

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD WEDNESDAY 18th APRIL 2018, 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), C. Phillips (CP) and Jodie Bailey – Clerk.

NO. 1a. TO ELECT A CHAIR

It was proposed and seconded that Councillor B. Symons be elected Chair for the year 2018-19. 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 2018-19. 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

An amendment was made to the wording on item no. 3: To Note Apologies for Absence. Minutes of the meeting on 4th April 2018 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 be reviewed and brought in line with NALC recommendations once these have been issued. Financial Regulations to remain adopted unchanged.

ACTION: Clerk to amend Standing Orders in line with NALC recommendation once released.

NO. 2c. TO REVIEW and CONFIRM arrangements for Insurance Cover in respect of all insured risks.

AON Insurance have been taken over by BHIB Affinities and as part of the transfer of business to BHIB, they have negotiated a fixed price on renewals with Aviva. Last year the Parish Council was paying a premium of £789.22 but we have been offered a 10% discount and this year would pay £710.29. The Assets of the Parish Council remain unchanged.

RESOLVED: To opt for a 1-year agreement with BHIB Affinities until 31st May 2019.

ACTION: Clerk to inform BHIB Affinities of the decision.

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

Due to the resignation from Craig Stephens as Parish Councillor, the working groups were amended as per the following and agreed by the Council.

RESOLVED: To accept the Working Groups as below.

ACTION: Clerk to update the Working Groups spreadsheet and website.

Finance	TS, LE, CP, Clerk
Burial Ground	BS, GB, Clerk
Woodland/Open Spaces/Streetcare/Benches	RD, TS, CP
ALCA	BS, LP
Town and Parish Council	BS, Clerk
Community Engagement	BS, Vice Chair, but anyone can attend
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	Chair, Vice Chair, LE
West of England Rural Network (WERN)	RD, LP
Neighbourhood Plan	GB, RD, LP
Healthwatch	TE, LE

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

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

NO. 3 TO NOTE APOLOGIES FOR ABSENCE

Cllr. L. Putt (LP)
District Cllr. S Reade

NO. 4. DECLARATIONS OF INTEREST

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

NO. 5. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 6 CORRESPONDENCE

6a. Letter from Revel 2018 Committee regarding Revel Day June 16th 11:30 – 18:30. They are now taking bookings for Revel pitches and Revel parade. Form to be completed and returned by 11th May 2018. Circulated to community groups.

Noted

6b. Environment Agency Flood Warning Area Updates

In February 2018 the Environment Agency made changes and updates to improve the fluvial and groundwater flood warning service in various locations across Wessex in South Gloucestershire, Somerset, Wiltshire and Dorset.

Circulated to community groups.

Noted

6c. Revised Dates - A38 Gloucester Road and Church Road, Rudgey Major Maintenance Works 23rd April – 2nd May 2018

The dates for the resurfacing works has been postponed to start on the 23rd April 2018.
Circulated to community groups.

Noted

6d. A38 Gloucester Road North, Filton Major Maintenance Works 16th – 26th April 2018

Rearranged dates for the roadworks that are to be carried out at A38 Gloucester Road North, Filton from the 16 - 26 April 2018, the road will be subject to major resurfacing works.
Circulated to community groups

Noted

6e. ALCA In Short updated April 2018

Noted

6f. GPFA Newsletter and Playground Training Seminar

Sent to Huw Morgan for information.

Noted

6g. Bromley Heath Road, Downend Major Maintenance Works 14th – 23rd May 2018

Essential roadworks will be carried out at Bromley Heath Road, Downend from the 14th - 23rd May 2018, the road will be subject to major resurfacing works. The works will involve the planing off of the existing surface of the carriageway and the laying of a new surface. The work will start at 8.00pm and remain in place until approximately 6.00am. These works will create a significant amount of noise. Circulated to community groups

Noted

6h. South Gloucestershire First World War Project

Funding is still available for events in South Gloucestershire so a second round of applications can be submitted with a deadline of 30th May 2018.

Circulated to community groups.

Noted

6i Consultation for mobile street trader - Tony's Super Whippy 2

We have received an application for a Mobile Street Trader LI18/1154/STM – Tony's Super Whippy 2 to trade throughout the South Gloucestershire Area.

Deadline for responses 24th April 2018.

Noted

6j. Consultation for mobile street trader - Gio's Gelato

LI18/1150/STM – Gio's Gelato to trade throughout the South Gloucestershire Area. Deadline for responses 24th April 2018.

Noted

6k. Superfast broadband rollout: monthly update

Noted

6l. Email from Richard Aston regarding S106 funds for PK17/0807/F and PK17/0808/F - Oaktree Avenue

The Parish Council believes that the digging is set to commence on 30th April for the 20-bed site.

ACTION: Clerk to contact the S106 Officer to find out what's happening as the email received from Richard Aston is unclear.

