

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16TH
JANUARY 2019, 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), R. Dunning (RD), C. Phillips (CP) and J. Bailey – Clerk.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

L. Putt (LP)

NO. 2. DECLARATIONS OF INTEREST

Cllr. B Symons declared a non-pecuniary interest in agenda item 9c.

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

The minutes of meeting on 19th December 2018 were accepted as a correct record and were signed by Cllr. T. Symons who was Acting Chair at the last meeting.

NO. 4. PUBLIC PARTICIPATION

There were three members of the Avon and Somerset Police in attendance.
Please refer to agenda item 9b for more information.

NO. 5. CORRESPONDENCE

5a Email from a member of the public regarding South facing loading bay lights on the Pucklechurch Industrial Estate.

Noted – For information.

5b The West of England Rural Development Programme (LEADER) is now open for new applications

With a small balance to invest they are looking for Expressions of Interest from projects that require a grant of between £5,000 - £20,000. You will need to complete the full application process quickly and we are ideally looking for projects that are ready to go (i.e. planning and other permissions are not required) and that are able to meet our output priorities. For eligibility and to download the Expression of Interest Form please visit <http://www.westofenglandrdp.org.uk/how-to-apply/> Deadline for applicants Friday 19th January 2019. Circulated to Community Groups.

Noted

5c Invitation to WPD's Annual Stakeholder Workshop.

Where they will be discussing throughout February 2019: future investment priorities, delivering a smart electricity network and their social responsibilities as a business.
Circulated to Community Groups.

Noted

5d Withdrawal of Local Council Tax Benefit (LCTB).

South Gloucestershire Council is withdrawing the Local Council Tax Benefit and ALCA have produced a spreadsheet showing the effect this will have on local councils.

ACTION: Clerk to make agenda item.

5e NALC Chief Executives Bulletin.

Noted

5f Can't Wait scheme.

Can't Wait is a scheme run by SGDEN with assistance from South Glos. Council to encourage businesses to make their toilets available to disabled people with an urgent need. Circulated to Community Groups.

Noted

5g Citizens Advice Winter Newsletter.

Circulated to Community groups.

Noted

5h Gloucestershire Playing Fields Association - Newsletter, Seminar & Annual Report.

Sent to Huw Morgan and Community Groups.

Noted

5i SGC Consultation - Doynton Hard Half Marathon.

SGC have been approached by Emersons Green Running Club who wish to hold their annual half marathon on the 20th January 2019. Running is expected from 9am till 4pm approximately 400 runners are expected to attend. The race starts at Doynton and quickly goes off-road into the South Gloucestershire countryside. The race returns to Doynton village after approximately 6 miles, 10 and at the end at 13.1 miles, as shown on the attached route.

Circulated to Community groups.

Noted

5j Email from a member of the public regarding an article in the December's Emerson's Green Voice newspaper concerning speeding traffic in Pucklechurch.

Email thread attached including a response from District Councillor Steve Reade.

ACTION: Clerk to make an agenda item.

5k SGC Enforcement Weekly Lists.

Noted

5l ALCA In Short December 2018.

Noted

5m Email regarding vandalism in the Pucklechurch Cemetery.

ACTION: Clerk to make an agenda item.

5n Notice of Intent - Temporary Traffic Order - Various Roads Pucklechurch, Alveston, Thornbury and Tytherington - Temporary Road Closures (PT.6173).

SGC intend to close, temporarily, to vehicles the lengths of road specified in the Schedule to this notice. Schedule - 1. Castle Road, Pucklechurch - Whole length 2. Shortwood Road, Pucklechurch - from Westerleigh Road south westwards for 760m 3. Westerleigh Road, Pucklechurch - from Abson Road northwards for 820m 4. Thornbury Road, Alveston - from Alveston Hill to Old Gloucester Road 5. Bristol Road, Thornbury - Whole length 6. Alveston Hill, Alveston - Whole length 7. Stidcot Lane, Tytherington - from Rectory Lane to Duck Street.

Alternative routes are available.

This order is required in connection with carriageway patching works and will be operative from the 18 February 2019 for a maximum period of eighteen months. The closure however may not be implemented for the whole of the period which are anticipated to be of 6 weeks duration.

Added to noticeboard's and circulated to Community Groups.

Noted

5o South Gloucestershire's Spring Clean 2019' campaign.

This years' Spring Clean will take place from Monday 11 February until Friday 10th May 2019. If you would like to get involved complete the booking form and return it StreetCleansing@southglos.gov.uk.

Circulated to Community Groups.

Noted

5p Independent Monitoring Board at HMP Ashfield looking for new members.

