

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 7th June, 2017, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. B. Symons - Chairman (BS), G. Boyle – Vice Chair, T. Symons (TS), L. English (LE), R. Dunning (RD), L. Putt (LP), 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 17th May 2017 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

Mr Whittock in attendance to observe.

NO. 5 CORRESPONDENCE

5a Report of broken bin at Community Car Park. Members advised this was for information purposes only as the fault had been reported to the Maintenance Contractor.

Noted.

5b Resident regarding the removal or vandalism of plant pots at the cemetery. Members informed that the Clerk had advised the resident to report the matter to the police.

Noted. It was felt, regrettably, no further action could be taken.

5c SGC – Counter Terrorism advice for event organisers.

Noted. Clerk to forward to Revel for reference.

5d SGC – Planning – notification of Sites Inspection Oaktree Avenue 2nd June, 2017.

Members were advised this was for information purposes as the date had now passed.

Noted.

5e ALCA – WERN Funding Streams and Opportunities workshops.

Noted. Clerk to inform Community Groups of the opportunity.

5f Bristol Avon Rivers Trust – water quality monitoring campaign.

Noted. Cllr Dunning expressed an interest in finding out more about the campaign – Clerk to forward information.

(TS joined the meeting).

5g ALCA – News in Short May 2017

Noted.

5h SGC – waste drop-in sessions about changes to services.

Noted.

5i SGC – M4 Junction 18a Link Study – re-arranged briefing dates.

Noted. Cllrs Symons and Dunning aim to attend.

5j ALCA – information and request to take part in Battles Over – Beacon Lighting to mark WW1 Centenary.

Noted.

5k ALCA Highways invitation to attend Planning Future Investment – Strategic Roads briefings.

Noted – as no local sessions planned, members unable to attend.

5l SGC – fostering in South Gloucestershire – request to help promote service via newsletter or website.

ACTION. Clerk to advise they write to Pucklechurch News.

NO.6. PLANNING

Planning Applications

6a No new planning applications received.

Planning Notices of Decision

6b Fleur De Lys, 12 Shortwood Road

Works to 1no Leylandii hedge to crown reduce to 4.2 metres. hedge situated within Pucklechurch conservation area.

No objection.

6c 53 Oaktree Avenue

PK17/1491/F

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

Approve with conditions.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

7a1 Allotments – May report

TS reported that whilst there had been a good improvement overall some plots were still not being cultivated – plots 2, 11, 18 & 19. Plot 3, due to the storage of wood, was felt to pose a fire risk.

ACTION. Clerk to write to above allotment holders to advise that under the tenancy agreement all plots must be cultivated or relinquished. Also, Clerk to advise allotment holder that wood should be removed from the site.

TS reported that the majority of allotment holders had paid the rent and returned the signed tenancy agreement with only plot 3 rent and plot 1 tenancy agreement still outstanding.

ACTION. Clerk to write to allotment holders to request payment and return of tenancy agreement.

TS advised members she had visited the allotment site with Darren Packer and that he had suggested that plot 18, which was full of fruit trees and therefore virtually impossible to grow

vegetables, that the current holder of this plot could be offered plot 19 and that plot 18 could then be a Community Fruit Garden for all allotment holders.

Members discussed this idea and felt that the proposition had merit.

ACTION. Clerk to advise Darren Packer of members' agreement to plot 18 becoming a Community Fruit Garden and, whilst no rent would apply, a tenancy agreement would need to be drawn up in his name so that, as liaison between allotment holders and the council, he would take responsibility to ensure arrangements were made for plot 18 to be tended. (Subject to the current holder of plot 18's agreement to the change).

ACTION. Clerk to ask if current plot 18 tenant would like to take on the tenancy of plot 19.

7a2 Allotments – Risk Assessment

TS, having provided members with a copy of the proposed Risk Assessment for consideration prior to the meeting, opened the matter for review and discussion. GB pointed out that the most appropriate title for the document would be Risk Register and suggested the column headed Hazard should be amended to read Requirement/Risk.

ACTION. Members were in agreement that, following the suggested amendments, the Risk Register be approved and adopted.