6m. Email from SGC Street Naming & Numbering, Asset Team regarding Small Development off Oaktree Avenue, Pucklechurch
Requesting the Parish Councils help in suggesting suitable street names for this development.

ACTION: Clerk to make agenda item for 2nd May.

NO. 7. PLANNING APPLICATIONS

7a PK17/1112/F Land South of Lyde Green Emersons Green Bristol BS16 9NN
Erection of 115 dwellings, associated infrastructure, construction of vehicular access, parking, landscaping, allotments and public open space.

This development is the other side of the dram-way so falls outside of our parish.

RESOLVED: No comment

7b PK18/1482/F Harvest Barn 5 Farlands Pucklechurch South Gloucestershire BS16 9PD
Erection of detached timber double garage with room above.

PPC has no objection in principle, however since this addition sits within the immediate vicinity of a designated heritage asset Councillors would prefer to defer to the comments of South Gloucestershire Council's Listed Building & Conservation Officer as to whether or not this is an addition appropriate to the setting.

ACTION: Clerk to upload above comments on the SGC website.

7c PK18/1513/RM Parcel 27A and 28 Howsmoor Lane Emersons Green Bristol South Gloucestershire
Erection of 140no. dwellings with garages, parking, landscaping and associated works.
(Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O) (resubmission of PK16/5607/RM).

This falls outside of our parish.

RESOLVED: No comment

7d. PK18/1516/F Cranford 24 Abson Road Pucklechurch Bristol South Gloucestershire
Demolition of conservatory and erection of single storey front extension to form additional living accommodation.

This is an extension to the front elevation. It is not in the conservation area and will not exceed 50%.

RESOLVED: No objection

ACTION: Clerk to upload comment onto the SGC website.

7e. PK18/1519/TCA Yew Tree House 12 Abson Road Pucklechurch Bristol South Gloucestershire
Works to fell 2no Apple Trees situated in the Pucklechurch Conservation Area.

RESOLVED: To defer to the tree officer.

ACTION: Clerk to post comment on SGC website.

7f. PK18/1582/F 65 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NQ
Erection of single and two storey rear extensions to provide additional living accommodation.

The address for this application should be Shortwood and not Mangotsfield.

It's for a single and two-story rear extension in an area washed over by the greenbelt. It's not a disproportionate addition to the dwelling as does not exceed 30% nor is it harmful to the visual of the greenbelt.

RESOLVED: No objection

ACTION: Clerk to post no objection comment on the SGC website.

Additional Planning Comments

Hairwaves Hairdressers in Pucklechurch Village have erected new signs and a canopy outside of the shop. As this building sits in the conservation area this would require planning permission to which the parish council have not been notified.

RESOLVED: To write to SGC enforcement to ask whether planning permission is required.

ACTION: Clerk to write to SGC enforcement as above.

Call for Sites

The parish council has received several emails from concerned residents regarding the Local Plan Call for Sites. This was discussed at the meeting as the Parish Council are aware that SGC are asking for speculative development sites, but as no official planning applications have been submitted it does not mean that any of the sites listed are being considered.

NO. 8 REPORTS

8a. To RECEIVE pre-submitted reports from Councillors

Cllr. R Dunning has renewed the free membership to the West of England Rural Network (WERN) for twelve months.

8b. To RECEIVE report from District Councillor

There were no District Councillors in attendance and nothing was received prior to the meeting.

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

- Updated all policies and minutes on the Pucklechurch website 12.04.18. Minutes 21st March item 7c a.
- Response received from Richard Aston SGC regarding S106 funds for PK17/0807/F and PK17/0808/F - Oaktree Avenue development. Circulated to council with agenda item 6l. Minutes 21st March item 9c.
- PK18/1322/TCA Brimstones 22 Westerleigh Road – submitted comment to defer to the Tree Officer on SGC website 11.04.18. Minutes 4th April item 6b.
- PK18/1329/F 16 Queens Road Pucklechurch submitted comments on SGC website 11.04.18. Minutes 4th April item 6c.
- PK18/1381/F 35 Parkfield Rank Parkfield Road submitted no objection comment on SGC website 11.04.18 item 6d. Minutes 4th April item 6d.
- Circulated the Presentation of Equality Forum Conference from Dist. Cllr Ben Stokes to Council 10.04.18. Minutes 4th April item 7b.

