

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 6<sup>th</sup> December, 2017, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (RS), G. Boyle – Vice Chair (GB), T. Symons (TS), C. Stephens (CS), R. Dunning (RD), C, Phillips (CP, District Cllr S Reade (SR)  
Minutes taken by Cllr T. Symons

**NO. 1. ABSENCE NOTED**

District Cllr Ben Stokes. (BS), L. English (LE), L. Putt (LP)

**NO. 2. DECLARATIONS OF INTEREST**

None declared.

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

Minutes of the meeting on 15<sup>th</sup> November 2017 were discussed some amendments to the draft minutes were made. Cllr CS did not agree with all amendments The amendment were accepted by the rest of the committee and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

No attendance

**NO. 5  
CORRESPONDENCE**

**5a** Minutes and amended ALCA Constitutions

**Action:**

Noted

**5b** South Gloucestershire Councils Annual Quality of life report newly published annual quality of life report from South Gloucestershire council which monitors delivery of the sustainable community strategy

**Action:**

Noted

**5c** ALCA in short information - Which include details on External Audit arrangements – general Data protection regulations and ALCA Training.

**Action:**

Noted

**5d** Letter received from South Gloucestershire Council regarding Joint Spatial Plan – Publication Document Invitation to comment on Joint spatial Plan Publication document which closes on 10<sup>th</sup> January 2018

**Action:**

Agenda item for the next meeting but it was noted that individual councillors can respond.

**5e** Email received from Luke Hall MP with copy of letter from Jesse Norman MP transport minister acknowledging concerns regarding the Eastern option also pointing out that the JSP has not allocated any strategic housing growth in the location of Pucklechurch or the East of Bristol Fringe

**Action:**

Noted

**5f** Launched new Connecting South Gloucestershire website, dedicated to our Superfast broadband programme. Site address <http://www.southglos.gov.uk/broadband>

**Action:**

Noted

**5g:** Email from Emersons Green Town Council whose planning committee have agreed to invite Edward Ware Homes to present at their meeting in the New Year in regards to declaring an Interest in Lyde Green Farm, Lyde Green.

**Action:**

Lyde Green Farm is in Pucklechurch Parish Council; RS wrote to Edward Ware Homes and also phoned. They will be in contact with us to arrange a convenient time to present the proposal. This area has been earmarked for housing as part of the Lyde green Development.

**5h:** Email from the member of the public regarding concerns over M4 Junction 18A – This Email has been replied to and the member of the public has been directed to the Pucklechurch Web site so that they can review Parish Council actions and response to consultation.

**Action:**

Noted

**5i:** Response from Richard Gillingham Major Projects Senior Responsible Officer South Gloucestershire Council, in relation to M4 Junction 18A

**Action:**

Noted – News Item to go on the Web Site and Twitter (GB)

**5j:** Notification of External Auditors

**Action:**

Noted

**5k:** Request from Majestic Gymnastics regarding Lifeline to Gymnastic centre in Longwell Green Bristol.

**Action:**

Agenda Item RS to check school and Clerk to enquiry if any Pucklechurch Children use this club

**5l:** In accordance with Regulations 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), notice is hereby given that the Policies, Sites and Places Plan was adopted by South Gloucestershire on 8 November 2017.

**Action:**

Noted

**5m:** South Gloucestershire's Protocol - Marking the Death of a Senior National Figure.

**Action:**

Noted

**5n:** Letter from C Harris SGC regarding proposed White lines put opposite the exit from The Poplars in Shortwood Road Plan;- to carry out work in the next few weeks

**Action:**

Noted

**5o:** Consider responding to Better Care Stronger Communities Funding <https://consultations.southglos.gov.uk/consult.ti/BCSCF/consultationHome> - To consider making this a future agenda item consultation closes 20<sup>th</sup> December 2017.

**Action:**

Noted

**5p:** Information from South Gloucestershire Council regarding verge clearance involving lane closures and temporary traffic lights to Shortwood Hill and Shortwood Hill Link Road - Dates: Ring road up to Siston Lane 4<sup>th</sup> – 8<sup>th</sup> December On Shortwood/Main Rd from 11<sup>th</sup> – 13<sup>th</sup> December.

**Action:**

Noted

**5q:** Note from Parishioner in relations to Chancellor, Philip Hammonds announcement to release Green belt Land for housing.

**Action:**

Noted

**5r:** Amendment to South Gloucestershire Council Special Expenses a reduction from £6479 –to £3175 after query over grass cutting of Oaktree Avenue.

