

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16<sup>TH</sup> MAY 2018, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle – Vice Chair (GB), R. Dunning (RD), T. Symons (TS), L. English (LE) and J. Bailey – Clerk.

**NO. 1. TO NOTE APOLOGIES FOR ABSENCE**

L. Putt (LP)  
C. Phillips (CP)

**NO. 2. DECLARATIONS OF INTEREST**

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

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

Minutes of the meeting on 2<sup>nd</sup> May 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 Healthwatch South Gloucestershire Consultation**

SGC is holding a consultation on proposed changes to the Healthwatch budget. They are keen to hear from a range of individuals and organisations on how these proposed changes might impact them, in order to help us make a final decision on how to make this financial saving. The consultation is open until 23<sup>rd</sup> June.

Circulated to community groups.

**Noted** – to be completed by individuals.

**5b Avon and Somerset Police and Crime Commissioner public forum**

Invitation to attend the next PCC/Police joint public forum in Yate. The forum will be at the Shire Way Community Centre, Shire Way, Yate, Bristol BS37 8YS on Thursday June 7, 2018 starting at 18:45.

Circulated to community groups.

**Noted**

**5c Complaint regarding Site at Oaktree Avenue Pucklechurch regarding works starting on site prior to 8:00am**

**Noted** – This is a SGC Planning issue, resident to contact enforcement regarding the breach of conditions.

**5d Transfer of small sites to support delivery of Affordable Homes consultation**

SGC has adopted procedures to ensure that before any decision is taken to release or reallocate property there is a wide circulation of details to its Departments and Members, together with relevant Town/Parish Councils to ensure that any possible Council uses, or uses the Council might wish to support, are identified and examined in detail. The Council has also delegated authority to the Property Services Manager to dispose of small areas of land (0.50 acres or less) subject to consultation with the Local Members and with the relevant Town/Parish Council. This consultation is open from 1 May 2018 at 17:00 to 26 Jun 2018. Circulated to community groups.

**Noted**

**5e** Chemical use on South Gloucestershire Council land

SGC is to reduce chemical use on public land. This will benefit biodiversity generally, plants and insects specifically. 2016 trials in one ward and 2 parks in Bristol matched the experience of Pucklechurch parish which opted out of herbicide use 3yrs ago; both with no increase in public complaints. South Gloucestershire has therefore decided to stop using any chemicals on its open space or verges.

**Noted**

**5f** South Gloucestershire Ebulletin May 2018

Circulated to community groups.

**Noted**

**5g** LI18/1448/STM – Mavericks mobile street trader

Application to trade throughout the South Gloucestershire Area. Comments on this licence application welcome by 22<sup>nd</sup> May 2018.

**Noted**

**5h** Councillor Calendar of Events 1st May 2018

**Noted** - Councillors to review and select courses they feel may be appropriate.

**5i** Community Engagement Forum for the Rural North Eastern group

Wednesday 23<sup>rd</sup> May, 7.00pm at Marshfield Community Centre. Circulated to community groups.

**Noted**

**5j** Parish council grants

On behalf of CPRE Avonside we are a charity that promotes the beauty, tranquillity and diversity of Avonside, which includes South Gloucestershire and your Parish. You may already know some of our local volunteers who campaign to protect your countryside from inappropriate development. Most recently, we have responded to the final draft of the Joint Spatial Plan for the West of England, in which we vigorously opposed the manner in which the West of England Authority have identified housing numbers for the sub-region and their failure to promote sustainable development. As a charity we depend on membership, donations and small grants. I am writing to ask if you would be kind enough to send us details of any grants that your Parish Council offers, with information about how to apply and deadlines that you work to etc.

**ACTION:** Clerk to respond informing them that our grant scheme is not currently open and for them to keep an eye on the website for details on when the next round of grant will be.

**5k** Submission of the West of England Joint Spatial Plan

Informing us the West of England Joint Spatial Plan (JSP) was submitted to the Secretary of State on the 13th April 2018.

**Noted**

**5l** BNSSG CCG eBulletin - May 2018

Circulated to community groups.

**Noted**

**NO.6. PLANNING**

**6a** 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.

Notice of decision: Approve with Conditions

**Noted**

**6b** 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  
Notice of decision: No objection

**Noted**

**6c** PK18/1556/F 68 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NQ  
Demolition of existing dwelling and erection of 2 bed dwelling.

This is the last house on the right-hand side before the bridge. They wish to replace the existing building with a brick-built bungalow. This area is washed over by the greenbelt.

