

## **MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4<sup>TH</sup> JULY 2018, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.**

**PRESENT.** G. Boyle – Acting Chair (GB), T. Symons (TS) Part (joined the meeting at agenda item 5e), L. English (LE), R. Dunning (RD), L. Putt (LP), C. Phillips (CP), S. Reade – District Councillor, B. Stokes – District Councillor and J. Bailey – Clerk.

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

B. Symons - Chairman (BS)

### **NO. 2. DECLARATIONS OF INTEREST**

Cllr. Phillips declared a non-pecuniary interest in agenda item 9b.

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

Minutes of the meeting on 20<sup>th</sup> June 2018 were accepted as a correct record of the meeting and signed by the Vice Chair.

### **NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

### **NO. 5. CORRESPONDENCE**

#### **5a Star Council Awards 2018**

The National Association of Local Councils (NALC) annual awards celebrate the positive impact local councils, councillors and county associations have on their communities.

Deadline 17<sup>th</sup> August 2018.

**ACTION:** Clerk to make this an agenda item.

#### **5b Avon and Somerset Police regarding Sunday 11th November 2018 - Remembrance 100 Events.**

Email from the Operational Planner for Avon and Somerset Police who has the responsibility for planning Force Wide events linked to the annual acts of remembrance that will be taking place in the Cities, Towns and villages across Bristol, South Gloucestershire and Somerset on Sunday 11th November. Circulated to community groups.

**Noted**

#### **5c Remembrance Day Silhouette Installation Grants**

Charity called Remembered, which aims to commemorate the Fallen of the First World War are running a grant scheme with the Armed Forces Covenant Fund Trust to help communities host a fully funded commemorative silhouette installation, Community, Neighbourhood and Parish Councils are eligible for this scheme.

Circulated to community groups.

**Noted**

#### **5d ALCA In Short June 2018 newsletter**

**Noted**

#### **5e NALC Annual Conference 2018**

This year NALC is heading back to the DoubleTree by Hilton in Milton Keynes on 30/31 October 2018 for its Annual Conference.

**Noted**

**ACTION:** Clerk to check with BS to see if he wants to attend.

#### **5f Email from a resident regarding Coxgrove Hill**

An email has been received from a resident of Coxgrove Hill who has heard rumours that Coxgrove Hill is going to be shut at the bottom, but they can't seem to find out any information regarding this. They have also been told a new master plan has gone into South Gloucestershire Council regarding this area for development but again can't find any further information regarding this.

**Noted** – no further action required in relation to this enquiry as there have been no official planning applications submitted for this area. The clerk has already responded to the resident to inform them of this.

#### **5g** Community Conservation Work

Charity called The Conservation Volunteers who specialise in carrying out conservation projects with volunteers from local communities on private and public owned land.

**Noted**

**ACTION:** Clerk to circulate to Community Groups.

#### **5h** South Gloucestershire in the First World War Project: Newsletter

This project commemorates the contribution of the local people during the First World War and the challenges they faced. It aims to engage the local people of today with the stories of the time through various media which includes three travelling exhibitions, free downloadable learning resources and the war memorials website.

Circulated to community groups.

**Noted**

### **NO.6. PLANNING**

**6a** 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

Notice of decision: Approve with conditions.

**Noted**

**6b** PK18/1968/F 20 Holly Close Pucklechurch Bristol South Gloucestershire BS16 9TD  
Revised Garage Plans received 26th June 2018.

Demolition of existing garage. Erection of detached garage. Erection of single storey side extension to form additional living accommodation.

The new plans reinstate the driveway but also reduce the internal size of the garage and the width of its door. POLICY PSP16 – PARKING STANDARDS requires single garages to be 6m x3m internally and “Where garages are provided below the minimum size requirements only 50% of them will count towards the parking standards.” It is not clear that the new proposal meets the minimum standards.

**RESOLVED:** Objection

**ACTION:** Clerk to submit the above comments on SGC website after tonight's meeting as the deadline is 4<sup>th</sup> July.

