

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 1ST AUGUST 2018, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G. Boyle – Acting Chair (GB), L. English (LE), L. Putt (LP), C. Phillips (CP), S. Reade - District Councillor and J. Bailey – Clerk.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

B. Symons - Chairman (BS)
T. Symons (TS)
R. Dunning (RD)

NO. 2. DECLARATIONS OF INTEREST

There were no declarations of interest made by council members.

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

The minutes of meeting on 18th July 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 Summary of forthcoming bus service changes in South Gloucestershire.

Changes to bus services on 2nd and 16th September 2018.

Circulated to Community Groups.

Noted

5b SGC Planning Enforcement Weekly Lists.

Noted

5c SGC draft Domestic Violence and Abuse Strategy Consultation

The Domestic Violence and Abuse Strategy is designed to set out the aims and priorities to enable partners and communities across South Gloucestershire to tackle domestic violence and abuse. Given the high degree of overlap with other council, health, and police services, DVA should be managed using a “whole system” approach which will reduce duplication and ensure co-operation between agencies.

The consultation is open until Tuesday 11th September 2018. Circulated to community groups.

ACTION: Clerk to make agenda item.

5d Future Bright

This is a completely free service aimed at enhancing individual’s potential. Future Bright will be working with residents who are in some kind of employment in Bristol, South Gloucestershire and Bath and North East Somerset, who claim an in-work benefit (To be eligible they must be receiving Working Tax Credit, Child Tax Credit, Housing Benefit or Council Tax Reduction but not JSA, ESA, Income Support or Universal Credit) and are over 19. Circulated to community groups and added to noticeboards

Noted

5e South Gloucestershire Integrated Healthy Lifestyles and Wellbeing Services – Wellbeing Component Delivery.

South Gloucestershire Council will be implementing an integrated Healthy Lifestyles and Wellbeing Service from April 2019. SGC are holding a meeting to enable interested providers to understand what they are looking for, the proposed tender process, the content of the Wellbeing component and to give you the opportunity to network with other potential bidders.

Existing and new providers are invited to attend this meeting, which will be held on Thursday 2 August from 09:30am-12:30pm at Poole Court, Yate. Circulated to community groups.

Noted

5f Notice of Intent - Temporary Traffic Order - Hodden Lane, Pucklechurch - PT.6008
SGC will temporarily close, to vehicles Hodden Lane which extends from Abson Road eastwards for 360m.

This order is required in connection with highway reconstruction works and will be operative from the 13 August 2018 for a maximum period of eighteen months. The closure however may not be implemented for the whole of the period but only when traffic signs are in position and only for so long as is necessitated by the works which are anticipated to be of three days duration. Circulated to Community Groups.

Noted

NO.6. PLANNING

6a PK16/5607/RM Parcels 27A and 28 Emersons Green East Bristol South Gloucestershire BS16.

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).

An appeal has been made to the Secretary of State against the decision of South Gloucestershire Council. The appeal is against the refusal of reserved matters.

Notice of Appeal - DOE Appeal Ref: APP/P0119/W/18/3201934

Noted

6b 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.

Notice of decision: Approve with conditions

Noted

6c PK18/3006/TCA Fig Tree Cottage 33 Westerleigh Road Pucklechurch Bristol South Gloucestershire

Works to crown thin by 20% 1 no. Prunus and remove lower limb, section fell 1 no. Horse Chestnut and reduce lower laterals towards property by 1.5m to 1 no. Walnut tree situated within the Pucklechurch Conservation Area

Notice of decision: No Objection

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

An update was received from Cllr. Dunning regarding the bird boxes as below:

The prison has agreed to make a number of various bird and bat boxes as well as three or four 'bug hotels' for placing in verges. They will also build us three owl boxes (and the South Gloucestershire Hawk and Owl Trust have offered a further small owl box as part of their small owl initiative). Huw has said he will site the boxes. I will keep you updated.

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was in attendance who informed the council of a new group in Lyde Green Common who are promoting and safeguarding the common in an environmental sense. District Cllr. Reade will be supporting the environmental study which they hope to get funding for and Emersons Green Town Council will be funding the signage.