**RESOLVED:** No objection in principle to the replacement bungalow however since this property is washed over by the Green Belt, Council has noted that the plans appear to show a volume increase over and above that of the original bungalow. It is not immediately apparent from the plans whether or not this increase would be considered a disproportionate increase (above 30%) but Councillors believe that this is unlikely to be the case.

Nevertheless, Council would like to draw this to the attention of the Case Officer as it may have some bearing on the permitted development rights vis a vis the replacement property.

**ACTION:** Clerk to submit comments on SGC website.

**6d** PK18/1951/F 68 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PJ  
Erection of two storey side and single storey rear extensions to provide additional living accommodation.

This property is towards Dennisworth on the right-hand side and is not washed over by the greenbelt. The street frontage is acceptable and occupies less than 50% of the land around it as well as demonstrating sufficient off-road parking spaces.

**RESOLVED:** No objection

**ACTION:** Clerk to submit comments on SGC website.

**6e** PK18/1968/F 20 Holly Close Pucklechurch Bristol South Gloucestershire BS16 9TD  
Demolition of existing garage. Erection of detached garage. Erection of single storey side extension to form additional living accommodation.

The parish council reviewed this application and have no concerns about the side extension. They found several issues with the demolition of the existing garage and its proposed replacement. The new detached garage will be wider and will reduce the off road parking provision currently available to number 20 (a 3 bedroom property) from 2 spaces to 1. The new garage does not appear to be able to accommodate 2 cars. This property sits within a cul de sac, is already congested and on road parking is at a premium. Councillors are at a loss as to how the demolition of the garage which shares its construction with another could take place without affecting the integrity of the adjoining garage. No plans show how this will be resolved. Parish Council resolved the following:

**RESOLVED:** No objection to the side extension.

To object to the garage based on the reduction of off road car parking spaces.

**ACTION:** Clerk to submit comments on SGC website.

### **Other Planning Matters**

Pennymead, Cattybrook Road ref. COM/17/0492/OD

Has withdrawn the application for the non-material amendment. This means that the clock is still in breach of planning.

**ACTION:** Clerk to contact enforcement to review the situation regarding the clock on the roof of the property which is believed to be in breach of planning permission.

57 Oaktree Avenue

A query has been raised with regards to the building of a double storey granny flat in the garden of 57 Oaktree Avenue.

**RESOLVED:** No further action as the planning application was passed in 2009.

Congregational Chapel Abson Road Pucklechurch BS16 9RH  
PK15/4357/F Ref. COM/18/0217/BOC

Even more of the chapel has been demolished and this was supposed to be monitored.

**ACTION:** Clerk to contact Kevan Hooper with regards to this.

Parkfield Rank noticeboard still hasn't been erected

**ACTION:** GB to look into planning consent for the erection of the noticeboard.

It was noted that there is a huge number of adverts/signs for various community events etc around the parish at the moment which are tied to SGC street furniture.

**ACTION:** Clerk to monitor the removal of the adverts/signs once the events have finished.

## **NO. 7. REPORTS**

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

A report was received from Cllr. Dunning regarding changes to the SGC planning process and the following link circulated:

[http://www.gazetteseries.co.uk/news/thornburynews/16219568.Planning\\_process\\_changes\\_in\\_South\\_Gloucestershire\\_come\\_under\\_fire\\_from\\_opposition\\_parties/](http://www.gazetteseries.co.uk/news/thornburynews/16219568.Planning_process_changes_in_South_Gloucestershire_come_under_fire_from_opposition_parties/)

Buried on the SGC website was a paper on changes to the planning process to be debated at Council next week, these changes seem to prevent the ward councillor referring applications to committee or members of the public attending site inspections. A Parish Council may attend but not speak and planning meetings are to be held at Kingswood only, (see planning appeal decision APP/PO119/W/17/3182296 relating to PT16/3565/0 dated 3rd June'16 for 350 dwellings in Thornbury and opposed by TRAPPT also attached).

It was noted that the problem with the new proposal is that the procedure for calling in will deny us from speaking at committee at all because this makes it much harder for it to even get to committee. The main problem with the planning system at SGC of late is the failure of policy with regard to the 5-year land supply as well as officers failing to deliver decisions in the allotted time. Take Little Green for example or the latest at Charfield which we believe went straight to appeal due to non-determination.

Appeals can only be made by the applicants which means that they do so because they feel they have solid grounds for doing so re: policy. It is not the objectors that give them the opportunity but the decisions that are made by committee themselves or the lack of determination by officers.

