

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 2<sup>ND</sup> MAY 2018, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** G. Boyle (GB) Vice Chairman), L. English (LE), T. Symons (TS), L. Putt (LP), C. Phillips (CP), District Cllr S. Reade (SR).  
Minutes taken by TS

**NO. 1. NOTE APPOLOGISE FOR ABSENCE**

B. Symons - Chairman (RS), J. Bailey – Clerk, District Cllr B. Stokes (BS), R. Dunning (RD).

**NO. 2. DECLARATIONS OF INTEREST**

None

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

Minutes of the meeting on 18<sup>th</sup> April 2018 were accepted as a correct record of the meeting. Minutes have been signed by the Vice Chairman at the meeting.

**NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**NO. 5. CORRESPONDENCE**

**5a** Notice of Intent - Temporary Traffic Order - Various Rights of Way at Westerleigh/Pucklechurch - PT.5951 (Restricted byways LWB 37/40, LWB 37/50, LWB 37/60 and footpath LWB 63/30 at Westerleigh) (Temporary prohibition of use by cyclists, equestrians and foot passengers) Order 2018. Circulated to community groups and displayed on noticeboards.

**Noted.**

**5b** Planning Enforcement Weekly Lists At the most recent Town and Parish Council Forum meeting, it was agreed in response to a request from a Parish Council, that the attached weekly list of complaints about breaches of planning controls will be circulated to all Town and Parish Councils. Although SGC is unable to engage with Town and Parish Councils over the details of case, this will at least enable Town and Parish Councils to be aware of the alleged breaches being investigated in their areas.

**Noted**

**5c** Voluntary Help - Letter from a Yate resident offering support.

**Noted**

**5d** Area Wide Grants 2018/19. SGC are inviting applications before 14 May 2018 from voluntary, community and social enterprise (VCSE) organisations and Town and Parish Councils for the first round of the Area Wide Grant (AWG) scheme 2018/19.

Area Wide Grants can be applied for to support community projects, events or services designed to meet the needs of residents in at least six of the [14 Community Engagement Forum \(CEF\) areas](#) in South Gloucestershire. £70,000 is available for award in 2018/19; the maximum level of award is £3,000 with flexibility for both exceptional circumstances and budget availability. Circulated to community groups and displayed flyer on noticeboards.

**Noted**

**5e** Winter Maintenance Changes 2018 Consultation - Have your say on proposed changes to which roads are gritted during icy weather. Open date: 10<sup>th</sup> April 2018. Close date: 18<sup>th</sup> June 2018. Circulated to community groups.

<https://consultations.southglos.gov.uk/consult.ti/WM18/consultationHome>

**ACTION:** Clerk to put as an agenda item, due to the concerns regarding the reduction in Siston gritting.

Wales & West Utilities - Regional Community Workshops - the gas distribution network, are holding a series of regional community workshops to ask key stakeholders about their views on our business priorities – and for us to understand the challenges that local communities are facing. Circulated to community groups.

**Noted**

**5g** Email from electoral Services Department requesting information in relation to any advertisements, publications and newsletters that you provide to your local residents within your parish, and if we would be able to publish notifications and relevant information.

**ACTION:** Clerk to put as an agenda item - questions raised regarding financial support from SGC if they advertise in the Pucklechurch News.

**5h** Revel Update

Family Disco – Saturday 12<sup>th</sup> May 6:30 – Late, Village Hall

Revel Quiz – Monday 11<sup>th</sup> June 7:30 – Late, Fleur De Lis (Amended venue sent around by Revel)

Beer and Cider Festival – Friday 15<sup>th</sup> (Evening) & Saturday 16<sup>th</sup> June (All day) on the Rec. Circulated to community groups and displayed on noticeboards.

**Noted**

**5i** Flood Resilience Project - Abson Road, road closure for drainage works – Abson Road, Wick SGC will be carrying out essential repair and improvement works to the drainage system at this location. To ensure they can carry out these works, and for the safety of both the public and workers, Abson Road will be closed from the junction with Rock Road to the junction with Feltham Road. The road will be subject to full closure 24 hours a day from: 10am on Monday 14 May 2018. Circulated to community groups

It was raised that South Gloucestershire Council have no information about the bus routes to Bath / Wick on their web site.

**ACTION** Clerk to contact South Gloucestershire Council to find out when information will be available as road works begin on the 14<sup>th</sup> May 2018.

