

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17th APRIL 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), L. English (LE), C. Phillips (CP), L. Putt (LP) S Reade (District Councillor) and T Symons taking minutes.

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

J Bailey - Clerk

NO. 2. DECLARATIONS OF INTEREST

No declarations of interest were made by Council members.

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

The minutes of meeting on 3rd April 2019 were accepted as a correct record of the meeting and signed by the Chairman.

NO. 4. PUBLIC PARTICIPATION

No members of the public were in attendance.

NO. 5. CORRESPONDENCE

5a Seafarers – Merchant Navy Day.

Fly the red ensign for Merchant Navy Day 3rd September 2019

Noted

5b Notice of Intent – Temporary Traffic Order – Abson Road and Cleeve Lane, Abson – Temporary Road Closure (PT.6263)

This order is required in connection with cabling works and will be operative from the 30 June 2019 for a maximum period of eighteen months. The closure however may not be implemented for the whole of the period but only when traffic signs are in position and only for so long as is necessitated by the works which are anticipated to be of 1-day duration. Schedule Abson Road - which extends from its junction with Lodge Road to its junction with Rock Road, Cleeve Lane - which extends from its junction with Abson Road to its junction with Rock Road. Circulated to Community Groups.

Noted

5c ALCA April in Short.

Noted

5d SGC Enforcement Weekly Lists.

Noted

5e Correspondence from a resident regarding Planning Application P19/2770/RVC.

Further explanation of planning process given to resident.

Noted

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

Noted

5g Citizens Advice South Gloucestershire

Letter of thanks for funding provided to Citizens Advice and a hard copy of their Annual Impact Report received.

Noted

5h Return of Result of Uncontested Parish Election

5 Councillors stood out of the 9 seats available: Gail Boyle, Richard Dunning, Lynne English, Caroline Phillips, and Lesley Putt.

Noted

5i South Gloucestershire Council Statement of persons nominated and notice of poll.

2 to be elected.

Noted

NO.6. PLANNING

6a PK18/0314/ADV 4 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB.

Spar - Retention of display of 1 no. externally illuminated static fascia sign.

RESOLVED: No Objection

6b P19/2135/F 2 Hillview Road Pucklechurch Bristol South Gloucestershire BS16 9RQ.

Demolition of existing garage and erection of non-residential outbuilding.

RESOLVED: No Objection subject to the parking view.

6c P19/2770/RVC Plot 3 Meadow View Shortwood Road Pucklechurch Bristol South Gloucestershire

Variations of conditions 2 and 3 attached to PK12/2288/F to allow the building to be used by anyone and remain permanent.

RESOLVED: The Council still maintain that they object to this application.

6d LI19/1519/STM - Mobile Street Trader.

Dom's Super Whip to trade throughout the South Gloucestershire Area.

Deadline for comments 29th April 2019.

Noted.

6e Various consultations for Mobile Street Traders. LI19/1475/STM, LI19/1473/STM, LI19/1472/STM, LI19/1468/STM, LI19/1465/STM, LI19/1463/STM.

Deadline for comments 24th April 2019

Noted.

6f LI19/1430/STM – Mobile Street Trader

Café 2 U to trade throughout the South Gloucestershire Area. Deadline for comments 22nd April 2019.

Noted.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

No reports received from Parish Councillors.

7b To RECEIVE Report from District Councillor(s)

Thanks, were received from Councillor Reade for all the support and help received.

7c To RECEIVE report a verbal report from the Clerk

- P19/2856/F Pennymead, Cattybrook Road submitted objection comments on SGC

website 04.04.19. Minutes 3rd April item 6b.

- P19/2891/TRE Brimstones 22 Westerleigh Road submitted comments on SGC website 04.04.19. Minutes 3rd April item 6c.
- Reported Shortwood Road fence to enforcement 11.04.19 and provided pictures of old fence using Google Earth. Minutes 3rd April item 7a.
- Wrote to BHIB Insurance providing the crime reference number and photographs of the swing seat at St Aldams. I asked them if there was a time limit on putting through a claim as although this has been repaired it may need to be replaced in the future if it does not pass the playground inspection audit next month 05.04.19. Minutes 3rd April item 7c.
 - Logged the claim under reference number 9052553 this can be cancelled should the swing pass the play inspection in May.
- Wrote to PCSO Sam Derrick requesting an update on the vandalised swing seat at St Aldams 05.04.19. Minutes 3rd April item 7c.
- Responded to the email from Healthwatch reiterating what we meant by our original comments 04.04.19. Minutes 3rd April item 7c.
- Informed Huw Morgan of the decision regarding allotment plot 21a 05.04.19. Minutes 3rd April item 9a.
- Added a reminder to the calendar of events to review the Ash Die Back Action Plan in July 2019. Minutes 3rd April item 9b.
- Informed Silverback that their quotation was successful for carrying out the tree survey and asked them to provide me with a date 04.04.19. Minutes 3rd April item 9c.
 - Chris has confirmed that they will carry out the survey on Friday 12th April.
- Updated action tracker with items up to 3rd April 2019 meeting.
- Responded to a resident's email regarding remaining anonymous when commenting on the planning application plot 3 meadow view and also provided them with the contact details for SGC environment depart to report noxious substance use at the travellers site.
 - Received a reply to this email which I have added as correspondence on tonight's agenda item 5e.
- Received a quote for the Shortwood Noticeboard replacement as unfortunately the repairs will cost more than a new one, but the original poles can remain. This is on tonight's agenda item 9a.
- The LED street light has been installed at the Vale, an email has been received from a resident asking me to convey thanks to BoB and the Parish Council for supporting them in this matter.
- 1 Cedar Way – the below email has been received from Jayne Hall SGC 09.04.19:

