

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD WEDNESDAY 3rd May 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. Phillips (CP) and Ellen Kenny – Clerk (EK).

NO. 1A. To ELECT a CHAIR

It was proposed and seconded that Councillor B. Symons be elected Chair. There were no other proposals.

RESOLVED: That Councillor B Symons is elected Chair of Pucklechurch Parish Council.

NO. 1B To RECEIVE the CHAIR'S DECLARATION OF ACCEPTANCE

B Symons signed and dated the Declaration of Acceptance of Office at the meeting in the presence of the Proper Officer of the Council.

NO. 1C To ELECT a VICE CHAIR

It was proposed and seconded that Councillor G Boyle be elected as Vice Chair for the year 2017-18. There were no other proposals.

RESOLVED: That Councillor G Boyle is elected Vice Chair for Pucklechurch Parish Council.

NO. 1D To RECEIVE the VICE CHAIR'S DECLARATION OF ACCEPTANCE

G Boyle signed and dated the Declaration of Acceptance of Office at the meeting in the presence of the Proper Officer of the Council.

NO. 2A To CONFIRM the MINUTES of the PREVIOUS MEETING

Minutes of the meeting on 19th April 2017 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 2B To REVIEW and ADOPT appropriate Standing Orders and Financial Regulations.

RESOLVED: Standing Orders to remain, adopted unchanged. Financial Regulations to be reviewed and brought in to line with NALC recommended Financial Regulations.

NO. 10C (for ease of reference, item brought forward) to CONFIRM that current policies are adequate for the council or IDENTIFY and AGREE changes

RESOLVED: all policies to be reviewed on a schedule of 3 per meeting commencing 7th June.

NO. 2C To REVIEW and CONFIRM arrangements for insurance cover in respect of all insured risks.

RESOLVED: insurance arranged on a long term basis ending 2019. Assets remain unchanged therefore no action required. Clerk to confirm, upon receipt of communication from AON Ltd, cover to continue unchanged.

NO. 2D To REVIEW and AGREE the Council's Working Groups and Memberships of other bodies.

RESOLVED: To accept the Working Groups as below:

Finance	TS, LE, CS, Clerk
Burial Ground	BS, GB, Clerk
Woodland/Open Spaces/Streetcare/Benches	RD, TS, CP, CS (subject to confirmation)
ALCA	BS, LP
Town and Parish Council	Clerk

Community Engagement	BS
Prison	BS
Planning	GB, LE, CP
Community Centre	BS, TS, GB
Council Deeds and Assets	TS, Clerk
Allotment	TS, CP, Clerk
Action Tracker	TS, Clerk
Staffing	BS, GB, RD
West of England Rural Network (WERN)	RD, LP

REMOVED: WASTE MANAGEMENT/SHORTWOOD LANDFILL – as invitations to meetings arise – members to nominate representative to attend.

NO. 2E To AGREE to set dates, times and place of ordinary meetings of the full council for the year ahead.

RESOLVED: continue to meet on the 1st and 3rd Wednesday of every month starting at 7.30 pm at Pucklechurch Community Centre.

NO. 3 APOLOGIES FOR ABSENCE

Apologies received from Cllrs. English and Stephens.

NO. 4. DECLARATIONS OF INTEREST

None declared.

NO. 5. PUBLIC PARTICIPATION

None present.

NO. 6 CORRESPONDENCE

6a ICO – Data Protection Registration – confirmation registration is current, expires March, 2018.

Noted

NO. 6b South Glos. Council – consultation for mobile street trader – Tony’s Super Whippy

Noted

NO. 6c Private individual seeking signatures for a petition – West of England Joint Spatial and Transport Plan – climate friendly;

Noted – Cllrs. to respond if desired on an individual basis.

NO. 6d South Glos. Council – on-line consultation – Affordable and Extra Care Housing.

RESOLVED due to time constraints, the Chair, using the power of Standing Order 11.3 gave authority for members to submit a response to the consultation at the meeting- members ‘endorsed the contents’ of the consultation.

NO. 6e South Glos. Council – consultation for mobile street trader – Mavericks Ices.

Noted

NO. 6f. Emersons Green Town Council – invitation to attend Annual meeting.

ACTION Clerk to send apologies as the meeting clashes with the Pucklechurch Parish Annual Assembly.

NO. 6g NALC Direct Information Service

Noted

NO. 6h ALCA – invitation to Wales and West Utilities Annual Stakeholder Workshop
NOTED

NO. 6i TCF Health and Social Care Bulletin.
NOTED

NO. 7. PLANNING APPLICATIONS

7a APPLICATION WITHDRAWN

Site: 76 Hawkrigde Drive
Pucklechurch
Bristol
BS16 9SW

Description: Application for a certificate of lawfulness for the proposed installation of a side dormer extension

Application No: PK17/0631/CLP

Noted

7b PLANNING APPLICATION

Site: 53 Oaktree Avenue
Pucklechurch
Bristol South
BS16 9SF

Description: Erection of flue, erection of single storey front, side and rear extensions to provide additional living accommodation.

Application No. PK17/1491/F

ACTION Clerk to lodge 'No objection'.

NO. 7c PLANNING APPLICATION

Site: Grid reference 370205 175867

SGC – internal application

Description: stopping up of footpath.

ACTION Clerk to lodge 'No objection'.

NO. 7d Notification of Decision

Site: 15 Eagle Crescent
Pucklechurch
Bristol
BS16 9SE

Description: Erection of single storey and two storey rear extensions to provide additional living accommodation.

APPROVE WITH CONDITIONS.

NOTED.

NO. 8 REPORTS

8a To RECEIVE pre-submitted reports from Councillors
None provided.

