

To all members of the public and press

You are invited to attend the Annual Meeting of the Parish Council as detailed below:



<b>Name of Meeting:</b>		<b>PUCKLECHURCH PARISH COUNCIL</b>		<b>Meeting Manager:</b>		<b>Chairman – BoB Symons</b>	
<b>Date:</b>		<b>Wednesday 18<sup>th</sup> April 2018</b>		<b>Facilitator(s):</b>		<b>Clerk – Jodie Bailey</b>	
<b>Location:</b>		<b>Meeting Room, Pucklechurch Community Centre, Abson Road, Pucklechurch, BS16 9RH</b>		<b>Minute Taker:</b>		<b>Parish Clerk – Jodie Bailey</b>	
<b>Start:</b>	<b>19:30</b>	<b>Finish:</b>	<b>22:15</b>				

No	Agenda Item	Lead	Mins	Information
1a	To ELECT a Chair		10	
1b	To RECEIVE the Chair's declaration of acceptance			
1c	To ELECT a Vice Chair			
1d	To RECEIVE the Vice Chair's declaration of acceptance			
2a	<b>Minutes</b> To CONFIRM the minutes of the meeting held on Wednesday 4 <sup>th</sup> April 2018 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).		10	Pre-reading to inform clerk of changes before meeting. Agreement and sign off of previous minutes.
2b	To REVIEW and ADOPT appropriate Standing Orders and Financial Regulations			To review documents and recommend any changes. Policies available to view on the Pucklechurch website.
2c	To REVIEW and CONFIRM arrangements for Insurance Cover in respect of all insured risks.			To review suitability of current cover. AON have been taken over by BHIB Affinities. Renewal date of 1 <sup>st</sup> June 2018.
2d	To REVIEW and AGREE the Council's working groups and memberships of other bodies			Details can be found on Working Groups tab on Action Tracker and on the Pucklechurch Website.
2e	To AGREE to set the dates, times and place of ordinary meetings of the full council for the year ahead.			
3	<b>Apologies</b> To NOTE apologies for absence		0	Record absence
4	<b>Declarations of Interest (if any) and dispensations</b> In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.	All	5	Members can also declare the interest when the item is considered or as soon as it becomes apparent to them. Dispensation requests must be received by the clerk in writing before the meeting.
5	<b>Public Participation</b> To RECEIVE and NOTE submissions from the public.		15	To receive public presentations and respond accordingly. Concise clarification of discussions can take place during the response.
6	<b>Correspondence</b>	Clerk	15	
6a	Letter from Revel 2018 Committee regarding Revel Day June 16 <sup>th</sup> 11:30 – 18:30			They are now taking bookings for Revel pitches and Revel parade. Form to be completed and returned by 11 <sup>th</sup> May

				2018. Circulated to community groups.
6b	Environment Agency Flood Warning Area Updates			In February 2018 the Environment Agency made changes and updates to improve the fluvial and groundwater flood warning service in various locations across Wessex in South Gloucestershire, Somerset, Wiltshire and Dorset. Circulated to community groups.
6c	Revised Dates - A38 Gloucester Road and Church Road, Rudgey Major Maintenance Works 23 <sup>rd</sup> April – 2 <sup>nd</sup> May 2018			The dates for the resurfacing works has been postponed to start on the 23rd April 2018. Circulated to community groups.
6d	A38 Gloucester Road North, Filton Major Maintenance Works 16 <sup>th</sup> – 26 <sup>th</sup> April 2018			Rearranged dates for the roadworks that are to be carried out at A38 Gloucester Road North, Filton from the 16 - 26 April 2018, the road will be subject to major resurfacing works. Circulated to community groups.
6e	ALCA In Short Updated April 2018			As attached
6f	GPFA Newsletter and Playground Training Seminar			Forwarded to Huw Morgan for information.
6g	Bromley Heath Road, Downend Major Maintenance Works 14 <sup>th</sup> – 23 <sup>rd</sup> May 2018			Essential roadworks will be carried out at Bromley Heath Road, Downend from the 14 <sup>th</sup> – 23 <sup>rd</sup> May 2018, the road will be subject to major resurfacing works. The works will involve the planing off of the existing surface of the carriageway and the laying of a new surface. The work will start at 8.00pm and remain in place until approximately 6.00am. These works will create a significant amount of noise. Circulated to community groups.
6h	South Gloucestershire First World Project			Funding is still available for events in South Gloucestershire so a second round of applications can be submitted with a deadline of 30 <sup>th</sup> May 2018. Circulated to community groups.
6i	Consultation for mobile street trader - Tony's Super Whippy 2			We have received an application for a Mobile Street Trader LI18/1154/STM – Tony's Super Whippy 2 to trade throughout the South Gloucestershire Area. Deadline for responses 24 <sup>th</sup> April 2018.
6j	Consultation for mobile street trader - Gio's Gelato			LI18/1150/STM – Gio's Gelato to trade throughout the South Gloucestershire Area. Deadline for responses 24 <sup>th</sup> April 2018.
6k	Superfast broadband rollout: monthly update			Circulated to community groups.
6l	Email from Richard Aston regarding S106 funds for PK17/0807/F and PK17/0808/F - Oaktree Avenue			Email attached
6m	Email from SGC Street Naming & Numbering, Asset Team regarding Small Development off Oaktree Avenue, Pucklechurch			Requesting the Parish Councils help in suggesting suitable street names for this development.
7	<b>Planning Applications</b>	GB	10	
7a	PK17/1112/F Land South of Lyde Green Emersons Green Bristol			Erection of 115 dwellings, associated infrastructure,

