

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 3<sup>RD</sup>  
OCTOBER 2018, 7:30PM, IN THE MEETING ROOM, ABSON ROAD,  
PUCKLECHURCH.**

**PRESENT.** G. Boyle – Acting Chair (GB), T. Symons (TS), L. English (LE), L. Putt (LP), R. Dunning (RD), C. Phillips (CP), S. Reade - District Councillor J. Bailey – Clerk.

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

B. Symons - Chairman (BS),

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

**NO. 4. PUBLIC PARTICIPATION**

There were two members of the public in attendance from South Gloucestershire Council Ryan Brown – Senior Project Engineer and Andy Porter – Street Lighting and Buildings Manager. Please refer to agenda item 9a for more information.

**NO. 5. CORRESPONDENCE**

**5a Auditing Solutions GDPR – Non-Disclosure Agreement**

This has been provided by our auditors for information.

**Noted**

**5b Cemetery Development Services Ltd - Ground Water Assessments for Burial Sites.**

CDS Ltd specialise in the design and development of cemeteries and as such have access to the varying types geological and hydrological data required by the Environment Agency in order to complete the required evaluations. CDS have undertaken over 350 separate groundwater audits and can help assess which tier is most appropriate to your particular needs, CDS have developed a unique and totally free Preliminary Risk Assessment to determine the potential risk a site may pose.

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

**5c Innovate & Inspire - South Gloucestershire Council Conference 2018.**

This conference will explore what makes for a successful place; how we deliver innovative and imaginative new homes, how we revitalise some of our less affluent urban centres, how we provide for healthy environments and healthy lifestyles and how we deliver the values expected of a South Gloucestershire community.

Friday 9 November 2018, 9.30am - 3.30pm, Aerospace Bristol, Hayes Way, Patchway BS34 5BZ.

**Noted**

**5d NALC Star Council Awards**

Email thanking us for participating in this year's competition and notifying us that unfortunately we didn't make it to the NALC Star Council Awards shortlist. NALC still wants to use our nomination in their other promotional materials such as their '150 points of light' document.

**Noted** – PPC are happy to be part of the promotional material.

**5e** Informal Consultation – Wick - Application to extinguish public footpaths LDN 3A & LWA 71 (Part) and create two new public footpaths at Bury Farm, Wick.  
SGC has received an application under the Highways Act 1980 to extinguish two lengths of public right of way footpaths LDN 3A and LWA 71 and create two new lengths of footpath at Wick. Open date: 20 Sep 2018. Close date: 20 Oct 2018.  
Circulated to Community Groups.

**Noted**

**5f** SGC Enforcement Weekly List.  
For information.

**Noted**

**5g** Cotswold Edge Scout District - Community Projects Survey.  
Inviting Pucklechurch Parish Council to take part in their survey which is looking to create new links and enable Scout Groups / Explorer Units to do good turns for our local communities.  
Circulated to Community Groups.

**Noted**

**5h** Kingswood Community Transport AGM.  
Kingswood Community Transport has appreciated the support received from Councillors in its operational area and invites us to attend their Annual General Meeting. Monday 22<sup>nd</sup> October, commencing at 1:30pm. Parkwall Hall, The Batch Community Centre, 8a Park Rd, Warmley, Bristol. BS30 8EB.

**Noted**

## **NO.6. PLANNING**

**6a** PK18/2699/RVC Land Between Westerleigh Road at Kidney Hill and Broad Lane Westerleigh.  
Variation of condition 6 attached to planning permission PK10/0404/R3F drawing number T002-015-429.

Notice of decision: Approve with conditions

**Noted**

**6b** 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.

Notice of decision: No Objection

**Noted**

**6c** PK18/4053/ADV Unit 9 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.  
Display of 3no. non-illuminated fascia signs.

PPC does not agree with the positioning of the high-level largest sign on the side of the building near to the apex of the roof as this would not be in keeping with preservation of the look and feel of the original building irrespective of the removal of its original historic fabric. There is no need for a high-level sign of this nature and is detrimental to the setting, shape and form that the refurbishment worked hard to preserve.

**RESOLVED:** Objection

**ACTION:** Clerk to submit comments as above on the SGC website.

**6d** PK18/4057/LB Unit 9 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.

Internal alterations including new partitions, suspended ceilings, installation of mezzanine floor and installation of signage to exterior walls.