The requirement for three objections to any application before it even appears on the circulate schedule is also a retrograde step. Parish Council comments count as one objection yet we represent the whole community.

**ACTION:** GB to request to see a breakdown of the figures against reasons given for appeal and the outcomes under the Freedom of Information Act and write to Luke Hall and other leader regarding this matter.

**7b** To RECEIVE Report from District Councillor(s)  
There were no district councillors in attendance.

**7c. To RECEIVE report a verbal report from the Clerk**

- Circulated response from Stagecoach regarding the re-routing of bus no. 620 to Bath to Council and Community Groups 10.05.18. Minutes 2<sup>nd</sup> May item 5i. Details as below:
  - *Road Closure in Abson from 14th May 2018 for up to 12 months - Service 620 will be on diversion. Due to long term road works taking place in the village of Abson, we will have a diversion on Service 620 and a new temporary timetable to reflect this road closure. The route from Westerleigh Road (B4465) southbound will be Abson Road, Oaktree Avenue, Abson Road, Shortwood Road (B4465), Siston Lane, Webbs Heath, London Road (A420), Homeapple Hill (A420), Riding Barn Hill (A420), Church Road (A420) to High Street (A420), to resume normal route, and northbound will be in reverse. The 1040 from Bath Bus Station and the 1733 from Chipping Sodbury will not serve Abson Road and Oaktree Avenue. Due to the length of time the diversion is expected to be in place, we have produced a temporary timetable.*
- Informed Mr Evans SGC S106 Officer that the ground work on phase one at Oaktree Avenue has now started 10.05.18. Minutes 2<sup>nd</sup> May item 7c.
- Responded to letter from the resident at 8 Parkfield Rank 10.05.18. Minutes 2<sup>nd</sup> May item 7c.
- Returned PATA Payroll Service signed terms and conditions 10.05.18. Minutes 2<sup>nd</sup> May item 8c.
- Amended Huw Morgan's Maintenance Contract and signed it off with Huw 16.05.18. Minutes 2<sup>nd</sup> May item 9a.
- Informed Lynne Jonas of the chosen street names for the two Oaktree Avenue sites and the reason behind the choices 10.05.18. Minutes 2<sup>nd</sup> May item 9b.
- Informed Greenfields that their quote was successful for the replacement tree seat and they have responded to say that the works will be carried out within 3-4 weeks. Minutes 2<sup>nd</sup> May item 9d.
  - Received notification that Maven Insurance Claim ref. 5109835 have considered Greenfields quotation of £890 plus VAT for the reinstatement works for the tree seat and have asked us to instruct them to proceed work and provide invoice when completed for the claim settlement.
- Annual Meeting of the Parish agenda added to noticeboards and bus stops. Minutes 2<sup>nd</sup> May item 9h.
- Informed Vicky Freestone that the Community Picnic is not going ahead 10.05.18. Minutes 2<sup>nd</sup> May item 9i.
- Received grant monitoring forms from the Brandon Trust and Citizens Advice Bureau.
- Allotment payments received from the following:

- Plot 2 - £20.00 Cheque
  - Plots 8 and 14 - £40.00 Cheque
  - Plot 11 - £20.00 BACS - Still awaiting signed agreement
  - Plot 13 - £20.00 Cheque
  - Plot 16 - £20.00 Cheque
  - Plot 17 - £20.00 BACS - Still awaiting signed agreement
  - Plot 18 – Agreement received no payment as community garden
- Chased payment and agreements for plots 3, 12 and 19 and plots 11 and 17 for agreements only as they paid by BACS.
  - Received a complaint about allotment plots 4 and 5 which are very overgrown. Allotment plot 6 would be happy to take on plot 5 should the council wish him to. I explained that there is a waiting list at present.  
**ACTION:** TS to carry out allotment review within the next month.
  - I have received several complaints regarding the long grass around the parish. I have contacted Marcus Gill at SGC who has responded with the following:
    - *According to my records the team were cutting on the following dates*  
*April: 2 & 3, 9 & 10*  
*May: (currently cutting) 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup>, - 14<sup>th</sup> & 15<sup>th</sup>*  
*I will check these with the supervisor, it may just be a case of they haven't got to the areas you've had the complaints from yet.*

