

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21st 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), C. Phillips (CP), C. Stephens and Ellen Kenny – Clerk (EK).

**NO. 1. APOLOGIES FOR ABSENCE**

None required.

**NO. 2. DECLARATIONS OF INTEREST**

None declared.

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

Minutes of the meeting on 7<sup>th</sup> June 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. Mr Whittock took the opportunity to thank members for arranging for the removal of the galvanised sheets from the cemetery which he had reported a few weeks prior due to health and safety concerns.

**NO. 5 CORRESPONDENCE**

**5a** SGC – supported bus service. Members considered whether to respond to this consultation.

**Noted.** Clerk to arrange with Huw Morgan for details to be placed in bus shelter noticeboards.

**5b** SGC – details of on-line consultations. Members considered whether to respond to consultations.

**ACTION.** Members to review the details of the Streetcare and Health & Wellbeing consultations and notify other members if they wish for either or both consultations to be reviewed by all members at the next meeting in July.

**5c** ALCA – NALC Star Council. Members to consider whether to become involved in the Star Council awards 2017.

**Noted.** Members will review in the future.

**5d** WERN – notification of AGM. Members considered whether PPC should be represented at the AGM to be held in Chew Magna.

**Noted.** RD may attend.

**5e** ALCA – Plunkett Foundation. Members considered whether PPC should consider ways in which to support raising awareness of the potential benefits of community co-operatives and support offered by the Plunkett Foundation.

**Noted.** Members could not envisage any direct benefit to residents.

TS joined the meeting.

**5f** Police & Crime Commissioner June newsletter.

**Noted.**

**5g Resident** – enquiry about why ball games are not allowed on the play area near Eagle Crescent. Members considered point raised by the resident.

**ACTION.** Clerk to write to the resident to explain that complaints had been received from Eagle Crescent residents about ball games being played on the play area and that, unfortunately, due to the close proximity of the play area to homes, damage to properties had been caused as a result in the past.

**5h SGC** – road closure notice received for information purposes only.

**Noted.** With the aim of informing residents, Clerk to arrange for the road closure notice to be given to Huw Morgan for display on noticeboards and copy to GB for inclusion on PPC website.

## **NO.6. PLANNING**

### **6a Polices, Sites and Places Plan**

Members considered whether any representations should be made in respect of the Main Modifications of the Policies, Sites and Places Plan.

GB informed members that the modifications were intended to address issues of legal compliance and/or soundness and therefore representations could now only be made on the effect of the modification(s) on the Plan's soundness or legal compliance therefore, GB advised members on this basis, no further representations were necessary.

**ACTION.** Members concurred with GB's conclusion – no representations to be made.

### **Planning Applications**

#### **6b Ferndale 37 Main Road Shortwood**

Demolition of existing rear extensions. Erection of rear extension, which would extend beyond the rear wall of the original house by 5.90 metres, for which the maximum height would be 3.85 metres and for which the height of the eaves would be 2.73 metres

#### **PK17/2697/PNH**

**ACTION.** Objection. PPC objects to this proposal as it believes the extension would contribute towards a cumulative total % volume increase in excess of 50% over and above the original house and as this property is situated within the Bristol/Bath green belt this is contrary to policy as it would represent a disproportionate addition. The property has already benefited from a two-storey full width extension to provide a lounge and kitchen as well as two bedrooms above (planning application reference P89/1193).

#### **6c Planning application - adjoining parish - Land Off Jenner Boulevard Jenner Boulevard Emersons Green**

Variation of condition 14 attached to PK16/1047/RM (added by non-material amendment PK17/0389/NMA) to substitute approved drawings with those received by the council on 17th May 2017.

#### **PK17/2365/RVC**

**Noted.**

### **Planning Notices of Decision**

**None notified.** BS enquired as to whether any decision notice had been received regarding the Oaktree Avenue development. GB confirmed nothing had been received to date.

## **NO. 7. REPORTS**

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

LP reported to members that a resident who attended the Revel event informed her that the land owned by Merlin at Lansdown Road had become very overgrown and impassable. BS commented that the Parish Council had worked with residents and Merlin to clear this area which was previously occupied by garages.

**ACTION.** Clerk to write to Merlin to inform them of the state of the land and that the path, used by children on their way to school, was thick with nettles and ask for the matter to receive attention.

LP informed members that a resident had informed her that at 23.00 hrs one evening young people threw eggs at her window and entered her garden trampling down flowers. BS acknowledged this must have been alarming for the resident and advised members to ensure reports from residents experiencing acts of antisocial behaviour must be advised to report all incidents to the Police as this was the only agency which could take action.

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

None received.

### **7c Clerk's Report**

#### **Ref: 7th June, 2017 meeting:**

#### **Item 5I - Correspondence**

SGC Fostering in South Gloucestershire – advised to contact Pucklechurch News.

#### **Allotments**

##### **Item 7a**

Notice of improvement letter sent to tenants of plots 2 & 11.

(NB subsequently, email received from tenant of plot 2 stating that the plot was well tended and cultivated with a variety of produce. TS confirmed the plot was overgrown with grass in areas and that she had asked Darren to speak to the allotment holder to give them advice and guidance on managing the plot).