The historic fabric of this building has largely been removed and is now limited to the building's shell and form (its original profile and composition remains). The original internal void/openness to the hangar is still visible today and is an important component of its historic use. PPC believes that it is hard to see how the introduction of the mezzanine floor in the hangar as proposed would allow this important component to be preserved and would therefore do harm to what remains.

**RESOLVED:** Objection

**ACTION:** Clerk to submit comments as above on the SGC website.

**6e** PK18/4150/F Grove Farm Coxgrove Hill Pucklechurch Bristol South Gloucestershire. Erection of 11 no. detached dwellings with altered access and associated works.

PPC maintains its objection to this development for all the same reasons that were submitted for the previous application (Reference No PK17/5683/F) in particular:

*This application assumes that the site will be serviced by the facilities and infrastructure proposed to be constructed as part of the Emersons Green East development. However, until such time as these are constructed the site is not serviced by them and so the proposal should be assessed by the setting and facilities that currently exist. In particular the application specifies that the proposed houses would be served by the existing access from Coxgrove Hill but does not make reference to the fact that for the most part this a single-track lane with few passing places the level of traffic generated by these 11 properties has not been addressed and will far exceed the level of traffic currently associated with the site's equestrian use - the occupants of the proposed housing would necessarily be reliant on car travel. It is not clear how the style, design and density of housing will complement the EGE development nor whether the best use of the land available is being made in terms of the numbers of dwellings per hectare and identified housing need: none appear to be offered as affordable homes.*

*Councillors would also like to draw SGC's officers' attention to comments made with regard to the previously approved planning permission (PK17/3654/F) where the site is identified as an "area of archaeological significance, with remains relating to 18th and 19th century industrial exploitation of the nearby coalfield and an extensive Romano-British settlement site to the west, along with prehistoric through medieval field systems" and requests that a programme of archaeological work should be applied to any consent.*

*Similarly, Councillors would also like to draw attention to comments submitted by the Environment Agency with regard to PK17/007/SCO for Lyde Green Farm which covers an area of land that sits to the north of this proposal as it is not clear whether they would also apply to this site.*

*"The site is within Flood Zone 1, at low flood risk, and the ideal flood zone to develop. However, the site is within an inundation zone of a raised reservoir, which is operated by Bristol Water and is designated as 'High Risk'. A high-risk reservoir is one where in the event of an uncontrolled release of water, human life could be endangered. We advise the applicant to contact Bristol Water to obtain any further information about the reservoir and to discuss potential mitigation options for a worst-case reach scenario. The approach to*

*mitigation should be outlined within a Flood Risk Assessment. South Gloucestershire Council's Emergency Planning Team will also need to be consulted on the proposals."*

Furthermore, this application appears to be accompanied by no design and access statement, no aboricultural or ecological report and significantly does not specify how it will mitigate or resolve the significant issues raised by Historic England and SGC's Conservation/Archaeological officers with reference to the significant harm the development of this site in this location will do to the SAM which is Brandy Bottom Colliery.

**RESOLVED:** Objection

**ACTION:** Clerk to submit comments as above on the SGC website.

**6f** PK18/4208/RVC Emersons Green East Emersons Green South Gloucestershire BS16 7JN.

Variation of condition 9 (added by PK18/4160/NMA) attached to PK17/2725/RM to substitute plans for RG-L-01 Rev Q.

Adjoining Parish.

**Noted**

**6g** LI18/2742/STM- Sandwi Ltd - Mobile Street Trader Van.

To trade throughout the South Gloucestershire Area deadline for responses 12<sup>th</sup> October 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 Steve Reade was in attendance and reported on the following:

There are planned road closures in Wick which may affect our residents.

Complaints are being received regarding the bad smells coming from Mangotsfield Tip. They are working on resolving the matter which currently doesn't seem to be affecting Pucklechurch.

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

- Ordered the lockable cupboard for the Pariah Council files 02.10.18. Minutes 5<sup>th</sup> September item 7c.
- PK18/3847/F Harvest Barn 5 Farlands Pucklechurch submitted comments on SGC website 21.09.18. Minutes 19<sup>th</sup> September item 6d.
- PK18/3919/O Gingells Farm 126 Shortwood Hill Mangotsfield submitted comments on SGC website 20.09.18. Minutes 19<sup>th</sup> September item 6f.
- PK18/4013/F 1 Bridge Road Mangotsfield submitted comments on SGC website 21.09.18. Minutes 19<sup>th</sup> September item 6g.

