

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 20<sup>TH</sup> FEBRUARY 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.**

**PRESENT.** B. Symons - Chairman (BS), G. Boyle - Vice Chair (GB), T. Symons (TS), R. Dunning (RD), C. Phillips (CP), L. Putt (LP) and J. Bailey - Clerk.

**NO. 1. TO NOTE APOLOGIES FOR ABSENCE**

L. English (LE).

**NO. 2. DECLARATIONS OF INTEREST**

No declarations of interest were made by any council members.

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

The minutes of meeting on 6<sup>th</sup> February 2019 were accepted as a correct record of the meeting and signed by the Chairman.

**NO. 4. PUBLIC PARTICIPATION**

There were five members of the public in attendance, two of these were from the Revel Committee and Mr Ryan Brown from South Gloucestershire Council.

Two members from the Revel committee were in attendance to talk through their requests for heavy machinery to enter onto the recreation field during Revel weekend as part of their theme Travel through the ages. They have been in contact with Steve Reade at Wessex Water regarding the water pipes and Chris Harris regarding weight limits which have been circulated to Council.

They are proposing the following:

Tractors – maximum x 4 which weigh 5 ½ tonne each.

Mini's x 20 – weigh at ½ tonne each.

Small Mini Steam Engines x 2 – minimum of 3 tonne maximum of 10 tonnes.

The vehicles will be located at different parts of the rec which will be on the grass. Revel will look into costs for extra track mats to protect the field.

**NO. 5. CORRESPONDENCE**

**5a Healthwatch 'How do you look after yourself in South Gloucestershire' Survey.**

As services, such as the NHS, come under increasing pressure, people are being encouraged to take greater responsibility for looking after their own health and wellbeing, in order to reduce the likelihood of them needing to receive treatment and support both now and in the future. Healthwatch are really keen to hear how people currently looking after themselves and what would help them to 'self-care' more.

Circulated to Community Groups.

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

**5b NALC Funding bulletin.**

Circulated to Community Groups.

**Noted**

**5c Email from a resident regarding the LED Replacement lights in Pucklechurch Parish.**

Concerns over the removal of lights at the Vale.

Email forwarded to Ryan Brown – SGC Senior Project Engineer.

**Noted**

**5d Citizens Advice South Glos. Newsletter.**

Circulated to Community Groups.

**Noted.**

**5e Health and Social Care in Bristol - February 2019 Newsletter.**

Circulated to Community Groups.

**Noted**

**5f South Gloucestershire Health, Wellbeing and Social Care e-bulletin - February 2019.**

Circulated to Community Groups.

**Noted**

**NO.6. PLANNING**

**6a P19/1275/F Land at Lyde Green Farm Emersons Green South Gloucestershire.**

Erection of 398 no. dwellings, including affordable housing. Construction of new vehicular access and pedestrian/cycle access onto Henfield Road. Provision of public open space, including play area, landscaping, sustainable urban drainage and related infrastructure and engineering works.

This is the largest planning application received by the Parish Council and the most significant piece of building to take place since the 1960's.

The Parish Council have questions concerning the sound barrier, traffic management and how the S106 funding can be spent when its so disjointed from the rest of the Parish. The question was also raised why the boundary wasn't amended to include this land within Emersons Green Town Council when the rest of Lyde Green was moved.

**RESOLVED:** To defer this application to a future meeting and request an extension to submit comments on the 21<sup>st</sup> March due to the volume of documentation there is to work through.

To contact Democratic Services in light of this development and ask them to re-consider the parish boundary and what the process is to request a boundary change.

**ACTION:** Clerk to apply for an extension to the 21<sup>st</sup> March to submit comments.

**ACTION:** Clerk to make this an agenda item on either the 6<sup>th</sup> or 20<sup>th</sup> March following the response received following the request for an extension.

**ACTION:** Clerk to write to Democratic Services regarding the parish boundary.

**6b P19/1355/F 123 Shortwood Hill Mangotsfield Bristol South Gloucestershire BS16 9PF.**

Demolition of existing detached garage and erection of carport, garage and log store.

