

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21<sup>ST</sup> NOVEMBER 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), C. Phillips (CP), R. Dunning (RD), B. Stokes – District Councillor and 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 any council members.

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

The minutes of meeting on 7<sup>th</sup> November were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**NO. 5. CORRESPONDENCE**

**5a Joint Spatial Plan – Technical Evidence Work Consultation**

The West of England Joint Spatial Plan was submitted for examination by the four West of England councils to the Secretary of State in April this year.

Two Independent Planning Inspectors were appointed to conduct the examination and the Inspectors and councils have been in correspondence on a number of points. We have and will continue to publish details of these communications at [www.jointplanningwofe.org.uk](http://www.jointplanningwofe.org.uk) under [full examination details](#). Deadline for responses Monday 7<sup>th</sup> January'19.

Circulated to Community Groups.

**ACTION:** Clerk to make this an agenda item on 19<sup>th</sup> December.

**5b ALCA In Short November 2018.**

**Noted**

**5c SGC Weekly List of Enforcement Complaints.**

Includes the following two complaints for Pucklechurch:

COM/18/0940/BOC – The Stables adjacent to the Meadows, Parkfield, Pucklechurch - Breach of Condition 2 (occupation) and Condition 3 (no. of caravans) attached to PK10/0711/F. Touring caravan to the rear of the stables is being lived in.

COM/18/1025/OD – Land at Shortwood Road, Pucklechurch Removal of hedge, creation of new vehicular access onto highway and erection of fencing.

**Noted**

**5d 45th ALCA AGM Draft minutes.**

**Noted**

**5e Public Rights of Way Issues resolved list.**

**Noted**

**5f SGC - potential removal of recycling bags for kerbside collections Consultation.**

SGC is currently consulting on a proposal to stop providing white and green bags for recycling and asking residents to use green boxes for all their recycling materials. The consultation is open until 25<sup>th</sup> January 2019.

Circulated to Community Groups.

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

**5g Community Engagement Forum - Rural North East South Gloucestershire**

Minutes of Meeting. Circulated to Community Groups.

**Noted**

**5h Email from a resident regarding works carried out on the ex. Barrage Balloon hangers on the Pucklechurch Trading Estate.**

Congratulating all involved on a fine job in preserving the essential character of the hangers.

**Noted**

**5i South Gloucestershire Ebulletin – November.**

**Noted**

**5j SGC Tree Preservation Order – 23 Parkfield Road**

The order took affect from 9<sup>th</sup> November 2018 and will continue for a period of 6 months, until the order is confirmed by SGC Council.

**Noted**

**5k Notice of Intent - Temporary Traffic Order - Various Roads - Yate, Staple Hill, Dyrham, Doynton, Hinton, Pucklechurch and Almondsbury - Temporary Road Closures (PT.6130).**

Notice of Intent circulated to Community Groups and added to the noticeboards.

**Noted**

**5l CPRE Avonside Annual General Meeting**

Cossham Hall, Chapel Street, Thornbury BS35 2BJ Saturday 24<sup>th</sup> November, 10:30am.

**Noted**

**NO.6. PLANNING**

**6a PK18/3847/F Harvest Barn 5 Farlands Pucklechurch South Gloucestershire BS16 9PD.**

Erection of detached timber double garage with room above (resubmission of PK18/1482/F).

Notice of decision: Refusal.

**Noted**

**6b 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 for minor amendments to the drainage design of the original scheme - 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**

**6c PK18/4013/F 1 Bridge Road Mangotsfield Bristol South Gloucestershire BS16 9NG.**

Sub division of existing dwelling to form 2no dwellings and associated works.

Notice of decision: Refusal.

**Noted**

**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.

Notice of decision: Approve with conditions.

**Noted**

**6e PK18/4351/TCA 23 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN.**

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

Notice of decision: Objection

**Noted**

**6f 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.

Notice of decision: No Objection

**Noted**

**6g PK18/4820/F Meadowland Cottage Coxgrove Hill Pucklechurch Bristol South Gloucestershire.**

Erection of an agricultural storage barn. Deadline 28<sup>th</sup> November.

**RESOLVED:** No objection.

**ACTION:** Clerk to upload comments on SGC website.

**6h PK18/4871/F Bell House Shortwood Road Pucklechurch Bristol South Gloucestershire.**

Alterations to existing outhouse, including raising of roof to form ancillary annexe. Erection of stone boundary wall and gate (retrospective).

The gates are in keeping with the rest in the area, there is no subdivision of walls and no toilet facilities on the plans. The roof has been raised by 1.3 metres.

**RESOLVED:** No objection, subject to the condition that it remains an ancillary to the main dwelling and not a separate dwelling.