- PK18/4015/RVC 85A Parkfield Road Pucklechurch submitted comments on SGC website 21.09.18. Minutes 19<sup>th</sup> September item 6h.
- Signed and returned 707 Limited contract for the Community Centre bin 21.09.18. Minutes 19<sup>th</sup> September item 7c.
  - 707 Limited have now changed their contractor who provides the bin so they have swapped the bin over as of 2<sup>nd</sup> October and Huw Morgan and Anna Chelmicka have been notified.
- Wrote to Steve Reade for policies on litter picking to protect our volunteers 21.09.18. Minutes 19<sup>th</sup> September item 7c.
  - I received a reply saying everyone uses the SGC guidance but he will see what he can find.
- Informed BMH Solicitors that their quotation has been accepted and instructed them to start the transfer process 21.09.18. Minutes 19<sup>th</sup> September item 7c.
  - BMH Solicitors have written to Premier Custodial Services as below:
    - *I attach a copy of title entries and plan for this land, and draw your attention to the restriction at entry 2 of the Proprietorship Register, and the Charge at entries 5 and 6 of the Charges Register. Can you please let me know how this Charge is to be redeemed/discharged, and whom I should contact to go about organising this?*
  - A response from Premier Custodial Services has been received today as below:
    - *I have received the following e-mail from BHM Solicitors regarding the transfer of the land from PCSL to the Council. I have contacted PCSL's legal advisors and can advise that PCSL's costs for this work will be in the order of £4,000.00 plus VAT.*

*The above cost covers the following work: -*

- *Obtaining up to date title information and carrying out a review of title matters to check for restrictions (NB - The Land Registry entries refer to a planning agreement of 1998 that was missing on registration and this will need to be located);*
- *Reviewing the lease and agreement for lease for any restrictions affecting the property; and*
- *Drafting and completing transfer assuming no requirement to answer any DD queries or provide replies; and*
- *PCSL handling fee.*

*Further, there is one element of work that PCSL lawyers are unable to quantify at present as it is difficult to know the background to the charge and how involved the process will be and so I will provide a cost for this as soon as they advise. This work is: -*

- *the Land Registry title entries state that the property is subject to legal charge and Land Registry restriction in favour of the Home Office. This charge will need to be released and the restriction removed in order for the sale to go ahead.*

*Before I proceed could you confirm that the above cost estimate meets with your approval. I await your response in due course.*

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

- Action from minutes 19<sup>th</sup> September item 8b - I have looked into the wording in the Localism Contract for the grass cutting and found that the number of cuts per year is 10, conditions permitting. Marcus Gill at SGC has confirmed that we have had 9 cuts so far this year. Some of the conditions are shown below:
  - 1.8.1 The work is costed on the basis that over the term of the contract there is an indicative target of ten cuts including the two Core Service cuts throughout the full calendar year.
  - 1.8.6 Fewer cuts than the indicative target of 10 will be as a result of the weather and growth conditions subject to Clause 2.3.7 and 2.3.8. As these are factors outside the control of the contractor there will be no reduction in the grass cutting charge provided in Part D of the specification and no penalty to the contractor shall apply.
  - 2.3.7 The Contractor shall note that during recent years climatic conditions have caused excessive rates of grass growth or 'flushes' to occur at certain times of the year. Additional cuts above the indicative target of 10 to achieve the standard in clause 1.8.2 including work undertaken at weekends will be undertaken at no further cost to the Parish
  - 2.3.8 During drought conditions it may be decided to suspend mowing entirely and confirmation of this decision will be given to the Parish Clerk. The Contractor shall inform the Parish Clerk when mowing is to resume.
- Informed Huw Morgan that the quotes for maintenance as below were agreed by the council, minutes 19<sup>th</sup> September item 9b:
  - £300 to cut back the canopy on the hedge by the Scout Hut.
  - £90 to trim back the Blackthorn by Hill View.
  - £250 to cut back the conifer at St Aldams.
  - £600 for works at the Woodlands.

I also informed Huw that we are going to be looking to revise his contract next year to include some of these routine maintenance jobs and I have asked him to look into this so that when we set our budget we can have more of an idea of the maintenance costs budget. Minutes 19<sup>th</sup> September item 9b.