A recruitment campaign is currently underway to attract ordinary people from different backgrounds to join the IMB and play a key independent role at HMP Ashfield located in Pucklechurch. To join you don't need any special knowledge or skills as full training is provided. You just need to be open-minded, independent and able to commit 3-4 days per month. The role is unpaid, but it carries great responsibility and brings the rewards of knowing you are making a real difference to some of the most vulnerable people in our community.

Circulated to Community Groups.

Noted

5q Community Engagement Forum: Rural North Eastern.

The next Community Engagement Forum for the Rural North Eastern group is on Thursday 7th February 2019, 7.00 – 9.00pm, at Warmley Community Centre, 20 Deanery Rd, Warmley BS15 9JB.

Circulated to Community groups.

Noted – Cllr. B Symons will be attending.

NO.6. PLANNING

6a PK18/4218/RVC Unit 1-6 Beaufort Trade Park Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.

Variation of condition 5 attached to planning permission PK18/2104/F to remove the restriction on time for the operation of vehicles.

Notice of decision: Approve with conditions.

Noted

6b PK18/4328/F Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ.

Erection of 2 no. stable buildings, associated access road and hard standings

Notice of decision: Refusal.

Noted

6c 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).

Notice of decision: Approve with conditions.

Noted

6d 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 SGTPO44/14, dated 11/05/2015.

Notice of decision: Approve with conditions.

Noted

6e P19/0282/PNRE Unit 4 Plot 3, Commercial Land at Emersons Green Village Jenner Boulevard Emersons Green South Gloucestershire. Adjoining parish.

Prior notification of the intention to install roof mounted solar panels.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Cllr. Dunning reported to the Council that the Neighbourhood Plan survey sites have now closed and they received 640 responses, which equates to approx. 20% of the population which is an excellent result.

They are now awaiting the report which will be made an agenda item once received.

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

- Emailed Cllr. Symons and Boyle for information on Rebecca's garden to clarify ownership 21.12.18. Minutes 19th December item 5h.
- PK17/0117/PNH 1 Cedar Way Pucklechurch – reported the outbuilding being constructed in the garden to enforcement 21.12.18. Minutes 19th December item 6c.
 - The complaint has been logged under ref. COM/18/1175/OD 21.12.18.
 - Added the erection of the front garden fence to the above complaint 10.01.19.
- PK18/3919/O Gingells Farm 126 Shortwood Hill – submitted comments on SGC website 21.12.18. Minutes 19th December item 6e.
- PK18/5508/F Pucklechurch Social Club Village Hall Abson Road Pucklechurch – submitted no objection comment on SGC website 19.12.18. minutes 19th December item 6h.
- Wrote a letter of thanks to Sally Pattison SGC for the voucher which enabled us to purchase 8 trees that have been planted in St Aldams 21.12.18. Minutes 19th December item 7c.
- Forwarded Wessex Water map showing the water pipes around Pucklechurch to The Revel Committee and also provided them with Chris Harris's email address to contact regarding the weight restrictions on the roads 20.12.18. Minutes 19th December item 9a.
 - Circulated email from Jon Scott from Bristol Water to Council and Revel which included a map of the water mains in Pucklechurch which showed that there are no water mains under the rec 03.01.19.
- Informed the tenant of Allotment Plot 4 that they have been given a 6 months trial to turn the plot around 21.12.18. Minutes 19th December item 9b.
- Submitted comments to The West of England JSP – Technical Evidence Work Consultation 21.12.18. Minutes 19th December item 9d.
- Responded to the consultation for the potential removal of recycling bags for kerbside collections 21.12.18. Minutes 19th December item 9e.

- Signed and returned the SGC Localism Contract 21.12.18. Minutes 19th December item 9f.
- Informed Chris Harris of the Council's decision for both investigation schemes to remain on the list and for the investigations to take place 20.12.18. Minutes 19th December item 9g.
- Chased Chris Harris for the results of the Shortwood Speed Survey 20.12.18. Minutes 19th December item 9g.
 - Survey has been received and is on tonight's agenda item 9d.
- Responded to the consultation on Public Space Protection Order (Dog Fouling) 21.12.18. Minutes 19th December item 9h.
- I have received notification that there has been some vandalism to a memorial stone in the burial ground. The memorial has been flattened and there appears to be some damage to the front of the stone which was believed to have happened around Friday 21st December. The vicar has been made vicar aware and it has been reported to the police.
 - Some residents in the parish are fund raising to help out the family whose memorial stone was vandalised due to the cost of the repairs.
- The Parkfield defib has been used on 9th January and the Community Centre defib was used on Monday 14th January. I have ordered replacement pad packs for the defibs and I am trying to track down the whereabouts of the one used on Monday so we can get them up and running as soon as possible.
- Grant applications have been received from:
 - Lifeskills £240 – safety training courses for children.
 - PCA £2000 – External doors
 - St Thomas a Becket Church - £2000 Church yard maintenance.
- The Perspex on the Shortwood noticeboard broke in a small area at the bottom, Huw has purchased some materials to fix this.
- SGC refused to empty green bin as people are putting plastic in there. There are signs on the bin which appear to be being ignored so Huw has moved the green bin away from the black bin and put up new signs hoping they will now use the correct bins.
- I have received an email yesterday from Paula Lunnon – United Living as below:
 - Happy New Year to you, I hope you are well?
I'm still waiting to have another meeting with Marie Burke from Live West (previously Liverty housing), as since you met with them back in September, they have been undergoing a restructure.
However, I don't want to delay making contact / or supporting any local groups e.g. local youth group. I know that you mentioned in your last email about a Spring newsletter....do you have a date of when you will be collecting items for this next letter?

