

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21st March 2018, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. B. Symons - Chairman (RS), G. Boyle (GB) – Vice Chair, T. Symons (TS), L. English (LE), L. Putt (LP), District Cllr S. Reade (SR), J. Bailey – Clerk.

NO. 1. ABSENCE NOTED

R. Dunning (RD)
C. Phillips (CP)
District Cllr B. Stokes (SR)

NO. 2. DECLARATIONS OF INTEREST

There were no declarations of interest made by any council members.

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

Minutes of the meeting on 7th March 2018 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 5. CORRESPONDENCE

5a NALC Avon Council Spot light article proposal

ACTION: GB to provide a narrative around the actions PPC took to get to the cabinet meeting.

5b Email of thanks from the Chairman regarding Junction 18a and to all those who rallied in support.

Noted

5c Email received from Parishioner regarding the antisocial behaviour of dog owners who do not pick up dog faeces, and when it is being picked bags being thrown into trees, shrubs and gardens.

ACTION: Clerk to respond to resident informing them that this topic has been covered in the last two editions of the Pucklechurch News and will also be added to the agenda for the Annual Meeting of the Parish in May.

ACTION: Clerk to add dog fouling to agenda for Annual Meeting of the Parish.

5d Notice from South Gloucestershire Council regarding councillor casual vacancy and no call for an election.

ACTION: Clerk to start co-option process and advertise the two vacancies.

5e Response from Mr C Harris South Gloucestershire Council to Parishioner in response to a request to resolve the traffic build up in Pucklechurch.

Noted – District Cllr S. Reade to pick up in his report.

5f Information from South Gloucestershire Council regarding 1st World War newsletter and funding options.

Noted

5g Report from Cllr RD regarding recent council meeting Junction 18a.

Noted

5h Confirmation regarding renewal of Data Protection Act.

Noted

NO.6. PLANNING

6a Congregational Chapel Abson Road Pucklechurch South Gloucestershire BS16 9RH: Demolition taken place without approval breach of approved plans attached to planning permission PK15/4357/F REFERENCE NO: COM/18/0217/BOC.

Response from South Gloucestershire Council regarding concerns associated with the amount of demolition that is being carried out.

Noted – Response from Kevan Hooper detailed in clerk's report.

6b PK18/0959/F Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ. Change of use of land from agricultural to land for the keeping of horses

With reference to SGC POLICY PSP30 – Horse Related Development this site sits within the Bristol/Bath Green Belt. PSP paragraph 7.45 says that “Green Belt development should preserve openness and not conflict with the purposes of including land within the Green Belt. The change of use of land for the keeping of horses is considered to be inappropriate development within the Green Belt except in very special circumstances”. PPC considers this to be inappropriate development of the Green Belt and the applicant has not demonstrated any special circumstances that overrides the harm that would be done.

Furthermore, PSP paragraph 7.49 says that “horse related development often also results in horse jumps and equestrian equipment, horse boxes, van bodies and farm machinery in and around the site. Where this leads to semi-permanent or regular use of land for such purposes it can have negative impacts on visual amenity, openness and the quality of the rural landscape.” No information has been supplied about how ancillary but associated equipment or vehicles will be stored and located on site and in any case, this would also be harmful to the Green Belt.

PPC disagrees with SGC's Transport Officer's comments that this change of use will have no effect on the vehicular traffic associated with this change of use since the horses themselves will potentially need to be moved to and from the site and, since no structure appears to be planned to house them or for fodder, there may be other deliveries associated with this. No information has been provided about the number of horses to be accommodated and consequently also therefore what level of vehicular movement may be associated with their upkeep. This also means that there is no information that enables an informed decision to be made as to whether or not the size of the site and the number of horses to be accommodated, has proper regard to the safety and comfort of horses and to the preservation and enhancement of the landscape.

RESOLVED: To object as per the comments detailed above.

ACTION: Clerk to submit objection comments on the SGC website.

6c PK18/0182/F 2 Abson Road Pucklechurch Bristol South Gloucestershire BS16 9RH
Erection of single storey side extension to form additional living accommodation.