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

- Amended all 23 policies with the date that they were reviewed, saved them to PDF format and uploaded them to the website 24.07.18. Minutes 18th April item 10b.
- Wrote Privacy Policy for the website and added to agenda for adopting on 1st August 2018. Minutes 18th April item 10b.
- Responded to email from Sam Garland cc. Ben Stokes and Steve Reade regarding Pennymead ref. COM/17/0492/OD 30.07.18. Minutes 4th July item 7c.
 - Response received as below 01.08.18:
Thank you for your email. We understand application reference PK16/4651/NMA was not granted by the Council. A non-material amendment can be described as minor alteration or amendment to an approved planning scheme that is so insignificant in its impact that there is no 'material' difference. For instance, changing window frames on a property could be classed as being non-material as the impact is limited. The dormer window and clock tower were considered to be material and therefore the NMA application was not accepted.
Planning enforcement action in the form of legal documents is only issued where it is believed the breach of planning control would not obtain permission retrospectively, and where there is clear harm. As we believe these alterations would likely obtain permission retrospectively without conditions being imposed, the Council consider it inexpedient to issue enforcement action. I must advise the planning enforcement team are not in a position to issue enforcement action if an application is not received.
We have provided the agent details of how to apply for planning permission to regularise the alterations, however, having checked our records, it is clear no application has been received as of yet. I will write to them again asking for an update on this matter. If we expect an application will be submitted, then I will inform you of this.
If you require any further information, please do contact us.
- PK18/3006/TCA Fig Tree Cottage, 33 Westerleigh Road – uploaded comment on SGC website 20.07.18. Minutes 18th July item 6e.
- PK18/3155/TCA Glebe Cottage, 10 Parkfield Road - uploaded comment on SGC website 20.07.18. Minutes 18th July item 6f.
- Phoned the current Allotment liaison representative on 27.07.18 as per minutes 18th July item 7c, who is more than happy to carry on with this role and informed me that the tenant in Plot 1 is keen to join the representative group. Huw Morgan has taken an active role down at the Allotments and spends quite a bit of time down at the woodlands area so I would like to propose that Huw is also a member of this group as the representative from the parish council side.
ACTION: Clerk to make the proposal for Huw to join the Allotment Liaison Group an agenda item and to find out if there would be any extra costs involved for Huw's time.

- I was also talked through the order of events regarding the area of land at the allotments that was proposed to be used as a community compost/recycling area:
 - The original proposal was to fell 12 feet of trees (approx. 8 trees) to make a space for manure as they now have access to free manure but have nowhere to dump it. This area would also be used for compost/recycling and would allow parking for a maximum of three cars who can then off load items to their allotments more easily and would also help plots 10, 11 and 12 who currently are not able to park outside their allotments.
 - In May/June 2017 a meeting was held at the allotments between TS, CP, HM and the Allotment Liaison representative where the above was discussed and this was fed back to the council.
 - In July 2017 The Allotment Liaison Representative met with RD WHO was on board regarding the felling of the trees suggested as they are mainly sycamore trees.
 - In November 2017 this was made an agenda item, no decision was recorded but a further action for GB and LP to meet with the Allotment Representative was made. This meeting however never took place.
- Huw Morgan was involved in these discussions and provided the following version of events on 23rd July:
 - Further to our telephone conversation please find the details of the site meeting that was held at the allotments last Autumn sometime (Can't remember the exact date I'm afraid). Those present were myself, Allotment representative, TS, CP and RD. The meeting was to decide if it was ok for the Allotment representative and his team to clear a small area of trees, this was so they could have more room for storage and deliveries e.g. Manure etc, during the drier weeks they could also park a car or two there as parking is limited for some holders (but not to produce a car park surface).
I examined the trees involved and thought it acceptable to remove some (under my supervision), the trees are very common, including Ash and sycamore etc there is 1 small oak but it has no light so is very weak and can be removed. As long as the work is done sympathetically there is no problem with their plans as far as the woodlands are concerned. The work is hoping to be done this Autumn/Winter.
 - Huw has visited the area of trees this week, and reported the following: as per previous meeting, I think it will be about 10 trees (1 of which is already dead) that could be removed, this would cause no problem to the woodlands and would really help the allotment holders.