**5j** Summary of forthcoming bus service changes in South Gloucestershire for the 29<sup>th</sup> April and 27<sup>th</sup> May 2018. All the services changing are First Bus routes including the MetroBus M3 route from Emersons Green to the Bristol Centre. There are a number of significant changes for 27<sup>th</sup> May. X48 and UWE services are to be replaced by the M3 Metrobus route.

Service 5 will now serve Bromley Heath replacing the section of the X48 route that is not covered by the M3 route. Services X49 and 82 will now serve Chipping Sodbury as well as Yate. Services T1 and T2 are replacing the 78/79 with the T1 serving Bradley Stoke Way and the Stoke Gifford Transport link using the Metrobus stops on this section.

Circulated to community groups.

**Noted**

## **NO.6. PLANNING**

**6a PK18/1322/TCA** Brimstones 22 Westerleigh Road Pucklechurch Bristol South Gloucestershire Works to fell 3no Cypress Trees. Trees situated in the Pucklechurch Conservation Area.

**Notice of decision:** No Objection.

**Noted**

**6b PK18/0243/F** Village Hall Abson Road Pucklechurch South Gloucestershire BS16 9RH  
Erection of a single storey extension to front elevation and alterations to car park.  
Amended Plans (04 Rev B Revised Layout; 06A Revised Elevation; 5A Proposed Ground  
Floor Plan; Roof and Cladding Guide) received by the local authority 20th April.

**Re-consultation**

**No objection** noted by the Parish Council to the revised plans.

**6c PK18/1464/RM** Parcels 25a, 25B and 26, Land at Emersons Green East, land to the east  
of Avon Ring Road, south off M4 Motorway and north west of disused railway line Erection  
of up to 162 no. residential dwellings, to include details of layout, scale and appearance of  
buildings together with access and landscaping (Approval of reserved matters to be read in  
conjunction with outline planning permission PK04/1965/O) (as amended by  
K15/4232/RVC).

**Adjoining Parish**

**Noted**

## **NO. 7. REPORTS**

**7a** To RECEIVE pre-submitted reports from Councillors  
None received

**7b** To RECEIVE Report from District Councillor(s)

District Cllr SR was going to mention the gritting but will discuss this when it becomes and  
agenda item.

### **7c a. To RECEIVE report from Clerk read in her absence**

- Informed BHIB affiliates that the council resolved to opt for a 1-year insurance  
agreement with them. The premium that was originally quoted has been reduced  
slightly from £710.29 to £682.06 per annum. Minutes 18<sup>th</sup> April item 2c.
- Updated Working Groups on the Action Tracker spreadsheet and on the Parish  
Council website 27.04.18. Minutes 18<sup>th</sup> April item 2d.
- Wrote to Greg Evans – S106 Officer for SGC to clarify the situation on when we  
should receive the S106 funding for Oaktree Avenue 27.04.18. Minutes 18<sup>th</sup> April  
item 6l.

- Response received as below:

*PK17/0807/F - Oaktree Avenue*

*50% prior to the first Occupation of the tenth Dwelling;*

*50% prior to the Occupation of the twentieth Dwelling*

*PK17/0808/F- Oaktree Avenue*

*50% prior to the first Occupation of the tenth Dwelling;*

*50% prior to the first Occupation of the fifteenth Dwelling.*

*As to how the funds Open Spaces contributions are allocated, this will be handled  
by Richard and Chris in the Community Spaces Department. Please come back  
to me if you require further information or contact Richard and Chris regarding the  
allocations of funds. For the purposes of monitoring the S106 triggers it would be  
very useful if you notify me if you notice the commencement of development and  
going forward the occupations of dwellings.*

- Responded informing them that the fencing has been erected around the smaller site which suggests commencement of works 27.04.18.

