

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19<sup>TH</sup> SEPTEMBER 2018, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle - Vice Chair (GB), T. Symons (TS), L. English (LE), L. Putt (LP), R. Dunning (RD), C. Phillips (CP), Ben Stokes - District Councillor J. Bailey – Clerk.

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

S. Reade - District Councillor.

**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 5<sup>th</sup> September 2018 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were two members of the public in attendance from Liverty Housing Marie Burke the Community Empowerment Officer and Jonny Mathers Tenancy Sustainment Team Leader. Please refer to agenda item 9a for more information.

**NO. 5. CORRESPONDENCE**

**5a** Community Engagement Forum for the Rural North East group.

Wednesday 24<sup>th</sup> October 2018 7.00pm – 9.00pm. Venue: St Mary's Church, 42 Church Rd, Bitton BS30 6LJ.

**Noted**

**5b** National Libraries week

This takes place between the 8–13 October. This year, with a focus on wellbeing, libraries across the country are showcasing how they bring communities together, combat loneliness, provide a space for reading and creativity and support people with their mental health.

Circulated to Community Groups

**Noted**

**5c** SGC Planning Enforcement Weekly List.

For information.

**Noted**

**5d** News from Winterbourne Medieval Barn.

For information. Circulated to Community Groups.

**Noted**

**5e** Review of Member Awarded Funding Consultation.

The Member Awarded Funding (MAF) scheme funds projects in South Gloucestershire provided by voluntary and community groups, charities, social enterprises (VCSE) and Town and Parish Councils. Deadline for responses 19 November 2018.

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

**5f** ALCA AGM 6th October 2018.

Saturday 6th October 2018 to be held at: Conygre Hall North Road, Timsbury BA2 0JQ at 10:00am.

**ACTION:** All Councillors to attend if possible.

## **NO.6. PLANNING**

**6a** PK18/1464/RM Parcels 25a, 25B and 26, Land at Emersons Green East, Land to The East of Avon Ring Road, South of M4 Motorway and North West of Disused Railway Line. Erection of up to 162no. residential dwellings, to include details of layout, scale and appearance of buildings together with access and landscaping (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O) (as amended by PK15/4232/RVC).

Notice of decision: Approve with conditions.

**Noted**

**6b** PK18/2489/F Bell House Shortwood Road Pucklechurch Bristol South Gloucestershire. Erection of two storey extension to South elevation to form additional living accommodation.

Notice of decision: Withdrawn

**Noted**

**6c** 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.

Notice of decision: Approve with conditions.

**Noted**

**6d** PK18/3847/F Harvest Barn 5 Farlands Pucklechurch South Gloucestershire BS16 9PD. Erection of 1no. garage/outbuilding with timber cladding (resubmission of PK18/1482/F).

PPC commented on the original application at its meeting on 18.04.18 and had no objection in principle, however since this addition sits within the immediate vicinity of a designated heritage asset Councillors would prefer to defer to the comments of South Gloucestershire Councils Listed Building & Conservation Officer as to whether or not this is an addition appropriate to the setting

**RESOLVED:** No objection in principle but to defer to the SGC Listed Building and Conservation Officer as per the previous application.

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

**6e** PK18/3918/RVC Land Between Avon Ring Road and Folly Brook Emersons Green Bristol South Gloucestershire BS16 7FQ.

Variation of condition 19 attached to planning permission PK18/0692/F to substitute plans with drawings SKD11, SKD12 and SKD13 and SuDS design statement to show minor amendments.

**Noted**

**6f** PK18/3919/O Gingells Farm 126 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PF.

Erection of 1no. Agricultural Workers Dwelling (Outline) with all matters reserved.

The application site lies within the immediate vicinity of the Siston Conservation Area, the proposal, in outline only, proposes a min. 3 bed detached dwelling in the fields south of the historic Gingells Farm and close to the modern agricultural sheds that have pushed the limit of development into the fields surrounding the historic parkland of Siston Court (grade I).

PPC agrees with the SGC Conservation Officer's comments that the location of any new dwelling should not erode the character of the area or detract from the setting of, and views from the road and public footpath towards, the Grade I listed Siston Court.

**RESOLVED:** Objection – due to the potential impact on the Conservation area and Grade I listed Siston Court. It is not clear to PPC whether or not the application meets the functionality test or that the size of the proposed dwelling is reasonable in relation to its proposed purpose. PPC requests that If planning permission is granted for an agricultural worker's dwelling that an Agricultural Occupancy Condition is attached to the approval to limit the occupancy to a person working in agriculture.