**6c** PK18/2772/RM The Nursery The Local Centre Willow Herb Road Emersons Green South Gloucestershire.

Approval of Reserved Matters to be read in conjunction with Outline planning permission PK04/1965/O (partial) for access, appearance, landscaping, layout and scale for the erection of a single-storey nursery development with associated play area and car park to the nursery site fronting Willow Herb Road including bin store.

Adjoining Parish

**Noted**

**6d** PK18/2793/F Rose and Crown Inn Parkfield Road Pucklechurch Bristol South Gloucestershire.

Installation of metal fire escape with landing and guarding and raised platform walkway with guarding.

Following a recent Fire Report, they wish to install a metal fire escape at the back of the property.

**RESOLVED:** No objection.

**ACTION:** Clerk to submit no objection comment on SGC website.

## **NO. 7. REPORTS**

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

An email was received from Cllr. B. Symons to discuss the availability of council members during August and consider dropping a meeting based on attendance.

**ACTION:** Clerk to make this an agenda item on 18<sup>th</sup> July.

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

District Councillors Ben Stokes and Steve Reade were both in attendance.

### Avon and Somerset Police

Further to the complaints from Parish Councils regarding the lack of attendance from the local beat team at parish council meetings, District Cllrs. B. Stokes and S. Reade have met with the Chief Inspector Mark Evans for Avon and Somerset Police. Mr Evans informed them that there has been a change in structure and that it is important that the local beat teams attend these meetings to give important updates and to provide reassurance.

The Community Engagement Forums are fine for general issues but with the reinstatement of the attendance at the parish meetings they can address more specific issues. There has been a change in employer's terms and conditions so they will have to manage their time more effectively and won't be able to use their rest days as an excuse not to attend.

**RESOLVED:** To invite the police to attend a meeting every other month for an update.

**ACTION:** Clerk to write to the local beat team officers and inform them of when we hold our meetings.

**ACTION:** Clerk to make an agenda item every other month and invite the local beat team to attend.

### South Gloucestershire Advice Service

District Cllr. Stokes has attended a member's briefing regarding South Gloucestershire Advice Service

There are 5 agencies that are supported by the Council and with the recent changes for disability living allowance moving to a personal investment plan it can be very unsettling for people so these agencies are there to help!

PPC already have a link to the Advice Service leaflet on our website but are unsure if it's the latest version.

**ACTION:** Dist. Cllr. Stokes to email the clerk a copy of the latest advice service leaflet.

**ACTION:** Clerk to add the leaflet to the website, noticeboards and doctor's surgery noticeboard.

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

- Published Huw's Muse on the website 29.06.18. Minutes 16<sup>th</sup> May item 9d.

