

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 6TH FEBRUARY 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. B. Symons - Chairman (BS), G. Boyle - Vice Chair (GB), L. English (LE), R. Dunning (RD), C. Phillips (CP), L. Putt (LP), S. Reade - District Councillor and J. Bailey - Clerk.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

T. Symons (TS)
B. Stokes – District Councillor

NO. 2. DECLARATIONS OF INTEREST

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

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

The minutes of meeting on 16th January 2019 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

There were 8 members of the public in attendance representing the PCA, Revel and Good Neighbour Scheme. Marie Burke – Live West and Hannah Panes – Creative Youth Network were also in attendance.

Community Groups were invited to the meeting in relation to agenda items 9a and 9b, please refer to these agenda items for more information.

NO. 5. CORRESPONDENCE

5a SGC Public Consultation: Street Trading Policy Review.

SGC is currently consulting on the revised draft Street Trading Policy and corresponding Application Guidelines, prior to approval by the Regulatory Committee.

They are keen to receive feedback on the Policy and Application Guidelines and the consultation deadline is 20th March 2019.

Circulated to Community Groups.

<https://consultations.southglos.gov.uk/consult.ti/ST19/consultationHome>

ACTION: Clerk to make an agenda item.

5b South Gloucestershire Council - Planning Service Reviews.

SGC are reviewing their planning and enforcement service to ensure it meets policy objectives of the council and the needs of the customers. This is part of the Council Transformation and Change Programme (CTSP) to ensure they deliver services within a balanced budget. Deadline for responses noon Monday 4th March 2019.

Circulated to Community Groups.

[Town and Parish Councils Survey](#)

ACTION: Clerk to make an agenda item.

5c Public Consultation on South Gloucestershire's Early Help Strategy.

The draft version of South Gloucestershire's Early Help Strategy for Children, Young People & Families (2019-2024) sets out proposed principles, intentions and areas of focus for the council and partner organisations. It highlights our proposed Early Help Offer and how we will work together. Deadline Wednesday 20th March 2019. Circulated to Community Groups.

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

ACTION: Clerk to make an agenda item.

Noted **5d ALCA In Short January 2019.**

5e HMP Ashfield Independent Monitoring Board Report 2018.

Link to the Annual Report for information [IMB Annual Report 2018](#)

Noted

5f SGC Chair's Community Awards – 2019

The Community Awards are now open for individuals who volunteer and also voluntary groups who make a difference by helping others and contribute enormously to our area and South Gloucestershire. Deadline 28th February 2019.

Circulated to Community Groups.

ACTION: Clerk to make an agenda item.

5g Have your say on the future of Avon Fire & Rescue Service.

They are asking for your views on their new draft Service Plan 2019-2022 which outlines how they intend to use their resources to help protect the public for the future. They will be holding a public forum on Tuesday 19 February 2019. Consultation deadline 1st March 2019.

Have your say by visiting: <http://bit.ly/AFRSServicePlan>

Circulated to Community Groups.

Noted

5h Royal Garden Party 2019 nomination results.

Noted

5i Public Consultation on the proposed revocation of the Cribbs Causeway AQMA.

SGC is currently consulting on the proposed removal of an Air Quality Management Area (AQMA) located next to the M5 Junction 17 roundabout.

This consultation will be open until Wednesday 20th March 2019.

Circulated to Community groups.

Noted

NO.6. PLANNING

6a PK18/2772/RM The Nursery The Local Centre Willow Herb Road Emersons Green South Gloucestershire.

Approval of Reserved Matters to be read in conjunction with Outline planning permission PK04/1965/O (partial) for access, appearance, landscaping, layout and scale for the erection of a single-storey nursery development with associated play area and car park to the nursery site fronting Willow Herb Road including bin store.

Notice of decision: Approve with conditions.

Noted

6b PK18/5220/F 45 Homefield Road Pucklechurch Bristol South Gloucestershire BS16 9QA.