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

**6g** PK18/4013/F 1 Bridge Road Mangotsfield Bristol South Gloucestershire BS16 9NG.  
Sub division of existing dwelling to form 2no dwellings and associated works.

The proposal is for a division of the existing dwelling to form two separate dwellings. This property appears to be already occupied as independent dwellings and this application seeks to regularise this situation. PPC is concerned that no evidence has been supplied to support the assertion that there is sufficient on-road parking spaces for the properties and that what has been marked off-road does not meet SGC's parking standards. PPC is also concerned about the lack of amenity space provided for the original dwelling.

**RESOLVED:** Objection – on the grounds that the proposal does not meet with SGC's Parking Standards and that insufficient amenity space has been provided in line with SGC's Amenity Standards for the main dwelling.

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

**6h** PK18/4015/RVC 85A Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PS.

Removal of condition 9 attached to planning permission PK14/1477/F to make the travellers site permanent.

**RESOLVED:** Objection – In respect of the previous comments it made in the previous application PK14/1477/F, PPC's views remain the same. No formal evidence has been supplied to support the statement that the occupant's health condition remains the same and that this will not improve. If this application is granted then this inappropriate development within the green belt would cause permanent harm to it.

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

**6i** LI18/2741/STM - Butties Sandwich Bar.

Application to trade throughout the South Gloucestershire area. Deadline for responses 21<sup>st</sup> September 2018.

**Noted**

**6j** LI18/2746/STM- Butties Sandwich Bar (2) Mobile Street Trader Van.

Application to trade throughout the South Gloucestershire area. Deadline for responses Friday 21<sup>st</sup> September 2018.

**Noted**

**6k** LI18/2790/STM - Grub's Up Mobile Street Trader Van.

Application to trade throughout the South Gloucestershire area. Deadline for responses 26<sup>th</sup> September 2018.

**Noted**

## **NO. 7. REPORTS**

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

There were no pre-submitted reports received from any council members.

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

District Councillor Ben Stokes was in attendance who reported on the following:

**Member Awarded Funding (MAF)**

District Councillors S. Reade and B. Stokes have been operating the MAF funding of £3000 for over a year now. SGC are now reviewing the scheme through consultation which is a statutory part of the process.

Dist. Cllr. Ben Stokes reported on how it has been a good use of tax payer's money and how it's been a great tool for engaging with local groups and supporting a number of local schemes.

During the report PPC raised the issue of the new process of calling in planning applications, which seems to be much more difficult now.

PPC will still be continuing to ask for applications to be called in as previous.

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

- PK18/3718/TCA 4 Parkfield Road Pucklechurch submitted comment on SGC website 06.09.18. Minutes 5<sup>th</sup> September item 6f.
- Forwarded the email I sent to enforcement regarding the breach of planning for PK14/2889/F Land at Shortwood Road to Dist. Cllr. Steve Reade. Minutes 5<sup>th</sup> September item 7a.
- Informed residents on Shout Out Pucklechurch that we have a small waiting list for allotments so if anyone is interested they should email the clerk 13.09.18. Minutes 5<sup>th</sup> September item 7c.
- Arranged for Allied Electrical to carry out repairs to the socket on the Millennium Stone 06.09.18 for a cost of £108.00 + VAT. Minutes 5<sup>th</sup> September item 7c.
  - This was carried out on 11<sup>th</sup> September.
- PAT Testing of the Parish Council's electrical equipment has been carried out 13.09.18 for a cost of £80.00 + VAT.
- Forwarded residents email regarding the multi-user path to Dist. Cllr. Steve Reade 06.09.18. Minutes 5<sup>th</sup> September item 7c.
- Circulated the email below from Chris Harris - SGC in response to queries raised regarding the multi-user path to the resident and Council:

*The resident is correct that the shared path here is below the minimum recommended width in places. Relevant guidance on the detailed design of shared paths, (segregated and unsegregated), including the recommended width requirements, is contained within the Sustrans Design Manual "Handbook for cycle-friendly design", (April 2014):*

[https://www.sustrans.org.uk/sites/default/files/file\\_content\\_type/sustrans\\_handbook\\_for\\_cycle-friendly\\_design\\_11\\_04\\_14.pdf](https://www.sustrans.org.uk/sites/default/files/file_content_type/sustrans_handbook_for_cycle-friendly_design_11_04_14.pdf)

Prior to this, in September 2012, the DfT published Local Transport Note 1/12 "Shared Use Routes for Pedestrians and Cyclists":  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/9179/s\\_hared-use-routes-for-pedestrians-and-cyclists.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/9179/s_hared-use-routes-for-pedestrians-and-cyclists.pdf)