PPC believes the addition of this substantial roofed outbuilding would contribute to a disproportionate addition to this is a mid-19<sup>th</sup> century cottage that sits within the Bristol to Bath Green belt. As a result, it would have an impact on the openness of the Green Belt contrary to SGC Policy PSP7 – Development in the Green Belt.

The property has already benefitted from substantial alteration and has been extended at least twice since 1948. See application reference numbers:

PK03/2950/F | Erection of single storey rear extension to form extended lounge. Two storey side and first floor rear extension to form additional living accommodation. Erection of 2 no. front porches.

PK06/0918/F | Erection of rear conservatory | 123 Shortwood Hill Shortwood Mangotsfield BRISTOL South Gloucestershire BS16 9PF

Aerial photographs of the site also suggest that there is also a substantial building to the rear of this property that has been converted for ancillary use, but it is not clear whether or not this formed part of the original property as of 1<sup>st</sup> July 1948 or when the conversion took place.

The proposed structure also sits immediately adjacent to a Scheduled Ancient Monument in the form of a Bronze Age Round barrow and should permission be granted, PPC believes it would be appropriate to require an archaeological watching brief by condition.

**RESOLVED:** Objection.

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

**6c P19/1527/F 114 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9PX.**

Demolition of existing garage and store. Erection of a two-storey side and single storey rear extension to form additional living accommodation. Erection of a first-floor rear balcony.

It would appear from historic map evidence that this property dates back to at least the mid-19<sup>th</sup> century and may have developed from a building range originally associated with the adjacent property. It has benefitted from extensions to its original size but it is not clear as to when these extensions were erected. Since the property sits within the Bristol & Bath Green Belt the percentage increase by volume is of concern but PPC is unable to ascertain what that cumulative percentage increase has been over and above that which stood on the 1<sup>st</sup> July 1948. Examination of the map evidence and the current layout of the house suggest that those rooms labelled 'utility, lounge and kitchen' and those above, may occupy what was the original building with the remainder as additions. Although the proposal allows for the removal of the garage and store, PPC believes that what is suggested by the plans would potentially constitute a disproportionate cumulative addition of 50% or more and therefore have an impact on the openness of the Green Belt contrary to SGC Policy PSP7 – Development in the Green Belt. PPC would request therefore that SGC's Planning Officer assess the volume increase. Furthermore, the proposal will increase the number of bedrooms in this property to 5 whilst removing an off-road parking space. PSP16 requires 3no off-road spaces for a property of this size: two are shown and it would appear that whilst there is sufficient space for a third vehicle, this has not been shown.

**RESOLVED:** Objection

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

**6d PK18/3919/O Gingells Farm 126 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PF.**

Erection of 1no. Agricultural Workers Dwelling (Outline) with access to be determined and all other matters reserved.

Notice of decision: Approve with conditions.

**Noted**

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

Erection of an agricultural storage barn.

Notice of decision: Approve with conditions.

**Noted**

## **NO. 7. REPORTS**

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

#### Wraxhall Road Roundabout

Cllr. Dunning circulated a link for information with details of a proposal for a new six-lane road through a 'bottleneck' roundabout at Wraxhall Road on the Bristol Ring Road which is being planned by councillors.

#### Neighbourhood Plan

An update was received from Cllr. Dunning who reported they have received a resignation within the group.

This now leaves them short on personnel and further to their standing orders they should have 3 councillors in the steering group so a plea was made to the council for volunteers. The first options and issues meeting will be held at the end of March.

**RESOLVED:** To wait until after the elections in May to appoint a new councillor to the NP Steering Group.

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

There were no district councillors in attendance.