Erection of two storey rear extension and conversion of existing loft space to form additional living accommodation.

Notice of decision: Approve with conditions.

Noted

6c PK18/5508/F Pucklechurch Social Club Village Hall Abson Road Pucklechurch South Gloucestershire.

Erection of a two-storey side extension to facilitate disabled lift.

Notice of decision: Approve with conditions.

Noted

6d PT18/5286/F Windmill Bungalow Westerleigh Road Coalpit Heath South Gloucestershire BS36 2UP.

Works to enlarge existing detached garage to form 2 no. additional parking spaces.

Notice of decision: Approve with conditions.

Noted

6e LI19/0421/STM - Consultation for mobile street trader Nick's Mobile Desserts.

Application from Nickalas Milsom to trade throughout the South Gloucestershire Area.

Deadline for comments 12th February 2019.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

Cllr. Dunning circulated a link to planning application PK18/4150/F | Erection of 11 no. detached dwellings with altered access and associated works. | Grove Farm Coxgrove Hill Pucklechurch to Council as they appear to be changing the application.

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was in attendance and reported on the following:

District Cllr. Steve Reade has taken up the issue with the planners regarding the developers parking on the piece of land behind the site on Oaktree Avenue. This land has village green status and the planners cannot condone parking on the land which is why the developers incurred a hefty fine. This means that the developers now have to park on the road in the surrounding area which may cause issues for residents.

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

- Sent a sympathy card to our grass cutter following his loss 18.01.19.
- Emailed Marie Burke Live West and Paula Lunnon United Living to invite them in to attend a future meeting 18.01.19. Minutes 16th January item 7c.
 - Marie Burke is attending the meeting on 6th February.
- Responded to email from Creative Youth Network regarding Youth Provision and informed them that PPC supports them organising an activity but we are unable to co-ordinate it 18.01.19. Minutes 16th January item 9a.
 - Following a further email, the Clerk and Chair invited CYN to the next meeting where the community groups will be in attendance.
- Emailed PCSC Sam Derrick the details of the next Community Engagement Forum meeting and asked her to pass on my email address to PC Rochford so that he can send us the details regarding SpeedWatch 18.01.19. Minutes 16th January item 9b.
 - I am still awaiting the information from PC Rochford and have chased this up today 06.02.19.
- Returned completed form for the Royal Garden Party 19.01.19. Minutes 16th January item 9c.

- Wrote to Chris Harris inviting him to a future meeting to discuss the Shortwood Speed Survey 18.01.19. Minutes 16th January item 9d.
 - Chris replied asking if it would be possible for him to look into these queries now, as depending on what the queries are, he may not have the answers at his fingertips at the meeting. The information has been sent to him and following on from this he is happy to arrange a further survey so will be liaising directly with Cllr. Phillips regarding the location. This will then be brought back to council at a future date.
- Wrote to the land owner of Rebecca's Memorial Garden as per action from minutes of meeting on 16th January item 9e.
- Completed and returned the booking form and copy of our Public Liability Insurance for the hire of the School Hall on Thursday 23rd May for the Annual meeting of the Parish 24.01.19. Minutes 16th January item 9f.
- Updated the website with the Annual Meeting of the Council and Annual Meeting of the Parish Electors dates 18.01.19. Minutes 16th January item 9f.
- Emailed Marie Burke and Paula Lunnon's contact details to Phil Spick - PCA as per the action from minutes 16th January item 9g regarding the footpath.
 - I have since received the below update from Phil Spick in regards to this:
*I met the RoW officer from the South Glos Council who was very sympathetic to us. She will be recommending to the planning officer that the RoW requirement be removed from the Planning consent as she does not see that the extension will impinge on the footpath. This is not a 'done deal' until the Planning Officer agrees but good news if it is accepted. I have also been in touch with the two people Tina mentioned from the 'new house' builders on the estate and am hoping to meet them next week to see if we can get some support to the requirement for an Arboricultural Report and a Landscaping scheme, also pre-conditions to building starting.
 I'll keep you updated but felt this 'good news' needed to be shared.*
- Emailed Community Groups reminding them that the deadline for grant applications is 31st January 18.01.19. Minutes 16th January item 9h.
- COM18/1025/OD COM/18/0834/OD COM/18/0835/OD circulated the below update from Neil Howat - SGC to the Council regarding the Travellers site, Shortwood Road 18.01.19.
 - *I have been allocated the complaint below regarding the Traveller site at Shortwood Road relating to the removal of the hedge and its replacement with a fence. I apologise for the delay in responding to you on this matter. The site was granted planning permission on appeal in February 2016, and that decision included a landscaping condition, which read as follows:*