Decision: Approved with Conditions.

Noted

6d PK17/5577/RVC Response from South Gloucestershire Council regarding, Pennymead Cattybrook Road.

Outstanding issue still awaiting determination.

This is a live conditions application, introducing a material amendment which changes the roofline. The clock tower was referenced as a material amendment and the permitted plans have been altered.

ACTION: Clerk to chase up why our comments are still not showing on the SGC website.

6e A38 Gloucester Road & Church Road, Rudgeway Major Maintenance works 23rd March - 5th April.

Noted

Other Planning Matters

PK17/5683/F Grove Farm Coxgrove Hill Pucklechurch Bristol South Gloucestershire BS16 9NL

Erection of 11 no. detached dwellings with access, parking, hard/soft landscape works, drainage and associated works.

The Landscape Officer had commented on this application which appeared on the SGC website, these comments have since disappeared.

ACTION: Clerk to contact SGC to find out why these comments were removed.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

ACTION: Please refer to agenda item 9b.

7b To RECEIVE Report from District Councillor(s)

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

- Lyde Green wildlife corridor has been decimated which has been reported to enforcement.
- Attended a Gypsy and Traveller seminar in Somerset with Andrew Griffiths the legal representative from SGC. Lots of presentations took place from the Police and also from members of the Gypsy and Traveller community. SR believes there is a need for more transit sites and that MP's Luke Hall and Chris Skidmore need to support this more. It was pointed out by PPC that as SGC still haven't confirmed their policy there is a requirement for them to start here in the first instance.
- Meeting with Chris Harris regarding the Westerleigh Road junction. This has previously been debated by the Parish Council and the view was not to support this change in the junction. Chris Harris talked through the various options that would be available such as yellow lines, mini roundabout etc but after spending an hour or so at the junction at rush hour the flow of traffic was self-controlled with a pulsing affect and all that a mini roundabout would do would determine who has the priority on approaching the junction. PPC has already agreed the priority list after consulting with the pubic and stands by its previous decision.

ACTION: SR to confirm which item on the transport list may have moved onto the 'do' list further to the conversation with Chris Harris.

- The new digital program for SGC which puts all systems in one portal is underway. It will allow used to register once and access all functions.

7c a. To RECEIVE and NOTE a verbal report from Cllr T. Symons as acting clerk:

- Vandalism in the Burial ground - bent tap again and individuals have been making a fire within this area. Huw Morgan has reported this to the police.
- Email sent to Horizon Parking regarding abandon car on the Trading Estate, they have been told by the police to contact the council to get the vehicle removed. Informed Horizon Parking to contact South Gloucestershire Council to see if they can supply details of appropriate help.
- Policies, allotment handbook and terms and conditions from last meeting updated and sent to GB for publishing on web site.
ACTION: Clerk to update the website with the revised policies.
- All outstanding Minutes sent to GB to be put on the web site.
ACTION: Clerk to update the website.
- Sent email to Good Neighbourhood group who will be looking into what they need and have thanked us for the support.
- Thanks, received from the PCA, Pucklechurch Sports and Social Club and 1st Pucklechurch Guides for grants received
- Letters sent with to all successful grant applicants with grant cheques inviting them to present at the meeting of the parish on the 10th May describing how the money has supported the parish. A grant monitoring form also accompanied the letter with instructions and asking each group to return a completed form.
- Hand over given to JB regarding ongoing work and also problem with Parish Council email account which has been sending emails which have not been received by the recipient. This resolved itself.

A note of thanks was given to Cllr T. Symons for all her hard work in covering the Clerk in her absence.

7c b. To RECEIVE and NOTE a verbal report from the Clerk J. Bailey:

- Emailed Chris Dawson – Knightstone Housing 16.03.18 with the contact details of the PCA Chairman and PA to the Director of HMP Ashfield. Minutes 7th March item 4b.
- Review of phones as per minutes 7th March item 5i:
 - O2 - we signed up for a 24-month contract with O2 on 17th February 2017 and adjusted the contract to a sim only plan and reduced the data allowance to make savings.
 - Text Service - we no longer have this service.
 - Synergy (was Timico) we are paying between £13.50 and £15.50 per month to access our landline number through a Voip Service.
ACTION: Clerk to make this an agenda item for the council to decide if we still require the landline number.
ACTION: Clerk to investigate when the Voip contract expires.
- Circulated Wessex Resolutions CIC email to community groups and printed poster to display on noticeboards 16.03.18. Minutes 7th March item 5l.