**Action:**

Noted.

## **NO.6. PLANNING**

**6a PK17/5219/PNGR** Cranford Farm Castle Road Pucklechurch Bristol South Gloucestershire - Prior notification of a change of use from Agricultural Building to 1no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

**Action:**

No objection in principle but cannot to tell from plans what the size of the barn is - PPC assumes that this is below the threshold.

**6b PK17/5464/TCA** 4 Castle Road Pucklechurch South Gloucestershire BS16 9RF  
Work to fell 1no Cherry tree and 2no Conifer trees. Crown lift 1no Yew tree by 3 metres. Crown lift 1no Plum tree to 3 metres and reduce crown to leave a finish height of 5 metres and radial spread of 3.5 metres. Crown reduce 1no Plum tree to leave a finished height of 5 metres and radial spread of 3.5 metres. Crown lift 1no Maple tree to 3 metres, thin crown by 10% and reduce crown to leave a finished height of 6 metres and radial spread of 3.5 metres. Trees situated within the Pucklechurch Conservation Area.

**Action:**

Objection: the application form provides no reason whatsoever for the works to these trees which is a requirement of an application that affects trees covered by TPOs. In particular PPC does not support the felling of trees without good reason – according to the application form none of these trees is diseased or causing damage. No reasons have been given for not replacing those that are intended to be felled.

**6c:** Full variation – The Grapevine (formally The Salutation Inn), St James Place, Mangotsfield, BS16 9JB [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk) - Premises application under the Licensing Act 2003: consultation ends 28<sup>th</sup> December 2017

**Action:**

Noted

**6d: PK17/3780/F** Heros 12 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB Change of use from Hairdressing Salon (Class A1) to Dwelling house (Class C3) as defined in the Town and Country Planning (use classes) Order 1987 (as amended).

**Decision:**

Approve with Conditions

**6e: PK17/5213/NMA** 27 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RB <http://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OZ5OZWOK0EB00>  
Non-material amendment to PK17/0721/F to exclude re-roofing the existing garden room.

**Action:**

Noted

**6f: PK17/5129/F 25** Lansdown Road Pucklechurch Bristol South Gloucestershire BS16 9RG <http://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OYUM48OKL8G00>

Erection of single storey rear and side extension to form additional living accommodation

**Action:**

This property is not in the conservation area, council has no objection.

**6g: PK17/5036/NMA** The Old Chapel Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS <http://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OYQKWYOK02100>

Non material amendment to PK15/3388/F to alter the roof line to a parapet and coping stone verge to the gable end.

**Action:**

No objection

**6h: PK17/4983/F 2** Lansdown Road Pucklechurch Bristol South Gloucestershire BS16 9RG <http://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OYDTY1OKKY000>

Erection of a two storey side extension to form additional living accommodation

**Action:**

No objection in principle but the applicant needs to demonstrate the parking arrangements required for a 4 bedroomed property ( 2 spaces)

**6i: PK17/4910/RM** Parcel 21B Land At Emersons Green East Land To East Of Avon Ring Road South Of M4 Motorway And North West Of Disused Railway

Approval of Reserved Matters to be read in conjunction with Outline planning permission PK04/1965/O. Erection of 35 no. dwellings with garages, parking, landscaping and associated works.

**Action:**

Noted

## **NO. 7. REPORTS**

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

Cllr RD collected “opinion boxes” made for Pucklechurch Parish Council and the Neighbourhood Planning Group by SERCO staff and inmates at HM Prison Ashfield and presented them to the council.

#### **Action**

Clerk to send letter of thanks to Ashfield on behalf of the council.

Suggestion made to hold a parish council meeting at Shortwood to help Shortwood parishioners feel more involved. All agreed.

#### **Action**

Clerk to book Church for meeting and when meeting date agreed to advertise date and change of venue.

Update on the last couple of week regarding Dog Warden monitoring: Patrols have been carried out at random times over the last couple of weeks.

This has included mornings at all times, afternoons and early evenings. They have seen a number of regular walkers in that time who I suspect know who the dog wardens are, they have witnessed people picking up dog faeces.

There has been very little dog mess found on the field during these two weeks, but frustratingly a few isolated fresh piles have still been seen.

Please pass on any local intelligence that you may be aware off and any reports received to the clerk who will pass this onto the dog warden.

We will continue to monitor this up until Christmas and then reassess the situation.