Thank you for your e-mail, and I apologise that I did not pick up your voicemail message prior to last week's Parish Council meeting date.

I have spoken with Kevan Hooper about the fencing at 1 Cedar Way and there appears to have been some confusion and I must apologise once more for not grasping the nub of the issue sooner. I can confirm that you notified us of the enclosure of the front garden on 21 December 2018, concurrently with the concern about the erection of a detached outbuilding - case reference COM/18/1175/OD. You had also asked for clarity about what would be the front and rear elevations for this property, situated as it is on a corner plot, bounded by Cedar Way and Birch Drive to two elevations and a footpath approach to the dwellings on Birch Drive and Cedar Way on the other side. This case was closed as inexpedient to pursue on 25 January 2019 and I attach a copy of Kevan's closure e-mail.

It does appear that the fence itself is not specifically mentioned in the closing report, which I assume is why you have raised it since with me. I can confirm that the height of the new fencing was measured at the initial investigation inspection and photographic evidence on our case file shows that the existing fencing replaced a previous fence and mirrors a similar fence on the property opposite - as evidenced on Google 'Streetview' images captured in March 2009. The 1.8m high close boarded fence bounding the site is also referred to in the delegated report associated with planning permission PK/16/3708/F.

As it is not 100% clear whether the fence has been accounted for in the closure decision on case COM/18/1175/OD, I confirm that we have now raised a separate Planning Enforcement case in connection with the boundary fence so that we may give due consideration to the PC concerns. You will receive a formal acknowledgement in the next few days and I will ensure that you receive an update on the position in time for your next Parish Council meeting on 17 April 2019.

- Received Planning Enforcement Investigation notice ref. COM/19/0286/OD 10.04.19 regarding 1 Cedar Way Pucklechurch Bristol South Gloucestershire BS16 9RN Erection of a fence enclosing front garden. The planning enforcement charter identifies that the team will undertake a site visit within the next ten working days to establish whether a breach of planning control has occurred.

ACTION: Clerk to write to Jayne Hall with regards to the covenant on the properties and concerns that the Parish Council has:

PPC would like to clarify why it has asked SGC enforcement officers to review the situation regarding the enclosure of the garden at 1 Cedar Way.

PPC believes the front elevation of these properties are considered to be those that face the pedestrian walkways. The estate was built using Radburn design principles in the 1960s - this design is typified by the backyards of homes facing the roadway and the fronts of homes facing one another. The conveyance documents that cover these properties reference the fact that fences should not be erected at the front of the properties where no fences were built – no doubt to preserve the open-plan nature of the estate. PPC can supply details of the wording of the conveyance documents. The fence referred to in the email response from SGC, which sits opposite No 1 Cedar Way (ie on Birch Drive), does not enclose the garden of that property forward of the front elevation of that property and is not therefore directly comparable. PPC's concern is that enclosure of the gardens to the front of these properties that sit alongside the pedestrian footpaths will set a precedent that will result in other such enclosures detrimental to the local amenity.

- Received an email from Hannah at Creative Youth Network as below:

I just wanted to keep the Parish up to date with our plans for outreach to Pucklechurch youth. Our team of youth workers will be in the area (mainly at the Rec ground) on the following:

Thursday 18th April, 2:30 – 4:30pm

Thursday 25th April, 3:30 – 5pm

Thursday 2nd May 3:30 – 5pm

Friday 31st May 12-4pm (Friday fun day)

The first few sessions they will be out in the local area speaking to YP and finding out what they're interested in. We will have sports and arts activities available as our youth workers have these skills.

What we plan for the fun day will be based on things YP are interested in but we will have sports and arts for definite. I am looking into the possibility of hiring an urbie bus which has other facilities on it but this is TBC. We are creating a leaflet for the fun day on 31/05 so happy to share this with the Parish. We will also contact local schools.

I have circulated this information to community groups and once I receive their flyer, I will circulate this and add it to the noticeboards.

- Huw Morgan has reported that despite putting signs up and also moving the green bin to the other side of the burial ground people are still using it to put plastic in there. We have paid for the year's subscription but he has suggested that it's a waste of time having it as the bin men keep refusing to collect it.
- Huw has provided a picture of plot 21a which has been circulated to council. To date there has been minimal clearance carried out.
- Liaised with Electoral Services regarding protocol since the uncontested election.
- Bin now erected at Eagle Crescent

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	Chq Number
PCA	Meeting Room Hire March 2019	£46.20	2705
Huw Morgan	Maintenance Contract April 2019/ Expenses	£1,393.09	2706
Total		£1,439.29	

8b To RECEIVE an update from the Finance Working Group and AGREE the Year End Finances.