*The minimum recommended effective path width required for unsegregated shared use is 3m, (or as low as 2m on more minor rural routes and links). This is guidance only however and although Local Transport Note 1/12 also states that 3m should generally be regarded as the preferred minimum width for an unsegregated route, the guidance also states that where it is not always possible to meet the minimum recommendations for the route as a whole, sub-standard facilities can be better than none, where conditions do not permit provision of the recommended dimensions – in other words, localised pinch points are an acceptable alternative, particularly where a narrow route might represent a considerable improvement on existing conditions.*

*Marc Cashmore in Design and Operations was the design engineer for the shared path scheme and is still working on progress as there is already funding for the continuation of the project in the 18/19 Capital Programme. He will be having discussions with the land owner in order to negotiate provision of the missing link of the path on Policeman's bend. I've copied this e-mail to Marc in case he can update us on progress with this and in case he wishes to comment further on the issue of width. The site constraints meant it was simply not feasible to provide a path of at least 3m in width for the full length of the route.*

*The type of signage the resident refers to in his second point can be seen on the attached plan – the blue and white shared use signs are referred to as Diagram 956 signs, as prescribed in the Traffic Signs Regulations and General Directions 2016. These are the standard signs to use on a facility of this type and are quite well recognised. It would be possible to provide a greater number of these signs but these are only really essential at occasional intervals to avoid unnecessary street clutter and visual intrusion – especially in a semi-rural environment.*

*South Gloucestershire Council is already investigating cycle route direction signage improvements from Warmley to Pucklechurch via Emersons Green – scheme KF130 has also been selected to go ahead as part of the current 2018/19 Capital Programme and my colleague in the Assess & Decide Team, Rob Wiltsher, is already looking at this. I've copied Rob into this e-mail in case he can update us on progress with that.*

*In addition, this, the Council had some funding recently that allowed us to employ consultants, (Jacobs), to complete some design work I started around a year ago to look at cycle / pedestrian route signage to the Bristol & Bath Science Park, (originally funded from the Cycle Ambition Fund 2, Door to Door Journeys budget). The sign schedules, designs and all the drawings are ready to go and we just need some additional funding to complete on site. It may be possible to complete this in conjunction with the KF130 scheme above, as one project – if funding becomes available. We are discussing this and actively seeking a funding source – at present, unless specific further funding can be found then it's likely that both the above projects will be entered onto the Local Transport Priority List as schemes for future funding via the Council's prioritisation scoring process. If we can fund the improvements some other way, either individually or as a joint scheme, then that may be quicker than the 'standard' priority list route. There is one possible funding stream that may be forthcoming but it's far from certain and it would be wrong of me to say anything more on this possibility just now. However, I hope it's reassuring to the resident that the Council is looking into making improvements here.*

*I hope this is helpful but please come back to me on anything mentioned above if you need to.*

- Requested Instant Landscapes provide a quote for repairs to the Goal Posts at St Aldams. Minutes 5<sup>th</sup> September item 7c.
- Informed Huw Morgan and Phil Owens of the decision regarding them being accepted to join the Allotment Liaison Group 06.09.19. Minutes 5<sup>th</sup> September item 9c.
- Informed Huw Morgan that his quote for the erecting of fences between plots 21a and 21b and 21b and 21c has been agreed 06.09.18. Minutes 5<sup>th</sup> September item 9e.
- Added the date the Filming and Recording policy was adopted and uploaded to the website. Minutes 5<sup>th</sup> September item 9f.
- Added the date the Privacy Notice Policy was adopted and uploaded to the website. Minutes 5<sup>th</sup> September item 9g.
- Added the date the Standing Orders were adopted and uploaded to the website. Minutes 5<sup>th</sup> September item 9h.
- Added the date the Financial Regulations were amended and adopted and uploaded to the website. Minutes 5<sup>th</sup> September item 9i.
- Informed Wizzard Landscapes that their quote has been successful for the Church pathway and informed the other two contractors that they were unsuccessful 06.09.18. Minutes 5<sup>th</sup> September item 9j
  - This work has now been completed.
- Circulated update from Kathryn Leeming regarding Hairwaves ref: COM/18/0371/OD to council 07.09.18 as below:
  - *I write further to my email of 10<sup>th</sup> July 2018 in order to provide a brief update on this matter. Please accept my apologies for the delay – I have recently returned from annual leave and am still catching up with matters. Since my previous update, I have been advised that the tenant will not remove the canopy. As a result of our discussions, I carried out a further site visit on 15<sup>th</sup> August 2018 and, after consultation with the Council’s Conservation Officer, we are of a view that it will be expedient to issue an enforcement notice requiring the removal of the canopy because of its impact on the setting of the listed building (the church). Therefore, I will be issuing the enforcement notice in the next couple of weeks. I will let you know as soon as the enforcement notice has been issued.*
- Posted Huw’s Muse no. 3 on Shout Out Pucklechurch and website.
- The defibrillator at the Old Dairy Café was used, I chased its whereabouts and arranged collection from the Ambulance Service at the Soundwell Station. I have added a new battery pad pack and its now back up and running. I am in the process of ordering a spare pad pack for £99.00 + VAT.
- The Land at Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PQ has now been logged under reference number: COM/18/0834/OD further to the

complaint to enforcement that a new access is being created on the temporary gypsy site.