**ACTION:** Clerk to inform Mr Evans that the ground work on phase one of Oaktree Avenue has now started.

- PK18/1482/F Harvest Barn submitted comments on SGC website 27.04.18. Minutes 18<sup>th</sup> April item 7b.
- PK18/1516/F Cranford 24 Abson Road submitted no objection comment on SGC website 25.04.18. Minutes 18<sup>th</sup> April item 7d.
- PK18/1519/TCA Yew Tree House 12 Abson Road submitted comments on SGC website 25.04.18. Minutes 18<sup>th</sup> April item 7e.
- PK18/1582/F 65 Main Road Mangotsfield submitted no objection comment on SGC website 25.04.18. Minutes 18<sup>th</sup> April item 7f.
- Wrote to SGC enforcement regarding Hairwaves Hairdressers 27.04.18 ref. COM/18/0371/OD. Minutes 18<sup>th</sup> April item Additional Planning Matters.
- Wrote to Timico (Synergy) 27.04.18 to cancel the Voip service for telephone number 0117 2140551, giving notice from 1<sup>st</sup> May 2018. Minutes 18<sup>th</sup> April item 8c.
- Sent invoice and tenancy agreement for plot 7 to new tenant 26.04.18. Minutes 18<sup>th</sup> April item 8c.
- Added pictures of the bird box and flowers planted in the Woodlands by PCC to the website 02.05.18. Minutes 18<sup>th</sup> April item 8c.
- Reported vandalised tree seat on the rec to AON Insurance company through Maven Claims 27.04.18 ref. 5109835. Minutes 18<sup>th</sup> April item 8c.
- Displayed notice of Public Rights and Publication of Unaudited Governance and Accountability return on the Parish Council website and noticeboards 20.04.18. Minutes 18<sup>th</sup> April item 9b.
- Sent an email to the Community Groups mailing list asking them to confirm that they wish to continue to receive emails from PPC after the 25<sup>th</sup> May inline with the new GDPR regulations. I also asked them to update me if they are no longer the contact for the organisation. 26.04.18. Minutes 18.04.18 item 10b.
- Requested privacy policy from Deborah White for the Parish Council website 27.04.18
- Returned the S106 funding form for Little Green to Greg Evans 19.04.18. Minutes 18<sup>th</sup> April item 10d.
  - Remittance advice received informing me that we will receive payment on 30<sup>th</sup> April 2018.
- Requested information on when the CIL payment will be received for the third house at Little Green, 25 Shortwood Road 27.04.18. Minutes 18<sup>th</sup> April item 10d.

- Response received from Greg Evans 30.04.18 as below:

*The first dwelling constructed (PK14/4164/F) was given planning permission on 10.02.2015. This was before CIL was adopted by the Council (01.08.2015) and is not liable to CIL.*

*CIL payments are triggered 60 days after commencement of development (if below £35k). The CIL payment from the house that is currently being constructed is included in the payment that will be received today.*

- UK Waste Solutions Ltd acquisition of 707 Ltd as of 13th April 2018. Our contractual terms and conditions remain unaffected and all contact details in relation to service, sales and finance enquiries will remain the same so there will be no disruption to our service.
- I have written to number 8 Parkfield Rank 26.04.18 for a second time regarding the parking of their trailer on Parkfield Rank play area as per the numerous complaints I have received. I have given them until Wednesday to contact me or attend the parish council meeting to discuss the matter before we take legal advice.
  - Received a letter 30.04.18 in response to the above, circulated to council 02.05.18.
  - **ACTION:** letter to be sent by clerk to explain that the reason the Parish Council have asked the vehicle to be moved i.e. the trailer encroaches on a green space play area and represents an immovable object which has the potential to cause harm to a child playing in a designated play area.
- Updated the McAfee antivirus on the PC laptop for 2 years at a price of £89.99 which was paid through petty cash.
- Grant Monitoring form received from St Thomas a Becket Church.
- Scanned and emailed declaration of acceptance of office forms to democratic services 26.04.18.
- Allotment payments and tenancy agreements received from:
  - Plot 4 - £20.00 cheque
  - Plot 5 - £20.00 cheque
  - Plot 7 - £20.00 cheque
  - Plot 20 - £20.00 cheque
  - Plot 21a - £20.00 cheque
  - Plot 23 - £20.00 cheque
  - Plot 25 - £20.00 cheque

## **NO. 8. FINANCE**

**8a** To AGREE and sign cheques  
No cheques raised

**8aa** The clerk has received the final report from the internal auditor for year ending 2018. (circulated to all councillors today) They have noted that we did not identify the figure of the agreed Parish precept for 2018/2019 in the minutes dated 17<sup>th</sup> Jan 2018, so as

suggested, we retrospectively note that the 2018/2019 Parish precept was agreed by the council to be £69,162.00 for the year, which as noted at the time is the same as year 2017/2018.

**ACTION:**

Clerk to raise an agenda item for internal report for the next meeting

**8b.** To ACCEPT the Staffing Working Group's recommendation of the annual national pay agreement to be applied to the Clerk's salary.

**All agreed**

**8c** To REVIEW the PATA Payroll Service Terms and Conditions and Data Protection Privacy Notice and AGREE for the Clerk to sign and return the acceptance of contract form.