- Booked the School Hall for the Annual Meeting of the Parish on Thursday 10th May 2018 at 7:00pm. Minutes 7th March item 7c.
- Invited Chris Dawson – Knightstone Housing 21.03.18 to update residents regarding the Oaktree Avenue Development at the Annual Meeting of the Parish on 10th May. Minutes 7th March item 7c.
ACTION: Clerk to respond to Mr Dawson asking him to attend at 7:00pm and to do the same presentation as previously shown at a Parish Council meeting.
- Projector – emailed Cllr R Dunning for the make and model of the projector purchased for the Neighbourhood Planning Group. It is an Epson EB-S31 which is currently on offer at Argos for £234.99, Cllr T Symons has increased the clerks petty cash float so that I can purchase the same one for PPC.
- Email from SGC to confirm there has been no change to the final allocations of Local Council Tax Support Grant for 2018/19 so these remain as previously notified.
- Wrote to residents of Parkfield Rank (1 & 8) regarding the parking of a caravan and trailer in the turning circle 18.03.18 following complaints.
 - 1 Parkfield Rank have responded informing me that they parked the Caravan there to clean it as they are in the process of selling it. It should be removed by Saturday and if the sale falls through they will move it into their back garden.
- Completed a direct debit form for Edenred for childcare vouchers for signing by two councillors at tonight's meeting.
- Received letters of thanks from the following organisations following receipt of a grant from PPC and responded to emails confirming the time of the Annual Meeting of the Parish:
 - Syston Residents Group
 - Brandon Trust
 - Citizens Advice
- Email received from Good Neighbours informing the Parish that they do not need to apply for grant funding this year as they have enough to cover their outgoings, however we can expect to receive an application next year.
- Updated councillor details sheet for noticeboards after removing Cllr Craig Stephens.
- Email received from Kevan Hooper Senior Planning Enforcement Officer 21.03.18 with an update regarding the Congregational Chapel:
 - Following a site visit the east and south walls of the chapel still remain intact although reduced in size. I have looked at the original planning permission and there are no specific conditions regarding these walls and no condition that specifies what size they should be reduced. Because of the sensitive nature of the site I will see if I can get the site added to our monitoring compliance list we will then monitor the build through to completion to ensure it is rebuilt to the approved plan.

- Due to clerk's holidays in May it was proposed to move the Annual Meeting for the Council to the 18th April 2018.

RESOLVED: To hold the Annual Meeting of the Council on 18th April.

ACTION: Clerk to make the council meeting on the 18th April the Annual Meeting to include the election of the Chair and Vice Chair on the agenda.

NO. 8. FINANCE

8a To AGREE and sign cheques

The following cheques were agreed and signed by two signatories at the meeting:

Name	Description	Amount Paid	Chq Number
South Gloucestershire Council	Grass cutting dog bins	£1,840.83	2549
Huw Morgan	Maintenance contract	£1,000.84	2550
Anna Chelmicka	Litter Picking	£350.00	2551
Edenred	Childcare Vouchers	£93.82	2552
Ensign Print	Pucklechurch News	£388.00	2553
Petty Cash	Petty Cash	£400.00	2554
Wages	Wages	£1,138.47	2555
PATA UK	Wages costs	£30.00	2556
HM Revenue and Customs	PAYE NI	£131.06	2557
EDF Energy	Defib Electric Parkfield Rank	£76.37	2558
Total		£5,449.39	

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

The finance spreadsheet was circulated prior to the meeting and agreed by the council.