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

- Forwarded decision email regarding the traveller's site on the Shortwood Road to District Cllr. Steve Reade 08.02.19. Minutes 6<sup>th</sup> February item 7c.
- Responded to email regarding the residential development at Lyde Green Farm inviting them to attend a future Council meeting 08.02.19. Minutes 6<sup>th</sup> February item 7c.
  - Response received as below circulated to Council:  
*As the application is due to be registered shortly, I would suggest that it may be a better idea if we forgo the presentation unless, after viewing the application documents as statutory consultees, the Parish Councillors feel it would be beneficial to view the 3D representations to better understand the development. Please let me know if this is something that would interest you?*
- Contacted AED Locator to source replacement light fittings for the Café and PVSSC defib cabinets 08.02.19. They should be able to source a replacement led strip light kit for the Café and I have provided them with a photo of the PVSSC light for them to look into. Minutes 6<sup>th</sup> February item 7c.
- Responded to member of the public regarding speeding in the village and included a copy of the Local Transport Priority List 08.02.19. Minutes 6<sup>th</sup> February item 9e.
- Wrote to Emersons Green Voice providing them with a response to the article written in their December 2018 edition regarding speed 08.02.19. Minutes 6<sup>th</sup> February item 9e.

- Wrote to Revel informing them of the decision regarding their request to add CCTV to the graveyard 13.02.19. Minutes 6<sup>th</sup> February item 9f.
- Emailed all grant applicants informing them if their application was successful or unsuccessful and raised all cheques for signing at tonight's meeting. Minutes 6<sup>th</sup> February item 9g.
  - Received thank you emails from all applicants. The Revel Committee responded with a question which I responded to with a statement from the Chairman.
- Responded to Ryan Brown regarding the led replacement lights and asked them to reconsider their decision in relation to the 5 lights and provide information on the costs of the upgrade 08.02.19. Minutes 6<sup>th</sup> February item 9h.
  - Following this email Mr Brown will be attending the meeting tonight agenda item 9a.
- Emailed Mr Hall asking if they will be renewing the lease at Shortwood play area for 2019/20 13.02.19.
- Huw and I are looking into an alternative supplier to carry out the playground inspections for this year and will report back once the quotes have been received.
- I have received an enquiry from a resident to be added to the allotment waiting list so that brings the total to 2 people on the waiting list.
- Huw has felled a dangerous leaning tree at the allotments 12.02.19. I have circulated a picture of this today.
- Circulated Network Rail update: Track renewal at Westerleigh to Council and Community Groups 15.02.19.
- Circulated Proposed speed table and informal crossing on Westerleigh Road to Council 19.02.19.
- Spoke to O2 regarding the mobile phones they will send over the revised contract and I have to phone O2 direct to cancel Huw's phone.
- Action tracker – updated with all outstanding actions back dating to November 2018 and carried out the following actions:
  - Chased Jayne Hall for an update on the Spar Signage COM/17/0014/ADV & PK18/0314/ADV Location: Pucklechurch Convenience Store (Spar), Westerleigh Road, Pucklechurch, BS16 9RB Description: Spar sign erected above shop without permission. Response received as below:

*A site meeting was held at the end of January between the Planning Enforcement Officer, The Conservation Officer and a representative from Spar, who travelled from Cornwall for the meeting. Alternative signage provision was discussed and proposals for an acceptable way forward was agreed between the parties present. We anticipate receiving new plans by the*

*end of the month and so hope to be in a position to approve the application during March and SPAR will then replace the sign with a sign more in keeping with the Conservation Area.*

- Chased Huw for an update on Plot 21a – no evidence to suggest there has been any work carried out 18.02.19. An allotment report will be on the agenda at the next meeting.
- Chased Huw for an update on the allotment trees that the PC agreed to fell in order to create a recycling area. Some clearance work has started but the trees have not been felled as of yet.
  - Chased SGC for an update on the bin at Eagle Crescent Marcus Gill has confirmed that it hasn't gone in yet so he has asked for it to be put in as soon as possible. He has confirmed it will definitely be in place for the start of the new localism year.
- Chased Jayne Hall to see if she can look into the enclosing of the front garden with a fence at 1 Cedar Way.