Neighbourhood plan: Discussed the proposal to use a company to help support the group to go fwd with the Neighbourhood Plan. Funding Application will still be available next year which will help finance the project. Costs were in the region of the £15,000.00. It was suggested that the Neighbourhood plan come back with an amended proposal of what they can do for Pucklechurch.

For information RD has rescinded his resignation for Chair of Neighbourhood

### **7b Report from District Councillors**

Scrutiny committee have set up a task and scrutiny group to look at setting up an housing development arm of South Gloucestershire council.

### **7c To RECEIVE and NOTE a verbal report from the Cllr T. Symons in the absence of a clerk.**

#### **Clerks Report:**

Meeting with RS and Clerk regarding outstanding actions that need to be looked into.

- Discussion over the confusion with the cemetery and resolved that the allocation of plots is correct.
- Logged onto Timico app and found there to be 16 voicemails. Listened to all messages discarding any that are no longer relevant as some date back to April 2016.
- Saved new grant application forms and circulated them to the community groups informing them of the deadline for applications. Updated website with new grant application form.
- Saved fixed assets register on computer and added to website under accounts tab.
- Added Training spreadsheet to website and linked from about tab and contact tab on website
- Councillor interest form link already on website but Clerk added another link from the contact tab.
- Went through past minutes of meeting saving approved minutes to a PDF file and added to website.
- Emailed Glynis Lewis from South Glos regarding the coroner's order for burial form Copied in H.G Harris funeral directors for them to look into further.
- Responded to email from registrar at South Glos regarding burial form completion. Sent email to Elizabeth Webb to see if she can get Rev. Stuart Young to complete the form and return it to the registrar.
- Wrote letters to allotment holders for Plot 4 and 19 asking them to cultivate their land and a notice to vacate letter to plot 9 as per agenda 15.11.17 item 9g.
- Voip contract still active through Timico. Messages still being received via the voicemail.
- Updated both voicemails on the Timico app and the mobile voicemail informing people that I am on maternity leave and provided RS landline number.
- Emailed with Adam Jackson regarding the migration of Timico to Synergy and provided information on what device we have and model number for the iPhone to enable them to switch to new platform.

Clerks return date is March she still has 9 return

## **8 Finance**

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

RS & TS were instructed by the council to sign the following cheques as no other signature of cheques were available Councillors encouraged to complete authorisation forms that have been handed out and submit to bank :

Name		Amount Paid	Cq Number
PCA	Room rent	£49.80	2514
Anna Chelmicka	Litter picking	£350.00	2515
<b>Total</b>		<b>£399.80</b>	

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

**9a** Request from Knightstone to attend Parish Council Meeting with representatives from selected contractors United Living and Speller Metcalfe - Purpose of attendance is to provide information to local residents on the programme of works and how residents can raise concerns regarding Oaktree Avenue developments

**Action:**

Suggested to start meeting at 7PM and publicise to the general public. Advertise in Twitter and on web site. And poster for bus stops and notice boards. (GB) (TS)

**9b** MPC request for information regarding clarification on the current timetable for the Neighbourhood Plan production.

**Action:**

Parish Clerk to send a letter to advise MPC advising them to keep an eye on the web site where a time table will be posted.

**9c** Request from Sally Pattison, Biodiversity, Open Spaces Team, Street care to use Pucklechurch Parish Councils decision to stop chemicals being used in the parish as part of their publication and request for us to be a contact for those who are interested in our experience

**Action**

It was agreed that Pucklechurch Parish Council are happy to be used as an example of a parish that has stopped using chemicals to control weeds and grass growing.

**9d.** Reduce Ash Tree and 2 no Birch trees by 1/3<sup>rd</sup> at St Aldams Way at a cost of £750.00 + Vat

**Action:**

Happy for the reduction in the Ash Tree at St Aldhams play area but we need confirmation that the Birch trees are part of Parish Council Land. (Birch trees belong to Surgery so no further action is needed) Clerk to inform company to carry on with work on Ash Tree.

**St Aldams pathway**

Agenda item for unofficial path from Oaktree avenue to St Aldams due to the concerns raised by councillor regarding unsafe path – suggested putting a path down Agenda Item for the next meeting.

**9e** Request from Falmouth Town Council supported by NALC in relation to legislative change for 100% business rates relief on public toilets that Town and Parish own or manage consultation closes 15<sup>th</sup> December 2017 - <https://www.surveymonkey.co.uk/r/KKFCD7T>

**Action:**

Completed survey at the meeting

**9f** Request from NALC regarding Diversity Survey

**Action**

Individual councillors to complete

**Wednesday 20<sup>th</sup> December, 2017 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 20.50