- Responded to the resident informing them of the decision regarding the use of balls at Eagle Crescent 21.09.18. Minutes 19<sup>th</sup> September item 9c.
- Informed Wizzard Landscapes that their quotation for erecting a fence at Parkfield Play area has been successful and informed the other two contractors that their quotations have been unsuccessful on this occasion 21.09.18. Minutes 19<sup>th</sup> September item 9d.
  - The works will commence on Friday 5<sup>th</sup> October.
- Informed the resident and Chris Harris of the decision regarding the dropped kerbs 21.09.18. Minutes 19<sup>th</sup> September item 9f.
  - A further email has been received by Chris which is on the agenda this evening item 9d.

- Informed Huw Morgan and Instant Landscapes of the decision to leave the goal posts at St Aldams as they are 21.09.18. Minutes 19<sup>th</sup> September item 9g.
- Reported overflowing bin by Castle Road play area to Streetcare ref. 1028897 02.10.18.
- We have received a Grant monitoring form from the PCA which I have circulated to Council.
- Circulated update from Kathryn Leeming regarding COM/18/0371/OD - Hairwaves, 12 Westerleigh Road, Pucklechurch, South Gloucestershire BS16 9RB as below:
  - *I write further to my previous email of 6<sup>th</sup> September 2018. An Enforcement Notice was issued in respect of this matter on 19<sup>th</sup> September 2018. Please find a copy attached for your information. As you will see, the Notice requires that the recipients comply with it by 19<sup>th</sup> November 2018 unless an appeal is lodged. I will let you know if I become aware that the Notice has been appealed. If the Notice is not appealed, I will arrange for a further site visit to the property after 19th November 2018 and I will decide how to proceed at that point. I will then update you accordingly.*
- Cancelled Wizzard Landscapes lost cheque with the bank and re-issued.
- Chased Kevan Hooper for an update on the Spar Signage 03.10.18.
- Added Autumn Pucklechurch News to the website 03.10.18.
- We are now out of contract with Plusnet who provide the internet for the Community Centre. We have been benefitting from a £7.50 discount per month for the last 2 years but now we are out of contract we have reverted back to the £15.00 + VAT per month. I have spoken with Plusnet today and they can't offer us the same deal we were previously on but can offer us a 2-year contract at £12.50 + VAT per month. **ACTION:** Clerk to sign new 2-year contract at £12.50 + VAT per month.
- I have received a phone call regarding funds that have been raised in the memory of a resident who has passed away. They wish to use the £8500.00 raised towards play equipment for older children on the rec. As the Parish Council are looking at play equipment as a bigger project she is going to write to the Parish Council with a proposal.

## 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
NALC	Local Councils Award Scheme Registration	£60.00	2627
Wizzard Landscapes	To replace lost cheque no. 002626	£1464.00	2628
AED Locator	Pad Pack for HeartSine 500p defibrillator.	£118.80	2629
South Glos Council	Grass Cutting/Dog Bins July – Sept'18	£1946.12	2630
Mr C Hall	Shortwood Play Area Rent to 29 <sup>th</sup> Sept'18	£90.00	2631

J Bailey	Expenses – Lockable Cupboard/ Stationery/ Stamps.	£272.15	2632
Ensign Print	Autumn Edition Pucklechurch News	£240.00	2633
Huw Morgan	Maintenance Contract Oct'18/Allotment Fencing Plots 21a,21b and 21c.	£1590.00	2634
<b>Total</b>		<b>£5781.07</b>	

## NO. 9. AGENDA ITEMS

**9a** To RECEIVE an update from Ryan Brown - SGC Senior Project Engineer regarding the LED replacement programme for Pucklechurch.

To explain what impact the LED replacement programme will have on Pucklechurch Parish when it starts in April 2019.

Ryan Brown – Senior Project Engineer and Andy Porter – Street Lighting and Buildings Manager were in attendance to talk us through the process surrounding the LED street light replacement programme.