- Wrote to Public Rights of Way regarding the stile on Cattybrook Road, footpath LPU43 22.06.18. Minutes 20<sup>th</sup> June item 4.
- Made an agenda item for the grass cutting in Shortwood and requested quotes from Instant Landscapes and Huw Morgan.
  - Huw Morgan £30 a cut (quick cut in a dry summer) or £40 in the rapid growth part of the season, difficult to be precise due to weather and temperature.
  - Instant Landscapes £25.00 per cut every two weeks during growing season.
- PK18/2489/F Bell House Shortwood Road Pucklechurch submitted objections comments on SGC website 21.06.18. Minutes 20<sup>th</sup> June item 6b.
- Wrote to Michael Dixon at SGC to enquire about the process of cutting the amenity grass ourselves and also to find out about the newbuilds not having a provision in the budget which is affecting service 28.06.18. Minutes 20<sup>th</sup> June item 7a.
  - Out of office until 9<sup>th</sup> July.
- Requested quote from Instant Landscapes for cutting amenity grass and emailed map of verges and grassed areas 28.06.18
- Wrote to the two individuals on the allotment waiting list who live outside our parish informing them that Boxhedge Farm are currently letting allotments 22.06.18. Minutes 20<sup>th</sup> June item 7c.
- Informed Wizzard Landscapes that their quotation for the fencing on the rec has been approved 22.06.18. Minutes 20<sup>th</sup> June item 7c.
- Asked Huw Morgan to look into the broken railing on Lansdown Road 22.06.18 which was reported by a resident. Minutes 20<sup>th</sup> June item 7c.
  - After investigating Huw Morgan was unable to find any issues with the fence.
- Stickers printed with the mobile number for the noticeboards have been ordered from Action Print 29.06.18 for a price of £7.00. Minutes 20<sup>th</sup> June item 7c.
- Wrote to Jane Wormald to request an extension regarding the Neighbourhood Planning Protocol and Plan Production deadlines 21.06.18. Minutes 20<sup>th</sup> June item 7c.
  - Extension granted by the Strategic Planning Policy and Specialist Advice Team in Jane Wormald's absence 26.06.18.
- Informed AED that we wish to continue the SmartTag Monitoring Service and posted cheque 21.06.18. Minutes 20<sup>th</sup> June item 9a.
- Wrote to Kevin Dickens – SWAS to enquire if they provide a similar defibrillator monitoring service like the one used through AED Locator 22.06.18. Minutes 20<sup>th</sup> June item 9a.
  - Received a response from Louise Cooper - Assistant Community Responder Officer for Gloucestershire and South Gloucestershire:  
South Western Ambulance offer an accreditation scheme to anyone who has a defibrillator. This scheme is free of charge, we will come out to site, register the defibrillator and list it on our Computer Dispatch system. In return we ask a nominated person (the guardian) to send us an online report once a monthly indicating that the defibrillator is rescue ready.

**ACTION:** Clerk to forward information to TS, and District Councillors Reade and Stokes so they can advise other parish councils of this free service.

- Emailed Allotment Liaison Group asking them to provide availability to accompany Cllr. Dunning on the allotment review. Also requested them to arrange for the communal grass area to be cut as its encroaching onto plot 25 and provided photos. Minutes 20<sup>th</sup> June item 9c.
  - Circulated the below response to council 21.06.18:  
*In regard to walking around with Cllr. Dunning unfortunately, I am not able to assist. Also, in regard to the communal area I spent numerous hours preparing it last year so that trees could be filled to create this space. Sadly, after raising this with the council a decision could not be made and since October I have been waiting to be contacted to move this forward. Again, sadly I am not prepared to tend this as it is deemed to be part of the woodland. Sorry I'm not being helpful but all my past efforts have been in vain.*
- **ACTION:** To be picked up in agenda item 9i later this evening.
  
- Emailed Cllr. Dunning a map of the allotments 21.06.18. Minutes 20<sup>th</sup> June item 9c.
- Informed ALCA that PPC were unable to complete the CIL Survey 22.06.18. Minutes 20<sup>th</sup> June item 9d.
- Responded to letter from Pucklechurch Twinning Association 29.06.18. Minutes 20<sup>th</sup> June item 9e.
- Responded to resident regarding the A-frame advertising boards on the green suggesting they write to SGC. Minutes 20<sup>th</sup> June item 9f.
- Wrote to the Rose and Crown pub regarding the A-frame advertising boards 26.06.18. Minutes 20<sup>th</sup> June item 9f.
- Updated Action Tracker as per minutes 20.06.18 item 9g and circulated to council 25.06.18.
  - Added evidence of consulting the community on the website for the M4 Junction 18a consultation 29.06.18.
  - Completed check list for Foundation level of Quality Council Award Scheme and submitted to ALCA 04.07.18. Resolved in minutes dated 18<sup>th</sup> January 2018 item 9c.
- Rented out Allotment Plot 19 and sent all paperwork 22.06.18
- Reported land grab at 33 Partridge Road to SGC 26.06.18 ref. COM/18/0574/OD. Site inspector will visit within 10 working days.
  - Received a response informing me that the land is private and belongs to 33 Partridge Road. I have responded asking if they should have requested planning permission before the fence was erected 04.07.18.
- **ACTION:** Clerk to write to SGC and ask if there is a covenant on the land which states that it must not be enclosed.
  