No development shall take place and the use shall not commence until a landscaping scheme together with an implementation programme has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be carried out in accordance with the approved details and programme.

The condition was subsequently discharged, approving the attached scheme. However, the development was not carried out in accordance with that scheme, with hedges being removed and replaced with fencing, in breach of planning control.

In 2017 they submitted a variation of condition application, seeking to remove the condition restricting the permission to a temporary period of 3 years, which was subsequently approved. While most of the other conditions were copied over from the original decision, the landscaping condition was not – see attached decision.

An RVC permission such as this legally constitutes a new and separate planning permission. In theory either the original or the RVC can be implemented, but in this case as the new permission removed the time limit it is evidently this RVC permission on which they are now relying, as the original would run out in early February 2019. Consequently, there is no longer a landscape condition for the site.

The removal of the hedge would otherwise not be a breach of planning control, and the fencing would be permitted development as it is too far back from the highway to have any impact upon the vehicular traffic using it. Consequently, I find no breach of planning control in relation to the landscaping at the site, and there is no action that we can take.

ACTION: Clerk to forward the email to District Cllr. Steve Reade to look into.

- Circulated an update from Neil Howat – SGC regarding the Suspicious Activity, Shortwood Road Pucklechurch.
 - *I have also been allocated the case below, regarding the field opposite the Meadow View site. One of our investigators has been out to visit and confirmed the creation of the hardstanding and the stationing of the storage container.*

I have checked the planning history for the site and note that planning permission was granted back in 1995 for an equestrian use and horse gallop, and this permission was renewed in 2000 under reference PK00/1917/F. So, my understanding is that the land is lawfully in equestrian use. However, I can see no permission for the recent development on site.

I have looked up the owner's details with the Land Registry and have today written to the register owner, seeking confirmation that they remain the owner, and asking them to contact me to advise what is taking place on the land and to discuss how to remedy the apparent breach of planning control.

Once I have had a chance to discuss the matter with the owner, I will update you again.
- Huw Morgan has cut back the hedge at the Scout Hut and has removed some weed type trees within the hedge. They are fast growing varieties e.g. field maple, Hawthorne etc and said that they are the wrong trees, in the wrong place. There are some telephone lines above, and a house fairly close which he believes will cause us problems in the future if they were left. For the extra work he has charged £85.00 to cover some of the extra labour involved.

- Circulated road weight restriction information to council 30.01.19.
ACTION: Clerk to make the Revel weekend an agenda item.
- Circulated the below update from Kevan Hooper – SGC regarding 1 Cedar Way Pucklechurch to council:

- *My investigating officer has been to site and taken measurements of the wooden summerhouse erected in the garden area. I note your comments on whether this is the front or rear garden and although there is some confusion over this because the wooden summerhouse is over the required height it would not be considered permitted development irrespective of it being situated in the front or rear garden area.*

From the planning enforcement perspective, this investigation is twofold. Initially, it must be determined if the summerhouse exceeds the limits of permitted development, which we assess it does; and once that is established, we must complete an expediency judgement against planning policy, legislation and guidance to judge whether the development is 'expedient to pursue' in planning terms. Expediency can be loosely described as asking the question of 'whether planning permission would be granted if the development were to be applied for?'. However, it is important to highlight that whilst the principles of planning strive to ensure 'enhancement' to the area and environment; there remains a general presumption in favour of all development and therefore the test is more akin to 'is there a reason, justified in planning policy, to refuse planning permission for the development in question'. It is a subtle point, but a point that is often prevalent in planning enforcement investigations.

