

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD WEDNESDAY
15th MAY 2019, 7:30PM, IN THE MEETING ROOM, PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. G. Boyle – Chair (GB), L. English – Vice Chair (LE), R. Dunning (RD), C. Phillips (CP) and Jodie Bailey – Clerk.

Councillors were requested to arrive by 7:20pm to sign the Declaration of Acceptance of Office which was witnessed by the Clerk prior to the start of the meeting.

NO. 1a. TO ELECT THE CHAIR OF THE COUNCIL

It was proposed and seconded that Councillor G. Boyle be elected Chair for the year 2019-20. There were no other proposals.

RESOLVED: That Councillor G. Boyle is elected Chair of Pucklechurch Parish Council.

NO. 1b. TO RECEIVE THE CHAIR'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE.

G. Boyle signed and dated the Declaration of Acceptance of Office at the meeting in the presence of the Proper Officer of the Council.

NO. 1c. TO ELECT THE VICE CHAIR OF THE COUNCIL

It was proposed and seconded that Councillor L. English be elected as Vice Chair for the year 2019-20. There were no other proposals.

RESOLVED: That Councillor L. English is elected Vice Chair for Pucklechurch Parish Council.

NO. 1D. TO RECEIVE THE VICE CHAIR'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE.

L. English signed and dated the Declaration of Acceptance of Office at the meeting in the presence of the Proper Officer of the Council.

NO. 1E. TO CONFIRM RECEIPT OF THE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FORMS FOR ALL COUNCIL MEMBERS.

Declarations have been received by all Council members with the exception of Cllr. Lesley Putt who is on annual leave. It was a unanimous decision that Cllr. Putt can sign the Declaration of Acceptance of Office at the next council meeting on 5th June.

NO. 2A. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting on 17th April 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 2B. TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS.

RESOLVED: For both the Standing Orders and Financial Regulations to remain adopted unchanged.

ACTION: Clerk to add the date reviewed to the policies and upload the website.

NO. 2C. TO review AND CONFIRM arrangements for Insurance Cover in respect of all insured risks.

The renewal date is the 1st June 2019, this year's premium is £664.62 which includes a reduction for having the Quality Council Foundation Award. The Assets of the Parish Council remain unchanged.

RESOLVED: To opt for a long-term fixed agreement with BHIB Affinities until 31st May 2022.

ACTION: Clerk to inform BHIB Affinities of the decision.

NO. 2D. TO REVIEW AND AGREE THE COUNCIL'S WORKING GROUPS AND MEMBERSHIPS OF OTHER BODIES.

Due to the Election and changes within the Council, the working groups were amended as per the following and agreed by the Council.

RESOLVED: To accept the Working Groups as below.

ACTION: Clerk to update the Working Groups spreadsheet and website.

Finance	LE, CP, Clerk.
Burial Ground	GB, Clerk.
Woodland/Open Spaces/Streetcare/Benches/Allotments	RD, CP.
ALCA	GB, LP.
Town and Parish Council	Clerk.
Community Engagement	Anyone to attend.
Prison	GB.
Planning	GB, LE.
Community Centre	GB.
Council Deeds and Assets	LE, Clerk.
Action Tracker	Clerk.
Staffing	Chair, Vice Chair, CP.
West of England Rural Network (WERN)	RD, LP.
Neighbourhood Plan	GB, RD.
Healthwatch	LE.

NO. 2E. To Agree to set dates, times and place of ordinary meetings of the full council for the year ahead.

RESOLVED: To continue to meet on the 1st and 3rd Wednesday of every month starting at 7.30pm at Pucklechurch Community Centre, with the exception of the 1st meeting in January 2020 which will be cancelled.

NO. 3 to note APOLOGIES FOR ABSENCE

B. Symons (BS)

L. Putt (LP)

NO. 4. DECLARATIONS OF INTEREST

There were no declarations of interest made by any Council members.

NO. 5. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 6 CORRESPONDENCE

6a. SGC Enforcement Weekly Lists.

Noted

6b. Revel update.

Attached for information and circulated to Community Groups.

Noted

6c. Better Care Stronger Communities Funding.

SGC supports local voluntary, community and social enterprise (VCSE) organisations through its Better Care Stronger Communities (BCSC) Funding. The event is taking place at the Batch, Warmley on Wednesday 22 May, 09:30 – 11:30. Circulated to Community Groups.