ACTION: Clerk to make two agenda items:

 1. For the council to decide if they are going to fell the trees or not.
 2. The terms set out by the council for the use of this land e.g. what this area can be used for and by whom. Who is responsible for the upkeep and deciding the management process.

- Amended Budget Spreadsheet 2018/19 and uploaded to the website 20.07.18. Minutes 18th July item 8b.
- Informed Huw Morgan that his quote has been approved to cut the grass in Shortwood in the interim once a month 19.07.18. Minutes 18th July item 9a.
- Informed the Dog Trainer of the decision regarding the Rec and asked them to write an article on being a responsible dog owner for the Pucklechurch News 20.07.18. Minutes 18th July item 9b.
- Emailed the response to the Rights of Way Improvement Plan Consultation 20.07.18. Minutes 18th July item 9d.
- Responded to Chris Harris informing him that PPC supports the Traffic Speed Survey for Shortwood Village 20.07.18. Minutes 18th July item 9e.
- Wrote to Chris Harris for clarification on the process to add to the Local Transport Priority List 20.07.18. Minutes 18th July item 9e.
 - Received the below response 20.07.18:
*When an initial request comes in, the Assess & Decide: team will first and foremost try to answer any queries with what we already know about the issue – as problems are often raised that have come up before. Where appropriate we can sometimes deliver a ‘quick win’ in the form of road markings or signage. Where the issue is a little more involved or problematic we don’t have the resources to investigate every query immediately, (and because we got so many queries), the local transport prioritisation process was developed and adopted back in 2013.
 The first initial step towards adding a scheme to the local transport priority list is for the person(s) making the request to complete and submit a Highways Investigation Scheme Request form. A form can be downloaded from the SGC public website via the following link:
<http://www.southglos.gov.uk/transport-and-streets/streets/road-safety-traffic-schemes/local-transport-priority-list/>
 You’ll see on the form that we ask for an indication of local member or parish council support. I think we’ve softened our stance a little on this as the explanatory notes and FAQ documents at the above link suggest that the support of both is required. I’ll discuss this with the team as it’s somewhat confusing and inconsistent I agree, but if an applicant has the support of one or other we will assess / score the submitted form.*
- Updated website to inform residents that we have cancelled the Full Council meeting on 15th August 2018. Minutes 18th July item 9f.
- Responded to the resident requesting to fence off the rec play area and asked for more information such as exact area 20.07.18. Minutes 18th July item 9g.
- Contacted GPFA for recommendations to improve the play area on the Rec 20.07.18. Minutes 18th July item 9g.
 - Kay Lillington who is the new Secretary/Advice Officer will put together a written report hopefully by next week.

- Worked through GDPR information and wrote policies that are required for adoption by the parish council. These are on the agenda tonight item 9f.
- Huw Morgan update:
 - He has replaced the broken gate latch at St Aldams Play area.
 - He's been painting the benches in the Parish, one on the rec was rotten so he has replaced the timber and treated it.
 - We have had lots of positive comments regarding 'Huw's Muse' blog on the Shout Out Pucklechurch Page. The second edition has been uploaded today.
- A note of thanks has been received for the help with the grass cutting on the verge in Shortwood.
- I have been copied in on emails from Rhys Thomas from United Living regarding the repositioning of the bus stop on Oaktree Avenue. They have suggested moving the stop to what will be the eventual new permanent position which is more or less opposite the stop on the other side of the road (a plan has been received and circulated to council) which will be constructed by SGC council using S106 monies paid by Liverty Housing. The proposed area or the repositioned bus stop is within land that SGC still own as it was not sold to Liverty as part of the development.
- Greenfields have started installing the new tree seat on the rec today and have taken the roundabout away for repairs.
- Quality Council Award – our application came back with a couple of omissions and some items to improve good practice. I have worked through the list and have supplied information/answered any questions. One thing that was mentioned was that in line with the new GDPR regulations they would recommend councillors to have specific email addresses rather than use personal ones.
- Responded to an email from BMH Solicitors 01.08.18 providing more information regarding the land at St Aldams so that they can provide a quotation.
- Further to the minutes of meeting 4th July item 9i I was actioned to ask Huw Morgan to erect a fence between Allotment Plots 21b and 21c using the materials from Plot 21a. Huw pointed out that there is also no fence between Plots 21a and 21b so I have asked him for a quotation. Please see below email from Huw Morgan in response to this:
 - Further to our telephone conversation please find my estimate of the cost to erect 2 fences at the allotments to divide the areas 21a - 21b and 21b - 21c, as I explained, I can't use the materials from Plot 21a as it is not suitable. I have to install straining end posts with intermediate posts with an attached double strand of galvanised wire: to this end the cost will be about £190 per plot.
ACTION: Clerk to make this an agenda item.
- PCA Invoices – I have queried the June/July invoices for room hire as the cost of a session has nearly doubled. It appears that we are being charged an hourly rate and I have asked them to consider a new pricing structure for the parish council.
ACTION: Clerk to make this an agenda item in September.

