

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 3RD JULY 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

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

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

All Council members were in attendance.

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 5th June 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4. PUBLIC PARTICIPATION

There were 16 members of the public in attendance who were attending to speak to Council regarding the vandalism at the allotments.

One spokesperson was nominated to speak to the Parish Council regarding security measures at the allotments following the recent incidents. Seven weeks ago, a shed was burned down and greenhouse smashed up, then on 13th June another attack occurred with four sheds being destroyed, greenhouses smashed up etc. The fire brigade and police were called and a crime reference number has been obtained but to date there has been no developments. The local press has also been notified with a TV appearance on the BBC and articles in the Evening Post and Emersons Green Voice.

The allotments holders are very upset over the crimes with so much hard work being totally destroyed and even wildlife being killed.

The allotment holders have come to the Parish Council to ask for help and a contribution towards providing security at the site and put forward the following ideas:

- Fencing around the perimeter
- A steel storage unit to collectively store belongings in.
- CCTV Cameras using solar power approx. £500 for 2 cameras.

The allotment tenants are not currently an association but this is something that they would be willing to look into to form a constitution.

There was also a mention of the poor state of Allotment Plot 4, who's plot is in such a state the seeds travel to all neighbouring plots causing endless weeds to grow. A request was made and backed by other allotment tenants to evict this tenant.

NO. 5. CORRESPONDENCE

5a Better Care Stronger Communities Funding 2020-2023 Consultation.

Closing date 9th September 2019.

Circulated to Community Groups

https://consultations.southglos.gov.uk/consult.ti/BCSC_2020/consultationHome

ACTION: Clerk to make an agenda item.

5b Gloucestershire Playing Fields Association (GPFA) Newsletter.

Circulated to Community Groups and Huw Morgan for information.

Noted

5c SGC Enforcement Weekly Lists.

Noted

5d Examination of the West of England Joint Spatial Plan.

The number of requests to participate in many of the hearing sessions has been even higher than anticipated and they are possibly unprecedented for a local plan examination. In the light of this it has been necessary to alter the venue and draft hearings programme from those previously announced. Full details are enclosed but, in summary, the July hearings will now take place at The Guildhall, High Street, Bath BA1 5AW. Circulated to Community Groups.

ACTION: District Councillor Steve Reade to attend and report back to Council.

5e Switch Safe Environmental - Legionella Control.

We have received an HSE brief guide for duty holders which outlines the responsibilities for the control of legionella in the water systems if our parish own or manage any buildings.

ACTION: Clerk to forward to PCA for information.

5f SGC Resource and Waste Strategy 2020 and Beyond Consultation.

SGC propose focusing on what's known as a 'circular economy' for waste, which means moving away from the linear approach of 'take-make-consume-throw away' to a system where resources are minimised, regenerated and reused. Closing date 27.09.19.

<https://consultations.southglos.gov.uk/consult.ti/Waste20/consultationHome>

Circulated to Community Groups.

ACTION: Clerk to make an agenda item.

5g Update from the PCA regarding the next steps in the building works.

Noted.

ACTION: GB to attend the next meeting.

5h ALCA AGM.

The Annual General Meeting of the South Gloucestershire ALCA Area Group will be at 7.15 on 18th July 2019 in Heron Room 2 of Poole Court, Yate.

ACTION: GB to attend.

5i Email from Sellwood Planning regarding Edward Ware Homes Ltd Planning Application.

Noted

NO.6. PLANNING

6a PK18/0314/ADV4 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB.

Display of 1 no. externally illuminated static fascia sign.

Notice of decision: Approve with conditions

Noted

6b 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).

Notice of decision: Approve with conditions.

Noted

6c 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.

Notice of decision: Approve with conditions.

Noted

6d P19/4788/F41 Partridge Road Pucklechurch Bristol South Gloucestershire BS16 9SP

Erection of first floor front extension to form additional living accommodation.

Notice of decision: Approve with conditions.

Noted

6e P19/5564/RM Land at Emersons Green East Phase 5 Road Emersons Green South Gloucestershire BS16 7AH.

Construction of roads 1B, 6 (part) and 7 together with associated drainage and services (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK15/4232/RVC, formerly PK04/1965/O) amendment to previously approved scheme PK15/1380/RM to amend site levels and drainage.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

There were no reports received from any Council Members.