Noted

6d. SGC Notice of Intent. Temporary Traffic Order - Westerleigh Road, Lyde Green and Westerleigh Road, Pucklechurch - Temporary Road Closures (PT.6283).

This order is required in connection with the likelihood of danger to the public consequent upon bridge repair works on or adjacent to the highway and will be operative from the 8 July 2019 at Westerleigh Road, Lyde Green and 5th August 2019 at Westerleigh Road, Pucklechurch it is anticipated the works will be of 4 weeks duration at each location.

Circulated to Community Groups.

Noted

6e. Email from a resident regarding parking on the grass verge at Castle Road.

ACTION: Clerk to make this an agenda item.

6f. New Council protocol for unauthorised Gypsy and Traveller encampments on Council owned land. Email from Andrew Griffiths – SGC Legal Services attached for information.

Noted

6g. Creative Youth Network – Poster advertising Friday Fun Day!

Friday 31st May 2019 12pm – 4pm, Pucklechurch Recreation Ground. Circulated to Community Groups, added to noticeboards and website.

Noted

6h. NALC - Reach for the stars - apply to the 2019 NALC Star Council Awards!

The National Association of Local Councils (NALC) officially launched its prestigious Star Council Awards for 2019 on 15 March. The awards recognise the achievements of the parish and town (local) council sector and celebrate the positive impact local councils, county associations, local councillors and clerks make to their communities. The deadline for applications is Friday 28 June 2019.

Noted

6i West of England Joint Spatial Plan - Examination information.

Noted

6j. Letter from former allotment holder of plot 21a.

ACTION: Clerk to make this an agenda item.

ACTION: Clerk to find out how long ago any decisions were made regarding this plot to conform with our Standing Orders.

ACTION: RD to take photos of the plot to show any evidence that the plot is being cleared.

6k. ALCA In Short.

Election process information.

Noted

NO. 7. PLANNING APPLICATIONS

7a 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.

Notice of decision: Approve with conditions.

Noted

7b 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.

Application withdrawn – further information regarding this application will be detailed in the clerk's report item 8c.

Noted.

7c 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.

Notice of decision: Approve with conditions.

Noted

7d. P19/2135/F 2 Hillview Road Pucklechurch Bristol South Gloucestershire BS16 9RQ.

Demolition of existing garage and erection of ancillary residential outbuilding to form workshop and garden store.

Notice of decision: Refusal.

Noted

7e. P19/2856/F Pennymead, Cattybrook Road Mangotsfield Bristol South Gloucestershire.

Erection of a single storey rear extension to form additional living accommodation.

Notice of decision: Approve with conditions.

Noted

7f. P19/1850/TCA 17 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RB

Works to crown reduce 1 no. Robinia tree to leave a finished height of 9 metres, radial spread of 6 metres and crown thin by 25%. Tree situated in the Pucklechurch Conservation Area. For information only – deadline for comments 05.05.19.

Noted

7g. P19/4046/F Westerleigh Terminal Oakleigh Green Farm Lane Westerleigh South Gloucestershire BS37 8QE.

Replacement of old underground Package Sewage Treatment Plant with new over ground Package Sewage Treatment Plant.

RESOLVED: No comment.

7h. P19/4788/F 41 Partridge Road Pucklechurch Bristol South Gloucestershire BS16 9SP.

Erection of first floor front extension to form additional living accommodation. Deadline for comments 25th May.

RESOLVED: No objection.

ACTION: Clerk to submit no objection comment on SGC website.

NO. 8 REPORTS

8a. To RECEIVE pre-submitted reports from Councillors.

There were no pre-submitted reports from Council members.

8b. To RECEIVE report from District Councillor

There were no District Councillors in attendance and nothing was received prior to the meeting.

It was noted that the District Councillors remain unchanged following the Election.

8c. To RECEIVE and NOTE a verbal report from the Clerk

- Circulated the below response from Kevan Hooper regarding 1 Cedar Way fence 25.04.19:
 - *We have been back out to the property to view the timber fence erected to the front of the property. Although there is some debate on what is the front or back of the property this makes no difference to this case.*

I have checked the planning history for this estate and the householders permitted development rights are intact and therefore the owners of the property benefit from these rights that allow householders to carry out certain development without obtaining formal planning permission. Part 2 Class A of the General Permitted Development Order allows for the erection of a fence of up to 2 metres in this area. The fence erected is under this height and is therefore permitted development.