At the year-end we are looking at an underspend of £3506.82 as per the breakdown below:

Year-end Balance	£92,956.21
Less running total	£14,000
Less reserves	£30,000
Less Play equipment	£20,000
Less Neighbourhood Plan	£15,000
Less Village Hall Project	£5,000
Less cheques written tonight	£5449.39
Total	£3506.82

With regards to the money earmarked for the play equipment it was suggested that we contact Pucklechurch Primary school's diversity group for their input on what the children would like to play with. This action was overturned by a decision made later in the meeting agenda item 9c.

The Council have previously contacted Eddy Aze regarding their suggested spend of money collected for development of the Play Area and the council's willingness to support.

ACTION: RS to contact again

NO. 9. AGENDA ITEMS

9a Local Green Space designation query and review from South Gloucestershire Council
To CONSIDER proposed area identified as a green space and respond with any comments to the consultation.

Wrote to us as we are the land owners, this is for information only.

ACTION: Clerk to send a positive response.

9b Request and subsequent meeting with LP regarding drop kerbs in the village
For council to consider.

The parish council discussed the report received by Cllr L. Putt but concluded that as this is to benefit one individual and the reality of it ever reaching the top of The Local Transport Priority List is very slim, no further action from the parish council is required.

RESOLVED: Not to add the dropped kerbs to the Local Transport Priority List.

ACTION: Clerk to respond to the resident informing them that as much as the parish council would like to support the request for more dropped kerbs it is unlikely to ever get to the top of the Local Transport Priority List for funding and therefore is not going to achieve their stated aim. The parish council suggests that the occupational health department is contacted through their GP which could help to provide a more suitable wheelchair to tackle the kerbs. We also recommend that they contact the Community Engagement Forum to put an action on the list which would then have to be discussed by SGC.

9c To review play equipment in the Parish and decide on a forward plan.
To consider renewal of play equipment.

The three play areas that require an update of equipment have been identified as Parkfield, Eagle Crescent and the Rec. Some Section 106 funding has been allocated to Eagle Crescent which should come through directly to the parish council. We need to look at a range of equipment for all age groups and that can be used by more than one child at a time.

RESOLVED: For Huw Morgan to liaise with Greenfields and other play equipment providers and come back to council with recommendations for Parkfield, Eagle Crescent and the Rec as per the following brief:

- Suggestions based on toddlers and older children.
- Equipment for Multi users

Once the recommendations have been received we can then involve the Diversity Group at Pucklechurch Primary School for their input.

ACTION: Clerk to find out when they may expect to receive the Section 106 funding for Eagle Crescent.

9d Report from maintenance contractor regarding suggested for St Aldams Path and Maintenance of Wild life area.
To consider Path option from Oaktree Avenue

Path

Recommendation to create a woodland style path across the muddy area. This could be done by removing the turf / mud etc, installing a wooden edge, a chippings layer for drainage and then forest bark mulch put over as a path surface. Either that or the access could be blocked off using a natural fence of hawthorn cutting, bramble etc.

RESOLVED: For no further action to be taken on this. The parish council have not received any complaints regarding this path from residents. If the parish council were to add a path then this would be our responsibility including the maintenance of it.

ACTION: Clerk to inform Huw Morgan of the decision.

Wildlife Area

The wild area in the corner of St Aldams by the conifer hedge. The trees etc that were removed were only of weed stock i.e. Elder and overgrown conifers etc I have left these to dry out and rot down as bio diverse areas, I will gradually move things around as this evolves, this area now needs to be cut down a couple of times a year to keep it tidy, as does the area by the big drain, these may be considered in the contract for the next 2 years? This area would benefit from a bit more tree planting, I am approaching the bio diversity officer for SGC with regard to some fruit trees and owl boxes. I also think the area at the other end of St Aldams by Becket court would benefit from the fruit trees and will advise further after my meeting with the officer.

Other quotes and reports are ongoing i.e. fence on rec, tree seat, new play equipment etc and I will advise as soon as possible.

RESOLVED: Not to plant anymore trees in this area, but to add the maintenance of the area to Huw's contract. Agreed for the Owl boxes to be installed once sourced from SGC.

ACTION: Clerk to inform Huw Morgan of the above decisions.

Wednesday, 4th April 2018 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.

The Council meeting closed at 21:06.