process.

Item 120. Ongoing

Item 121. Remove

Item 122. Ongoing

**ACTION:** Clerk to update Action Tracker and remove all completed actions as above.

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

**Wednesday 19<sup>th</sup> April 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 21:25