I can understand why there has been a complaint as the estate is open plan running along the public footpath, unfortunately the permitted development rights have not been removed and therefore I have no control over this part of the fence.

- Wrote to Jayne Hall and Kevan Hooper 25.04.19 regarding the covenant on the properties in Cedar Way and the concerns that the council has. Minutes 3rd April item 7c.
 - Received a response from Kevan Hooper as below:
When you say conveyance documents, I take it you mean title deeds. Unfortunately, the Planning Enforcement Team do not have powers to enforce Title Deeds or Covenants contained within Title Deeds or conveyance documents these are civil matters outside of our remit.
- Emailed Huw asking if he can arrange to erect the Parkfield noticeboard at Shortwood 25.04.19 minutes 3rd April item 9a.
 - Also informed Signs Now that we are going to use the Parkfield noticeboard at Shortwood.
 - Huw has collected the noticeboard however the poles still remain Tina's garden. We now need to find a home for these whilst we sort out the Parkfield

noticeboard. Does anyone have any suggestions on where we can store them in the interim?

RESOLVED: To move them into GB's garage.

- Wrote to SGC asking them to adopt the road at Parkfield Rank and informed the resident of the action taken 26.04.19. Minutes 17th April item 9b.
 - SGC has forwarded my email onto the Assets Team 29.04.19 who deal with adopted roads and will advise further.
ACTION: Clerk to chase this up.
- Wrote the agenda for the Annual Meeting of the Parish and invited Creative Youth Network, Avon and Somerset Police and Edwardware Homes to attend. Minutes 17th April item 9c. Circulated the agenda to Council, Community Groups, added to website and asked Huw to display on all noticeboards 01.05.19.
ACTION: Clerk to send out a reminder to Councillors.
- Updated Action Tracker as per minutes of meeting 17th April item 9d.
- Circulated the below response to Council regarding planning enforcement investigation ref. COM/19/0225/OD Plot 3 Meadow View. Tree and shrub screening have been removed. Land used for parking of vehicles and machinery associated with a business where visiting caravans would be stationed.
 - *I refer to your recent enquiry concerning the above property. A Planning Enforcement Officer has undertaken a site visit in order to investigate your concerns.
Please be advised that the removal of the trees and shrubs is not classed as development. Additionally, on the day of our visit there were no commercial vehicles on site, only static caravans.
With regards to the erection of the fence, I write to advise you that these works remain within the limits of 'permitted development rights' as defined under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and as such planning permission is not required.
As no breach of planning control has occurred, the planning enforcement team has no grounds to pursue this matter further and will close the investigation at this stage.
If you require further clarification please do not hesitate to contact us.*
- Received the below response from Steve Golding SGC Streetcare Area Inspector regarding cars parking on the grass verge at Castle Road:
 - *Hi have been out to look into this issue. We have sent letters to residents before to make them aware of the issue, we don't put wooden post in anymore to prevent them driving on verges, will monitor this.*
- SGC have started their LED Replacement Programme in Pucklechurch week commencing 23rd April 2019.
- Ash Lodge, 45 Shortwood Road Pucklechurch, replacement fence erected adjacent to the highway which is over 1m high ref. COM/19/0300/OD has been logged with SGC enforcement team on 15th April and will be investigated within 10 days.
 - Received the response below from Aaron Bush SGC Planning Enforcement Officer 15.05.19:

I write regarding the above site and investigation. An investigating officer visited the site 30th April and noted the fence erected at the site. Whilst on site the officer also took measurements of the boundary treatments in place adjacent the highway. As the fence is considered new development and given the heights of the overall boundary treatments in place, it is considered the fence erected would require formal planning permission. Due to this, the case has been allocated to myself to take forward.

After reviewing the history of the site, along with the evidence you have supplied, it is clear that the new fencing erected, by in large, is higher than the previous fence at the site. Due to the impact of the fencing currently in position I am of the opinion that it is unlikely planning permission would be granted. However, the new fencing does appear to be at a similar height to that previously erected towards the pedestrian gate entrance to the property. In my opinion, this height would be acceptable for the entire fence given the history of fences at that location

Therefore, in the coming days I will be contacting the owners of the property and advising them of my findings, and requesting within one month that they either:

- Remove the newly erected fence in its entirety, or;*
- Reduce the fence to a similar height as the previous fence in place, to approximately the height of the fence found by the pedestrian entrance.*

If our requirements are not met, we would have to determine what, if any, further enforcement action to take. We will arrange for an officer to visit the site just after our timeframes. However, if you become aware that our requirements have been met before this time please notify us and we can arrange to revisit the site sooner.

