

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19th 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), S. Reade – District Councillor, Ellen Kenny – Clerk (EK).

NO. 1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs. Stephens and Phillips.

NO. 2. DECLARATIONS OF INTEREST

None declared.

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

Minutes of the meeting on 5th April 2017 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

Mr Whittock advised he was attending to observe the discussion on the Electoral Review of South Gloucestershire: Warding Arrangements consultation.

Mr Whittock also advised members that galvanised sheets situated near the tap in the cemetery were in a precarious condition posing a possible health and safety issue.

ACTION: Clerk to arrange for Huw Morgan to visit the site and make safe.

NO. 5 CORRESPONDENCE

5a South Glos. Council – briefing note – changes to waste collection/recycling. For information purposes - showing changes and listing of awareness roadshows. Members to determine whether attendance of Officers at a meeting to discuss the changes would be beneficial.

Noted

5b South Glos. Council – programme of events. Training opportunities.

Noted

5c Pucklechurch Playgroup - request for permission to hold Outdoor Learning sessions at the woodland where the skate park use to be (email provided for reference).

ACTION: members agreed to the request in principle, Clerk to advise Playgroup of decision.

5d Dept. for Business, Energy and Industrial Strategy - For information purposes – confirmation that as members the service continues to be ‘free at the point of use access to PAF Data’.

Noted

NO.6. PLANNING APPLICATIONS

6a PK17/1426/RVC

Lyde Green Community Centre, Willow Herb Road. Variation of conditions 15 and 6 of planning permission PK16/1664/RM for minor material amendments relating to the layout and the external appearance of the building, and to reduce the minimum reveal depth of windows from 100mm to 70mm in brickwork areas respectively.

Noted

6b PK17/0721/F

The Cottage, 27 Westerleigh Road. Erection of single storey rear extension to form additional living accommodation and re-roofing of existing garden room and ancillary work. Notice of decision: Approve with conditions

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Eagle Crescent Play Area

GB received a telephone call from a resident close to this play area and, subsequently, BS, Chair was asked to visit the site to witness what the resident described as the 'anti-social disregard some young people have for the 'No Ball Games' instruction at the site'. The resident said the situation had become much worse in recent months and wanted to know if anything could be done to reinforce the message as this had been the worst experienced in 40 years of living at the address.

Members agreed it was difficult to police. GB put forward suggestions on actions that could be taken:

1. Resident to record any element of anti-social behaviour
2. Depending on the age of the children, the school could be visited to request pupils be informed and/or send a letter to inform pupils/parents of the 'No Ball Games' rule at this site
3. A piece could be included in the Pucklechurch News

ACTION: Clerk to contact PCSO Sam Derrick to discuss and ask if any help could be provided in passing the message on to children.

7b To RECEIVE Report from District Councillor(s)

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

1. SR provided members with Wessex Water Holdings documents relevant to the parish over the ownership of land at the end of Parkfield Rank.
2. Oaktree Development. SR explained, whilst Knightstone Housing literature said a grant was provided by SGC, the scheme was in fact funded by S106 funds held by SCG as the development consisted solely of affordable housing and this site would go a considerable way to meet its housing targets. SR explained he had made some suggestions to Planners with regard to the plans: bollards at the end of the lane behind 55 and 56 Oaktree, be moved to the narrower point, that the swept kerb could lead to pools of water gathering and, with regard to extending the footpath (which the developers had said was out of the development area and could therefore not be addressed) would take the matter up with Mark King, SGC. SR went on to explain that he intended to 'call-in' the plans in order that residents be given the opportunity to have their say. SR asked members for their opinion on matters discussed and GB raised the matter of the unsatisfactory nature of the footpath – all agreed this could be reviewed in greater detail under item 9b. S106 consultation. Members also raised the question regarding whether the Green Space adjacent to the site would ever be considered for development and pointed out it was an area of historical interest. SR

suggested the ownership of this area of open space could be transferred in to the care and ownership of PPC.

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

- Plot 16 – Anne Tovy as next person on waiting list, contacted by letter as telephone number not working 07.04.17. Agenda 5th April item 4. Mr Goodchild left a message to confirm when he would be vacating the plot.
- Plot 21b has been allocated and a tenancy agreement sent to Sabrina MacLaclan on 13.04.17. Agenda 5th April item 4.
- Plot 21c – Nakita Bathgate offered plot, will contact Darren for site visit and let Clerk know if interested. Agenda 5th April item 4. (Has now taken plot – tenancy agreements sent, free for 2 years).
- Contacted Chris Harris regarding Orchard Road no through road sign. Agenda 5th April item 5f.
 - Email received from Chris Harris 12.04.17 as below:
Homefield Road is subject to a 30mph speed limit and a 7.5 tonne weight limit. I have tracked down some previous traffic survey data from 1996 – gathered just south of Queens Road. This showed traffic flows of just over 500 vehicles per day with 85th percentile speeds of around 28mph. More recently we also have data from a survey in May 2013 taken south of the junction with Orchard Road. This showed traffic flows of around 600 vehicles per day with 85th percentile speeds of around 26mph - slightly slower, (but probably because the survey point was a little bit closer to the junction with Shortwood Road). I can understand why some drivers might not realise that Orchard Road is a cul-de-sac and so I will arrange to erect a 'No through road' sign as suggested. I anticipate this will take around 4 weeks to complete – to allow time to carry out the obligatory searches with utility companies for underground pipes, cables, etc, (as we will need to erect a new metal post).
- Horse riding sign. Agenda 5th April item 9a. (To be arranged).
- Informed Allotment Tenants of Plots 4 and 12, lease to be extended for 6 months then plots to be reassessed, invoice and agreements sent 13.04.17. Agenda 5th April item 9b.
- Informed Revel that PPC granted permission for them to use the rec and emailed a copy of the Playing Field T&C's for them to complete and return 13.04.17. Agenda 5th April item 9d.
- Responded to Chris Harris regarding consulting the public prior to installing the advisory markings. Further correspondence received and made an agenda item on 19th April item 9c. Agenda 5th April item 9e.