- We have received a Grant Monitoring Form including pictures from the Pucklechurch Football Club who used the grant to purchase a line marker and weed sprayer.
- We have now received the External Auditor report for the Annual Return which has been displayed on our website. I have to display the Notice of Conclusion of Audit on our website/noticeboards but item no. 3 on the notice requires us to add an amount we would charge for copies of the Annual Governance and Accountability Return.
RESOLVED: To refer to our Model Publication Scheme which states an administration charge of £10.00 will be made for information/copying obtained from the Parish Clerk.
ACTION: Clerk to complete the form as per the above and display on the website and noticeboards.

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
Huw Morgan	Maintenance Contract August'18/Expenses	£1279.03	2603
Anna Chelmicka	Litter Picking July 2018	£350.00	2604
Wizzard Landscapes	Repairs to Rec fence by the Scout Hut	£360.00	2605
GPFA	Membership Renewal	£50.00	2606
HMRC/Wages	PAYE/Wages August'18	£1295.56	2607/2608
PKF Littlejohn	External Auditor Fee for Y/E 2017/18	£360.00	2609
Total		£3694.59	

NO. 9. AGENDA ITEMS

9a To REVIEW the emails received from Gary Meddick - SGC regarding Grass Cutting and AGREE next steps.

The emails and quotation were reviewed at the meeting and on comparing the difference in costs between SGC and if we were to use a private contractor a proposal was made and seconded to take no further action on this.

RESOLVED: To continue with the grass cutting service provided by SGC.

9b To REVIEW the terms and conditions in relation to the CIL Payment received for Little Green, 25 Shortwood Road and CONSIDER next steps. Amount received £8596.02.

During 2017/18 £57,306.94 was collected within our Parish area for Community Infrastructure Levy. The table below provides the details of the CIL receipt for our Parish. In line with Government Legislation, the Parish is entitled to 15% of this receipt which amounts to £8,596.02, we received this payment on 30th April 2018.

Planning Reference	Site Name	Total Received in 2017/18	15% Parish Share
PK17/1021/F	Little Green, 25 Shortwood Road	£31,401.82	£4,710.26
PK16/5492/F	Little Green, 25 Shortwood Road	£25,905.12	£3,885.76

CIL funds can be spent on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on it.

Reporting of CIL

Under Government legislation the Town/Parish Council must report details of CIL receipts annually, which must include:

- total received
- total spent
- total unspent
- what spent on

Town/Parish Councils must publish the report annually on:

- it's website (if it has one)
- SGC's website (SGC will coordinate this using the information provided by Parish/Town Councils)
- Within its area (Parish/Town Council notice board)

SGC will provide a simple report template to Town/Parish Councils annually for them to complete to make it easier. Our report for 2017/18 will be NIL returns as no funds will be paid over during 2017/18. So, the first annual report that we will need to complete will be at the end of 2018/19.

Please note, funds MUST be spent within 5 years of receipt from SGC or returned to SGC when requested.

