

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 5TH SEPTEMBER 2018, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G. Boyle – Acting Chair (Part) (GB), B. Symons – Chairman (BS) (Part - arrived at agenda item 7c), L. English (LE), L. Putt (LP), R. Dunning (RD) (Part - arrived at agenda item 5e), S. Reade - District Councillor (SR) and J. Bailey – Clerk.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

C. Phillips (CP)
T. Symons (TS)

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 1ST August 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 Email from SGC regarding Mangotsfield Waste Transfer Station

Essential fire prevention works are taking place at the waste transfer station and Sort It centre at Carsons Road, Mangotsfield from Thursday 16 August until Friday 5 October 2018. The works will take around seven weeks and is not expected to affect public access to the Sort It recycling centre. However, there will be a minor interruption to the public facility from Friday 21 September until Saturday 6 October 2018.

Circulated to Community Groups.

Noted

5b Invitation to CVS South Gloucestershire 3 Year Grant Celebration Event.

27th September 2018, 1 - 4pm. This half day event aims to provide commissioners, town and parish councillors, and policy makers with an in-depth experience of the services and activities that are funded through the 3-year grants and connected services; and to say a massive thank you to them.

Noted

5c CPRE Campaigns Newsletter.

For information. Circulated to Community Groups.

Noted

5d South Gloucestershire Ebulletin - August

For information. Circulated to Community Groups.

Noted

5e Email from a resident regarding dropped kerbs.

ACTION: Clerk to make agenda item.

5f West of England Rural Development Programme (LEADER)

The West of England Rural Development Programme (LEADER) is now OPEN for new expressions of interest until 4th October 2018. The programme has a limited amount of funding available and grants will be awarded on a competitive basis.

Circulated to Community Groups.

Noted

5g SGC Enforcement Weekly List.

Noted

5h SGC Consultation - Gambling Statement of Principles 2019-2022.

Response deadline 28th October 2018.

Noted

5i ALCA - In Short Newsletter August 2018.

Noted

5j ALCA AGM Notice

Annual General Meeting will be held on Saturday 6th October 2018 Conygre Hall North Road, Timsbury BA2 0JQ 10:30 – 12:00.

Noted

5k National Composite Centre 'Wing of Tomorrow' Briefing.

Planning application ref. PK18/2397/F at the Bristol and Bath Science Park. This bespoke building would accommodate the 'Wing of Tomorrow' programme providing a cutting-edge research facility, in conjunction with Airbus, for the design and testing of aircraft wings of the future.

Noted

5l SGC Calendar of Events August 2018.

Noted

5m SGC consultation on updating its Equalities Plan for 2019 – 2022.

SGC believes that the current Equality Plan is broadly still suitable, though some details need to be amended in order to match changes in policy and legislation. The consultation will run from 31st August 2018 until 23rd October 2018.

Noted

5n GPFA Play Area and Playing Field Assessments.

Provided as part of our membership with the GPFA, for information only. Already subscribed to the membership for another year. Huw Morgan has already addressed most of the concerns raised as per email attached.

Noted

5o ALCA Clerks and Council Officers Training Programme.

Noted

5p NALC Funding and Grants Bulletin.

Attached for information. Circulated to Community Groups.

Noted

5q West of England Rural Network (WERN) Annual General Meeting.

3 - 4pm, Tuesday 18th September 2018

Farmborough Memorial Hall, Little Lane, Farmborough, Bath BA2 0AE.

Noted

NO.6. PLANNING

6a PK18/0692/F Land Between Avon Ring Road and Folly Brook Emersons Green Bristol South Gloucestershire BS16 7FQ

Erection of health and fitness facility, 3no weather protected tennis courts, 1no outdoor tennis court, indoor and outdoor swimming pools, car parking, landscaping and associated works.

Notice of decision: Approve with conditions

Noted

6b PK18/1513/RM Parcel 27A and 28 Howsmoor Lane Emersons Green Bristol South Gloucestershire

Erection of 140no. dwellings with garages, parking, landscaping and associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O) (resubmission of PK16/5607/RM).

Notice of decision: Approve

Noted

6c PK18/2104/F Units 1-6 Pucklechurch Trading Estate Pucklechurch Bristol South Gloucestershire

Erection of 6 no units for Class B1C, B2 & B8 uses with car parking, service areas, landscaping and associated works.

Notice of decision: Approve with conditions

Noted

6d PK18/2109/F Unit 7 Pucklechurch Trading Estate Pucklechurch Bristol South Gloucestershire.