**7d** To RECEIVE a Report from Huw Morgan regarding the Woodlands.

The following report was received and circulated to council prior to the meeting:

*I thought it might be helpful for the Parish councillors to have a report on works carried out at the woodlands. This year I concentrated more on removing the weaker 'leggy' and diseased trees (some suffering from Ash dieback). This will reduce competition and benefit the surrounding trees and mid layer plants. I have also done some canopy raising and clearing to make access easier for bird watching, strolling etc.*

*The dead wood has been stacked and provides new habitat's for mosses, algae, small creatures, invertebrate's etc.*

*The area is now looking well managed and pleasant, there are some 'copse' areas of thicker growth for the deer etc, some open glades and semi open areas. With ongoing management and maintenance, the woods will continue to improve as a wildlife haven.*

**Noted**

**ACTION:** Clerk to add to the website.

## **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 Feb/ Woodlands Management | £1800.00    | 2678          |
| Anna Chelmicka               | Litter Picking feb'19                          | £350.00     | 2679          |
| HMRC/Wages                   | PAYE/Wages Feb'19                              | £1292.86    | 2680/2681     |
| 1 <sup>st</sup> Pucklechurch | Grant funding – Insurance costs                | £1050.00    | 2682          |

|                                       |   |                   |      |
|---------------------------------------|---|-------------------|------|
| Scouts                                |   |                   |      |
| Pucklechurch CE Primary School        | Grant finding – Upgrade WIFI                  | £2000.00          | 2683 |
| Brandon Trust                         | Grant funding – Proposed Trip                 | £250.00           | 2684 |
| PPC Pucklechurch (St Thomas a Becket) | Grant funding – Churchyard Maintenance        | £2000.00          | 2685 |
| Pucklechurch Revel                    | Grant funding – Revel Entertainment           | £456.00           | 2686 |
| Pucklechurch Cricket Club             | Grant funding – Cricket Balls/Nets            | £900.00           | 2687 |
| Tower Playgroup                       | Grant funding – Outside fencing/storage box   | £999.82           | 2688 |
| Pucklechurch Sports FC                | Grant funding – Hiring of training facilities | £783.25           | 2689 |
| <b>Total</b>                          |   | <b>£11,881.93</b> |      |

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

To include details of the Data Protection Fee increase, email attached for information.

The finance spreadsheet was circulated to Council prior to the meeting.

The bank statements have been reconciled up until January 2018, and if we were to pay all suggested costs and projects by the end of the finance year this will leave the following:

|                      |            |
|----------------------|------------|
| Bank Year End        | £59,870.21 |
| Less Working Capital | £14,000.00 |
| Less Reserve         | £30,000.00 |
| Less Grants          | £8439.07   |
| Total                | £7431.14   |

This £7431.14 is less than anticipated from the budget as Council agreed to carry forward £9870.21 to allow us to only have a 2.5% increase. However, as we are due to receive approx. £3000.00 VAT claim this supersedes the shortfall that we have. We also need to adjust the Neighbourhood Plan project spend as some of the expenditure is already included for the year which would then leave some funding to support the PCA with their request for a grant to repair the doors.

**RESOLVED:** To accept this as a true representation of the Parish Councils finances.

We have received an email regarding the Data protection fee that comes into force on 18<sup>th</sup> March 2019. The fee has been increased to £40.00 per annum however as we are already paying by direct debit, we receive a discount of £5.00 and therefore will be paying the same fee as previous.

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

### **9a To WELCOME Ryan Brown to the meeting following the PC's concerns over the removal of some street lights and AGREE next steps.**

Ryan Brown – Senior Project Engineer (Lighting) was in attendance following the Parish Councils request for them to reconsider the decision not to include the following in their LED replacement scheme:

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.

He has been in talks with his Line Manager Andy Porter and the Group Manager at Streetcare and they have reached a compromise. They have accumulated half a dozen LED free samples which they are happy to use for the 5 lights as listed above as it's minimal capital investment and will only be the labour cost.

The Parish Council thanked Mr Brown for not only listening to their request but for actioning it and taking the time to come to the meeting and deliver the news personally.

**ACTION:** Clerk to write an official letter of thanks to Mr Brown.

**9b To REVIEW the information received from Revel Committee in relation to heavy vehicles entering onto the Rec and AGREE next steps.**

**RESOLVED:** The Parish Council agree in principle to light weight traffic such as classic cars and motor vehicles to enter the Recreation field on Revel weekend but only if the ground is dry. They oppose to the use of all heavy traffic from entering onto the field due to the potential damage to the field and drainage systems underneath.