**ACTION:** Clerk to upload comments on SGC website.

**6i PK18/5061/TCA 8 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PN.**

Work to fell 1 no. Cherry tree. Tree situated in the Pucklechurch Conservation Area.

Deadline 3<sup>rd</sup> December.

**RESOLVED:** To defer to the SGC Tree Officer.

**ACTION:** Clerk to upload comments on SGC website.

**OTHER PLANNING MATTERS**

**PK18/5157/TRE - 25B Shortwood Road Pucklechurch South Gloucestershire BS16 9PL**

Works to crown reduce 1 no. Beech tree by 3m and give a clearance of 3m from roof line, covered by SGTP044/14, dated 11/05/2015.

**RESOLVED:** To defer to the SGC Tree Officer.

**ACTION:** Clerk to upload comments on SGC website.

The Council agreed to discuss this application tonight due to agenda item 9c, as if the Council makes the decision to cancel the meeting on 5<sup>th</sup> December, we will miss the deadline for responses.

## **NO. 7. REPORTS**

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

#### Neighbourhood Plan update

Discussions have taken place with L.G on the best way forward, as L.G felt that the NP Group had greater expectations than the agreed budget allowed. Three options were offered and the Council supported the one that limited communication between the group and L.G and for contact to be through the Chair and/or Vice Chair only.

The survey has been amended and printed following the changes suggested by L.G and they are currently being hand delivered with a deadline for responses of 14<sup>th</sup> January 2019.

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

District Councillor Ben Stokes was in attendance.

Apologies were received from DC Steve Reade who is in Doynton Parish Council this evening.

DC Ben Stokes didn't have much to report on only that he is liaising with a resident over parking in the village which was addressed at the last meeting. Details of the decision made by Council was forwarded to DC Steve Reade by email.

The Abson Road is now open but other access issues have been received and are shown in correspondence tonight.

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

- Added Good Neighbours posted to noticeboards 07.11.18. Minutes 7<sup>th</sup> November item 4.
- Informed St Thomas a Becket Church that Cllrs. B Symons and G. Boyle will be attending the service and laying a wreath 08.11.18. Minutes 7<sup>th</sup> November item 5a.
- Searched SGC website for the consultation on Better Care Stronger Communities Grants Consultation, but was unable to find it. Emailed the SGC consultations department to get clarification that the consultation has been cancelled 9.11.18. Minutes 7<sup>th</sup> November item 5f.
  - DC Ben Stokes responded confirming that the consultation has been postponed due to a bereavement for the main project leader. The consultation event will still go ahead but those who booked for 7<sup>th</sup>, he was told were informed ahead of the meeting date that it was being postponed. He imagines the new dates will be coming out any time now.
- Submitted planning objection for PK18/4328/F Meadow View, Shortwood Road on the SGC website 08.11.18. Minutes 7<sup>th</sup> November item 6b.
- Wrote to SGC enforcement cc. Brian Glasson to point out the details of the breach at Meadow View, Shortwood Road 09.11.18. Minutes 7<sup>th</sup> November item 6b.

- Wrote a letter of thanks to HMP Ashfield for the bird and bat boxes that they made for the Parish 09.11.18. Minutes 7<sup>th</sup> November item 7a.
- Forwarded the decision made regarding the parking issues/white lines from minutes of meeting dated 04.07.18 item 9e, to Dist. Cllr. Steve Reade and the Council 08.11.18. Minutes 7<sup>th</sup> November item 7b.
- Re-circulated Doodle Poll to Council 08.11.18. Minutes 7<sup>th</sup> November item 7c.
- Wrote to Deborah White – ALCA regarding the legal implications of paying suppliers/wages by BACS 09.11.18. Minutes 7<sup>th</sup> November item 7c.

- Response received as below:

*The NALC Finance Adviser suggests that any internet banking system used by a PC must have safeguards equal to the two signatures on a cheque rule. If you look at the 2016 Model Financial Regulations, these set this requirement out: -*

*"Attention is drawn, particularly, to Paragraph 1 of the Overview in Appendix 11, to the effect that "it is a general principal that more than one person should be involved in any payment, whether that is before, at or after the point at which payment is (actually) made".*

*The guidance states, particularly, that the two-signature rule must not be abandoned until a council has put in place safe and efficient arrangements in accordance with the guidance. It is essential that councils "maintain robust controls on payments as an integrated part of their overall financial control system". For larger councils this is likely to be relatively straightforward. For smaller councils this may be more difficult. It may well be that an essential element of the control systems in place is the retention of the two-signature rule. The important difference is that this will be as a result of a council's own control decisions (e.g. its financial regulations and procedures in relation to the revision of its bank mandates) rather than because, under s.150(5) of the Local Government Act, 1972 it was a statutory requirement."*

*The problem most Local Councils have had is finding a bank which can offer a service equal to the two signatories' rule i.e. two people going on-line independently to authorise each payment - the only one we know of is the Unity Bank.*

*Local Councils using other banks have had to set up (sometimes quite elaborate) internal checking and reporting systems to comply with the above, but it is possible.*

Deborah has also circulated a survey to Parish Councils who are already using an internet banking system asking them some questions about what bank they use, what problems they have encountered and the bank charges for this service.