7b To RECEIVE Report from District Councillor(s)

District Councillor S. Reade circulated a report for information on Lyde Green Open Space Ecology to which he and District Councillor B. Stokes were two of the sponsors for this preliminary investigation at Lyde Green Common.

7c To RECEIVE report a verbal report from the Clerk

- Emailed Marcus Gill – SGC querying the amenity grass cutting around Pucklechurch 07.06.19. Minutes 5th June item 5g.
ACTION: Clerk to contact SGC to query why the two verges at the top of Cedar Way off Birch Drive have only been partially cut.
- P19/4155/F Sloeswell Paddock Westerleigh Road – uploaded objection comment on SGC website 07.06.19. Minutes 5th June item 6c.
- P19/4212/F Meadow View Shortwood Road - uploaded objection comment on SGC website 07.06.19. Minutes 5th June item 6d.
- Sent an enquiry to Planning Enforcement regarding Plot 3 Meadow View 11.06.19. Minutes 5th June item 6d.
 - Response received 13.06.19 from SGC Technical Support Officer informing me that 'All Planning Permissions can be viewed online on the below link. If you are not able to find this, then it will have to be logged as an enquiry'
 - I have asked for this to be logged as an enquiry.
- P19/5011/F Harvest Barn 5 Farlands Pucklechurch - uploaded objection comment on SGC website 07.06.19. Minutes 5th June item 6e.

- P19/5516/LB 15 Westerleigh Road Pucklechurch - uploaded no objection comment on SGC website 07.06.19. Minutes 5th June item 6f.
- P19/5520/LB Unit 10 Pucklechurch Trading Estate Pucklechurch - uploaded no objection comment on SGC website 07.06.19. Minutes 5th June item 6g.
- P19/6047/F Unit 10 Pucklechurch Trading Estate Pucklechurch - uploaded no objection comment on SGC website 07.06.19. Minutes 5th June item 6g.
- P19/5549/RM Gingells Farm 126 Shortwood Hill - uploaded no objection comment on SGC website 07.06.19. Minutes 5th June item 6h.
- P19/5721/CLE Fleur De Lys 12 Shortwood Road Pucklechurch - uploaded no objection comment on SGC website 07.06.19. Minutes 5th June item Addition Planning Matters.
- P19/5994/TCA Fleur De Lys 12 Shortwood Road - Works to fell 2 no. Cypress Hedges – uploaded Objection comment on SGC website 11.06.19. Minutes 5th June item Addition Planning Matters.
- Informed resident of the response received from SGC regarding adopting the road at Parkfield Rank 11.06.19. Minutes 5th June item 7c.
- Chased Football and Cricket Clubs for a copy of their insurance documentation 12.06.19. Minutes 5th June item 7c.
 - Received a copy of the insurance documents for the Football Club and circulated to Council for information 20.06.19.
 - Received a copy from the Cricket Club and circulated to Council 27.06.19.
- Informed Mr Booth – HMP Ashfield that Gail Boyle will be happy to meet with him once she returns from annual leave on 26th June. Minutes 5th June item 7c.
ACTION: Clerk to resend GB Mr Booth's contact details.
- Cancelled the meeting room on the 19th June with the PCA and updated the website. Minutes 5th June item 9a.
- Contacted Tower Playgroup and asked them to provide suggestions on what they could spend the remaining £37.95 grant funding on 11.06.19. Minutes 5th June item 9c.
 - Spoke to Tower Playgroup on the phone. They can't think of anything else that they require so they will arrange to get a cheque raised for the difference 21.06.19.
- Quotes have been requested to lift the crown on the Horse Chestnut tree on the rec as per the tree report recommendation. This will be on tonight's agenda item 9m. Minutes 5th June item 9d.
- Wrote to Streetcare cc Sally Pattinson to explore the possibility of the Parish Council proving either posts, trees, planters etc to the Castle Road verge 11.06.19. minutes 5th June item 9e.
 - Received a phone call from Steven – SGC Streetcare informing me that it is no longer in their remit to provide posts on verges as per Mark King. I

