

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 6<sup>TH</sup>  
MARCH 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD,  
PUCKLECHURCH.**

**PRESENT.** B. Symons - Chairman (BS), T. Symons (TS), R. Dunning (RD), L. English (LE), C. Phillips (CP), L. Putt (LP), S. Reade – District Councillor and J. Bailey - Clerk.

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

G. Boyle - Vice Chair (GB)  
B. Stokes – District Councillor

**NO. 2. DECLARATIONS OF INTEREST**

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

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

The minutes of meeting on 20<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 no members of the public in attendance.

**NO. 5. CORRESPONDENCE**

**5a South Gloucestershire Homelessness Strategy (2019-2024) consultation.**

The draft version of South Gloucestershire's Homelessness Strategy (2019-2024) sets out the council's strategic direction and specific priorities to prevent and tackle homelessness in South Glos. Deadline for comments 21<sup>st</sup> March 2019.

Circulated to Community Groups.

[https://consultations.southglos.gov.uk/consult.ti/HS\\_19/consultationHome](https://consultations.southglos.gov.uk/consult.ti/HS_19/consultationHome)

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

**5b Temporary Closure of Coxgrove Hill.**

Notice has been received regarding the closure of Coxgrove Hill for a period of five\* days inclusive commencing on 14/03/2019. The closure is from its junction with Parkfield Road to its junction with access to Grove Farm, Coxgrove Hill to enable cleaning duties. Circulated to Community Groups and added to noticeboards.

**Noted**

**5c The run up to the elections.**

Information and timetable for local elections in England: 2<sup>nd</sup> May 2019.

**Noted**

**5d Draft Minutes from Town and Parish Council Forum 31st January 2019.**

**Noted.**

**5e Funding opportunities for under 18s.**

UK housebuilder Persimmon Homes has become an official partner of Team GB and will support the organisation for the next three years through to Tokyo 2020 and beyond. At the heart of the new partnership is Persimmon's new £1million-a-year nationwide funding scheme, Building Futures, which the housebuilder officially launched today. Team GB will support the Building Futures programme, which aims to assist community sports, education and arts and health initiatives for under 18s. More information can be found at:

<https://www.persimmonhomes.com/charity/building-futures>

Circulated to Community Groups.

**ACTION:** Clerk to make an agenda item regarding Community Engagement and how we can improve it, following the poor numbers who have opted in to receive emails from our Community Groups mailing list.

**5f Gipsy Patch Lane roadworks & travel survey.**

Gipsy Patch Lane will be closed to all highway users, including pedestrians and cyclists, at the railway bridge for approximately four weeks from Monday 3 June. A signed diversion route will be in place during this time.

Circulated to Community Groups.

**Noted**

**5g Email from a member of public regarding light pollution effecting the Siston Conservation Area.**

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

**5h Invitation for members and Councillors to the SLCC Annual Meeting on 21st March 2019.**

**Noted**

**5i Consultation Bristol to Bath Railway Path, Event.**

Bristol & West AC wish to hold a Monthly 5K Running Race at Bristol to Bath Railway Path.

They intend to hold these races between 19.00- 20.30 on: 26/03/2019, 30/04/2019, 28/05/2019,

24/09/2019, 29/10/2019, 26/11/2019, 28/01/2020, 25/02/2020 and 31/03/2020.

Circulated to Community Groups.

**Noted**

**NO.6. PLANNING**

**6a PK18/4015/RVC 85A Parkfield Road Pucklechurch, Bristol South Gloucestershire BS16 9PS.**

Removal of condition 9 attached to planning permission PK14/1477/F to make the travellers site permanent.

Notice of decision: Approve with conditions.

**Noted**

**6b PK18/2532/RM Emersons Green East Parcel 19 Bristol South Gloucestershire BS16 7NT**

Approval of Reserved Matters to be read in conjunction with Outline planning permission PK04/1965/O superseded by PK15/4232/RVC for approval of construction of electricity substation.