Erection of 1 no unit for Class B1C, B2 & B8 uses with car parking, service areas, landscaping and associated works.

Notice of decision: Approve with conditions

Noted

6e PK18/3155/TCA Glebe Cottage 10 Parkfield Road Pucklechurch Bristol South Gloucestershire

Works to fell 1no Eucalyptus tree situated in the Pucklechurch Conservation Area.

Notice of decision: No objection

Noted

6f PK18/3718/TCA 4 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PN. Removal of 1no Laurus nobilis (Bay) tree situated within the Pucklechurch Conservation Area.

RESOLVED: No objection, subject to the Tree Officer's recommendation.

ACTION: Clerk to submit the above comment on the SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

A report was circulated to Councillors and District Councillors by Cllr. Boyle regarding the landscaping attached to planning permission PK14/2889/F Land at Shortwood Road Pucklechurch. The report was to draw Council's attention to the approved landscaping scheme for the site on Shortwood Road which is next the Meadow View: the removal of the hedgerow and fence that replaces it does not appear to be allowed for as per the below:

2. Landscape

∑ **Existing boundary hedgerows on site are to be retained.**

∑ New hedgerow tree planting to be a mix of the following species:

Elder - *Sambucus nigra*

Pear - *Pyrus calleryana*

Dogwood - *Cornus*

∑ New hedge planting to be the following species:

Hawthorn - *Crataegus monogyna* at 300mm centres.

∑ Subject to LPA written approval of confirmation of compliance with conditions the planting will be undertaken within 12 months of commencement of lawful development or first subsequent planting season (October - March).

∑ Five year maintenance regime:

Grassed/turfed areas will be cut at least once annually (preferably July to allow seeding of spring and early summer species) to a height of 50mm. Arisings to be left as mulch following first cut.

Trees: Specimen trees to be pruned to maintain forms of respective trees. Clear stem heights shall be uniform.

Shrubs: Shrubs to be maintained for 3 years by approved mechanical or chemical means.

Hedges: to be trimmed on a 2-3 year rotational basis, at the end of winter after berries have been eaten by birds and small mammals and before nesting season begins. Avoid trimming during periods of frost. To produce a hedge which is suitable for nesting birds trim the hedge into an "A" profile by cutting inwards from the base to the top. This shape ensures maximum exposure to the sun and allows snow to slip off easily. Proposed and existing hedgerow to be maintained at a minimum height of 2 metres.

Replacement planting: Any tree, hedge or shrub that is removed, uprooted, destroyed or dies

or, in the opinion of the local planning authority, become seriously damaged or defective, will be replaced by another of the same species and size as that originally planted unless otherwise agreed in writing by the local planning authority.

∑ Ground preparation specification to be 50% green waste compost and 50% existing soil with woodchips laid on top after planting to suppress weed growth. Large stones, refuse and weed roots should be collected up during this process.

This breach in planning permission has been reported to Planning Enforcement by the Clerk on 28th August 2018.

ACTION: Clerk to forward the email sent to Enforcement to District Cllr. S Reade.

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was in attendance who reported on the following two issues:

Abson Road

The closure of the Abson Road is causing issues especially to residents in Wick.

SR has taken this up with Mark King and it has been suggested that works are started earlier in the day and also on weekends to try and get the road opened sooner. Any complaints made by residents should be directed to Dist. Cllr. Steve Reade.

Multi-user Path

There are plans to re-invigorate the path and there is now a new Project Manager looking into it. An investigation process needs to take place and enquiries are being made with regards to the land and its owners. A hedge has been suggested to be planted on the inside on the pathway to provide a barrier to the owners.

Any further updates will be reported to the Parish Council in due course.