- Circulated Town & Parish Council Consultation: Proposed Changes to the Information Provided in the Council Tax Setting Report in 2019/20 to Councillors as the deadline for responses is 24<sup>th</sup> September which is before our next meeting.  
**ACTION:** Councillors to respond as individuals.
- Reported an overflowing bin on the rec by the playgroup play area to SGC 18.09.19. Reference Number: 1020939.
- Anna Chelmicka has asked if the Parish Council could provide a bin at Eagle Crescent play area. She said that not only would this help to reduce the litter but it would also help her as she currently has to carry the rubbish all the way to the rec or put it in her own bin at home. If there was a bin she could do what she does at Shortwood and Parkfield and put the litter she collects in the bin on site.  
**ACTION:** Clerk to make an agenda item.
- Circulated details of the GPFA AGM to Council 19.09.18. The AGM will be held on Tuesday 2<sup>nd</sup> October 2018 at 7.00pm at Cheltenham Rugby Club, Newlands Park, Southam Lane, Bishop's Cleeve, Cheltenham GL52 3PE.
- 707 Limited who supply the bin at the Community Centre have increased their prices to £15.51 per lift from £14.10 per lift. I have complained about this as the service we have received recently has not been great as our bin went missing and there were some collections missed. They have credited us for all of these mistakes and have now agreed to reduce our price per lift to £14.00 which is less than we were originally paying. This will however mean we have to sign up for another year's contract.  
**ACTION:** Clerk to sign the contract.
- Two residents have been litter picking in the parish and have requested litter picking equipment.  
**ACTION:** Clerk to collect litter picking accessories from BS.  
**ACTION:** Clerk to speak to Dist. Cllr. S. Reade regarding policies that SGC may have regarding safety for litter pickers.
- Chased BMH Solicitors for the quote for the land transfer at St Aldams 19.09.18.
  - Received an email from Geraint James estimating his fees in this matter to be £750.00 plus VAT and any disbursements.**ACTION:** Clerk to accept the quotation from BMH Solicitors and instruct them to start the process.

## 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
PATA (UK)	Payroll Services July-Sept'18	£30.00	2617
HMRC/Wages	PAYE/Wages	£1391.61	2618/2619

PCA	Room Hire August'18	£39.30	2620
Instant Landscapes	Grass Cutting June – Sept'18	£1020.00	2621
Huw Morgan	Maintenance Contract/Expenses/Grass Cutting Shortwood	£1297.11	2622
Allied Electrical	PAT Testing/Socket Repairs Millennium Stone	£225.60	2623
ALCA	Admin fee for Local Council Award Scheme – Foundation level	£50.00	2324
Greenfields Garden Services Ltd	Rec roundabout repairs	£1299.60	2625
<b>Total</b>		<b>£5353.22</b>	

**8b** To RECEIVE an update from the Finance Working Group.

The finance spreadsheet has been reconciled up until August'18 and was circulated prior to the meeting. To date we are on track with the budget.

**RESOLVED:** That the figures were accepted by the council as a true reflection of the financial position.

**ACTION:** Clerk to look into the wording in the SGC Localism Contract regarding the number of grass cuts per year that we are paying for and report back to council.

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

**9a** To RECEIVE an introduction from Paula Lunnon (United Living), Jonny Mathers and Marie Burke (Liverty) and RECEIVE an update on the Community Projects United Living Supported in Pucklechurch.

United Living have rejuvenated the Pucklechurch CE Primary School's reflective garden as part of their Community Day on the 5<sup>th</sup> September 2018. Paula Lunnon has given her apologies for tonight's meeting however Marie Burke and Jonny Mathers from Liverty came along to introduce themselves. Liverty will be undergoing a name change as of the 24<sup>th</sup> September 2018 to Liv West.

Marie Burke is the Community Empowerment Officer and its her job to ease new families into the community once the build has been completed. She runs new residents' workshops and motivates people to become an active part of the community. This also expands to existing residents too, so she is working on getting to know the area and local community groups. The new residents aren't set to move in until end of 2019 so she will be around until at least the end of next year.