Notice of decision: Approve

**Noted**

**6c PK18/6348/F 21 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL.**

Erection of first floor side extension and single storey rear extension to form additional living accommodation.

PPC agrees with the conservation officer who has no objections to this application.

**RESOLVED:** No objection.

**ACTION:** Clerk to submit no objection comments on SGC website.

**6d P19/1589/RM Land at Emersons Green East Land to East of Avon Ring Road South of M4 Motorway and North West of Disused Railway Line.**

Erection of electric substation to include details of layout, scale, appearance of building and landscaping (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O). Adjoining Parish.

**Noted**

**NO. 7. REPORTS**

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

No pre-submitted reports were received from any council members.

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

District Councillor Steve Reade was in attendance who wanted to raise the subject of the Shout Out Pucklechurch Facebook Group which he is now a member of.

He reported that there is an encouraging level of members with strong opinions within the group however he wants to ensure that these members of the public officially respond to consultations that they are concerned about for example the Speed Table Consultation on the Westerleigh Road.

Some members on the group discussed the Shortwood Road crossing and thought that should be the priority. This crossing is high up on the Local Transport Priority list but is not imminent.

Cllr. BoB Symons reminded Dist. Cllr. Steve Reade that following discussions with Chris Harris back in 2016, SGC would only look to put in a speed table due to costs as a zebra crossing costs in the region of £56k whereas a speed table £11k. PPC made the decision in 2016 not to part fund a zebra crossing and would not be looking to reconsider that decision as we have not budgeted for it, so it will be a decision of the next council to look into.

**ACTION:** Clerk to add this to the action tracker for the next council to pick up after the elections.

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

- Spoke to O2 01.03.19 to cancel the mobile line 07525841777, they have transferred it over to a 'PAYG' service as of 11<sup>th</sup> March which will mean that if we ever need the phone in the future, we can purchase a top up. I also asked them about the line 07525842095 and they were able to offer me a 12-month sim only deal with unlimited texts and minutes plus 2GB of data for £8.17 + VAT per month. This is a saving of £6.83 per month from the offer we received from Carphone Warehouse. Minutes 6<sup>th</sup> February item 9c.
- Requested an extension to make comments on the Lyde Green Farm application 22.02.19. Minutes 20<sup>th</sup> February item 6a.
  - An extension has been agreed until 21<sup>st</sup> March 2019.
- Emailed Natalie Carr - Democratic Services asking them to reconsider the boundary change to include Lyde Green Farm and provide details of the process involved. Minutes 20<sup>th</sup> February item 6a.
  - No response from Natalie Carr so forwarded enquiry to Electoral Services 01.03.19.
  - Phoned Natalie Carr and received the information as below:



- ACTION:** Clerk to make the Quality Council Award an agenda item.
- Item 163. Emailed Jayne Hall SGC for an update on 1 Cedar Road enforcement matter 28.02.19.
  - Sent cheques to successful grant applicants and enclosed a letter inviting them to the Annual Meeting of the Parish on 23<sup>rd</sup> May and also enclosed a grant monitoring form for them to complete and return 22.02.19.
    - Received grant monitoring form from St Thomas a Becket Church.
  - Received a thank you note from a resident of The Vale thanking the Parish Council for their help following their concerns over the LED street lighting.
  - Chased AED Locator regarding defib lights 01.03.19
    - Gemma from AED has replied:
 

*I have spoken with Clive and he said the cheapest way to solve the light issue would be to get the light electrics removed in the PVSSC cabinet and source a battery powered dusk to dawn sensor light unit from B&Q. This can then be fitted to the inside of the cabinet with double sided Velcro. The batteries can then just be changed as and when they need to be. Alternatively, if you do wish us to visit the cabinets to replace the lights, the cost will be approximately £100 plus VAT per cabinet.*