I will update you with the progress of the investigation in no later than 6 weeks, after we have carried out a revisit to the site. If you require further clarification please do not hesitate to contact us.

- We have received notification that the allocation of Community Infrastructure Levy for 2018/19 for Meadowland Cottage, Coxgrove Hill is £260.84 which will be paid to us on 30th April 2019.
- We have received our renewal notice from BHIB Insurance and are in a long-term agreement until 2022. I have informed them that we now have Foundation Level of the Local Council Award Scheme which gave us a discount of £37.27 and therefore our premium for this year is £664.62 which is £17.44 less than we paid last year.
- There has been a report of vandalism and arson at the allotment site with doors being ripped off sheds, smashed greenhouse glass, the gate ripped off of the post and the post knocked over and a shed burned down. This has been reported to the police under crime reference number: 5219090862 26.04.19.
 - Huw has dug out the old gate post and cemented in a new one and re-hung the gate he has also replaced the locks.
- Circulated Silverback Tree survey to Council and Huw Morgan and asked him to let me know what actions he can undertake 26.04.19.

- I have received Allotment agreements and fees from:
 - Plots 4, 8, 14, 15, 16 and 25.

- P19/1355/F 123 Shortwood Hill, Mangotsfield application withdrawn but activity on site with a digger 02.05.19. Reported to Kevan Hooper SGC Ref. COM/19/0388/OD and they will send an investigation Officer today or in the morning due to the scheduled monument know as Bowl Barrow which is a designated heritage asset of the highest significance.
 - Response received from Kevan Hooper 02.05.19:
We will send an officer out to check but I have now had time to look at the last planning application. The application at 123 Shortwood Road P19/1355/F was withdrawn because the owner advised the planning officer that he was going to build the structure 2m from the boundary and would then not require formal planning permission.
I understand the planning officer dealing with the application had advised the householder that he could proceed under is permitted development rights and that's why the application was withdrawn providing the structure met the permitted development criteria and was built 2 metres from the boundary.
We will send the officer out tomorrow to check there is no breach of planning control and we will update you after the visit.

 - Further response received from Kevan Hooper 03.05.19:
Please see report from our Investigation Officer who went to site this morning. The building is at present within the criteria for Permitted Development (PD) so there is no breach and I will close the case.

"The foundations to the new outbuilding have been laid - and the build is up to approx. 2-3 breeze block height. The distance from the original boundary to the side of outbuilding was measured in 2 places. One end measured 2.3M and the other end measured 2.26M - over the 2M distance required for the outbuilding to be considered PD if other conditions met as the outbuilding is not yet complete. (Class E E:1 (d) (ii)).
The original boundary fence to the adjacent field is still in situ but a section has been removed to allow the outbuilding to be constructed. This will be replaced once the build is complete.
As the outbuilding was not yet complete, I discussed the criteria for the outbuilding to be considered PD - and the builder says that the total height will meet the criteria for PD. Builder already aware of PD criteria."

- Received the below complaint regarding Bluebell Woods which I have reported to SGC 08.05.19 reference number: 1173622:
 - *I have had messages from several local people who use Bluebell Wood, as it is a lovely place, and called that for obvious reasons, there is a man and his grandson who have taken to using the wood as a quad bike track, destroying the surroundings and the Bluebells, which I believe are protected under the wild life act. I do not know his name but have his address, if you would like it. I know a bit out of my area but many Mangotsfield and local people enjoy this beautiful place, and it should not be destroyed.*

- I received an email after the bank holiday weekend from SGC who sent out their emergency out of hours team to deal with a report of a broken zip wire at Pucklechurch Playing Fields. They had put barriers around it but it needed urgent attention.