It's a 10-year project where they will be replacing 30,000 lanterns with LED's across South Gloucestershire, 3000 per year. Pucklechurch Parish will be affected early next year with the replacement commencing in April 2019. The lantern replacement is a simple process of taking the old lantern off and putting the new one on but as they are aiming for British Standards Mr Brown has been designing each road and looking at any column infills or removals which will commence in February 2019. A draft list of the infill columns was provided to the Parish Council and any areas highlighted in green being new columns added and any highlighted in red being recommended to be removed. A letter drop will be sent to residents affected by these changes nearer the time and any disputes will be notified.

The new LED Street Lights will be on all night long with dimming, irrespective of area and run at 75% except between the hours of 11pm and 6am when they are dimmed to 50%. As parts of our parish are in a conservation area they will use conservation lanterns in these areas only.

Moving to LED will generate a 70% reduction in energy and Co2 consumption. This is a large capital investment from SGC which has a predicted capital repayment of between 2 and 4 years. The lanterns come with a 10-year warranty but are expected to last 20 years plus.

SGC have started with 'A' roads and are now following a geographical maintenance regime. A trial started at Charfield and they are now in year 5 which finishes in March 2019. Pucklechurch are in year 6 which commences in the new tax year in April 2019.

**ACTION:** Ryan Brown to provide the clerk with an article on the LED replacement program for the Christmas edition of the Pucklechurch News.

**9b** To AGREE the cost to bring the Memorial Garden back under control.  
Quote requested from Huw Morgan.

We were expecting public participation for this agenda item but unfortunately the member of public was unable to attend. A message was received from the member of public and read aloud to the Council which was requesting that PPC helps to tidy, cut the hedges and provide general maintenance to the memorial garden at St Aldams which they are no longer able to do due to ill health.



As the Parish Council are not clear on the ownership of this land and any covenant that goes with it they resolved to investigate the ownership of the land before making a decision. This decision was based on the Parish Council being able to justify how we spend public money and wasn't because they do not want to help maintain this area as a quotation had been requested to bring the garden up to standard prior to the meeting.

**RESOLVED:** To investigate the ownership of the land and any covenant that may be on the deeds.

**ACTION:** GB to look at the deeds to clarify ownership and report back to the Council.

**9c** To CONSIDER the request to add a litter bin at Eagle Crescent Play Area. Request from our litter picker as there is currently no bin at this site.

A proposal was made and seconded to move one of the bins Rec to Eagle Crescent.

**RESOLVED:** To move one of the bins from the Castle Road side of the Rec to Eagle Crescent to be situated by the garages.

**ACTION:** RD to provide the clerk with the bin number that requires moving.

**ACTION:** Clerk to ask Huw Morgan to carry out the works above and inform Anna Chelmicka of the decision.

**ACTION:** Clerk to inform SGC once the move has taken place so that they can add the new location of the bin to their schedule for emptying.

**9d** To REVIEW the email from Chris Harris – SGC regarding dropped kerbs and AGREE to provide a list of junctions / description of the sites so that he can carry out his assessment.

Chris Harris informed the council that dropped kerb requests generally don't go on the local transport priority list, rather they are added to a list of sites that are tackled with a separate, distinct budget for dropped kerbs. SGC does not provide dropped kerbs to individual properties or addresses under any circumstances, but if the Parish has certain junctions that they consider need dropped kerbs we can look to include these on the list.

**RESOLVED:** Further to the information received above the Parish Council resolved to request a map of all the dropped kerbs in our Parish so that we can look into this further and decide on what junctions may require dropped kerbs.

**ACTION:** Clerk to request the map showing all dropped kerbs in our Parish from Chris Harris.

**ACTION:** Clerk to forward the map to LP and RD once received so that they can investigate and bring back to a future meeting.

**9e** To AGREE a response to the Member Awarded Funding (MAF) Scheme Consultation. The MAF scheme funds projects in South Gloucestershire provided by voluntary and community groups, charities, social enterprises (VCSE) and Town and Parish Councils. It was agreed that the MAF process would be reviewed initially after a twelve-month period and thereafter as appropriate with any changes identified and implemented as required. Deadline for responses 19<sup>th</sup> November 2018.

**RESOLVED:** The Parish Council completed the consultation online during the meeting.

**9f** To REVIEW information for the Parish noticeboards and bus stops.

**RESOLVED:** To leave the bus stop noticeboards empty at the moment as we will have some information from the Neighbourhood Planning Group to display in them shortly.

**Next Meeting will be held on Wednesday, 17<sup>th</sup> October 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 21.13