Alternatively, do you think it would be worth me contacting Pucklechurch Revel or other groups directly? Or, I could call up to see you in the Parish Council to explore a few different options?
Any thoughts welcome.

- I have also received an email today from Marie Burke from Live West as below:
 - I am just emailing you as a follow up to Jonathan Mathers and myself attending the Parish Council meeting in September. We had a few minutes at the beginning of the meeting to explain our social value offer and to ask if there were any projects that may benefit from it.
Since then we have gone through a restructure but I have kept my job and now we have a dedicated officer for social value whereas before Jonathan had held that role in a temporary capacity. This is great news that we now have this dedicated officer.
As I had heard nothing back, I have continued to work with the primary school and put in place funding for Warmley Men in Sheds to build them bug hotels, bird boxes and bird table for their garden. I would like to help them enhance the garden further so will set some plans in motion with that too.
So, this is really just an email to catch up with you.
I look forward to hearing back from you.

ACTION: Clerk to make this an agenda item and invite Live West, United Living and all the Community Groups to discuss the options available.

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	Maintenance Contract Jan'19/Expenses	£1223.05	2663
HMRC/Wages	PAYE/Wages	£1287.46	2664/2668
Ensign Print	Pucklechurch News Winter Edition	£444.00	2665
Lemon Gazelle CIC	Neighbourhood Plan – Community Engagement	£275.00	2666
Action Print	Neighbourhood Plan Leaflet Printing	£168.00	2667
PCA	Room Hire Dec'18	£43.00	2669
Anna Chelmicka	Litter Picking Jan'19	£350.00	2670
AED Locator	2 x Replacement defib pad packs for Parkfield and Community Centre.	£249.48	2671
Total		£4039.99	

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

This item has been deferred until the next meeting due to the Finance Working Group being unable to get together to discuss the figures prior to the meeting.

NO. 9. AGENDA ITEMS

9a To RECEIVE an introduction from the Creative Youth Network who are currently funded by South Gloucestershire Council to run youth provision across South Gloucestershire.

They would like to understand from the Parish:

- What the needs are for young people in the area?
- If there is any current youth provision they could link with?
- To be put in touch with the relevant councillor to discuss further.

To AGREE a way forward following the proposal from CYN to allocate approximately £2000 to deliver youth activities in Pucklechurch during the last quarter of their funding (Jan – March 19) and to PROVIDE answers the questions as details above.
Funding due to expire April 2019.

Pucklechurch no longer has a Youth Club following the withdrawal of funding from SGC, who decided to focus on five other areas in South Glos. The Youth Club received funding from New Home Bonus Scheme when an independent Committee took over, eventually this funding was also withdrawn and there was no alternative but to close the Youth Club.

RESOLVED: To respond to SGC informing them that The Parish Council support the idea for SGC to deliver a project for the Youth in Pucklechurch, but it would require SGC to come up with an event in the Community such as a fun day where they would organise a third-party organiser to run the activity as the Parish Council are not in a position to coordinate it.
ACTION: Clerk to respond to SGC informing them of the decision made above.

9b To RECEIVE an update from PC Rochford and PCSO Sam Derrick in relation to crime in the Parish and AGREE any further action if required.

PC Rochford who is the new Beat Manager introduced himself to the Parish Council and explained that further to the boundary changes they now cover a large area which includes Pucklechurch, Lyde Green, Emersons Green, Tormarton, Marshfield to name a few, some of which are rural areas and some are new estates.

They should have two Beat Managers covering these areas however at present there is only PC Rochford who is supported by two PCSO'S Samantha Derrick and Katrina Sheldrake. There will be another PCSO Emily Marshall re-joining the team once she returns from maternity leave in March.