- Huw was already on the case when I spoke to him and has arranged Greenfields to remove the broken bent bolts and supply and install x2 new galvanised 12mm x 300mm steel fixing bolts and re-fix the timbers. The price for the repair is £98.00 + VAT.
- Tower Playgroup received a grant from PPC for an outside storage box but unfortunately the Vicar has informed them that they are not allowed another storage box outside. They are wondering if they could use the funds to purchase storage inside which would also benefit the children? They are really disappointed they cannot have a box outside as this would have enhanced their outdoor play.
RESOLVED: For them to use the funds to purchase indoor storage.
ACTION: Clerk to inform them of the decision.
- The gate post at Shortwood play area has rotten, Huw is arranging for Stuart Bailey to replace this.
- Tina Symons has asked that an agenda is sent to her through the Community Groups mailing list.
RESOLVED: As this is not standard practice and the agenda can be accessed via the website and noticeboards, the council are not minded to change this process.
- I have been in contact with Nat West regarding the process to add and remove bank signatories. This can now be done online, therefore once I have received the necessary documentation from Councillors, I will update the mandate.

NO. 9. FINANCE

9a TO AGREE and sign cheques

The following cheques were agreed and signed by one Council member and the Clerk due to the absence of signatories.

Name	Details	Amount	Chq No.
Auditing Solutions	Internal Audit 2018/19 Accounts	£516.00	2707
Huw Morgan	Maintenance Contract/Expenses for allotment gate repair.	£1335.71	2708
HMRC/Wages	PAYE/Wages May 2019	£1317.95	2709/2710
Silverback	Tree Survey	£840.00	2711
PCA	Meeting Room Hire April'19	£46.20	2712
Avon Industrial Doors Ltd	PCA Doors	£2767.20	2713
ALCA	Quality Award Assessment	£80.00	2714
Anna Chelmicka	Litter Picking May 2019	£350.00	2715
BHIB Ltd	Insurance 2019/20	£664.62	2716
	TOTAL	£7917.68	

9b. To REVIEW the Internal Audit report and recommendation from Auditing Solutions and AGREE next steps if applicable.

The internal audit went well with only a couple of small changes needed in the accounts. The precept had been lumped together with the LCT grant in Sage and therefore needed separating. The bank interest received on the Business Reserve Account had not been posted due to Nat West not issuing a statement. The Clerk has now visited the branch to request a statement and this has now been posted to Sage. These changes have affected

the Section 2 - Accounting Statements that were signed off at the last meeting so a new document has been produced and is ready for sign off tonight agenda item 10e.

RESOLVED: Not to change the process regarding direct debits following the recommendation made by Auditing Solutions.

ACTION: Clerk to upload the Internal Audit Report to the website.

NO. 10. AGENDA ITEMS

10a. To REVIEW and AGREE the Financial Risk Assessment.

Members were informed of the reserves held by Council of £30,000. Members reviewed Financial Risk Assessment.

RESOLVED: To amend the Allotment Section following the change from key to combination lock but for the rest of the document to be adopted unchanged.

ACTION: Clerk to make changes and upload to the website.

ACTION: Clerk to confirm that users of the Rec and the PCA have adequate insurance.

10b. To CONFIRM that current policies are adequate for the council or IDENTIFY and AGREE changes.

Policies available on the Pucklechurch website.

RESOLVED: For all policies to remain adopted unchanged with the exception of the Training Record which needs to be amended following the change in Council members.

ACTION: Clerk to remove any past Councillors from the Training Record.

ACTION: Councillors to inform the Clerk of any relevant training they have undertaken that should be added to the Training Record.

ACTION: Clerk to amend all policies with the date reviewed and upload to the website.

10c. To ACCEPT the current assets of the council.

RESOLVED: For the assets to remain the same unchanged.

ACTION: Clerk to make this a future agenda item.

10d. To REVIEW details of the Community Infrastructure Levy share relating to Meadowland Cottage, Coxgrove Hill and AGREE next steps.

During 2018/19 £1738.91 has been collected within our Parish for Community Infrastructure Levy. In line with Government Legislation, the Parish is entitled to 15% of this receipt which is £260.84 to be used for the provision, improvement, replacement, operation or maintenance of infrastructure. Funds received 30th April 2019.

RESOLVED: Noted.

ACTION: Clerk to clarify what CIL expenditure can be spent on and if it includes play equipment.

10e. To REVIEW the amendments to the Annual Governance and Accountability Return and AGREE Section 2: Accounting Statements 2018/19 as required by PKF Little John, External Auditor.