Jonny Mather is the Tenancy Sustainment Team Leader and its his job to add social value from the procured contracts. From new contracts there are new elements to give back to the community, such as supporting community projects and providing things that help new and existing residents in the Parish.

This is lead by Liverty not the building contractor and they are willing to work alongside the Parish Council and provide contacts and contractors to help us make improvements to our Play areas and Community Centre. They will also help us with the consultation process so we can gather ideas from the public on the improvements we want to make.

The Parish Council were very pleased to hear that this support is available and agreed to contact Jonny Mathers once we are in a position to do so.



**9b** To REVIEW the quotations received from Huw Morgan with regards to maintenance of hedges/trees in preparation for Autumn/Winter and AGREE next steps.

The following items were discussed by the Council as per the quotations received from Huw Morgan, these items are over and above his contract:

1. Cut back the canopy on the hedge that runs along the footpath near the Scout Hut between Hill View and Abson Road. Cost = £300.  
**RESOLVED:** Agreed to accept this quotation.  
**ACTION:** Clerk to inform Huw Morgan of the decision.
2. The Blackthorn that is growing on the fence by Hill View is growing out into the road and needs trimming back. Cost = £90.  
**RESOLVED:** Agreed to accept this quotation.  
**ACTION:** Clerk to inform Huw Morgan of the decision.
3. St Aldams conifer hedge that runs along the road. Annual cut back = £ 250.  
**RESOLVED:** Agreed to accept this quotation.  
**ACTION:** Clerk to inform Huw Morgan of the decision and also inform him that on the next review of his contract we would like to incorporate this hedge and the hedge by the scout hut in his contract price.
4. Woodlands management - Last winter I did a great amount of work cutting back and raising the canopy etc, the Council asked me what I considered to be a reasonable annual amount to keep the maintenance going each year. I believe I told them to allow about £850 per year. This year I would like to do some more thinning of 'leggy' trees i.e. suffering from competition for light, and some more branch trimming, ivy removal etc. I think this year we could reduce the spend to £600.  
**RESOLVED:** Agreed to accept the quotation for £600.  
**ACTION:** Clerk to inform Huw Morgan of the decision.
5. The copses at St Aldams need quite a bit of cutting back and raising but I am happy to do these as part of my contract.

**ACTION:** Clerk to make Rebecca's Garden an agenda item.

**9c** To CONSIDER the request to remove the sign which prohibits Ball Games at Eagle Crescent Play Area and AGREE next steps.

**RESOLVED:** The Council are not minded to remove the sign, this has been discussed several times in the past and PPC has to consider the impact it would have on the residents living around the play area when there is alternative open space nearby.

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

**9d** To REVIEW the quotations for fencing around Parkfield Play area and AGREE next steps.

Three quotations were received and circulated to Council prior to the meeting.

**RESOLVED:** To award the contract to Wizzard Landscapes for the price of £1093.00 + VAT.

**ACTION:** Clerk to inform Wizzard Landscapes of the decision.

**ACTION:** Clerk to inform the two other contractors that their quotations were unsuccessful on this occasion.

**9e** To REVIEW the report received from The Gloucester Playing Fields Association regarding improvements to the play area on the Rec and AGREE next steps.

The report was discussed and it became apparent that the Parish Council needs to ascertain what need and what audience we want to attract when renovating the play area.

**RESOLVED:** For all Councillors to meet for an informal discussion.

**ACTION:** Clerk to set up a doodle poll to secure a date.

**9f** To REVIEW the emails received regarding dropped kerbs in the Parish and AGREE next steps.

Previously the Parish Council at its meeting on 21<sup>st</sup> March 2018 resolved not to support the dropped kerbs being added to the Local Transport Priority list. The resident has since contacted Chris Harris from SGC who will only add the submission onto the list with the Parish Councils approval.

A discussion took place regarding how this would affect the items already on the list and that it would not be a priority over the zebra crossings and speed restrictions previously submitted.

A vote was taken and it was agreed to add the dropped kerbs to the Local Transport Priority list.

**RESOLVED:** To support the proposal for adding the dropped kerbs to the Local Transport List with the caveat that the other items already on the list remain a priority to the Parish Council.

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

**9g** To CONSIDER the options regarding the vandalised Goal Posts at St Aldams and AGREE next steps.

**RESOLVED:** To leave the goal posts as they are and incorporate in the wider review of play equipment.

**ACTION:** Clerk to inform Huw Morgan and Instant Landscapes of the decision.

**Next Meeting will be held on Wednesday, 3<sup>rd</sup> October 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 21.11