- Pennymede, Cattybrook ref. COM/17/0492/OD circulated response from Sam Garland as shown below to council:
  - *This email forms a response to the above planning enforcement investigation.*

*Application PK17/5577/RVC was withdrawn by the landowner following advice provided by officers. This application proposed retention of the clock tower and dormer window. It also added a new extension to the dwelling. The extension was considered by officers to be an unacceptable proposal and therefore the application was withdrawn.*

*When a breach of planning control occurs, we will make an assessment on the likelihood of planning permission being granted retrospectively and we will consider the degree of harm caused.*

*In this instance, we consider the dormer window and clock tower would likely obtain planning permission without conditions being imposed. For these reasons, we consider it is not expedient or in the public interest to issue enforcement action. Subsequently, this case has been closed with no further action being issued. Thank you for your patience and cooperation.*

*If you require any further information, please don't hesitate to contact us.*

**ACTION:** GB to provide wording to the clerk in response to this as the owner of the property should still have to apply for planning permission.

**ACTION:** Clerk to respond once wording received from GB and copy in District Cllrs. Stokes and Reade to the email.

- Spar Signage PK18/0314/ADV – update received from Kevan Hooper 28.06.18 as below:
  - *The Council have been negotiating with the sign company to mitigate the impact of the signage on the Conservation Area. There have been delays due to the sudden departure of the original planning officer and a delay in replacing the officer, the sign company have also not responded until this week to the advice given by the Councils Conservation Officer in April, the response was only made following the threat of prosecution. It is hoped that a revised scheme will be agreed next week that will be followed by implementation of the new signage.*  
*The Council are keen to agree a better design as the next step could be prosecution and then removal of the existing signage, that would leave a shop front with no signage and I understand there may be a large void behind the existing signage. Planning legislation does not give the Council power to ensure there is signage on the shop only that any signage has advertising consent.*  
*I hope to be in position next week to agree a revised scheme and move this forward so a new modified sign can be installed and the window replaced.*
- The path from Abson Road to Hill View Road is very overgrown. Both Huw Morgan and I have reported this to SGC on several occasions but it appears at although the pathway is owned by SGC the hedge is private and belongs to the scout hut. Therefore, I have arranged for Huw Morgan to cut this back to allow pedestrian access for a price of £130.00. The canopy will then be cut later in the year.
- Responded to email from an Allotment Tenant informing them that the handbook does specify that 2/3 of the plot is to be cultivated and we will be bringing our terms and conditions in line with this at the meeting on 4<sup>th</sup> July.
- A message has been received from a resident congratulating the Parish Council on the success of the M4 Junction 18a campaign.

- We have received a request for permission to use a small section of the Rec on a Wednesday evening for dog training. She teaches two groups of dogs on a Wednesday evening 6.30-8.30pm in the scout hut and with the lovely sunny evenings would like to take her second group on to the Rec to practice some obedience exercises, only in the corner outside the scout hut. She is certified by The Kennel Club to carry out The Good Citizen Dog Scheme and it is suggested that some of the exercises are done in an outside environment. She will provide a plastic mesh, to fence off a small area to stop any off-lead members of public's dogs trying to run over, this can be easily put up and taken down for the time she is teaching.
  - 1. Request small group of dog training on the recreation ground.
  - 2. Easy up/ down mesh fence corner.

She is providing good training classes and wants to encourage all dog owners to be responsible dog owners with well-behaved dogs!

**ACTION:** Clerk to provide them with a map so that they can mark exactly where the fenced area will be and to get the specific size of the area requesting.

**ACTION:** Clerk to make this an agenda item on 18<sup>th</sup> July.

## 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
CPRE	Campaign to Protect Rural England Annual Membership	£36.00	2594
South Gloucestershire Council	Localism Services (Grass Cutting/Dog Bins) April to June 2018	£1946.12	2595
Shortwood Methodist Church	Room Hire for Council Meeting 20.06.18	£20.00	2596
<b>Total</b>		<b>£2002.12</b>	

## NO. 9. AGENDA ITEMS

**9a** To CONSIDER the request to add the grass verge in Shortwood to the Parish Council grass cutting regime and AGREE next steps.