- explained we are happy to pay for the posts, trees etc so he is going to speak to his manager and work out where we can go from here 12.06.019.
- Received another call from Stephen at SGC who informed me that this is now with the tree team regarding planting trees in this area, so they will report back.
 - Sally Pattinson replied saying this is not a wildlife enquiry so she has forwarded it on to Peter Walley and Darren Davidson who work in the Highways team and will be able to point you in the right direction.
 - It has been relogged under reference: 1199017 with SGC Streetcare Team.
ACTION: Clerk to update the resident on our proposals to SGC.
- Contacted the former tenant of plot 21a informing them that we will be making it an agenda item on 17th July. Minutes 5th June item 9f.
 - Informed the resident that the dog bin will be relocated 21.06.19. The costs of the relocation will be charged at approximately £100.00 by Huw Morgan which includes the materials. Minutes 5th June item 9g.
 - Wrote to the resident of Oaktree Avenue asking permission to forward their email to Streetcare regarding the signage 11.06.19. Minutes 5th June item 9h.
 - Received permission and forwarded the email to SGC Streetcare Department 28.06.19 reference number: 1210121.
 - We have now moved over to South West Ambulance Service for the monitoring of our defibrillators. Minutes 5th June item 9i.
 - Informed AED Locator that the parish council resolved to move the monitoring of the defibrillators over to South West Ambulance Service 07.06.19. Minutes 5th June item 9i.
 - Created a poster for the noticeboards and sent to Huw for displaying on the bus stops 12.06.19. Minutes 5th June item 9j.
 - We have had 5 more volunteers for the Speed watch group.
 - Greenfields after sending two men to look at the zip wire at St Aldams still were unable to fix it and weren't prepared to quote as a tower would be needed so they could investigate it further and didn't want to fix a price when the job was unknown. Huw has hired a generator and has managed to fix the equipment himself 12.06.19.
 - I have been to the branch and submitted the form and id for bank signatories. I received a text message from the bank on 18th June informing me that they have received the form and they will let me know when its complete.
ACTION: Clerk to phone the branch to see if the bank signatories have now been updated.
 - Chased the following allotment tenants for payment and/or signed agreement 07.06.19:
 - Plot 2 – signed agreement only.
 - Now received 20.06.19.
 - Plot 11 – payment and signed agreement
 - Plot 12 – signed agreement only
 - Plot 17 – signed agreement only
 - Plot 19 – signed agreement only

- Plot 21b – payment and signed agreement
- Plot 21c – payment and signed agreement
- Plot 23 – signed agreement only.
 - Now received 20.06.19.
- Invited PCSO Sam Derrick and PC Rochford to the meeting on 3rd July and asked for a report regarding the allotment vandalism.
- Received a letter of thanks, grant monitoring form and photographs from Brandon Trust following the grant received.
- I have been contacted by the Secretary of the Pucklechurch Cricket Club who wants to place a memorial bench on the Rec near the Scout Hut in the memory of the long-standing President of the club. I have emailed the Memorial Bench Policy and request form and will make this an agenda item on 17th July.

Update from Huw Morgan:

- The cradle swing seat on Rec is broken (natural wear & tear) a replacement has been ordered via Wicksteed at a cost of £125.00 + Carriage + VAT = £162.76. This spend is within my remit and I run it past Cllr. Gail Boyle before placing the order.
- The dog bin lid on the rec is not working properly, Huw will monitor this for now.
- There was a Cypress tree on the corner of Oaktree Avenue and Birch Drive that had fallen. Huw arranged for Bristol Tree Services to remove this at a cost of £140.00 + VAT. This spend is within my remit and I ran it past Cllr. Gail Boyle as require by our Standing Orders before authorising them to proceed.
- There was a large branch hanging in back lane, which Huw has dealt with rather than report to SGC. I have circulated photos of this to Council 24.06.19
- The Perspex screen of the notice board at the Community Centre has cracked. Huw has now collected the noticeboard from BoB and Tina's house but hasn't installed it at Shortwood yet as he has patched up the cracked Perspex and oiled the locks and it seems to be fine at the moment. He is suggesting that we could use this one to replace the one at the Community Centre and then the broken one he could use as a template to purchase the correct size of Perspex to replace in Shortwood should the crack get any worst. This wouldn't cost the £1000 that it would do for a new one. As we are discussing noticeboards on the agenda tonight item 9c, this information may want to be considered whilst making a decision.
- The roller barrel on the Rec requires all the wood replacing and the supporting short legs at the front of the slide are rusting away. Huw has contacted Greenfields for quotes. This item may want to be discussed further under agenda item 9i as this hasn't been picked up in the report.
- We have received a request to continue with the subscription for the green bin at the memorial garden. This was last paid on 9th December 2015.
ACTION: Clerk to make this an agenda item on 17th July.