**ACTION:** TS will take on this action and look into alternative lights for the defib cabinets.
  - Update from Huw Morgan
    - Huw has been monitoring the cracks on the rec caused by last year's drought and as he predicted, the cracks have mostly filled up again with the winters rain etc. there are however a few deep ones remaining, which he will get some top soil to fill these in, mix in some grass seeds, which he believes will cost in the region of £50/£60. He is happy to work on this for 'no charge'.
    - We also need to address some of the sinking graves in the burial ground. The memorials are still stable which are the responsibility of the person who holds the Exclusive Rights of Burial but it's the parish council's responsibility to maintain the areas around the memorials so Huw is going to look into the volume of top soil/seed required to maintain this.
    - Play inspections – we have received some quotes for comparison for the Annual Playground inspections which are as follows:
      - ROSPA £353.00 + VAT (£423.60)
      - The Play Inspection Company £375.00 + VAT (£450.00)
      - John Hicks - £300.00 + VAT (£360.00)

John Hicks comes in the cheapest by £53.00 although his reports are very basic.

**RESOLVED:** For Huw Morgan to decide the best supplier to go with, following his knowledge of play equipment inspections.

**ACTION:** Clerk to inform Huw Morgan of the decision.

- I have made yet another phone call to 707 Limited regarding the yellow and black ASL bin still in the Community Centre car park. I have now been informed that this will be collected Thursday 7<sup>th</sup> March.
- 707 Limited have increased their prices from 1<sup>st</sup> April by £1.40 to £15.40 per lift. I have challenged this as we have had issues with them not emptying the new bin (which I now have back dated credits notes for) and the old bin still remains on site despite numerous phone calls. They have agreed to credit the last invoice and revert our charges back to £14.00 per lift.

- Circulated the email below from Hannah Payne's – Creative Youth Network to Council:

*I just wanted to update you RE: out engagement with Pucklechurch youth. I have taken on board the feedback from the Parish regarding offering transport to young people to attend our other provision, however my concern is that we would spend on transport for young people not to use it, especially if they do not know any of the staff etc. Therefore, I we are planning to run 6 outreach sessions in area to engage with young people through sports, games and arts for example. I am potentially hoping to hire an urbie bus that has various facilities on, however this is proving more challenging than I hoped so it might not be possible.*

*We will be looking to run the sessions from end of March – April – with most of the sessions happening during April half term with a mixture of evening and day time sessions. I will keep you updated when the times are confirmed. I have also been in touch with the local PCSO but not had any response yet.*

*In the meantime, I was hoping the Parish might be able to suggest some areas for the staff team to base themselves in the community?*

**ACTION:** Clerk to ask them to approach Phil Spick from the PCA to see if they can use the car park to store the bus and offer a place for the staff to base themselves.

- I have received the latest ALCA invoice the fees have increase from £493.18 to £509.59 which is a 3.3% increase. The electorate was calculated as 2124 in 2018 and is calculated at 2195 as of 1<sup>st</sup> January 2019. I will raise the cheque at the next council meeting.
- Received a letter from Chris Hall enclosing two invoices, one was for Annual Charge for maintaining Shortwood Play area which has increased from £340.00 to £350.00 + VAT per annum. He has also notified us that they are willing to renew the lease to 31<sup>st</sup> March 2020, however if we wish to continue to lease the play area from 1<sup>st</sup> April 2020 the rent will increase to £360.00 which is double what we are currently paying.
- I am on holiday on 17<sup>th</sup> April which clashes with a council meeting, I will be here to write the agenda but need a volunteer to take the minutes.  
**RESOLVED:** For Cllr. T Symons to take the minutes.
- I am owed a total of 17 hours holiday to be used by 31<sup>st</sup> March 2019. In the past the council have agreed to pay me any holiday accrued rather than request I take it all before the year end. Will this be acceptable this year?  
I have also accumulated 4.5 hours overtime which I will take back in time before the year end.

**RESOLVED:** The council agreed to pay the clerks holiday on this occasion but is concerned that holidays are not being taken and encourages the clerk to take her holidays from now on.