In my view, I consider that the wooden summerhouse is not permitted development but would gain unconditional planning permission, it can be/and is regularly that case that matters are technically in breach of planning control but fail the tests of whether it is expedient to take planning enforcement action against them. My assessment is that the development would gain unconditional planning permission and it would not be proportionate or expedient for the enforcement team to pursue this matter further.

- Responded to Kevan Hooper highlighting that they have not responded regarding 1 Cedar Way also enclosing their front garden with a fence.
ACTION: GB to provide the clerk with the details of the covenant regarding the enclosing of the front garden to forward to Kevan Hooper.
- Circulated below update from Kathryn Leeming regarding COM/18/0371/OD - Hairwaves, 12 Westerleigh Road, Pucklechurch to council:
 - *I write further to my previous email of 2nd October 2018. Please accept my apologies for the delay in updating you – I am still catching up after returning from annual leave and sick leave. As you may already be aware, the owner has complied with the Enforcement Notice, and this was confirmed by one of our Officers on 5th December 2018. As a result, the breach has now ceased and I will be bringing this matter to a close.*

- I have downloaded the data from our defibrillator at the Community Centre and completed a form to apply for a free HeartSine defibrillator pad pak. We have been successful and I am now in receipt of the replacement. The two pad paks I have recently purchased have been used to get the Community Centre defib back online and also to replace the expired battery in the Shortwood phone box. Therefore, the one received free of charge will now be kept as a spare.
- Grant applications have been received from the following:
Revel - £3046.80 – Running costs for Revel weekend
Cricket club - £1250.00 – Cricket balls, trophies and nets.
Tower Preschool - £999.82 – New fencing for outside area/new storage box.
Pucklechurch Football Club – 783.25 – Help towards hiring training facilities.
Pucklechurch Primary School have retracted their initial application form for £10,000 for the daily mile track and replaced it with another for £5104.00 to improve the schools Wi-fi.
- Circulated Residential development at Lyde Green Farm email to council which invites the parish council to view a 3d model of the proposed development 06.02.19.
ACTION: Clerk to respond inviting them to attend a future Council meeting as councillors are unable to attend the dates proposed due to the meetings being held during working hours.
- Allied Electrical have repaired the green outside light on the defibrillator at the PVSSC but hasn't been able to fix the internal cabinet lights at the PVSSC and Café. The Cafe one is a bit of LED strip with makeshift switch on the door and requires replacement strip/driver, the PVSSC one is an all in one fitting with sensor and the control gear/sensor has failed. Unfortunately, it's not possible to change the faulty bit, it needs a complete replacement unit. He has looked for a replacement fitting but not found anything reasonably priced. He pointed out that some cabinets have internal lights and some don't and asked do we want to leave these two without lights or source and fit replacement fittings?
ACTION: Clerk to get both replaced as it falls within the Clerk's remit. Clerk to speak to AED Locator to double check they can't source the parts cheaper before giving Allied Electrical the go ahead.

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
E. Boulton	Grass Cutting Parkfield play area	£250.00	2672
Lemon Gazelle CIC	Neighbourhood Plan Consultancy	£1400.00	2673
Huw Morgan	Scout Hut Hedge/Tree Felling	£385.00	2674
PCA	Room Hire January 2019	£62.40	2675
Pucklechurch School	Hall Hire for Annual Meeting of the Parish	£50.00	2676
Mrs J. Bailey	Expenses – Poppy wreath, printer, stationery, stamps.	£117.92	2677

Total	£2265.32
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8b To RECEIVE an update from the Finance Working Group.