- Wrote to Brian Glasson 09.11.18 for an update on the Spar Signage which has been going on for nearly two years ref. COM/17/0014/ADV / PK18/0314/ADV. Minutes 7<sup>th</sup> November item 7c.
  - Received a response 09.11.18:

*Thank you for your email. I am sorry to hear that you have not had an up-date on the enforcement matter you have raised with the Council. I have passed you email to my colleague Robert Walsh, Head of Safe and Strong Communities, as he has responsibility for the Council's planning enforcement service. I am sure he will ask the team to respond as soon as it is able to do so. Yours sincerely Brian Glasson*

- I have returned the three signed direct debit mandates to EDF Energy 08.11.18. Minutes 7<sup>th</sup> November item 8b.
- Checked Grant Application form and made a few changes to dates and removed the landline telephone number. Circulated it to Community Groups, added to website and uploaded on the Shout Out Pucklechurch page 09.11.18. Minutes 7<sup>th</sup> November item 9a.
- Sent a grant application form to Pucklechurch School 09.11.18 as per minutes 7<sup>th</sup> November item 9b.
- Responded to the Schools and SEND Budget Consultation by email 15.11.18 as per the minutes 7<sup>th</sup> November item 9c.
- Emailed Streetcare regarding adding a new litter bin at Eagle Crescent play area 21.11.18 reference number: 1055241. Minutes 7<sup>th</sup> November item 9d.
- Wrote to the Revel Committee and asked them to attend a future meeting so that the Parish Council can discuss in more detail the specifics for use of the field for Revel weekend 09.11.18. Minutes 7<sup>th</sup> November item 9f.
  - The Revel Committee will be attending the meeting on 19<sup>th</sup> December.**ACTION:** Clerk to make an agenda item 19<sup>th</sup> December 2018.
- Added date adopted to Volunteer Litter Pickers Guidance Policy and uploaded to website 19.11.18. Minutes 7<sup>th</sup> November item 9g.
- Action Tracker – minutes 7<sup>th</sup> November item 9h. Completed the actions as below:
  - Removed items 100, 129, 130, 132, 136, 139, 141, 149, 150, 151, 153, 154, 159, 161 and 162.
  - Item no. 127 – Wrote to Sam Garland cc. Brian Glasson asking for an update on Pennymede material alterations to a planning application 16.11.18.
    - Sam Garland is out of the office until 20.11.18.
    - Response received from Brian Glasson informing me that he will pass this query to his colleagues in the Planning Enforcement Team as he is not responsible for this team. Any issues that need to be escalated should be directed to Robert Walsh.
    - Forwarded email thread to Robert Walsh and asked him to provide an update 21.11.18.
  - Item no. 128 – Spar signage – chased Brian glass for an update.
    - Brian Glasson has forwarded this onto his colleague Robert Walsh Head of Safe and Strong Communities.
  - Item no. 155 – Posted a call out for volunteers for the Speed Watch Group on Shout Out Pucklechurch 14.11.18.

- Wrote to Liv West and asked them to write an article for the Pucklechurch News regarding what they can offer the community 09.11.18. Minutes 7<sup>th</sup> November item 9i.
  - Paula Lunnon apologised but they were unable to meet the deadline for the Christmas edition of the Pucklechurch News but said they are happy to write a detailed article for the spring edition.
- Informed Huw Morgan that his Maintenance Contract will be increased as of the 1<sup>st</sup> April 2019 09.11.18. Minutes 7<sup>th</sup> November item 9j.
- The dog waste bin has now been moved at Oaktree Avenue 12.11.18. Minutes 17<sup>th</sup> October item 9a.
- Received a grant application form from 1<sup>st</sup> Pucklechurch scouts.
- Received Grant Monitoring form from Pucklechurch Revel.
- Renewed Green Bin subscription for the burial ground 21.11.18 for £30.00.
- Huw Morgan has been monitoring the holes/cracks on the rec. Some are quite dangerous now so need to be filled in with top soil, he's arranged for a ton of top soil to be delivered and is hoping it will be enough to complete the job.