**ACTION:** Clerk to make an agenda item to discuss the possibility of cancelling the meeting on 1<sup>st</sup> May which is the day before the Elections.

## 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 March'19	£350.00	2690
Lemon Gazelle CIC	Neighbourhood Plan Consultancy	£200.00	2691
PCA	Meeting Room Hire Feb'19	£62.40	2692
<b>Total</b>		<b>£612.40</b>	

## NO. 9. AGENDA ITEMS

### 9a To CONSIDER the quotation for the two external doors at the Community Centre and AGREE next steps.

2 Qty hinged steel personnel doors and frame(s), comprising 18-gauge steel flush panel door, and rebated frames of 16 gauge cold rolled steel, all treated with a factory applied etch primer. £1153.00 per door. Mastic sealant to be quoted once the doors are fitted but should be approx. £75.00 - £150.00 for both doors.

PPC owns the building and leases it to the Community Association. The external doors at the back of the building will not form part of the new development plans for the hall.

**RESOLVED:** To agree to pay for the two doors at £1153.00 per door.

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

### 9b To REVIEW the Newquay Town Council National Parking Enforcement Survey and AGREE next steps and ACTION if required.

Newquay Town Council is preparing to submit a proposal under the Sustainable Communities Act in relation to allowing local councils the power to enforce civil parking regulations. This will be supported by NALC which has also had a long-standing policy position on this matter for some years.

**RESOLVED:** To support the change in legislation and for the clerk to complete the survey.

**ACTION:** Clerk to complete the survey in agreement with the changes.

### 9c To AGREE a response to the 'How do you look after yourself in South Gloucestershire' Consultation.

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.

**RESOLVED:** The consultation was not completed during the meeting as PPC believes that it is inappropriate for the target audience and suggests that they seek a more appropriate way of reaching this target audience, for example through Secondary Schools, GP Surgeries, Charitable Organisations etc.

Individual Councillors to respond to the consultation should they see fit.

**ACTION:** Clerk to respond to the consultation as above.

**9d To AGREE a response to the Pucklechurch B4465 Westerleigh Road speed table consultation.**

The proposed scheme is to:

- Install a speed table (road hump).
- Install an accessible crossing point that utilises the speed table.
- Provide the appropriate warning signs for the speed table and accessible crossing.

Deadline for comments 22<sup>nd</sup> March 2019. Circulated to Community Groups.

**RESOLVED:** The survey was completed 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:** The survey was completed during the meeting.

**9f To REVIEW the Allotment Report and AGREE further action if necessary.**

The Allotment Report was circulated prior to the meeting.

Most of the allotments are in a good state with some being excellent. The following however require some attention:

Plot 4 – no change, but the tenant has been given 6 months' notice in November 2018 to turn the plot around.

**RESOLVED:** No further action at present.

Plot 5 – no change, a letter was sent in November 2018 allowing them 3 months' notice to turn the plot around or they will have to vacate.

**RESOLVED:** To send them a 1 months' notice to vacate letter and offer the plot to the next person on the waiting list.

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

Plot 11 – the plot is mainly grass so need cultivating.

**RESOLVED:** To send a letter reminding them to cultivate their plot as per the terms and conditions of the agreement.

**ACTION:** Clerk To write the letter as above.

Plot 21a – no change. This will be discussed further in agenda item 9g this evening.

**9g To AGREE a way forward regarding Allotment Plot 21a following the notice to vacate sent in November 2018.**

No effort has been made to clear the site and the 3 months' notice has now expired.

**RESOLVED:** PPC resolved to take back possession of the plot and commence due process to evict the tenant of Plot 21a.



**ACTION:** Clerk to seek guidance from NALC/ALCA on the process of evicting a tenant and take this process forward.

**Next Meeting will be held on Wednesday, 20<sup>th</sup> March 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.**

The Council meeting closed at 21:06