This item has been deferred until the next meeting.

NO. 9. AGENDA ITEMS

9a To RECEIVE an update from Marie Burke – Live West regarding Community Value and what they can offer the Parish and AGREE next steps, if applicable.

Marie Burke – Community Connector for Live West was in attendance to talk directly to the Community Groups to compile a wish list of projects/funding that they will be hoping to support through their contractors.

She has already been in contact with the PCA regarding the planned extension, Revel who are seeking help with labour and financial sponsorship for Revel weekend and Pucklechurch Primary School have already received help with their reflective garden and have been liaising with them for help in other projects. Marie has taken the contact details of The Good Neighbours to see where they are able to help.

Marie is meeting with her manager and the contractors next week where she will discuss this further.

9b To RECEIVE an update from Creative Youth Network regarding funding they have allocated to Pucklechurch for a proposed project and AGREE next steps.

Hannah Panes - South Glos. Area Manager for Creative Youth network was in attendance who works with 11 to 18-year olds in Bristol and South Gloucestershire and are funded by SGC, lottery grants and larger Parish Councils. Positive Activities Subsidiary (PAS) has put aside £2000 for Pucklechurch youth and Hannah is looking for ideas on how this can be spent.

The Parish Council were keen for this to be used to transport our youth to local Youth Clubs/Centres. This can be communicated through the Facebook group Shout Out Pucklechurch, through the school and the Parish Council noticeboards/bus stops. It was also suggested that they contact the Uniformed groups and Cricket club who have a youth team. A member of the public mentioned a boxing club that takes place in the Kingswood Museum that could also benefit from extra members.

Hannah will take this information away and report back in due course.

9c To CONSIDER the proposal from O2 for the mobile phone contract and AGREE for the clerk to sign the contract or make any adjustments if necessary.

The current monthly line rental charge for 2 handsets is £25.59 + VAT, the new monthly line rental charge for 2 handsets is £22.00 + VAT.

The clerk informed the Council that one of the phones is not being used by our contractor and that he is happy for us to cancel the line. This would reduce the costs of the phones down to £12.00 per month making a saving of £120.00 a year.

RESOLVED: For the clerk cancel one of the lines and sign the contract for one phone at £12.00 per month for a 24-month period.

ACTION: Clerk to contact Carphone Warehouse regarding the above amendment to the contract, and sign all necessary paperwork.

9d To REVIEW the information regarding the withdrawal of the Local Council Tax Benefit (LCTB) and AGREE any further action if necessary.

RESOLVED: No further action.

9e To CONSIDER a response to the correspondence received from a member of the public concerning speeding traffic in Pucklechurch.

At the meeting the Local Transport Priority List was referred to for the Parish Councils priorities when it comes to speed in the parish.

KF29 - To investigate speed reduction and weight restriction measures in the village which has been on the list since August 2011.

KF101 – Speed table north of Homefield Road junction and speed table outside Post Office which has been on the list since April 2013.

KF136 – 30mph speed limit extension to Quackers Café, BS16 9SJ which has been on the list since December 2015.

RESOLVED: To respond to the member of public including a copy of the Local Transport Priority List informing them that it is not a failing of the Parish Council, it is a South Gloucestershire Council failing who haven't yet actioned our requests.

ACTION: Clerk to respond to the member of public as above.

RESOLVED: To write to Emerson's Green Voice newspaper in response to the letter printed in their December 2018 edition clarifying the situation.

ACTION: Clerk to write to Emerson's Green voice clarifying the situation and providing a copy of our local Transport Priority List.

9f To CONSIDER the request from Revel regarding CCTV in the graveyard following recent vandalism. To AGREE a way forward and explore if this is a viable option.

Revel have been approached by parishioners to see if they can look into the possibility of giving a grant to the church for CCTV.