Financial spread sheet agreed closing bank balance £87,475.34.

This consists of the following reserves:

Working Capital £14,000.00

Financial policy reserve £30,000.00

Play equipment Reserve £20,000.00
Neighbourhood Plan £10,000.00
Village hall project reserve £5,000.00

Difference of £8,475.34.

The council was reminded that at the budget discussion in November/December 2018 it was recognised that an underspend would be made at the year-end (2018/2019) and that this money would help fund next years expenditure which allowed the council to hold the precept at its current rate, plus allow for grants that had not previously been budgeted for.

All other variation in expenditure and income were accepted and the council agreed the final accounting figures for the year ending April 2019.

NO. 9. AGENDA ITEMS

9a To REVIEW the quotation from Signs Now for a replacement noticeboard in Shortwood and AGREE next steps.

The cost of a new sign would be £949.51.

RESOLVED: It was agreed that as the Council currently have a sign for Parkfield this would be used to replace the Shortwood sign. Once the planning permission for Parkfield site has been agreed the council would then investigate the cost of a new sign

ACTION: Clerk to arrange for someone to remove the old sign and replace with the new sign which is currently in the Chairman's garden.

ACTION: Clerk to make the Parkfield notice board an agenda item for the next meeting to discuss positioning and planning permission.

9b To REVIEW the correspondence received regarding potholes at Parkfield Rank and AGREE a response and any further action if necessary.

ACTION: Clerk to write to South Gloucestershire Council to request that they adopt the road for the following reasons:

The level of road usage along Parkfield Road has increased substantially since South Gloucestershire Council gave permission for the development of new properties beyond Parkfield Rank. This has led to further degradation of the unadopted section of road at the end of Parkfield Rank. Pucklechurch Parish Council does not assume responsibility for the maintenance of this unadopted road but as it is mindful of the safety of its residents' requests that South Gloucestershire Council look to remedy the situation by formally adopting the highway in this area and undertaking to repair potholes.

ACTION: Clerk to respond to parishioner informing them that we have passed their concerns onto South Gloucestershire Council.

9c To AGREE the agenda items for the Annual Meeting of the Parish Electorates. Annual meeting being held at the School Hall on Thursday 23rd May 2019.

RESOLVED: Grants, Neighbourhood Plan, BS to write Chair's report for the next Chair to deliver, Section 106 Money update (GB) and to invite Avon and Somerset Police, Edwardware Homes regarding 308 housing development in Lyde Green (GB) and Creative youth Network.

Action: Clerk to put agenda on the noticeboards, circulate to community groups and invite The Police, Edwardware Homes and Creative Youth Network.

9d To REVIEW the Action Tracker and re-allocate actions where necessary.

Lights in spar completed and removed

158 Quality Council has been submitted

161 Bin at Eagle Crescent has been put in

164 Shortwood Road removed.

Long term action tracker

Removal of Planning concerns and actions which has been sent to NALC

Update on Cycle path with information received from Councillor Read: District Councillor funds have been earmarked for this project and plans will be put in place to obtain the land to allow the Cycle path to be completed.

ACTION: Clerk to update Action Tracker

9e Members to REVIEW and AGREE responses to Section 1: Annual Governance Statement 2018/19 as required by PKF Little John, External Auditor.

RESOLVED: Statement agreed and signed by Chairman (BS) and Acting Clerk (TS)

ACTION: Clerk to send to PKF Little John once internal audit is carried out in the beginning of May.

9f Members to REVIEW and AGREE Section 2: Accounting Statements 2018/19 as required by PKF Little John, External Auditor.

It was noted that South Gloucestershire Council has overpaid the Precept for the year.

RESOLVED: Accounting Statement agreed by the Council

ACTION: Clerk to send to PKF Little John once internal audit is carried out in the beginning of May Clerk to inform

Clerk to contact South Gloucester Council to inform them of the overpayment.

9g To AGREE a response to the consultation on the New Code of Audit Practice.

The National Audit Office has issued a [consultation on the new Code of Audit Practice](#) which is due to come into force by 1 April 2020. Deadline for responses Tuesday 30th April 2019.

RESOLVED: The Council felt that they were not in a position to respond at this time.

9h To AGREE information to be displayed on the Parish noticeboards and bus stops.

RESOLVED: Information and agenda regarding the Annual Meeting of the Parish.

ACTION: Clerk to arrange to have the agenda displayed on the bus stops and noticeboards once written.

9i To AGREE content for Pucklechurch News. Deadline 10th May 2019.

ACTION: BS to write the Chairman's report, items for the newsletter, information regarding Lyde Green, Huws News, output of election and goodbye.

BS formally thanked all Council members current and past for their help and support for all that the Council has achieved.

TS also thanked all Council members and offered her support in the future if required.

Next Meeting will be held on Wednesday, 15th May 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20.36