- Updated Chris Harris of the decision made by Council regarding the pothole at 20 Shortwood Road 11.04.18. Minutes 4th April item 9a.
- Wrote to Merlin Housing regarding the pothole at 20 Shortwood Road regarding the complaint received 12.04.18. Minutes 4th April item 9a.
 - Responded to emails from Gemma Davies and Shannon Rudd 17.04.18 with more details including a map and photograph of the pothole.
- Responded to Lynne Jonas from the SGC Street Naming & Numbering, Asset Team informing her that PPC would be delighted to help choose a street name for the Oaktree Avenue Development and enquired as to whether there are any more streets that require a name which will help with our decision. Minutes 4th April item 9b.
 - Response received 12.04.18 as below:
 - *That's great to hear that there are several names being thought of. At present, I just have the 2 sites off Oaktree Avenue to address – the one by Dryham View and the other further up the road, but if there is a list I can always keep that on file for any future sites.*
- Regarding the recent decision to discontinue the landline number 0117 2140551 I have updated the Parish Council letterhead, Parish Council details poster for noticeboards, website and all documents for Allotments and Burial Ground which detailed the number. Amended my email signature highlighting the number will come to an end soon so asking for people to update their records. I have also emailed community groups and various contacts in the email address book asking them to do the same 12.04.18. I will leave it until the 1st May and then give the 30 days' notice to Timico so this should give people time to update their records. Minutes 4th April item 9c.
ACTION: Clerk to give 30 days' notice to Timico on 1st May 2018.
- Grant Monitoring Form received from Syston Residents Group 31.03.18, circulated to council 11.04.18.
- Allotment invoices and agreements have been sent out on 13th April.
 - Plot 1 agreed for their invoice to be emailed so this was sent on 26th March and was paid by BACS on 28th March. I have received the signed agreement through the post.
 - Plot 6 - £20 cheque and signed agreement received.
 - Plot 7 – will not be renewing their lease due to personal reasons. The plot was in one tenants name but was worked on by another resident who came off the waiting list as there was an unofficial agreement to work on this plot with the tenancy holder. That resident would now like to take over the tenancy.
RESOLVED: To agree to the tenancy being transferred to the resident.
ACTION: Clerk to arrange for the necessary paperwork and invoice to be sent.
 - Plot 9 – We haven't renewed their agreement for not cultivating their land.
 - Plot 10 – £20 cheque and signed agreement received.

ACTION: Clerk to make an agenda item to deal with Allotment Plots 9 and 21b which are not being renewed.

- Absence noted in the minutes has been changed back to apologies for absence.
- Update from Huw Morgan:
 - We have 2 pairs of birds nesting in the boxes that he has put in the woodlands, and also a patch of primroses that he planted are doing very well. Huw is now keen to put up more bird boxes in the woodland and which were being sourced by Cllr Dunning through the prison.
ACTION: Clerk to put pictures on the PPC website.
 - Reported a leaning tree in back lane to fix my street 03.04.18.
 - Vandalised tree seat – Huw has cut up and removed the vandalised tree seat. This has been reported to the police 14.04.18 and crime reference number 5218079615 has been obtained.
ACTION: Clerk to make a claim through the insurance company.
ACTION: Clerk to chase Huw for quotes and make it an agenda item

NO. 9. FINANCE

9a TO AGREE and sign cheques

The following cheques were agreed and signed by two signatories.

Name	Details	Amount	Chq No.
AS Hall & Sons	Maintenance Shortwood Play area	£408.00	2562
Chris Hall	Rent Shortwood	£90.00	2563
HMRC/Wages	Wages/Tax/Ni	£1270.64	2564/2565
Mrs J Bailey	Petty Cash	£181.41	2566
PCA	Room Rent	£49.80	2567
Huw Morgan	Maintenance Contract, repairs to wall and no horse riding signs	£1106.18	2568
South Gloucestershire Council	Hire of Pucklechurch School Hall for Annual Meeting of the Parish	£50.00	2569
TOTAL		£3156.03	

9b. To RECEIVE an update from the Finance Working Group

The Parish Council Finance Spreadsheet and Profit and Loss and Balance sheet spreadsheets were circulated to the council prior to the meeting. The council has made savings this year especially in the area of salaries due to the clerk being on maternity leave.

The Finance spreadsheet was discussed during the meeting and the Year End figures as shown below were agreed by the council.

£85,779.13 Total at Year End
 £14,000.00 Less running total
 £30,000.00 Less reserves as per Financial Policy
 £20,000.00 Less money earmarked for play equipment as agreed January 2018
 £15,000.00 Less Neighbourhood Plan
 £5,000.00 Less Village Hall Refurbishment

£1779.13 Underspend for the year

RESOLVED: To agree the Year End Figures as detailed in the Finance spreadsheet as a true representation of the Parish Councils accounts.

The Balance sheet spreadsheet was discussed with the council at the meeting which gave details of the financial accounts for the parish council including the profit and loss, balance sheet, Grant Thornton return, bank reconciliations, reconciliation between creditors and debtors, fixed assets etc. It also details any variances between this years and last years accounts that exceed 15% where an explanation is required. This spreadsheet is sent to the external auditor Grant Thornton alongside the Annual return.

