

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17TH
OCTOBER 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) and J. Bailey – Clerk.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

C. Phillips (CP)

S. Reade - District Councillor

B. Stokes – District Councillor

NO. 2. DECLARATIONS OF INTEREST

There was a non-pecuniary interest declared by Cllr. English in relation to planning application ref. PK18/4218/RVC Unit 1-6 Beaufort Trade Park shown under Other Planning Matters.

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

The minutes of meeting on 3rd October 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 who attended the meeting to raise an issue regarding the location of a dog waste bin following the commencement of building works at Oaktree Avenue.

Photographs and a plan were received prior to the meeting, the plan shows the location of the nearest dog waste bins to the common, dog walking around the "RAF" houses and the Back Lane.

The developers at site 1 moved the bin 1 to a suitable area opposite Merlin Ridge.

The developers at site 2 moved the bin 4 to a location not ideally suited. This is in Dyrham View and the only suitable access to this is past the development site which runs adjacent to the kerb on one side or through the Back Lane, onto Abson Road and back through Dyrham View to the bin. Access for the collection vehicle is also more difficult in this area.

There has been an increased amount of dog waste since this bin has been relocated especially around the barrage balloon point and grass areas between the two developments. There are also vehicles parked around the bin which obstructs access to it which could also potentially cause a risk to the vehicle.

A proposal was made for the Parish Council to investigate the location of the bin as to whether it is deemed the best location and if so, what can be done to improve access especially for people who may have trouble safely getting to this location. A recommendation was made to relocate to the other side of the development near to where dog walkers can deposit correctly, possibly opposite Partridge Road.

ACTION: To be picked up in agenda item 9a.

NO. 5. CORRESPONDENCE

5a NALC's new Spring Conference 2019

NALC's new look Spring Conference has had a reboot, bringing together their popular larger councils and good councillors spring conferences into one event and is aimed at turning their new vision for the sector and future role of local councils into a reality.

Royal National Hotel, London on 11th February 2019.

Noted

5b BHIB Councils Insurance – Funding Opportunity

Want to offer the opportunity to make a positive impact on your community with the Aviva Community Fund. Between £1,000 to £25,000 in Funding, on-going support for projects with multiple projects and initiatives selected. Circulated to Community Groups.

Noted

5c First World War events

Many local communities will be marking the centenary of the Armistice in November with local events. As SGC is receiving enquiries from people about local events they have created a page to list events taking place in November.

www.southglos.gov.uk/leisure-and-culture/museums-and-galleries/ww1-museums-and-galleries/world-war-one-events/

If you are holding an event in your area please could you provide details (time, place location and description) to Cherry.Hubbard@southglos.gov.uk

Circulated to Community Groups.

Noted

5d SGC - Schools and SEND Budget 2019 – 2020 Consultation

Have your say on how Schools' budget for Special Educational Needs and Disabilities provision for 2019 – 2020. Consultation deadline 25th November 2018.

<https://consultations.southglos.gov.uk/consult.ti/SchSENDBudget/consultationHome>

ACTION: Clerk to make agenda item.

5e South Gloucestershire Disability Equality Network; 'Can't Wait' Scheme

The scheme is run by SGDEN with assistance from South Gloucestershire Council to encourage businesses to make their toilets available to disabled people with an urgent need. Circulated to Community Groups.

Noted

5f SGC's October's calendar of events

For information.

Noted

5g Citizens Advice October Newsletter

For information. Circulated to Community Groups.

Noted

5h Email from Pucklechurch Primary School

To request funding to enhance sports provision at the School.

ACTION: Clerk to make agenda item.

5i South Glos. Ebulletin - October

For information. Circulated to Community Groups.

Noted

5j SGC Enforcement Weekly List.

Includes an entry for Pucklechurch: COM/18/0834/OD Land at Shortwood Road, New access being created on temporary Pucklechurch gypsy site 10/09/2018.

ACTION: To be picked up in clerks report.

5k Community Engagement Forum

Wednesday 24th October 7pm – 9pm.

St Mary's Church, Church Road, Bitten BS30 6LJ

Circulated to Community Groups and added to noticeboards.

Noted

5I Town & Parish Council Forum.

10am on Wednesday, 17th October 2018 at the Brockeridge Centre, Frampton Cotterell.