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

- Contacted Mr Packer regarding recruiting other members to join the Allotment Liaison Group. This will be discussed within agenda item 9c later this evening. Minutes 18th July item 7c.
- Added Notice of Conclusion of Audit to website and noticeboards 02.08.18. Minutes 1st August item 7c.
- Informed Instant Landscapes that their quote for grass cutting was unsuccessful as we have resolved to remain with SGC 02.08.18. Minutes 1st August item 9a.
- Informed Gary Meddick of the Council's decision regarding the grass cutting 03.08.18. Minutes 1st August item 9a.
- Added the date the following GDPR policies were adopted and uploaded to the website 03.08.18: Information and Data Protection Policy, Document Retention and Disposal Policy (Including Appendix A), Subject Access Request Procedure Policy and the Communication Consent Form. Minutes 1st August item 9f.
- Purchased a cross cut shredder from Argos for £29.99 09.08.18. Minutes 1st August item 9f.
- Contacted SGC regarding the process to dispose confidential waste 09.08.18. Minutes 1st August item 9f.
 - Response received from Paul Watson Facilities Manager SGC 14.08.18 informing me that he is not aware of the council providing this type of service and gave me details of a private company Evergreen who may be able to assist me.
 - Contacted Evergreen who came back with various different solutions for disposing of confidential waste which was circulated to council 22.08.18.
- The draft Privacy Notice Policy has been re-written using elements from the NALC and SLCC templates and is on tonight's agenda item 9g for adopting. Minutes 1st August item 9f.
- We are yet to adopt a Data Breach Policy as we are not storing files in a lockable cabinet at my address. I have looked into this and have found a lockable storage cupboard for £154.00 + VAT which would be suitable for storing lever arch files. Minutes 1st August item 9f.
ACTION: Clerk to order the lockable cabinet.
- Removed any Community Group members from the mailing list who haven't opted in for updates 08.08.18. This now leaves only 8 Community Groups members on the mailing list. Minutes 1st August item 9f.
- Password protected the Community Groups spreadsheet and started an audit of the data held on the laptop, password protecting files where necessary, removing duplicated data and tidied up the information we hold. Minutes 1st August item 9f.
- Emailed Security Compliance Checklist Form to BS, TS and RD and asked them to complete and return to me by email or at the next council meeting on 5th September 09.08.18. Minutes 1st August item 9g.

- Wrote the draft Standing Orders Policy and a new Filming and Recording Policy to be adopted at the meeting tonight agenda items 9f and 9h. Minutes 1st August item 9h.
- Updated legislation on public contracts in the Financial Regulations Policy (page 15 item k) and added it to tonight agenda item 9i for adopting. Minutes 1st August item 9h.
- The defibrillator at the PVSSC had stopped working so I have arranged a replacement and this is now all up and running with the ambulance service.
- The Church reported that the path from the Church doors to the new burial ground is dangerous as some of the flag stones have broken which is making it a trip hazard. I have arranged for three quotations which will be discussed this evening agenda item 9j.
- Reported overflowing dog bin on Oaktree Avenue to Streetcare 08.08.18 ref. 996541.
- Cllr. Boyle has submitted a nomination for the NALC Star Councils Award 2018, we will find out if we have been shortlisted in September.
- Maven (AON Insurance) have processed a BACS payment of £965.00 net the £125 excess and VAT in relation to the tree seat on the rec.
- The next person on the allotment waiting list has declined allotment plot 11 and wants to be removed from the waiting list, I offered it to the next person on the list on 22.08.18 who has accepted it and I have sent all the necessary paperwork. We currently do not have a waiting list for allotments.
ACTION: Clerk to advertise that we have allotment plots on the Shout Out Pucklechurch Facebook page.
- Reported works being carried out to the landscaping at the temporary Gypsy and Traveller Site on the Shortwood Road to Planning Enforcement 28.08.18 ref: PK14/2889/F and PK17/4232/RVC.
- Contacted Allied Electrical to look into the electricity box at the Millennium Stone as last year it wasn't working for the Christmas Tree lights. The quote for the repairs is £108.00 + VAT. Also asked for their availability to do PAT testing for the Parish Councils electrical items so I am just awaiting a quotation for this.
ACTION: Clerk to arrange repairs to the socket with Allied Electrical.
- We have an issue with people dumping rubbish in the Parish Council bin at the Community Centre. The bin is somehow being accessed by someone with a key and being left wide open. Recently there were several bags of empty vodka bottles in there! I have contacted the PCA to see if they are aware of any issues and they have suggested that they point the third CCTV camera at the bin as a deterrent.
- Circulated GPFA report with suggestions on how to improve the Rec play area to Council 05.09.18.
ACTION: Clerk to make this an agenda item on 19th September.

- United Living are holding a Community Day on Friday 7th September and came to me for suggestions of any projects in the parish they could assist with. As we didn't have a council meeting until tonight I circulated the details to our Community Groups and the Shout Out Pucklechurch page and they have confirmed that they will be rejuvenating the Pucklechurch CE Primary School's reflective garden on Friday. They have also had conversations with Pucklechurch Revel, and they hope to support their activities too! Paula Lunnon from United Living and Jonny Mathers and Marie Burke (from Liverty) will be attend our next meeting on 19th September to introduce themselves.