Quotes have been received from Huw Morgan and Instant Landscapes to cut this grass but the parish council are concerned about who owns the land and what the agreement is for the upkeep going forward.

**ACTION:** CP to speak to the resident to find out more information regarding the land owner and the agreement for the upkeep.

**ACTION:** Clerk to make this an agenda item on 18<sup>th</sup> July.

**9b** To REVIEW littering in the Parish and CONSIDER any action if necessary.

A complaint was made by a council member regarding the Streetcare Service provided by SGC, where it can take up to three weeks for them to respond to a littering complaint in Shortwood Village.

Pucklechurch Parish Council do not have the appropriate insurance in place to cover its staff or residents to litter pick on the verges and therefore all issues need to be reported to SGC. It was mentioned that SGC do provide bags and gloves to groups of residents that wish to organise clean ups in their area but this is at their own risk.

**ACTION:** Clerk to write a letter to Streetcare regarding the slow response to dealing with littering on the Main Road in Shortwood.

**9c** To CONSIDER supporting the request for a bus service from Pucklechurch to Emersons Green and AGREE next steps.

This is a commercial bus service which is not subsidised, therefore it will need to be a viable option for them to disrupt the current service.

**ACTION:** Clerk to contact the bus company to ask for any future plans they may have for a bus service that runs directly from Pucklechurch to Emersons Green Metro Service.

**9d** To CONSIDER a response to the SGC Rights of Ways Improvement Plan Consultation.

**ACTION:** RD to put together a recommended response to the consultation and bring back to council on 18<sup>th</sup> July.

**ACTION:** Clerk to make this an agenda item on 18<sup>th</sup> July.

**9e** To REVIEW the response from Chris Harris regarding parking in Pucklechurch and AGREE next steps if any.

The response from Chris Harris is shown below:

*Aside from advisory Keep Clear markings, which can only really be used on junctions and which are not enforceable, (so may or may not have the desired effect), the only way to prevent parking on Shortwood Road would be to introduce some enforceable waiting restrictions in the area(s) concerned – single or double yellow lines. It's not feasible to do this in the short term as we would need to enter a new parking scheme on the local transport priority list and then wait until it scores highly enough to go forward for funding as part of the SGC Capital Programme. This would normally involve proposing a parking scheme that covers a whole ward or parish, rather than just a single village or street. I am happy to meet up to look at this if there is concern about parking on junctions, in case there is value in considering installing advisory Keep Clear lines - but these need to be used very sparingly to stand more chance of being effective.*

There were mixed views from council members with regards to the installation of white lines on the Shortwood Road, some raising the point that they cannot be enforced and others wanting to give them a trial to see if it has any impact.

A proposal was made to install the white lines over the three driveways on the Shortwood Road. A vote took place with two members voting for the proposal and three members voting against.

**RESOLVED:** Not to install the white lines on the Shortwood Road.

**ACTION:** Clerk to inform Chris Harris of the decision.

**ACTION:** Clerk to request that Chris Harris looks into the parking situation on the Main Road in Shortwood that was raised by a resident at the last meeting.

**9f** To RECEIVE a recommendation from the Neighbourhood Plan Steering Group and AGREE a response to the Neighbourhood Planning Protocol email from Jane Wormald.



**RESOLVED:** To respond to the Neighbourhood Planning Protocol email from Jane Wormald as below:

<b>Informal step in process prior to Reg 14</b>	<b>Date expected</b>
Meet council to discuss / check that Neighbourhood Plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework	2019/20

<b>Formal steps</b>	<b>Date expected</b>
Submit Reg 14 - Pre-submission Plan Proposal consultation material to the council and relevant body commence 6-week statutory consultation	2019
Submit Plan Proposal - Regulation 16 with associated documents to the Local Planning Authority (Upon receiving submission documents, council publicise the submission plan and other relevant documentation for a six-week consultation and will arrange the EiP in consultation with the parish/town council).	2020