- Informed Silverback that their quotation for the tree survey had been accepted, the works will take place in 2 weeks. Agenda 5th April item 9f.

ACTION: Clerk to arrange for Huw Morgan to accompany Silverback during survey.

- Updated Action Tracker and removed completed items 13.04.17. Agenda 5th April item 9h.
- Allotment payments and agreements received from:
 - Plots 2, 15, 23
- Plot 10 – email received to acknowledge receipt of notice to quit. Has offered for next tenant to purchase shed and water butt – advised any sale would be a private arrangement and, in any event, personal belongings to be removed by end April. (Contacted next person on waiting list 18th April via email – asked for response by end of week prior to offering to next on list).
- Timico who supply the Voip platform for our landline number 01172140551, are migrating to Synergy in May 2017. The new tariff price will be £11.37 + VAT per month with a one-off Polycom power supply charge of £14.00 + VAT. This will be a 36-month contract. We are currently paying £9.85 + VAT per month.
- Huw Morgan has been instructed to carry out repair works to the steps leading to the Community Centre noticeboard as they are currently very dangerous. The top step has collapsed due to poor construction, it needs new brickwork and fixing on a cement bed - the quote for this work is £125 which was accepted i.e. work due to commence.
- Huw Morgan – confirmed he was able to fix broken gate at rec. therefore no need to appoint a contractor.
- Huw Morgan – pointed out the zip wire on play equipment, St Aldams play area, needs attention and suggested appointing Greenfields to arrange for work to be carried out. Clerk to progress.

ACTION: Clerk to ask Huw Morgan to quote for works to clear woodland of overgrown vegetation.

ACTION: Clerk to ask SGC for 'No Dog Fouling' template in order to mark areas prone to dog fouling/owners not picking up dog waste around the parish.

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	Maintenance Contract and Expenses April'17	£1,017.12	2435
Void Check	Void Check	£0.00	2436
Neighbourhood plan	Petty Cash	£500.00	2437
Jodie Bailey	Wages	£1,186.47	2438
Mrs E Kenny	Wages	£593.98	2439
	TOTAL	3,297.57	

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

TS provided members with a copy and talked through PPC accounts drawing member's attention to items running above or below budget and year-on-year, it was acknowledged that the variances were minor. TS explained the only outstanding item in order to complete the 2016/17 accounts in preparation for audit, was the Reserve bank account statement.

NO. 9. Agenda Items

9a To CONSIDER a response to the Electoral Review of South Gloucestershire: Warding Arrangements Consultation.

Members were asked to consider the electoral review which would recommend new electoral arrangements for South Gloucestershire Council which 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.

Members and SR discussed the points raised in the consultation and determined that it would have no impact on parish councils.

ACTION: members approved and submitted comments on the consultation stating that should any changes be proposed that would affect parish boundaries that members be notified in order to play an active role in any discussion/consultation.

9b To CONSIDER a response to the S106 Consultation PK17/0807/F and PK17/0808/F- Oaktree Avenue. The Community Spaces Team would like to consult Pucklechurch Parish Council on potential S106 contributions arising from public open space (POS) requirements in respect of two planning applications that the Council has received. For your reference these are PK17/0807/F and PK17/0808/F- Oaktree Avenue. (It was noted that the deadline for comments was Thursday 20th April, 2017).

GB provided members with an explanation of the scheme and key points contained in the consultation paper. Members and SR reviewed and discussed each point. GB suggested clarification was needed and suggested the following response be submitted to SGC:

'PPC agreed in principle with the suggestions that have been made by the Community Spaces team with regard to priorities for enhancements/provision but seeks clarification with regard to the mechanism by which these sums would be administered and responsibility for

the associated decision-making process. This is an important consideration since the vast majority of the spaces that have been identified are in the ownership of the parish council.

1. Will the sums identified be transferred directly to the Parish Council and if so at what point in the development process?
2. With regard to maintenance what period of time do the sums identified address and would these be passed over as a lump sum or by instalment and again at what point in the development process?
3. Are the sums identified strictly ring-fenced to the categories of space and areas identified?

PPC would, for example, want to address issues it has previously identified with regard to allotment provision and work required to enhance the community woodland it owns that sits adjacent to the allotments: this would potentially require an adjustment to be made between the sums allocated to open spaces and allotments.

4. PPC requests that its community woodland and St Aldam's Play Area be added to the list of sites specified. The former because it is a pre-existing open space available for community use in need of enhancement and which is currently under-utilised and the latter because it is within immediate walking distance from the proposed developments on the same side of Oaktree Avenue.
5. PPC believes that since the suggestions are written with the general caveat "or such other provision as appropriate" there is an assumption there will be a degree of flexibility as to what the money can be spent on to achieve community benefit within the categories identified'.

ACTION: members agreed, Clerk to submit PPC comments to meet deadline of 20th April, 2017, 4.00 pm.

9c To REVIEW further correspondence received from Chris Harris - SGC regarding advisory Keep Clear lines / text markings at the junction of Kings Lane/Parkfield Road and AGREE next steps. Chris Harris, SGC advised that a consultation with residents was not intended as none were affected and as the matter relates to safety it is a question of which road markings members would feel more appropriate in this setting i.e. members are requested to approve hatch markings and/or keep clear signage.

ACTION: members agreed, Clerk to inform Chris Harris, SGC that unbroken white lines would be the preferred option.

10. Date of next meeting

Wednesday 3rd May 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 20:45