All Agreed

**ACTION:** Clerk to sign agreement and return to PATA.

**NO. 9. AGENDA ITEMS**

**9a** To REVIEW the Maintenance Contract for Huw Morgan and AGREE next steps.

**ACTION:** Increase agreed and work programme, clerk to update contract and sign with Huw Morgan.

**9b** To REVIEW and AGREE the Street Names for the Oaktree Avenue Development as per the request from SGC.

Several suggestions were discussed and it was agreed that the names should pay reference to the barrage balloon centre/the scheduled monument rather than an individual: this area was part of RAF Pucklechurch which opened on the 9th August 1939 as No.11 Balloon Centre (the Head Quarters for its three Balloon Barrage Squadrons). The most significant area is designated as a scheduled ancient monument which is a rare survival. People who will live here will be automatically rooted in the history and identity of the place should the street name reflect the site's history. The preferred street names to be put forward were: 'The Moorings' and 'Cable Close', as these will link the new roads to the sites' history.

**ACTION:** Clerk to respond to contractor and any other relevant authority with suggestions and the reasoning behind them.

**9c** To AGREE a way forward regarding Allotment Plots 9 and 21b. Plot no. 9 given notice for non-cultivation of land £20.00 rent per annum.

Plot no. 21b not renewing due to moving out of the area – currently free of charge until 2019.

**ACTION:** Clerk to offer 1<sup>st</sup> applicant on the list plot 21b to see if they would like the plot for free for the original agreed timescale, on the condition that the fencing is completed and the plot is cultivated to the required standard, as the council recognising that although much work has been carried out to clear this land, work is still needed to bring the plot up to a standard. If they did not want this plot then to offer them Plot 9. The second interested party on the list would then be offered plot 21b free of charge until 2019 with the same requirement.

It was also requested that the Clerk contact the individuals who have shown an interest in taking up an allotment and are on the waiting list, who are not residents in the Parish of Pucklechurch. Should be informed that priority for plots, will be for the members of the Parish and may wish to look elsewhere for a plot.

**9d** To REVIEW the quotations received for the replacement of the tree seat on the Rec and AGREE next steps.

**ACTION:** It was agreed that we would go with the Greenfield quotation, it was asked if the seat was galvanised and could it be painted.

**9e** To REVIEW the quotations received for the fencing around the play area on the Rec and AGREE next steps. 2 quotations attached, requested 3<sup>rd</sup> quotation on several occasions which has still not been received

**ACTION:** Hold this project until a working party can get together to make suggestions for the play area. This will be done once the next play inspection is carried out, as we may receive some recommendations from the report that will help guide decisions.

**9f** To CONSIDER items to be added to the Pucklechurch News Deadline 10<sup>th</sup> May

To mention how the Parish Council have been asked to name roads for the new estate and how we came to the decision. Future project to revamp play equipment and encourage participation from the village and School. Change of phone number from land line to mobile. If not mentioned in the previous Pucklechurch News thanks to all those who supported the M4 J 18a campaign. Watch out for the for Huw's wildlife blog.

GB to write a paragraph explaining speculative development and call for sites.

'Shout out Pucklechurch' (Facebook forum) was also mentioned and it was suggested this was made an agenda item for the next meeting to consider if the clerk could use this forum to inform the village of events and information from the Parish council.

**ACTION:** RS & GB to write article  
Clerk to make Shout out Pucklechurch as an agenda item.  
Clerk to make Huws blog an agenda item

**9g** To REVIEW and make arrangements to REAFFIRM eligibility for the General Power of Competence (GPC) <https://www.legislation.gov.uk/ukdsi/2012/9780111519868>

**ACTION:** Clerk to carry forward to the next meeting due to lack of computer.

**9h** To REVIEW and AGREE Information for the Noticeboards and Bus stops.

**ACTION:** Clerk to put notice & agenda up for Meeting of the Parish

**9i** To CONSIDER arrangements for a Community Picnic  
After discussing the dates that were available it was decided not to proceed as an August date would limit the number of people that might attend due to school and other holidays. No further action.

**9j** To REVIEW the Bio Diversity Action Plan and AGREE next steps if any.

**ACTION:** Carried forward to next meeting to allow Cllr RD to suggests next steps

**Next Meeting which will be the Annual Meeting of the Parish on the 10<sup>th</sup> May 2018 starting at 7:00pm in Pucklechurch School Hall, followed by the Parish Council meeting on the 16<sup>th</sup> May 2018 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 20.43.