**ACTION:** Clerk to respond to the email from Jane Wormald providing the dates above.

**9g** To REVIEW and ADOPT the Social Media Policy for the Parish Council.

**RESOLVED:** To adopt the Social media Policy.

**ACTION:** Clerk to enter date adopted on the policy and add to the website.

**9h** To REVIEW and ADOPT the Allotment Terms and Conditions.

A clause has been added to the policy item 9m which reads:

*Tenants must ensure that 1/3 of the plot is cultivated within 3 months of joining the site and 2/3 within 12 months of taking over the plot.*

**RESOLVED:** To adopt the Allotment Terms and Conditions with the amendment 9m.

**ACTION:** Clerk to add the revised Allotment Terms and Conditions to the website and ensure that these are used for any new tenants and for signing by all existing tenants when sent with the invoices in April 2019.

**9i** To REVIEW the Allotments and AGREE next steps.

To include a review of all allotments including photographs, land next to plot 25 and email from the Allotment Liaison Group.

A document including pictures of each allotment was circulated by Cllr. Dunning prior to the meeting.

The parish council **RESOLVED** the following:

Plot 3 – **ACTION:** Clerk to issue 'notice to improve' letter.

Plot 4 – **ACTION:** Clerk to issue 3-month notice letter, if no sign of cultivation/improvement in time frame provided then notice will be given to vacate.

Plot 5 - **ACTION:** Clerk to issue 'notice to improve' letter.

Plot 11 - **ACTION:** Clerk to issue 3-month notice letter, if no sign of cultivation/improvement in time frame provided then notice will be given to vacate.

Plot 16 - **ACTION:** Clerk to issue 'notice to improve' letter.

Plot 21a – **ACTION:** TS to speak to the tenant directly and inform them that the council are mindful to issue a final warning.

Plot 21b/21c - **ACTION:** Clerk to ask Huw Morgan to complete the fence between plots 21b and 21c using materials from plot 21a.

Plot 25 – has supplied photographs of the piece of land next to their plot that is very overgrown. **ACTION:** Clerk to ask Huw Morgan to cut a 1 metre strip up the side of plot 25 to the end of the allotment leaving the rest of the grass wild.

Email from the Allotment Liaison Group - **ACTION:** Clerk to respond to the email received, thanking them for their time to date and informing them that the parish council appreciates that they are busy so would they like to delegate the role of Allotment Liaison to someone else? **ACTION:** Clerk to also refer them to the minutes of meeting where a decision was made regarding the felling of trees.

**9j** To CONSIDER responding to the Siston Waiting Restriction Review 3 consultation  
It is proposed to modify existing waiting restrictions and introduce new waiting restrictions. This consultation is open from 15 Jun 2018 at 00:00 to 6 Jul 2018 at 23:59.  
Circulated to community groups.  
**RESOLVED:** No comment

**9k** To REVIEW the email from Greenfields with regards to the tree seat and roundabout and AGREE next steps.

The damage to roundabout is more extensive than originally thought, the entire metal sub structure needs removing to get to the main bearing. They are all captive nuts and due to the rust are shearing off which means all of them will need to be drilled out and new nuts/bolts fitted. Therefore, this requires another 2-man days plus nuts/bolts which Greenfields will charge at cost price of £295 plus vat. Huw Morgan has offered to wire brush and treat the area for the rust.

**RESOLVED:** For Greenfields to carry out the extra works to the roundabout for the price of £295.00 + VAT.

**ACTION:** Clerk to inform Greenfields of the decision.

The tree seat on installation was 2 inches too small. Greenfields are waiting to hear from the fabricator to see if it can be extended and the costs involved.

**RESOLVED:** For delegated authority to be given to the clerk to agree the additional costs providing they fall within the £1000 spending limit.

**ACTION:** Clerk to make an agenda item in August regarding the program of works review of the play equipment and to get clarification on when we should receive the Section 106 money for Eagle Crescent.

**Next Meeting will be held on Wednesday, 18<sup>th</sup> July 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 21:30.