**ACTION:** GB to take pictures for the clerk to forward to SGC regarding the poor quality of grass cutting in Pucklechurch. Clerk to question if the April cuts took place at all and to inform them that PPC questions the value for money for the enhanced service we have paid for which is not being supplied.
  - Circulated the Introduction to Livery leaflet to council, community groups and asked Huw to display on noticeboards 16.05.18.  
**ACTION:** Clerk to add leaflet to the PPC website
  - Update from Huw Morgan:
    - Huw reported in his playground inspection that the roundabout on the rec is making grinding noises as it's turning, Greenfields have been instructed to take a look at this and report back.
    - The fence along the steps between Hill View Road and the Scout Hut has been vandalised, Huw has made this safe and reported it to the police crime ref number is 5218098038. He will look into repairing the fence and come back to council with a quote.  
**ACTION:** Report overgrown hedges in the alleyway from Abson Road past the scout hut to fixmystreet.
  - Huw has asked for the parish council's advice on what to do about an ever-increasing problem in the Burial ground. People are putting ornaments, pots etc in the grass in front of the headstones. Last week he sustained quite a bad cut from hitting an object that was buried in the grass with the strimmer.  
**RESOLVED:** To erect signs in the burial ground informing the public that ornaments, pots etc are not permitted as per the cemetery regulations which is also causing a health and safety issue with maintenance. These items must be removed by 6<sup>th</sup> June 2018 or they will be removed by the parish council.  
**ACTION:** Clerk to inform Huw Morgan of the decision.

- I have received an email from PSMA (Public Sector Mapping Agreement) Writing to let us know that our organisation is eligible to join the Aerial Photography Great Britain Agreement (APGB). Like the Public Sector Mapping Agreement (which you are already signed up to), the APGB agreement has been paid for by the Department for Business, Energy and Industrial Strategy (BEIS). It provides you with free access to aerial photography and height data from 1<sup>st</sup> April 2018. BEIS will pass a copy of your PSMA registration details to the GB Consortium for the sole purpose of registering your organisation for the APGB Agreement unless you contact us with any objection by 12pm on 18<sup>th</sup> May 2018.  
**RESOLVED:** No action required.

## NO. 8. FINANCE

### 8a To AGREE and sign cheques

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

Name	Description	Amount Paid	Cheque Number
Lemon Gazelle CIC	Neighbourhood Plan consultancy	£800.00	2570
PCA	Room Hires April 2018	£49.80	2571
Auditing Solutions	Internal Audit 2017-18	£504.00	2572
Anna Chelmicka	Litter Picking	£350.00	2573
EDF Energy	Millennium Stone Electric 01.10.16-31.03.18	£333.25	2574
Huw Morgan	Maintenance Contract/additional services	£1250.30	2575
HMRC/Wages	PAYE/Wages	£1311.03	2576/2577
BHIB Ltd	Insurance 01.06.18-31.05.19	£682.06	2578
EDF Energy	Electric Parkfield/Eagle Crescent Defibrillators	£61.69	2579
Instant Landscapes	Grass Cutting St Aldams/The Rec Mar-May'18	£1122.00	2580
<b>Total</b>		<b>£6464.13</b>	

**8b** To RECEIVE an update from the Finance Working Group to include the report received from Auditing Solutions for the Internal Audit 2017/18.

The finance working group has not produced the finance spreadsheet for review at this meeting due to them concentrating on the handover of the accounts to the Clerk following her return from maternity leave and the internal audit that's just been carried out.

The Internal Audit Report from Auditing Solutions was circulated to the council prior to the meeting. The Parish Council underwent a very successful audit with only a few minor recommendations as detailed below:

R1. The next Council meeting minutes should retrospectively identify formally the value of the precept approved for 2018-19.

*The Parish Council had previously minuted on 17<sup>th</sup> January 2018 that there would be no increase in the precept for 2018-19 but have actioned the request R1. As above. Please refer to minutes of meeting 2<sup>nd</sup> May 2018 item 8aa retrospectively noting that the 2018/2019 Parish precept was agreed by the council to be £69,162.00 for the year.*

R2. Documentation supporting payments made by Direct Debit and Standing Order should be allocated a unique number to be recorded on the invoices and in the Sage software, similarly to cheque numbers to provide a clear trail from the payment document through to the Sage "cashbook".

*The Clerk has already started adopting this new method and uses the reference DD followed by the month the invoice relates to when posting direct debits to Sage.*

R3. Ideally, documentation supporting payments from the petty cash account should be filed separately rather than alphabetically with the main tranche of processed payment invoices.