ACTION: Clerk attended, please refer to clerk's report for an update.

5m Email from a resident regarding fencing and play equipment on the Rec.

Cllr. B. Symons has contacted the resident further to receiving conflicting information on what the funds are to be spent on.

ACTION: No further action from the Parish Council, will await further correspondence from the resident.

5n Changes to South Gloucestershire Council's planning processes.

Changes come into operation on 1st November 2018.

ACTION: To be picked up in clerks report further to attendance at the Town and Parish Forum meeting.

NO.6. PLANNING

6a PK18/1556/F 68 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NQ

Demolition of existing dwelling and erection of 1no. replacement dwelling.

Notice of Decision: Approve with conditions.

Noted

6b PK18/4398/RVC 46 Parkfield Rank Parkfield Road Pucklechurch Bristol South Gloucestershire

Variation of condition 2 attached to planning permission PK17/0693/F to substitute plans with drawing numbers 2708-114 Rev B and 2708-115 Rev A.

The conditions relevant to external finishes were placed upon the development to ensure a satisfactory standard of external appearance and to remain in keeping with the character and appearance of the neighbouring properties so as to accord with Policy CS1 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013; and the National Planning Policy Framework.

The design of the windows that have been included in PPC's opinion do not appear in keeping with the character and appearance of the host dwelling and neighbouring properties. Since the windows are also much larger, PPC also considers that they may result in a materially greater impact on privacy than those that were approved. The materials used in the construction of the external surfaces of the extension do not match those used in the existing building and so cannot be considered to be in keeping with the character and appearance of the neighbouring properties.

RESOLVED: Objection

ACTION: Clerk to submit objection comments on the SGC website.

6c PK18/4434/TCA 9 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL

Works to crown reduce 1no Walnut tree (T1) by up to 30% to leave a finished height of 8 metres and radial spread of 5 metres, remove deadwood and crossing branches.

RESOLVED: No Objection

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

Other Planning Matters

The following two planning applications came in after the agenda had been published however the deadline for comments falls before the next meeting on 7th November.

PK18/4218/RVC Unit 1 – 6 Beaufort Trade Park, Pucklechurch
Variation of condition 5 attached to planning permission PK18/2104/F to remove the restriction on time for the operation of vehicles.

PPC objects to the removal of the condition that restricts the times at which refrigerated vehicles may be used at this site. It supports the original assessment made by SGC's Environmental Officer.

The original acoustic report said: "It is understood that the development will not have refrigeration provision and, therefore, refrigerated vehicles have not been included in the assessment." It also said: "Noise control measures may be required to achieve these levels and it will be necessary to review plant selections and locations during the construction phase."

It is not made clear in this report; therefore, what noise would be generated by the refrigeration provision of the buildings. PPC believes that more information about the predicted noise levels of such plant should be provided together with details of how the additional noise would be attenuated by the design and what the cumulative effect of this noise would be when assessed alongside that of the refrigerated lorries. Furthermore, there has already been an occasion in the past where the excessive noise of refrigerated vehicles using the industrial estate at night has given cause for residents to make complaints and for SGC officers to investigate. The condition as it stands now protects the rights of local residents not to be subjected to further noise pollution from the estate.

RESOLVED: Objection.

ACTION: Clerk to submit objection comment on SGC website.

PK18/4351/TCA 23 Parkfield Road, Pucklechurch, BS16 9PN.

Works to crown reduce 3 no. Silver Birch trees to leave finished heights of 10 meters and radial spreads of 5 metres. Trees situated in the Pucklechurch Conservation Area.

RESOLVED: No objection.

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

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)

There were no District Councillor's in attendance.

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

- Created a doodle poll to secure a date for the informal meeting regarding play equipment and circulated to council 10.10.18. Minutes 19th September item 9e.
 - Still awaiting responses from some councillors.
ACTION: Clerk to resend to GB.
- Dropped the litter picking equipment the resident 17.10.18. Minutes 19th September item 7c.
- District Councillor Steve Reade has looked through SGC info to his first record of litter picking in 2009, and can't find any policies/procedures on the safety of litter pickers only information on how to join and what SGC will provide.

ACTION: Clerk to write a policy/risk assessment and bring to the Council for adoption.