RESOLVED: To respond to Revel informing them that this is not a viable option due to the following reasons;

1. The burial ground is owned by Pucklechurch Parish Council not the Church.
2. This is an isolated case of vandalism.
3. There is no electricity in the burial ground.
4. The Church is a listed building so a CCTV system positioned on the building would require planning consent.

ACTION: Clerk to respond as above.

9g To AGREE the successful applicants who have applied for grant funding through the Parish Council Community Grants Award Scheme.

We received 10 grant applications which were circulated to Council prior to the meeting. Each one was looked at in turn to establish if it met the criteria.

RESOLVED: The Council resolved to award the following grants:

Applicant	Purpose of Grant	Amount
1st Pucklechurch Scouts	Insurance Costs	£1050.00
Pucklechurch Primary School	Upgrade to Wi-Fi	£2000.00
Brandon Trust	Proposed Trip	£250.00
St Thomas a Becket Church	Churchyard Maintenance	£2000.00
Pucklechurch Revel	Revel Entertainer	£456.00
Pucklechurch Cricket Club	Cricket Balls and Nets	£900.00
Tower Preschool	Outside Fencing/Storage box	£999.82
Pucklechurch Sports F.C	Hiring training facilities	£783.25
	Total	£8439.07

Further to the above the following should be noted:

- Pucklechurch Primary School – the original application was for £5104.00 so only a contribution of £2000.00 was agreed.
- Lifeskills – the application was declined due to it not meeting the criteria.
- PCA – this application of £2000.00 for replacement rear doors has been deferred until the quotation has been received. A new application can then be made outside the grant process as the Parish Council owns the building.
- Revel – as we are unable to support anything to do with the Beer Festival the only part of the £3046.80 application we could fund, was the entertainer costs at £456.00.
- Cricket Club – we were unable to pay for the trophies/shields as we cannot support anything for individuals.
- St Thomas a Becket Church – The application was considered in the full knowledge of the current uncertainty over the lawfulness of such a grant.

ACTION: Clerk to raise cheques and inform any unsuccessful grant applicants of the decisions above.

9h To REVIEW the information received regarding the LED Street Lighting Replacement works in Pucklechurch Parish and AGREE a response if applicable.

Works due to commence in April 2019. SGC have several actions to enable the lantern replacement at Pucklechurch, mainly infill columns and removals to suit lighting levels for the LED lanterns. They will notify affected residents prior to commencing the work. Circulated to Community Groups.

Alongside the Column infill list, SGC have highlighted the following two notes and proposed actions:

1. Light numbered as 1, The Vale to be removed with no replacement. The existing light is mounted on a private building and is lighting a private parking area.
2. Lighting columns 9, 11, 12 St Aldams Drive and lighting column 1A Birch Drive. These lighting columns are not located on or serving land owned by SGC or on adopted highway. Therefore, the lighting columns shall remain – no change.

RESOLVED: To respond to Ryan Brown expressing that whilst we understand that light number 1 is situated on private land residents that live along that road will have no light at all if this is removed and asks that this decision is reconsidered.

The Parish Council also asks that you reconsider the decision not to upgrade the other 4 lighting columns situated at 9, 11 and 12 St Aldams Drive and 1a Birch Drive.

The Parish Council would be keen to know the costs involved for these 5 lights being upgraded.

ACTION: Clerk to respond as above.

9i To AGREE content for the Spring Pucklechurch News.

Deadline 10th February 2019.

RESOLVED: To include the following content in the Chair's Report for the Spring Pucklechurch News:

- Speeding Traffic and the Local Transport Priority List.
- Successful Grant Applications.
- Date of the Annual Meeting of the Parish (7:00pm on 23rd May 2019)
- Election.

9j To CONSIDER a response to the Roadworks Communications Survey.

SGC want to improve how they provide Town and Parish Councils and local residents with information about roadworks and other things affecting local communities and have asked for us to complete their [short survey](#)

RESOLVED: The above survey was completed by the Council and submitted during the meeting.

Next Meeting will be held on Wednesday, 20th February 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 21:41.