RESOLVED: To accept this spreadsheet as a true representation of the Parish Council's financial accounts.

9b. Members to review and agree responses to Section 1: Annual Governance Statement 2017/18 as required by Grant Thornton, External Auditor.

The Chair read each statement.

RESOLVED: members agreed to record yes to each statement and this was then signed off by the Chair and RFO for the Council.

9b. Members to receive and review Section 2: Accounting Statements 2017/18 as required by Grant Thornton, External Auditor.

RESOLVED: members approved the accounting statements for 2017/18 this was then signed off by the Chair and RFO for the Council.

The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return has been completed for the period 4th June to 13th July 2018.

ACTION: Clerk to arrange for this to be displayed on the parish council noticeboards and website.

NO. 10. AGENDA ITEMS

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: For the Financial Reserves Policy to remain adopted unchanged.

10b. To CONFIRM that current policies are adequate for the council or IDENTIFY and AGREE changes.

Policies available on the website.

The Parish Council are aware that the new Data Protection Laws are coming into force on 25th May 2018 for the GDPR.

RESOLVED: To await the NALC template for the GDPR before updating our policies on Data Protection.

ACTION: Clerk to look into the Privacy Policy for the website and carry out a data audit of the Parish Council laptop.

RESOLVED: For all other policies to remain adopted unchanged.

10c. To ACCEPT the current assets of the council and CONSIDER a confidential item.

The Assets register for the Parish Council has already been discussed under agenda item 9b.

RESOLVED: for the assets to remain the same unchanged.

A confidential item was discussed.

10d. To REVIEW details of the Community Infrastructure Levy share relating to Little Green, 25 Shortwood Road and AGREE next steps.

During 2017/18 £57,306.94 has been collected within our Parish for Community Infrastructure Levy. In line with Government Legislation, the Parish is entitled to 15% of this receipt which is £8,596.02 to be used for the provision, improvement, replacement, operation or maintenance of infrastructure. Form to be returned by 20th April 2018.

RESOLVED: To accept the S106 funds for the Parish Council to spend.

ACTION: Clerk to return the completed form by 20th April 2018.

ACTION: Clerk to make enquiries regarding other S106 funds due for the other house.

10e. To AGREE a response to the Local Plan Consultation

The consultation was discussed at the meeting and the Parish Council RESOLVED to submit the following responses during the meeting:

Q1 - Parish Council is concerned that a change that promotes house building where employment opportunities are reduced as a direct result, promotes unsustainable communities and will contribute to increase commuter traffic. Reduction in the levels of land restricted to employment is contradictory to the drive by the authority to attract businesses to the area and risks South Gloucestershire becoming a series of dormitory towns. (See briefing note Economic Development update March 2018).

Q3.1 - Parish Council is not convinced that the sustainability profiles are sufficiently nuanced to enable decisions to be made about whether or not they would be suitable for non-strategic development and that more weight needs to be placed on the HELAA process. Parish Council also believed that developments of less than 10 dwellings should be taken into account for smaller settlements.

Q3.2 - Option 1 - outside the Green Belt

Q5 – Yes, this should be more clearly expressed.

Q6 – Yes, we agree with the Inspector and the proposals above.

Q17 - All the Gypsy & Traveller sites in our Parish lie within the Green Belt and to 'inset' them in order to allow for their intensification would still permanently impact on the visual amenity and openness of the Green Belt that physically surrounds them since they are all beyond the settlement boundary of the village. To re-designate these plots in response to 'unmet need' would fly in the face of the principle of the preservation of the Green Belt and its protection from inappropriate development except in special circumstances. Applications for intensification at these sites should be examined in the same way as any other application – the assumption here appears to be that the sites are suitable without properly testing them against other considerations such as highway safety, drainage etc. and without the special circumstances required to outweigh the harm done to the Green Belt. Household with large gardens within the Green Belt would clearly not be allowed to build new houses or ancillary buildings to meet the needs of growing extended families so to many people this approach would appear iniquitous.

Several sites have been afforded temporary permission related to a particular set of special circumstances that are not transferrable and often only achieved on appeal - i.e. tested by the Planning Inspectorate. To grant permanent status to these sites would also remove the right for the owners of these privately-owned sites to return these sites to green field status

should they so wish and they could similarly not sell the land with any other purpose in mind without an application for change of use. The temporary permissions granted in respect of these sites continue to recognise the significant harm that such sites have on the openness of the Green Belt and allows for that harm to be temporary and not permanent.

10f. Date of next meeting

Wednesday 2nd May 2018 at 7:30pm in the Meeting Room, Pucklechurch Community Centre
To agree date/time of next meeting. Ensure meetings are covered and next meeting timescales agreed.

RESOLVED: For the next meeting to commence on Wednesday 2nd May at 7:30pm.

The Council meeting closed at 22:05