- Submitted planning objection for PK18/4053/ADV Unit 9 Pucklechurch Trading Estate on the SGC website 04.10.18. Minutes 3rd October item 6c.
- Submitted planning objection for PK18/4057/LB Unit 9 Pucklechurch Trading Estate on the SGC website 04.10.18. Minutes 3rd October item 6d.
- Submitted planning objection for PK18/4150/F Grove Farm on the SGC website 04.10.18. Minutes 3rd October item 6e.
- Signed a new two-year contract with PlusNet for £12.50 + VAT per month for broadband 04.10.18. Minutes 3rd October item 7c.
- Chased Ryan Brown Senior project Engineer from SGC for an article to be published in the Pucklechurch News on LED Lighting 04.10.18. Minutes 3rd October item 9a.
 - Received article and emailed it to the editor of Pucklechurch News to be published in the Christmas edition.
- Updated Anna Chelmicka and Huw Morgan of the decision surrounding the moving of the rec bin to Eagle Crescent. Minutes 3rd October item 9c.
 - Both have responded to say that all bins on the rec are heavily used so I have made this an agenda item 9b tonight to discuss this decision further.
- Requested a map from Chris Harris – SGC that shows all the dropped kerbs in our Parish. Minutes 3rd October item 9d.
 - Response received informing me that there is no map that shows this information, therefore I have made this an agenda item 9c this evening to decide a way forward.
- Andy Porter SGC emailed to thank us for our time at the last meeting and hopes that we found it useful. He has informed me that they have had several complaints about a number of street lights being out near the new developments in Oaktree Avenue. They have determined that the problem is as a result of some work being carried out by the developer and has chased them to resolve the problem and he is awaiting their response.
 - I have now received an update on this and the developer has confirmed that the excavation is programmed for the 29th and connection of the lights will be on the 30th October.
- Circulated email from Ryan Brown SGC to council thanking us for our time and providing us with several documents that may be useful for the LED lighting program, these documents are as follows:
 - LED overview plan
 - Column infills
 - LED FAQs
 - Presentation
 - Newsletter article
- Phoned EDF Energy to look into the price tariff's that we are on and see if we can get a better deal. For the two defibrillators we are currently paying 35 pence per day with a unit price of 19.53 pence per unit. I have managed to secure a fixed 4-year deal at 25 pence per day and 18.98 pence per unit. This contract will run until 31st December

2022 and there will be no penalties if we disconnect the supply only if we move to a different supplier. We are currently paying by cheque but if we were to move to direct debit we would save a further saving of 7% per account.

The Millennium Stone Light is on an unmetered supply which we are paying 50 pence per day. I am unable to do anything with this account as these account work differently and the price you sign up with is the price that stay throughout the duration of the contract.

ACTION: Clerk to sign the contract and complete the Direct Debit mandate.

- Parkfield Play area fencing has been completed 12.10.18 and I have circulated photographs to Council.
- The green light above the PVSSC defibrillator isn't working so I have contacted Allied Electrical to look into this 16.10.18.
- I have gone through all the invoices for last year and this year and updated the Neighbourhood Planning Spreadsheet which shows the spend to date. This will be discussed in more detail in agenda item 8b.
- I have received notification from NEST that the employee contributions for the pension scheme will increase to 5% from April 2019. As PPC are already paying 3% contributions there will be no increase for the parish council. I have informed PATA of this change 16.10.18.
- My printer is currently out of action due to them discontinuing the ink cartridges as the printer is very old.
ACTION: Clerk to order new printer with scanner and look into print cartridge contracts, to see if it will be beneficial to the Parish Council to sign up for a fixed amount per month to cover all ink costs.
- We have received a report that there are large ruts in the ground on the Rec that run from outside the Scout hut right across to the swings area, causing a trip hazard. Huw Morgan has been monitoring the situation and with the wetter weather some of the gaps have started to close up on their own, but he will continue to monitor this and use top soil to fill in the gaps where necessary.
- I have received a call from Steve at Streetcare who was responding to a request to visit the Travellers site on the Shortwood Road due to a new entrance being created. I informed him that at the time of the first complaint 28.08.18 it appeared as though they were creating a new access from the road as they were using diggers to tear down the hedgerow. Further to this on 04.09.18 Cllr. G. Boyle had put in a complaint regarding this planning breach for the approved landscaping scheme, which I also forwarded to my contact in enforcement. There seems to be some confusion within SGC on who is supposed to be dealing with this issue but due to the length of time it has taken for SGC to respond a new fence has now been erected at the site.
ACTION: GB to write a letter for the clerk to send to SGC clarifying the situation.
- I attended the Town and Parish Council Forum meeting today and can report on the following:

Planning Process

Presentation from Brian Glasson – Head of Planning and Gill Sinclair from SGC's Legal Team regarding the changes to the Planning Decision Making Process that comes into force on 1st November 2018.