*The clerk has already adopted this new filing method and will keep all petty cash receipts together.*

**RESOLVED:** The Parish Council reviewed the recommendations above and agreed to adopt the new processing methods recommended by Auditing Solutions.

**RESOLVED:** To accept the proposal to use Auditing Solutions for next year's internal audit.

A note of thanks to Cllr. Tina Symons for all her work on the accounts in the absence of the clerk over the last year.

## **NO. 9. AGENDA ITEMS**

**9a** To AGREE a response to the SGC Winter Maintenance Charges 2018 Consultation. Proposed changes to which roads are gritted in icy weather. Close date: 18<sup>th</sup> June 2018

According to the new proposals Siston Lane has been selected as one of the roads to be removed from the gritting maintenance programme, with the closure of Abson Road for the next 18 months the Parish Council are concerned by this decision. The consultation was completed during the meeting and it was noted that Siston Lane is a key element of local road infrastructure and carries a lot of traffic which if had to be rerouted because it was inaccessible would lead to increased traffic on the rest of the local road network. This will be exacerbated by the long term planned closure of Abson Road.

**9b** To REVIEW the email from SGC Electoral Services regarding publishing of notifications in the Pucklechurch News and AGREE next steps.

Pucklechurch News is used to advertise local events which is funded by the Parish Council.

**RESOLVED:** For the clerk to respond to SGC informing them that if they wish to contribute to the cost of the publication of the Pucklechurch News then we would be happy for them to advertise in it. If they wish to send us details of what they would like to advertise we can provide a quotation for the cost.

**ACTION:** Clerk to contact SGC as above.

**9c** To CONSIDER Shout out Pucklechurch (Facebook Forum) to update the parish of events and information and AGREE next steps.

Shout Out Pucklechurch is a community page accessed through Facebook which is used as a tool to share local information. The parish council could benefit from this to advertise grants and pass information directly to the residents of the parish.

**RESOLVED:** To use Shout Out Pucklechurch as a vehicle to share information.

**ACTION:** Clerk to set up a closed group Facebook account.

**ACTION:** Clerk to source a social media policy for adopting at a future council meeting.

**9d** To CONSIDER the recommendation from Huw Morgan regarding a blog to update residents of wildlife, news and works being carried out around the parish and AGREE next steps.

**RESOLVED:** For Huw's Muse blog to be published on the PPC website, Shout Out Pucklechurch page and the Facebook closed group.

**ACTION:** Huw Morgan to write something to be sent to Gail for publishing.

**9e** To REVIEW and make arrangements to REAFFIRM eligibility for the General Power of Competence (GPC).

The formalities were checked that the Parish Council is still meeting the criteria for the GPC.

**RESOLVED:** To continue adopting the General Power of Competence.

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

The Bio Diversity Action plan was circulated to council prior to the meeting.

**ACTION:** RD to identify the areas left overgrown and bring back a recommendation to council.

**9g** To REVIEW the proposal and quotation from Huw Morgan to erect a fence at Parkfield Play Area and AGREE next steps.

**RESOLVED:** To erect a fence around the whole of Parkfield play area increase safety for the children playing. This is to include gates for access to the steps, defibrillator and allow access for the grass cutter.

**ACTION:** Huw to provide a quote for the work or source quotes from contractors if the price exceeds £1000.00.

**9h** To CONSIDER the request for seating at St Aldams play area and AGREE next steps.

A decision has already been made in the past not to add seating at St Aldams play area, as this was the only change to the plans as per the resident's request when installing the new play area.

**RESOLVED:** Not to add seating to St Aldams play area.

**9i** To REVIEW the Annual Parish Meeting and AGREE actions where necessary.

The minutes of the Annual Meeting of the Parish were circulated prior to the meeting.

**ACTION:** Clerk to add the Introduction to Liverty leaflet to the PPC website and Shout Out Pucklechurch page.

**ACTION:** Clerk to contact Sue Gunningham-Reid with regards to the comment made about spending the remaining grant money on School Leavers hoodies. This is not permitted as the conditions of the grant schemes set out in legislation dictate that the grant can not be used to benefit individuals but the community as a whole. If they have money left over which has not been spent as per the grant application form they submitted then they must return the surplus moneys back to the parish council.

The Bug Hotels and Fire Beacon ideas raised by a resident was discussed with no further action.

**Next Meeting will be held on Wednesday, 6<sup>th</sup> June 2018 at 7:30pm in the Meeting Room, Pucklechurch Community Centre.**

The Council meeting closed at 21:15.