On receipt of the funds Pucklechurch Parish Council agreed to:

1. Spend the CIL receipt on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on it.
2. Spend all CIL funds within 5 years of receipt or return them to SGC when requested to do so.
3. Complete the annual report provided by SGC on CIL receipts, spending, unspent, etc. during the financial year 2018/19 and return to SGC by 30th September 2019.
4. Publish the details of the report on your website and within the Parish.

RESOLVED: To accept the terms and conditions above.

ACTION: Clerk to make Future Planning a single agenda item or allocate to a working party to discuss all the funding received and what it can be used for.

9c To CONSIDER items to be included in the September edition of the Pucklechurch News. Deadline for entries 10th August 2018.

The following items were discussed and agreed to be included in the Chairs report:

- Corporate Responsibilities of a Parish Council

- Speed Watch Group
- Community Groups mailing list (would you like to receive information on funding/consultations etc.)
- Allotments (only 1 person on the waiting list)
- New Tree seat on the Rec (replaced after being vandalised).

ACTION: BS/GB to include the above content in the September edition of the Pucklechurch News.

9d To CONSIDER a response to the Bus Services removal from CIL Regulation 123 list consultation.

This consultation is open from 16th July 2018 to 24th August 2018.

RESOLVED: For Councillors to respond to the consultation as individuals.

9f GDPR Compliance:

To ADOPT the following policies in line with the new General Data Protection Regulations (GDPR):

- Information and Data Protection Policy
- Document Retention and Disposal Policy (Including Appendix A)
- Privacy Notice
- Subject Access Request Procedure

To ADOPT the Communication Consent Form

To NOTE that the council is already registered as a Data Controller with the ICO.

RESOLVED: To adopt the Information and Data Protection Policy.

RESOLVED: To adopt the Document Retention and Disposal Policy (Including Appendix A).

RESOLVED: To adopt the Subject Access Request Procedure Policy.

RESOLVED: To adopt the Communication Consent Form.

RESOLVED: For a working party consisting of GB, LP and JB to review and audit the documents the Parish Council holds on file and shred items where necessary in line with the newly adopted Document Retention and Disposal Policy.

ACTION: Clerk to purchase a cross shredder.

ACTION: Clerk to add the date the above policies were adopted and upload to the website.

ACTION: Clerk to contact SGC regarding disposing of confidential waste.

RESOLVED: To defer the adoption of the Privacy Policy to the agenda on 5th September, the SLCC template had been used however Council resolved to use the NALC template.

ACTION: Clerk/GB to re-write the Privacy Policy using the NALC template and bring back to council for adopting.

ACTION: Clerk to identify what equipment is needed to comply with the Data Breach Policy which is yet to be adopted.

The Parish Council notes that it is registered with the ICO as a Data Controller until 17th March 2019.

ACTION: Clerk to remove any Community Groups that haven't opted in from the mailing list.

ACTION: Clerk to password protect Community Groups spreadsheet.

9g To RECEIVE completed GDPR Security Compliance Checklists from all Council Members for the Clerk to hold on file.

The Security Compliance Checklists were completed and returned from the following Councillors: GB, CP, LE and LP.

As Councillors BS, TS and RD were not in attendance the clerk will email copies to them for completing and returning at the next meeting in September.

ACTION: Clerk to email the Security Compliance Checklist Form to BS, TS and RD.

9h To REVIEW the NALC recommended Standing Orders with a view to adopt.

The new NALC Model Standing Orders 2018 consist of 27 pages where the Parish Councils are currently 8 pages.

During the Council meeting a comparison was made between the two documents and it appears that some of the items shown in 'bold' on the NALC Standing Orders which contain legal and statutory requirements were not included in the Parish Council's policy.

The NALC document was worked through line by line, with the council resolving to remove items from the document that weren't relevant, add items from our policy and create a new document for adopting at a future meeting.

On referring to our Financial Regulations during the meeting it was noted that information surrounding Public Contracts was out of date so this policy also requires updating.

ACTION: Clerk to work through the NALC Model Standing Orders making the necessary changes agreed and bring back to council at a future meeting for adoption.

ACTION: Clerk to update the Financial Regulations Policy with the 2016 legislation on Public Contracts.

Next Meeting will be held on Wednesday, 5th September 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 22:20.