8b. To RECEIVE report from District Councillor
Nothing received.

8c To RECEIVE and NOTE a verbal report from the Clerk

Ref. meeting date 5th April

- Minute ref 5a. purchase of 'No horse riding sign' – confirmed with Huw Morgan which sign/type would be preferred. Order placed.

Ref. meeting date: 19th April:

- Minute item 4. – galvanised sheets reported to be dangerous. Huw Morgan has investigated and has recommended that they be removed. Confirmed with BoB Symons that they are no longer used and instructed to arrange for Stuart Bailey to remove them. Stuart Bailey quote £60.00 – removal arranged for Friday 28th April.
- Minute item 5c. – use of woodland by Playgroup. Emailed to confirm, in principle, that members were happy for the woodland to be used for Outdoor learning activities but would welcome more details regarding dates/timings/type of activities and confirmation that all risks insurance cover would be arranged and that PPC would bear no liability.
- Minute item 7a. – Eagle Crescent play area – ball games. Contacted Sam Derrick, PCSO and left a message.
- Minute item 7c.:-
Tree survey - unfortunately Clerk was unable to arrange for Huw Morgan to accompany contractor during tree survey as survey had already been carried out. Survey should be received within the next couple of weeks and contractor has offered to walk round with Huw once received, Huw happy to view report and decide if guidance is needed from contractor.
St Aldams play area – zip wire. Greenfields will visit the site next week to assess the zip wire. Zip wire re-tensioned as contractor in the area to attend to another site - £69.00 +VAT (more competitive as a shared call-out).
'No Dog Fouling' template – contacted SGC – message will be passed to Dog Warden should hear a response within 10days (logged 26.04.17).
- Minute item 9b. – S106 consultation PK17/0807/F – formally lodged comments as presented by Cllr. Boyle and agreed by members to meet deadline of 20th April, 2017.
- 9c. – advisory keep clear road markings at junction of Kings Lane/Parkfield Road – informed Chris Harris that the preferred option of members was unbroken white lines.

Defibrillators

27.04.17 – Huw Morgan confirmed checks on all defibs completed to meet schedule.

Waste bin

27.04.17 – Anna, the litter picker, informed Clerk that the waste bin near seats at Community Centre was broken, reported to Huw Morgan who will contact manufacturers regarding spare parts. Huw has arranged for a replacement lock to be sent from the manufacturers.

Woodland – clearance

Huw Morgan has visited the woodlands to assess the overgrown vegetation with a view to providing an estimate for clearance costs. Huw reported that he had visited the site on a regular basis and that generally it is all in good condition. He noted that there is some ivy creeping up the tree trunks which needs to be pulled off but that the ground ivy he felt should

remain as it suppresses bad weed growth e.g. brambles, thistles etc. He reported that the flora was doing well with displays of primroses, daffodils, snowdrops this spring and he expects to see a great variety of wild flowers during the summer. Huw reported that the fauna was also doing well as there is a lot bird life, wild deer, sparrow hawks etc. The second part of maintenance that Huw feels needs be considered is opening up the mid layer and canopy which, now it is well established, some of the weaker trees he suggested can be removed leaving some as nursery growth. Huw ended by saying he would give these 2 matters of maintenance some thought as to how extensive the work should be and, consequently, the likely cost. He said the main body of work was best done in the winter.

Allotments – plot 19

The tenant of the above plots has given notice to quit. Plots 16 and 19 therefore available to re-let. There are currently 5 people on the waiting list.

ACTION: Clerk to contact next 2 people on waiting list and offer available plots asking Darren Packer to meet with them at the site to discuss procedures.

ACTION: Clerk to write to Mrs Tovy to inform her that she will be removed from the waiting list as no reply has been received after being offered a plot.

NO. 9. FINANCE

9a Members to review and agree responses to Annual Governance Statement 2016/17 as required by Grant Thornton, External Auditor.

The Chair read each statement.

RESOLVED: members agreed to record yes to each statement.

9b Members to receive and review Accounting Statements 2016/17 as required by Grant Thornton, External Auditor.

RESOLVED: members approved the accounting statements for 2016/17.

9c TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
HM Revenue & Customs	PAYE cheque	£156.32	2440
Anna Chelmicka	Litter picking April '17	£350.00	2441
South Glos Council	Neighbourhood Plan flyers	£71.00	2442
EDF Energy	Millennium light electric	£44.01	2443
	TOTAL	621.33	

NO. 10. AGENDA ITEMS

NO. 10a To REVIEW and AGREE the Financial Risk Assessment

Members were informed of the reserves held by Council of £30,000. Members reviewed Financial Risk Assessment.

RESOLVED: Clerk to update the document to include the use of 2 separate electronic back-ups retained at 2 different locations - intended to manage the risk of potential loss of financial data.

Members took the opportunity to review the Council Risk Assessment Schedule.

ACTION Clerk to arrange minor administrative changes plus the inclusion of additional measures taken to manage risk.

NO. 10b To REVIEW Councils insurance

Members agreed this matter was adequately covered under item 2c.

NO. 10c - considered earlier after item 2b.

NO. 10d To ACCEPT the current assets of the council and or AGREE a process for agreement for the deeds and leases of the Council

RESOLVED assets to remain unchanged as noted earlier.

RESOLVED deeds and leases to be reviewed at subsequent meetings – Clerk to add to Action Tracker.

NO. 10e To REVIEW the quarterly allotment report and CONSIDER action if required

Members considered risk assessment of the allotment site.

ACTION Clerk to provide a copy of an allotment risk assessment schedule for members to consider whether to adopt by PPC at a subsequent meeting.

11. Date of next meeting

Wednesday 17th May 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21.30