	BS16 9NN			construction of vehicular access, parking, landscaping, allotments and public open space.
7b	PK18/1482/F Harvest Barn 5 Farlands Pucklechurch South Gloucestershire BS16 9PD.			Erection of detached timber double garage with room above.
7c	PK18/1513/RM Parcel 27A and 28 Howsmoor Lane Emersons Green Bristol South Gloucestershire			Erection of 140no. dwellings with garages, parking, landscaping and associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O)(resubmission of PK16/5607/RM)
7d	PK18/1516/F Cranford 24 Abson Road Pucklechurch Bristol South Gloucestershire			Demolition of conservatory and erection of single storey front extension to form additional living accommodation
7e	PK18/1519/TCA Yew Tree House 12 Abson Road Pucklechurch Bristol South Gloucestershire			Works to fell 2no Apple Trees situated in the Pucklechurch Conservation Area.
7f	PK18/1582/F 65 Main Road Mangotsfield Bristol South Gloucestershire BS16 9NQ			Erection of single and two storey rear extensions to provide additional living accommodation.
8	<b>Reports</b>			
8a	To RECEIVE pre-submitted reports from Councillors	ALL	5	
8b	To RECEIVE report from District Councillor(s)	DCs	10	
8c	To RECEIVE and NOTE a verbal report from the Clerk	Clerk	10	Update since the last meeting. To respond/question
9	<b>Finance</b>			
9a	To AGREE and sign cheques	TS	5	
9b	To RECEIVE an update from the Finance Working Group			Members to agree and sign accounting procedures.
10	<b>Agenda Items.</b>			
10a	To REVIEW and AGREE the Financial Risk Assessment	ALL	5	This informs the reserves held by the Council Document attached.
10b	To CONFIRM that current policies are adequate for the council or IDENTIFY and AGREE changes.	ALL	15	Policies available to view on the Pucklechurch Website.
10c	To ACCEPT the current assets of the council and CONSIDER a confidential item.	ALL	10	Assets list attached.
10d	To REVIEW details of the Community Infrastructure Levy share relating to Little Green, 25 Shortwood Road and AGREE next steps.	ALL	5	During 2017/18 £57,306.94 has been collected within our Parish for Community Infrastructure Levy. In line with Government Legislation, the Parish is entitled to 15% of this receipt which is £8,596.02 to be used for the provision, improvement, replacement, operation or maintenance of infrastructure. Form to be returned by 20 <sup>th</sup> April 2018.
10e	To AGREE a response to the Local Plan Consultation	ALL	30	Formal feedback on the proposals in the new Local Plan should be received by the deadline of 30 <sup>th</sup> of April 2018 Link to consultation: <a href="#">Consultation Home page</a>
11	<b>Date of next meeting</b> Wednesday 2 <sup>nd</sup> May 2018 at 7:30pm in the Meeting Room, Pucklechurch Community Centre	ALL	5	To agree date/time of next meeting. Ensure meetings are covered and next meeting timescales agreed.

Signed: 

**Jodie Bailey - Clerk to Pucklechurch Parish Council**

**Thursday 12<sup>th</sup> April 2018**