7a3 & 4 Maintenance Contract

TS provided copies of the Maintenance Contract and Contractors Agreement prior to the meeting for members' consideration. TS confirmed that she and CP had met with the current contractor Huw Morgan and he confirmed he was happy with the current arrangement and had no intention of increasing charges during the next year. Members agreed that Huw could be relied upon and had made a difference to the look and feel of the village which had been noted by other community groups within Pucklechurch. It was acknowledged that it was obvious that Huw held Pucklechurch in high regard.

ACTION. It was proposed, seconded and carried unanimously that Huw Morgan be offered a further years' contract.

ACTION. Clerk to arrange for the contract to be completed and signed by both parties.

7a5 Oaktree Avenue – Sites Inspection

BS attended the SGC Sites Inspection visit and listened to the views and questions of the parishioners in attendance.

BS advised attendees that Pucklechurch Parish Council objections and recommendations had been presented and were available to view on the planning portal via SGC website. BS confirmed that members supported the application in principle.

BS also advised that members had been able to provide SGC with their views on the allocation of 106/CIL monies that might be made available as a result of the development.

BS reported that the majority of residents in attendance objected to the planning application but, in the main, the majority expressed their dissent and asked pertinent questions in a civil manner. The application goes before the Development Control Committee on the 15th June which BS intended to attend.

7b Report from District Councillor(s)

None received.

7c Clerk's Report

Ref: 17th May, 2017 meeting:

Item 7a Cemetery Wall

Huw Morgan assessed the damaged wall but found it was not in an unsafe state.

Clerk contacted Land Registry to enquire about terms of ownership/responsibility for boundary walls in Pucklechurch. Was advised to mark the walls on an OS map and send with a letter of explanation to Land Registry stating that the enquiry is not only about walls with a neighbouring property but generally to find out who is responsible for the walls in the village.

It was mentioned that it would be highly unlikely that shared walls would be covered by a party wall agreement as it is newer properties where generally, responsibilities are defined.

BS confirmed he would organise marking the walls on an OS map, then Clerk to write the letter and send to Land Registry for a definitive answer.

BS provided the map 7/6/17.

Other matters:

PCA minutes

On behalf of members, Clerk wrote to Huw Morgan and Anna Chelmicka to thank them for their hard work and to say that it had not gone unnoticed how much cleaner and cared for the village was looking.

Planning

Cllr. Boyle brought two planning matters to the attention of the Clerk:

1. That the Clerk follow up on a Planning Enforcement matter with regard to the signage installed at the Spar shop.

Lisa Evans, Planning Enforcement Officer provided the following update on 18th May, 2017:

'I have been discussing this case with my team leader this afternoon and considering that no action has been taken by the property/business owner thus far, we shall be contacting them again with the threat of prosecution.

I shall be informing them that I shall be proceeding with drafting the prosecution papers and instructing our solicitor to beginning the prosecution process against them in relation to the unlawful sign. If no action is taken (i.e. either through the submission of a retrospective application or the removal of the sign) before a court date is received, then we shall proceed with this action.

I shall keep you updated with the progress of the case'.

2. Pennymead, Cattybrook Road, Mangotsfield

An application for a NMA to cover this addition was submitted and dealt with by SGC last August:

PK16/4651/NMA | Non Material Amendment to planning permission PK14/1959/F to replace 2no. small dormers with single larger dormer to north elevation and addition of clock tower. | Pennymead, Cattybrook Road, Mangotsfield, South Gloucestershire BS16 9NJ
Planning, SGC objected to the application under this NMA as the officer concluded that the proposed external changes would amount to a material change to the approved planning permission and that a full planning application would be required, the application for NMA was subsequently refused.

The Clerk brought this to the attention of Planning Enforcement – 07/06/17 asking for this to be investigated and for the owners to be advised to follow the procedures as laid out by Planning last August.

Finance

Grant Thornton confirmed receipt of the annual return within deadline and advised that a certificate would not be issued until after 17th July when Electors Rights inspection rights closed.

Bus stop noticeboards

Cllr. Putt advised that the Kestrel Drive bus stop timetable had fallen down. Reported to Huw Morgan who assessed all noticeboards and confirmed it was due to vandalism and will systematically arrange to screw fix all noticeboards to make them more secure.