Town and Parish Councils will not be losing any rights, we will still be consulted on applications, it will be the same process on how we make representations and we will still have the right to attend and speak at planning committee meetings. There will be no change in the threshold to get an application on to the circulated schedule either but the big change is getting the application from the circulated schedule to the committee which will require 2 Members of South Gloucestershire Council (not from the same ward) to make a request in writing within 5 working days of the schedule, in addition to this the request in writing must have the written support of at least one of the Committee Spokespersons.

Once the Committee has made the decision, under the new rules if the decision is challenged it will be sent to the Directors to be reviewed to make sure the decisions are sound and gives the officers the opportunity to seek legal advice if necessary. This will go to Brian Glasson and his team and the new Director as of Monday 22nd October will be Nigel Riddler.

The main concerns raised by Councillors and Clerks at the meeting was regarding the changes to right's for members of public who will not be permitted to attend site inspection meetings. There was also a concern raised regarding the disclosure of the name of the person(s) objecting to application as it was believed to put members of the public off of commenting on applications.

ACTION: GB to write an article for publishing in the Pucklechurch News regarding the changes to the Planning Process.

Streetcare

Presentation on 'Doing More Together' from Jonathan Munslow and Michael Dixon from SGC Streetcare team.

This was the first step in the process and they wanted to approach Town and Parish Councils for ideas on how we can work together better. A survey will be sent to all T&PC's with questions to help them shape the offer, and this will be followed by a full consultation.

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	Grass Cutting Shortwood Sept'18	£30.00	2635
HMRC/Wages	PAYE/Wages	£1292.41	2636/2637
PCA	Meeting Room Hire Sept'18	£60.70	2638
Lemon Gazelle CIC	Neighbourhood Plan Consultancy	£675.00	2639
Wizzard Landscapes	Parkfield Play Area Fencing/Gates	£1311.60	2640
Anna Chelmicka	Litter Picking Sept'18	£350.00	2641
Total		£3719.71	

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

The finance spreadsheet has been reconciled to September 2018 and was circulated to the Council prior to the meeting.

For the month of September, we are just over £3000 over budget, £2491.00 of this is due to unbudgeted expenditure as follows:

£1083.00 – Roundabout Repairs

£108.00 – Millennium Light Socket repairs.

£1220.00 – Laying new path to burial ground

£80.00 – PAT Testing.

If we continue to spend to budget we will have a year end figure of £52,693, this figure includes £30,000 reserves and £14,000 running costs leaving approx. £8693.00 which could be allocated towards community grants.

ACTION: Clerk to make an agenda item at the next meeting to see if the Council wish to allocate funds for the grant funding scheme.

The Neighbourhood Planning Spend Spreadsheet has been updated and circulated to Council prior to the meeting. This shows that the figure available to spend is £11,062.71.

NO. 9. AGENDA ITEMS

9a To REVIEW the proposal from a resident to relocate the newly repositioned dog bin in Dyrham View to a more accessible location and AGREE next steps.

Further to the correspondence received and public participation at tonight's meeting the proposal to relocate the dog waste bin at Oaktree Avenue was discussed.

The Parish Council feel that we should have been informed before the relocation of the bin happened and that Liv West should now pick up the cost of relocating the bin at the location determined by the Parish Council.

RESOLVED: For the clerk to write to Liv West asking them to move the dog bin to the other side of the development in the village green area, which is more accessible.

ACTION: Clerk to write to Liv West informing them of the decision and providing them with the map.

9b To REVIEW the decision made regarding the relocation of the Rec bin to Eagle Crescent, in light of new information received from our maintenance contractors and AGREE next steps.