Correspondence

- I have received the following email from a resident regarding Eagle Crescent:
 - *I am writing as a resident of Eagle Crescent, who has young children that are keen to be outside. The park area between Eagle Crescent and Partridge Road has currently got a sign up that prohibits ball games (excluding basketball) and I wanted to see if this could be removed. Prior to the building works at the top of Eagle Crescent, children had an open area that they could use for cricket, football, rugby etc., but since this area is unavailable the closest realistic area for small children to kick a football around is on the Recreation field. Whilst the Rec is more appropriate for older children, it is not for younger children. At the current time, there are four or five young children (under 10 years old) who regularly congregate at the Eagle Crescent park, with adults supervising from a distance. Allowing these children to play ball games, would cause absolutely no harm to the surrounding area, or inconvenience to residents. Can you please arrange for this to be discussed at a forthcoming meeting?*

ACTION: Clerk to make this an agenda item on 19th September.

- I have forwarded the email below from a resident regarding the multi-user path to Chris Harris - SGC to look into the questions raised:
 - *I was pleased to see the installation of the new cycle path from Pucklechurch to Emersons Green. However, since its completion it has become increasingly obvious that many cyclists are not using it and continue to use the roadway. I believe the problems are 2-fold:*
 1. *The path does not meet the recommended width for hybrid paths along the whole of its length causing insecurity for both pedestrians and cyclists alike.*
 2. *The signage is very poor. Unless you were familiar with the area, much of the shared cycle path would appear to be just pavement.*

I'm not sure if South Glos Highways has been monitoring the use of the path since its completion, but perhaps they could consider where improvements could be made.

ACTION: Clerk to forward the email to Dist. Cllr. Steve Reade.

Huw Morgan update:

- The Goal posts at St Aldams have been vandalised again and three of the posts snapped off. Huw has filled in the holes with soil and suggests we reduce the height of the left side post to match the right-hand side then possibly saw off the smaller post leaving two same height posts. He says they are rarely used so it may not be worth spending a lot of money on repairing them. In January 2017 the cost to replace a goal post was £129.50.
ACTION: Clerk to make this an agenda item and ask Instant Landscapes for a quotation to repair the goal posts.
- There was a big wasps' nest in the burial ground so Huw has purchased some wasp nest killer and has sorted the issue.
- The Millennium Stone shrubbery is looking very overgrown so Huw will tidy this up to make it look more respectable.
- Huw is arranging three quotes for the fencing at Parkfield Rank Play Area. As we want the whole area fenced off it's a bigger job than he is prepared to take on and has suggested that as some parts have big bushes we can fence in between the hedges to save money.
- Repairs to the roundabout on the rec should start this week.

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
The Society of Local Council Clerks	SLCC Membership 01.10.18 - 30.09.19	£165.00	2610
Greenfields Garden services Ltd	Rec Tree Seat	£1308.00	2611
PCA	Room Hire June and July 2018	£96.00	2612
EDF Energy	Electric Parkfield and Eagle Crescent Defibs 15.05.18 – 10.08.18	£66.14	2613
J. Bailey	Expenses – Stationery/Stamps/Shredder	£136.83	2614
Anna Chelmicka	Litter Picking August 2018	£350.00	2615
Ensign Print	Summer'18 Edition Pucklechurch News	£388.00	2616
Total		£2509.97	

8b To NOTE the completion of the External Audit of our Year End Accounts ending 31st March 2018.

External Auditor Report and Certificate 2017/18 and Annual Governance Statement circulated to Council for information and posted on the website.

Noted

NO. 9. AGENDA ITEMS

9a To RECEIVE an update from the Neighbourhood Plan Steering Group.

The Steering Group had a very productive meeting on Monday and they have now updated and completed the survey. They just need to publicise it now and having just missed the Autumn edition of the Pucklechurch News are looking into alternative methods such as the Post Office and Shout Out Pucklechurch Facebook Page.

The vast majority of the Steering Group are in favour of using Lemon Gazelle in providing a way forward in the Neighbourhood Plan process. Lemon Gazelle are pushing for the survey to go live by mid-September until mid-December.

Agenda item 9I 'To CONSIDER the council support or otherwise, of a housing needs survey in light of SGC's reply that it is the Parish Council who are responsible' was brought forward and discussed within agenda item 9a. It was agreed that a Housing Needs Survey is not required.

RESOLVED: To agree with the recommendation made by Lemon Gazelle and not produce a Housing Needs Survey.

9b To CONSIDER a response to the SGC draft Domestic Violence and Abuse Strategy Consultation.

Consultation deadline 11th September 2018.

RESOLVED: To respond as individuals.