Timico – phone service

Timico have confirmed the A2 platform which carried calls over the IP Timico network is no longer supported and will be closed down in September, 2017.

As a result of this, the user licences on the new platform will be subject to a price increase of £2.00 for each licence and an increase of £1.50 on each SIP channel. These increases will be effective 1st July, 2017.

Draft Finance Regulations

Clerk forwarded an amended draft of the Finance Regulations following NALC model regulations on 7th June to Finance Working Party. Clerk awaits the Working Party's view of the document prior to presenting to full council for consideration prior to formal approval.

SGC – Localism Contract Renewal

TS provided the Clerk at the last meeting with the renewal arrangements received from SGC and asked for the Clerk to compare costs for services against last year. Unfortunately, the Clerk did not have access to the historical data necessary for comparison. Clerk advised members she would await further instructions regarding the renewal of services.

N.B. Members advised the Clerk that Cllr. Stephens had taken this as an action in the autumn of the last year and to contact him to discover his findings and report back to the Finance Working Party.

NO. 8. FINANCE

8a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name		Amount Paid	Cq Number
PCA	Room booking	£48.30	2454
Stuart Bailey	Rubbish Burial Ground	£60.00	2455
South Glouc Council	Neighbourhood plan Flyers	£130.00	2456
Anna Chelmicka	Litter Picking May '17	£350.00	2457
EDF Energy	Defibs Parkfield and Eagle Cres	£64.17	2458
John Hicks	Play Inspection	£360.00	2459
Total		£1,012.47	

NO. 9. Agenda Items

9a John Hicks Associates – play equipment/areas report

Members reviewed the contents of the report and it was suggested that Huw Morgan, Maintenance Contractor was provided with the report in order to visit each piece of equipment to repair med/high risk events and to assess the low risk with regard to whether it would be prudent to carry out repairs.

ACTION. Clerk to liaise with Huw Morgan.

9b Darren Packer – allotment liaison

Members reviewed the correspondence received from Darren regarding security of the allotment site. Darren advised members that the site had been broken in to on 3 separate occasions in May with various items of equipment being stolen. He asked that members review the need to better secure the site. Darren also informed members that there was sufficient interest from allotment holders to join the National Allotment Association.

Members discussed the possibility of securing the entrance adjacent to the woods but concluded that no budget was available to purchase and install a new gate and, given the low-rise fencing around the site, felt that a new gate would not stop those intent on gaining access. Rather than fencing, members favoured the natural approach to protecting the site with the use of thorny plants. GB provided members with an e-copy of the Leicestershire Police publication 'Protecting Your Allotment', July 2016 which members agreed would be useful to give to Darren so he could share the advice to other allotment holders on how to protect their property. Allotment holders should ensure that all incidents are reported to the police so they the anti-social behaviour can be recorded.

Members acknowledged it would be helpful if the allotment holders could constitute as a proper society as this would enable council to assist the allotment holders in applying for grants. Members felt that Darren on behalf of allotment holders could approach Revel for a grant.

Members also agreed that a formal proposal from the allotment holders would be welcomed.

ACTION. Clerk to contact Darren and share members' thoughts regarding the security of the allotment site.

ACTION. Clerk to arrange for Huw Morgan to fit a combination lock to the existing gate.

Members took the opportunity to review opinion on the proximity of the woods to allotments and the majority agreed that the woods should be more 9cseparate from the allotment site.

9c ADT Healthcare – correspondence detailing service provided and to request add link from PPC website to their own.

ACTION. Clerk to inform them that this would not be possible as the only external link provided was to the South Glos Council website.

9d Review of Policy documents - members reviewed and discussed the following:

1. Code of Conduct

ACTION. Approved and adopted unchanged.

2. Equality & Diversity

ACTION. Approved and adopted unchanged.

3. Risk Assessment

ACTION. Clerk to arrange amendments and present for final approval at next meeting.

9e SGC – response to comments lodged in relation of S106 funding, Oaktree Avenue.

Noted.

9f Conservation Volunteers – offer of assistance for a small fee to clear land etc

Noted. Clerk to retain on file although it was noted in the past the service had been more expensive than expected.

10. Date of next meeting

Wednesday 21st June, 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 20.45