Further to the decision to relocate a bin from the Rec to Eagle Crescent at the last meeting Huw Morgan and Anna Chelmicka have informed the Council that all bins on the Rec are used regularly and as a bin was recently removed it has not been recommended to remove another.

As our Standing Orders state: - A resolution shall not be reversed within four months, except where a special item is placed on the agenda bearing the names of at least two councillors, and is considered and approved by the Council.

Cllrs. R Dunning and L. Putt have requested that this decision is reviewed and this was agreed by the Council.

RESOLVED: To make an agenda item to review the decision regarding the relocating of the rec bin and agree a way forward.

ACTION: Clerk to make this an agenda item ensuring that the names of the two councillors are showing on the agenda item.

9c To REVIEW the email from Chris Harris – SGC informing the PC that no map currently exists for dropped kerbs and AGREE next steps.

Dropped kerb provision is generally good in Pucklechurch and elsewhere, but as previously stated if you can highlight one or two problematic crossing points where there is no dropped kerb provision I am happy to add these to our list for future programming. SGC typically install around 28 pairs of dropped kerbs each year throughout South Gloucestershire.

The Parish Council supports the resident in her application however are unable to identify two problematic areas that require dropped kerbs.

RESOLVED: To respond to Chris Harris informing him that the Parish Council are unable to identify two problematic crossing points.

ACTION: Clerk to respond to Chris Harris as above.

9d To REVIEW and AGREE the quotation from Lemon Gazelle for Phase 2 of the Neighbourhood Plan.

Quotation for professional support for the next stage of the process, which will follow on from the end of the community engagement work, scheduled to finish in January 2019.

A proposal was made and seconded to accept the quotation of £7400.00 as supported by the Neighbourhood Planning Committee.

RESOLVED: To accept the quotation of £7400.00.

9e To AGREE a response to the email received from Greg Evans - SGC S106 & CIL Officer regarding Parish Precept Decision Dates for 2019/20.

SGC are currently drawing together the timetable for preparing the budget and Council Tax for 2019/20.

Many of the Parish/Town Councils require a Parish Precept to be collected by SGC via the Council Tax system. To aid in their planning of this critical event, they are asking for us to provide the date of the meeting at which the decision will be made regarding the amount of Parish Precept (if any) your Parish/Town Council will require for 2019/20.

RESOLVED: For the Finance Working Group to present the budget to Council at the meeting on 21st November and this to be agreed at the full council on 19th December.

ACTION: Clerk to inform Mr Evans that the precept amount will be agreed at the meeting on 19th December 2018.

9f To REVIEW the quotation for legal fees for the transfer of Land by Pucklechurch Custodial Services Limited to Pucklechurch Parish Council and AGREE next steps.

PCSL's costs will be in the order of £4,000.00 + 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.

The Parish Councillors had mixed feelings regarding the information provided above and had concerns that the costs were unknown as there is still a covenant on the land which has not yet been quoted for. The land would be an asset to the Parish Council which could provide amenity space for the community with raised beds that could be rented to members of the parish. It could also provide better access to the GP surgery if the PC decided to put in a pathway through this land.

RESOLVED: For delegated responsibility to be passed over to Cllr. B Symons to find out more information to move this forward. For the clerk to contact our solicitor to find out why we would be charged £4000.00 for a simple transfer of land.

ACTION: Clerk to contact our solicitor as above.

9g To REVIEW the information received regarding groundwater pollution and AGREE next steps, should the Parish Council decide to conduct a tiered risk assessment of our Burial Ground.

In March 2017 the Environment Agency withdrew its 'Pollution potential of cemeteries' R&D P223 document and replaced it with 'Cemeteries and burials: prevent groundwater pollution' (<https://www.gov.uk/guidance/cemeteries-and-burials-prevent-groundwater-pollution>), which provides information on how to manage cemeteries and how to prevent or limit groundwater pollution.

We have been approached by a Company who have informed us of our responsibilities as a burial ground owner to prevent groundwater pollution. The guidance recommends that we carry out a tiered risk assessment to ensure that we are compliant.

RESOLVED: To approach ALCA for guidance in this matter.

ACTION: Clerk to contact Deborah White at ALCA to look into this and report back to the Parish Council.

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

The Council meeting closed at 20:55.