**ACTION:** Clerk to inform Revel of the decision.

**9c To AGREE a response to the SGC Street Trading Policy Review Consultation. Deadline for comments 20th March 2019.**

**RESOLVED:** The Parish Council completed the survey during the meeting.

**9d To AGREE a response to the SGC Planning Service Review Consultation. Deadline for comments 4<sup>th</sup> March 2019.**

**RESOLVED:** The Parish Council completed the survey during the meeting.

**9e To AGREE a response to the SGC Early Help Strategy Consultation. Deadline for comments 20<sup>th</sup> March 2019.**

**RESOLVED:** To defer to the next meeting.

**ACTION:** Clerk to add to the agenda on 6<sup>th</sup> March.

**9f To AGREE a response to the SGC Chair's Community Awards 2019.**

Open for individuals who volunteer and also voluntary groups who make a difference by helping others and contribute enormously to our area and South Glos.

Deadline for comments 28<sup>th</sup> February 2019.

**RESOLVED:** To put forward the Good Neighbours Scheme for the award.

**ACTION:** Clerk to complete the application.

**9g To AGREE a response to the West of England Draft Joint Local Transport Plan 4 consultation.**

Consultation open until 20<sup>th</sup> March 2019 and is inviting people to give their views on the vision for the future of travel and transport across the West of England up to 2036. The consultation documents can be found at [www.travelwest.info/JLTP4](http://www.travelwest.info/JLTP4) and they are encouraging people to complete the West of England Transport priority Simulator

<https://transportplan.prioritysimulator.com/> to share their views on where they feel investment in transport should be focussed.

Circulated to Community Groups.

**RESOLVED:** To defer to the meeting on 20<sup>th</sup> March and to suggest that individual Councillors complete the survey prior to this meeting.

**ACTION:** Clerk to make an agenda item on 20<sup>th</sup> March.

#### **9h To REVIEW the Allotment Lease and fees for 2019/20 and AGREE next steps.**

**RESOLVED:** For the allotment fee of £20.00 and Allotment Agreement to remain unchanged.

#### **9i To AGREE an awareness/publicity event for potential new councillors ahead of the elections.**

The Parish Council has recently made a call out for new Councillors in the Pucklechurch News and on Shout Out Pucklechurch.

**RESOLVED:** To add a poster to the noticeboards and bus stop noticeboards.

**ACTION:** Clerk to produce a 'Your Parish Needs You' poster for adding to the noticeboards and bus stop noticeboards.

#### **9j To REVIEW the items on the Action Tracker and AGREE any further action if necessary.**

The Action Tracker was circulated prior to the meeting and the Council **RESOLVED** the following:

Item 13. Memorial Garden – **Remove**

Item 28. Assets of Community Value – **Remove**

Item 89. St Aldams Land – **ACTION:** Clerk to chase Solicitor.

Item 101. BT Phone Box – Ongoing - **ACTION:** GB to inspect phone box.

Item 127. Pennymead – **Remove**

Item 128. Spar Signage – Ongoing

Item 142. GDPR – **ACTION:** GB and Clerk to set a date to shred documentation inline with the retention policy.

Item 143. Play area fencing – **Remove**

Item 145. Parkfield Noticeboard – **ACTION:** GB to put together a letter for RD to circulate to Parkfield residents regarding the location of the noticeboard.

Item 147. SGC Planning Process – **Remove**

Item 148. Bio Diversity Action Plan – **Remove**

Item 152. Allotment Plot 21a – **ACTION:** Clerk to make an agenda item on 6<sup>th</sup> March.

Item 155. Speed Watch – **ACTION:** Clerk to provide CP with PCSO Sam Derricks contact details.

Item 156. Future Planning – Ongoing.

Item 157. Allotment Recycling Area – Ongoing.

Item 158. Quality Council – **ACTION:** BS and Clerk to meet up to work through criteria.

Item 160. Informal meeting re. Play equipment – Ongoing.

Item 161. Bin at Eagle Crescent – Ongoing.

Item 162. Shortwood Speed Survey – **ACTION:** CP to provide location details to Chris Harris to carry out another survey.

Item 163. 1 Cedar Way – **ACTION:** Clerk to chase this up with Jayne Hall - SGC.

**Next Meeting will be held on Wednesday, 6<sup>th</sup> March 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 22:00.