9c To CONSIDER the proposal for Huw Morgan and the tenant of Plot 1 to join the Allotment Liaison Group and AGREE next steps.

To include Huw Morgan to carry out the quarterly allotment review - no extra charge to the Parish Council will be incurred.

RESOLVED: To accept the proposal for Huw Morgan and Mr Owens to join the Allotment Liaison Group.

ACTION: Clerk to inform them of the decision.

Cllr. Dunning made a proposal to also join this group which was agreed by all Council members.

9d

a) To CONSIDER the proposal to fell an area of trees at the Allotment site and AGREE further action if necessary.

Approximately 8 - 10 common trees, mainly Ash and Sycamore Trees, with one Oak that is dying.

RESOLVED: To accept the proposal from Huw Morgan and agree to the felling of the trees at the Allotment site.

b) To AGREE the terms in which the land will be used for should the decision be made to fell the trees as above.

To include what the area can be used for and by whom. Who is responsible for the upkeep and deciding the management process.

Further to the agreement to fell the trees as above, a proposal was made for the Allotment Liaison Group to come back to Council with a recommendation on what the area will be used for once the space is made available.

The Parish Council is minded not to use the area for the parking of vehicles.

RESOLVED: To defer to the Allotment Liaison Group to come back with recommendations for the use of the land at a future meeting.

ACTION: RD to update the Allotment Liaison Group of the decision to fell the trees and come back to council with a recommendation from the Allotment Liaison Group for its use (what the area can be used for and by whom?), who is responsible for the upkeep and the management process.

9e To REVIEW the quotation received from Huw Morgan to erect two fences between Allotment Plots 21a and 21b and Plots 21b and 21c and AGREE next steps.

RESOLVED: To accept the quotation for £190.00 per fence to separate plots 21a and 21b and 21b and 21c.

ACTION: Clerk to inform Huw Morgan of the decision.

9f To ADOPT the Filming and Recording Policy.

RESOLVED: To adopt the Filming and Recording Policy.

ACTION: Clerk to input the date the policy has been adopted and add to the website.

9g To ADOPT the Privacy Notice Policy.

RESOLVED: To adopt the Privacy Notice Policy.

ACTION: Clerk to input the date the policy has been adopted and add to the website.

9h To ADOPT the revised Standing Orders.

RESOLVED: To adopt the revised Standing Orders.

ACTION: Clerk to input the date the policy has been adopted and add to the website.

9i To ADOPT the revised Financial Regulations Policy.

Amendment to legislation on Public Contracts page 15 item k.

RESOLVED: To accept the amendment to the Financial Regulations Policy.

ACTION: Clerk to input the date revised and add to the website.

9j To CONSIDER the quotations received to repair the path from the Church doors to the new Burial Ground and AGREE next steps.

Three quotations were received to repair the path to the new burial ground. It was mentioned that the land that the path runs through is owned by the Church, however, the pathway was built to gain access to the Parish Council's burial ground so the Parish Council believes that responsibility should fall with them for the maintenance.

Although one of the quotations were cheaper than the other two it was decided not to go with the cheapest due to there being no mention of repairs to the existing base that the slabs are lying on.

RESOLVED: To accept the quotation from Wizzard Landscapes for £1220.00 + VAT.

ACTION: Clerk to inform Wizzard and the other two unsuccessful contractors of the decision.

9k To NOTE the Council's achievement in being awarded the Foundation Level of the Local Councils Award Scheme and AGREE to progress to the next stage of becoming a Quality Council.

If we apply for a higher award level within 12 months of our previously successful accreditation we will receive a 20% discount in the fees and the panel will not need to revisit evidence that was previously approved.

The Parish Council were awarded the Foundation Level of the quality award by NALC and commended on two areas, community engagement and training. We were advised to go directly for the quality status award.

RESOLVED: To apply for Quality Council status in the Local Council Award Scheme.

ACTION: BS, GB and the Clerk to work towards meeting the set criteria.

9l To CONSIDER the council support or otherwise, of a housing needs survey in light of SGC's reply that it is the Parish Council who are responsible.

This agenda item was discussed earlier tonight in item 9a and it was resolved to take no further action.

9m To REVIEW the report written by Cllr. Dunning on ANPR Camera's and AGREE next steps, if any.

Further to the investigation by Councillor Dunning into the installing of an ANPR device it was agreed that it would be too difficult to monitor and as the police are unable to act on the information received the cost of such a system could not be justified.

RESOLVED: To take no further action.

A note of thanks was given to Cllr. Dunning for his work on this report.

Next Meeting will be held on Wednesday, 19th September 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20:45.