Letter regarding removal of wood from plot 3 due to fire risk plus request for payment and return of tenancy agreement sent.

Plot 1 – request for return of tenancy agreement sent.

Plot 18 arranged as Community Orchard – Darren Packer signed tenancy agreement.

Plot 19 re-let to previous holder of plot 18 – new tenancy agreement issued.

**72a Risk Register** amendments made and forwarded to TS & GB for checking.

#### **7a4 Maintenance Contract**

Contract for 2017/18 sent to Huw Morgan for signing.

#### **9b Darren Packer – allotment security**

Clerk spoke to Darren as per minute item 9b. – focusing on securing the site and that members were in agreement that wood should be separate from site and that natural measures – thorny plants etc. should be used to protect the perimeter of the site. As a

result, Darren asked for the cutting down trees and use of resulting logs/wood to be on the next meeting agenda to seek approval from members.

(NB set as agenda item 9b, 21.06.17)

(NB Clerk spoke to Huw Morgan and he said he could work with Darren to ensure correct trees were identified for cutting).

Clerk forwarded Leicestershire Police Protecting Your Allotment booklet.

Clerk arranged for Huw Morgan to replace combination lock.

### **9c ADT Healthcare**

Advised, it would not be possible to promote service on council website.

### **9d Policy Documents**

Policy documents reviewed by members amended plus Risk Assessment final draft included 21st June agenda for approval.

### **Other matters:**

- Land Registry

Letter inc map enquiring about the ownership and/or responsible party for boundary wall near rec. sent to Land Registry 20/06/17.

- Huw Morgan – Silverback tree and John Hicks Associates playground surveys - Huw had hope to be able to provide a report to members on the above surveys but he had been unable to do so in time for 21st June meeting – he hopes to have the necessary reports available for the following meeting on 5th July.

## **NO. 8. FINANCE**

### **8a TO AGREE and sign cheques**

The following cheques were agreed and signed by two signatories.

<b>Name</b>		<b>Amount Paid</b>	<b>Cq Number</b>
Silverback	Tree report	£650.00	2460
J Bailey	Wages	£793.15	2461
E Kenny	Wages	£593.98	2462
Huw Morgan	Maintenance contract & materials	£1,036.81	2463
Pata UK	Wages Costs	£60.00	2464
<b>Total</b>		<b>£3,133.94</b>	

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

TS provided members with a copy of the finance spreadsheet and explained to members the current financial position and areas on the spreadsheet which detailed specific areas of expenditure for ease of reference going forward. TS reported that cash held on account looked to be in a strong position but that these funds could be used to accommodate un-budgeted expenditure that may result from works to trees and playground equipment following receipt of professional survey reports received recently.

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

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

1. Risk Assessment – following amendments arranged after last meeting
2. Safe Guarding Children and Vulnerable Adults
3. Complaints Policy
4. Grievance Policy

**ACTION.** Members approved all documents as viewed without amendment. Clerk to amend adoption date on each document and forward to GB for inclusion on PPC website.

**9b Allotments** – natural barrier/separate from woods. Clerk appraised members of conversations with Darren Packer and Huw Morgan regarding the woods & allotment site with a view to members approving a meeting be arranged between Darren and Huw in order for Huw to explain the plans regarding works to wood and the use of branches/wood to form a natural barrier to help protect the allotment site.

**ACTION.** Clerk to liaise with Darren Packer, Huw Morgan and RD to facilitate a site visit to appraise trees and discuss landscaping works to wood and resultant wood being used to form natural barrier.

Clerk informed members that Darren had informed her that when the allotment site is broken into that he used his own combination lock until a replacement was purchased and fitted.

**ACTION.** Clerk to ask Darren to purchase 2 reasonably sturdy combination locks for future use and to reclaim the cost by providing TS with a receipt.

Clerk mentioned an email with Grant application form attached had been received from Revel and, as members had suggested at the last meeting that Darren apply to Revel for a grant, would members be happy for the Clerk to forward this directly to Darren.

**ACTION.** Members were in agreement for the information to be forwarded to Darren and suggested that any future similar correspondence could be sent directly to Darren without the need to seek prior approval.

### **9c M4 Junction 18a briefing**

Following the attendance of BS at the recently held above briefing, members were provided with an update. BS explained (with the use of maps) the 2 preferred options for the siting of the junction were identified as Lyde Green and Pucklechurch. BS told members that the public consultation was scheduled for August/September and that he felt the proposals and details of the consultation should be shared with residents to which all members agreed. As the consultation details provided at the briefing were not specific members agreed that more information was required prior to communicating with residents.

**ACTION.** Clerk to invite a Senior Officer from the project to attend the next council meeting in order for members to be fully appraised on the options identified and for specific details about the public consultation in terms of when, format and form to be delivered to be obtained prior to organising and promoting a public awareness meeting with residents at the commencement of the public consultation period.

**ACTION.** GB to scan A3 copies of maps provided to BS at briefing for circulation to all members.

**ACTION.** Clerk to scan and forward A4 maps and slides from briefing for circulation to all members.

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

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

The Council meeting closed at 20.37