Due to the recent shift change they should now be available to attend more Parish Council meetings. The change has meant that all the neighbouring beat teams such as Staple Hill and Mangotsfield all work the same shifts which will provide 18 officers and one Sergeant on shift at a time where they will be able to all work together to put an operation together to combat anti-social behaviour, drugs and modern slavery or any other crime that arises.

SpeedWatch

As Cllr. Phillips is currently recruiting members to start up a SpeedWatch group the Police were asked what the process is to get it up and running.

We were informed that we will need a minimum of six volunteers and that it takes a while to set up as they would all require training for using the equipment. A Traffic Officer will need to assess the area and a health and safety risk assessment will need to be carried out also.

ACTION: PC Rochford to email the Clerk details of how to set up the SpeedWatch group to pass onto Cllr. Phillips.

ACTION: Clerk To email details of the next Community Engagement Forum meeting to PCSO Sam Derrick.

9c To AGREE a nomination, if appropriate, for the Royal Garden Party 2019. For recognition of PAST service as Chairmen of the Parish Council. Deadline noon 21st January 2019.

A vote took place with 3 votes to 1 for the nomination, with Cllr. T Symons abstaining due to her personal relationship to the Chair.

RESOLVED: To nominate Chairman B. Symons to go into the draw for the Royal Garden Party.

ACTION: Clerk to complete the application form with B. Symons for submitting by the 21st January.

9d To REVIEW the data from the Shortwood Speed Survey and AGREE any further action if necessary.

The survey from Chris Harris was circulated prior to the meeting. Cllr. Phillips has carried out some further analysis to the data and found that the survey was carried out in the quietest part of the hamlet where parked cars act as a deterrent for speeding vehicles.

A proposal was made that a further speed survey should be carried out further up the road, as you go up the hill towards Pucklechurch as this is where the speed is at its worst and where accidents have occurred.

RESOLVED: To invite Chris Harris to a future meeting where this can be discussed in more detail.

ACTION: Clerk to contact Chris Harris and make the Shortwood Speed Survey a future agenda item.

9e To AGREE a way forward regarding the maintenance of Rebecca's Memorial garden.

The deeds have been located which show that Pucklechurch Parish Council do not own the land where Rebecca's Memorial Garden is located.

RESOLVED: To write to the land owner informing them that the Council have reviewed the request and do not consider it appropriate to take remedial action to resolve issues on a piece of land that is not within its ownership.

If they would like to considering transferring the land over to the Parish Council then we would be happy to discuss this.

ACTION: Clerk to write to the land owner as per the above.

9f To AGREE the dates for the Annual Council Meeting and the Annual Meeting of the Parish.

The impact of the first May bank holiday is that councillors will take office on Tuesday 7 May following elections. The annual council meeting must take place between Wednesday 8 and Thursday 23 May. This is in line with paragraph 7 (2) of Schedule 12 to the Local Government Act 1972, which provides that in a year which is a year of ordinary elections the annual council meeting shall be held on or within 14 days (not including bank holidays or Sundays) after the day on which the councillors elected take office.

RESOLVED: To hold the Annual Council Meeting on Wednesday 15th May 2019 at 7:30pm in the Community Centre Meeting Room.

RESOLVED: To hold the Annual Meeting of the Parish on Thursday 23rd May 2019 at 7:00pm in the School Hall, where the agenda will mainly focus on the Neighbourhood Plan and Community Grant presentations.

ACTION: Clerk to update the website with the agreed meeting dates above.

ACTION: Clerk to book the School Hall for the Annual Meeting of the Parish at 7:00pm on Thursday 23rd May.

9g To CONSIDER the request to ‘officially’ move the footpath that runs by the village hall two metres from its current position and AGREE next steps.

Unfortunately, as this is a pre-commencement condition on the planning application there is nothing that the Parish Council can do to influence the decision.

RESOLVED: To provide Phil Spick with United Living and Live West's details to see if they are able to provide advice or a possible grant to help with the fees charged for the moving of the footpath.

ACTION: Clerk to provide Phil Spick with Paula Lunnon's and Marie Burke's contact details.

9h To REVIEW the grant applications received so far.

So far, we have received 6 grant applications, one of those have secured funding elsewhere so we are expecting a withdrawal of their application shortly.

The deadline for applications is the 31st January 2019 so we may receive some more in over the next couple of weeks.

ACTION: Clerk to make grant applications an agenda item at the meeting on 6th February.

ACTION: Cllr. Boyle to remind the Community Groups of the grant application scheme on Shout Out Pucklechurch.

ACTION: Clerk to send out a reminder to the Community groups by email.

Next Meeting will be held on Wednesday, 6th February 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20:52.