## 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
Anna Chelmicka	Litter Picking November 2018	£350.00	2648
Huw Morgan	Maintenance Contract Nov'18/St Aldams hedge/Shortwood Grass cutting.	£1480.00	2649
HMRC/Wages	PAYE/Wages November 2018	£1297.36	2650/2651
Instant Landscapes	Grass Cutting 24 <sup>th</sup> Sept to 6 <sup>th</sup> Nov'18	£546.00	2652
<b>Total</b>		<b>£3673.36</b>	

### 8b To RECEIVE an update from the Finance Working Group to include the proposed draft budget for the 2019/20 precept.

To AGREE any amendments to the budget where necessary.

The Finance and Budget spreadsheets were circulated to Council prior to the meeting.

The Finance spreadsheet was presented to the council and our forecasted cash flow position for year end was discussed in detail.

In March 2019 we are showing a forecasted cash flow of £53,870.21.

£59,870.21  
(£6000.00) Less Grants  
 £53,870.21

Less  
(£30,000) for our financial reserve  
(£14,000) working capital  
£9870.21 Underspend

**RESOLVED:** The Council agreed that this is a true representation of the spend to date.

The Budget Spreadsheet was discussed line by line and the following items were amended from the proposal.

Litter/Waste was increased from £5500 to £9000.  
Training/conferences were reduced from £2329 to £1174.  
Professional/Consultancy fees were reduced from £2500 to £1000.  
Total increase to the precept £845.00.

A proposal was made and seconded to increase last year's precept by 2.5% to keep in line with inflation.

**RESOLVED:** To increase the precept by 2.5% to £70,891.05 for the year 2019/2020.

**ACTION:** Clerk to submit the precept requirement of £70,891.05 to SGC.

The Budget for 2019/20 is showing a deficit of £10,386 but with the underspend being carried forward from 2018/19 of £9870.21 this reduces the shortfall to £515.79 which the Council believes can be clawed back during the year as some items in the budget have been overestimated.

The Parish Council in the year 2018/19 received a Community Infrastructure Levy (CIL) of £8596.03 for Little Green. A proposal was made and seconded to separate this CIL payment to show as a separate reserve.

CIL funds can be spent on:

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

**RESOLVED:** To reduce the £20,000 reserve for play equipment to £11,403.97, leaving the £8596.03 as a separate reserve for CIL to be spent as per the terms and conditions above.

This leaves the reserves totals as follows:

£14,000	Working Capital
£30,000	Financial Reserve
£11,403.97	Play equipment
£8596.03	CIL
£10,000	Neighbourhood Plan
£5,000	Community Centre refurb

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

### **9a To REVIEW the Allotments and AGREE any further action if necessary.**

The Allotment review was carried out in November and the report was circulated prior to the meeting.

Most allotment plots were found to be well maintained and/or a working progress with the exception of three plots.



Plot 4 – is very overgrown and hasn't been touched all year. A letter was sent to them in July'18 informing them that if no improvements were made within a 3-month timeframe that we would have no alternative but to issue a notice to vacate.

**RESOLVED:** To issue a notice to vacate the plot.

**ACTION:** Clerk to write to the tenant asking them to vacate the plot within 1 month.

Plot 5 – is also very overgrown. A letter was sent in July'18 with a polite reminder for them to adhere to the terms and conditions of the tenancy agreement.

**RESOLVED:** To issue a letter providing them with 3 months to improve the plot or they will be asked to vacate.

**ACTION:** Clerk to write to the tenant as above.

Plot 21a – despite the repeated attempts to work with the tenant and provide extra time to clear up their plot, it still remains a dumping ground. Further to the breach in the tenancy agreement the parish council unanimously **RESOLVED** to issue a notice to vacate.

**ACTION:** Clerk to write to the tenant at their home address and give a second copy of the letter to Huw Morgan to pass on directly to the tenant giving them 1 months' notice to vacate from the date of the letter.

#### **9b To ADOPT the DATA Breach Policy as per the new General Data Protection Regulations.**

DC Ben Stokes made a suggestion to add a section in the policy regarding our membership with the ICO.

**RESOLVED:** To adopt the policy further to the ICO membership details being added.

**ACTION:** Clerk to add a section to the policy regarding our ICO membership, including the membership number and upload to the website.

#### **9c To CONSIDER cancelling the Full Council meeting on 5<sup>th</sup> December due to poor attendance or AGREE to appoint a Chair further to the absence of both the Chair and Vice Chair.**

**RESOLVED:** To cancel the full council meeting on the 5<sup>th</sup> December as the council will not be quorate.

**ACTION:** Clerk to update the website and inform PCSO Sam Derrick – Avon and Somerset Police that they will be unable to attend this meeting and to try and find an alternative date.

**Next Meeting will be held on Wednesday, 21<sup>st</sup> November 2018 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 21:15.