Amendments have been made to the figures agreed at the meeting on 17th April item 9f following the internal audit. The LCT Grant has been separated from the precept and bank interest for the Reserve Account has been posted.

RESOLVED: The Accounting Statements for 2018/19 – Section 2 were agreed by the Council and signed by the Chair and RFO.

ACTION: Clerk to send all Year-End paperwork to PKF Little John external auditors.

10f. To REVIEW and make arrangements to REAFFIRM eligibility for the General Power of Competence (GPC).

RESOLVED: That Pucklechurch Parish Council are no longer eligible for the GPC due to there only being 5 elected councillors.

10g. To CONSIDER the recommendations made by Huw Morgan following the recent Tree Report from Silverback and AGREE next steps.

The following report was received from Huw Morgan:

I have read through the report and have visited the relevant trees. As the report states, some trees have very little work needed, and in my opinion does not justify the cost of employing a tree surgeon specialist at this moment. They present no danger to either the public or their own health.

They have suggested quite a 'body' of work to be done. In order to save the Parish money, I am prepared to donate my time and undertake this work 'free of charge' (foc). Some involve some careful felling etc and will involve a nominal charge.

*So, if I go through the report and list the tree code number (as per plan) and mark them foc. Recreation ground / Burial ground: TO4 Crown raise foc. T18 Crown raise foc. T19 Crown raise foc. T20 Crown raise foc *.*

*St Aldams: TO2 Remove dead wood foc. TO8 Fell Dead Cherry *. T19 Cut ivy foc. T24 Reduce Hawthorn *. T33 Fell foc. T36 Crown lift foc. T41 Fell dead Cherry foc T42 Crown lift foc. T43 & T44 Crown lift foc. NB. The Crown lift on some does not need to be done all the way round, only where an obstruction is being caused.*

**The only re planting that is necessary is for TO8 which is in the wildlife area. If the Parish pays for the tree etc (probably about £60 total) I will re-plant foc.*

The 2 trees that involve a lot of work are TO8 (felling of cherry) and T24 (Crown reduction of Hawthorn). I would estimate the cost to be £150 and £150 respectively i.e. £ 300 Total.

**My only real concern is for T20, which is the Horse Chestnut on the rec which overhangs a property in Lansdown view. The Tree to the side of it fell down a few years ago and I fear, if this one fell, it would wreak terrible damage on the property (not to mention loss of life). It is diseased already and I suggest a proper survey be done involving core samples etc to detect any rot etc.*

RESOLVED: To accept Huw Morgan's recommendations and agree to the spend of £360.00 for works to tree numbers T08 and T24 and the planting of a replacement for T08.

ACTION: Clerk to seek advice from SGC Tree Officer regarding T20 on how we proceed.

ACTION: Clerk to inform Huw Morgan of the above decisions.

10h. To AGREE positioning for the Parkfield noticeboard so that the council can apply for the relevant planning consents.

RESOLVED: For the noticeboard to be erected next to the defibrillator in Parkfield Rank.

ACTION: Clerk to provide GB with the dimensions of the noticeboard.

ACTION: RD to provide GB with photos of the location and an existing noticeboard for the planning application.

10i. To AGREE a way forward following our current Sage Accounts Package being discontinued and causing the Clerk issues in closing down the Financial Year End.

TO AGREE to upgrade the Sage package as per the options supplied or change to an alternative supplier RBS Rialtas.

Upgrade to Sage 50 Cloud Essentials:

£20.00 + VAT per month for the programme, all upgrades and webchat support.
£40.00 + VAT per month for the above plus telephone support.

RBS Rialtas - £520.00 + VAT, plus 45p per mile mileage
£121.00 + VAT per annum support for single user
Option of Digital VAT - £59.00 + VAT per annum

RESOLVED: To upgrade the Sage Accounts Package to Sage 50 Cloud Essentials for £20.00 + VAT per month.

ACTION: Clerk to arrange the upgrade with Sage.

11. DATE OF NEXT MEETING

Wednesday 5th June 2019 at 8:00pm in the Meeting Room, Pucklechurch Community Centre. Ensure meetings are covered and next meeting timescales agreed.

RESOLVED: For the next meeting to commence on Wednesday 5th June 2019 with an amended start time of 8:00pm.

The Council meeting closed at 21:24.