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
Ensign Print	Pucklechurch News Summer Edition	£388.00	2727
Anna Chelmicka	Litter Picking July'19	£350.00	2728
Bristol Tree Services	To clear up damaged Cypress Tree at Birch Drive	£168.00	2729
Wicksteed Leisure Ltd	Replacement Cradle Swing Seat – Rec	£162.76	2730
PCA	Meeting Room Hire	£44.10	2731
Total		£1112.86	

NO. 9. AGENDA ITEMS

9a To DISCUSS recent incidents at the allotments and AGREE what steps may be taken going forward.

Before the agenda item was discussed in full, the Chair expressed her commiserations with the allotment holders and these were endorsed by the other Councillors. She informed the allotment holders that the Parish Council's apparent disinterest in the immediate aftermath of the vandalism was not because the Council was disinterested but because individual Councillors are unable to make statements on behalf of the Council without it first being agreed at a public meeting. The Parish Council is a corporate body and can only respond as such.

An invitation was sent to PC Rochford and PCSO Samantha Derrick to attend the meeting to provide an update on the recent vandalism but unfortunately, they were unable to attend. They did report via email that there is no update due to there being no witnesses, no CCTV and no CSI evidence at the site. They are however patrolling the area as much as they can during their evening shifts.

Each Councillor in turn had a chance to put forward any ideas/suggestions on a way forward. The idea of an association being formed was mentioned and also the purchasing of wildlife cameras which are approximately £400.00 for two. A question was raised about the number of cameras required and would two be enough? It was also noted that CCTV may help if the vandals are local and recognised but if they are from outside the area, they may not help the investigation. Other suggestions included security lights being used as a deterrent or a prickly hedge barrier such as Hawthorn.

As the Parish Council has not budgeted for this expenditure this does restrict what we are able to offer, however we are expecting some Section 106 funding approx. £2000 which could be used to improve the allotment provision. It was also suggested that perhaps an allotment holder would like to be co-opted to be a Parish Councillor, who could then manage the allotments on the ground.

Allotment holders were informed of a security document from West Country Police Force which provides security ideas for rural settings. With the recent attack on Whitchurch Allotments where 46 plots were vandalised, Councillors question if fencing would prevent this from happening in the future as the Whitchurch site was surrounded by a spiked metal fence and were still targeted.

RESOLVED: To agree in principle to purchase equipment for the allotments and for two Councillors R. Dunning and L. English to meet with Huw Morgan and the representatives from the Allotment Group to draw up a costed wish list to be discussed at the next meeting.

ACTION: Clerk to arrange the meeting date between the Councillors, Huw Morgan and Allotment Group.

ACTION: Clerk to make the Allotments wish list an agenda item on 17th July.

9b To REVIEW the Allotment Report and AGREE next steps regarding any allotment holders that are not cultivating their plot as per the terms and conditions of the lease.

Plot 4 was given 6 months until 21st June to turn their plot around.

The allotment agreements that are signed by each tenant were introduced so the Parish Council are able to formally deal with any tenants who are not cultivating their plots or who are in breach of any other of the terms and conditions of their lease. The tenant of plot 4 has been given sufficient time to turn the plot around but no effort appears to have been made.

RESOLVED: To evict the tenant of plot 4 with immediate effect.

ACTION: Clerk to write to the tenant of plot 4 asking them to vacate the plot with immediate effect.

The Allotment Report was viewed by the Council at the meeting and the following was

RESOLVED: Clerk to write a notice to improve letter to the tenants of plots 9, 12 and 19 reminding them of their duty to cultivate at least 2/3 of their plot.

ACTION: Clerk to write letters to Plots 9, 12 and 19 as above.

RESOLVED: For an agenda item bearing the names of Councillors Lynne English and Lesley Putt to revisit the decision made to evict the tenant of Plot 21a.

9c To AGREE details of the provision of a noticeboard at Parkfield Rank with regard to different design.

Prior to the meeting suggestions were made and information circulated regarding changing the design of the noticeboard at Parkfield. Unfortunately, the design would not be suitable as it only holds 4 pages of A4. It was also noted that for equality purposes all three Parish noticeboards should be the same.

Further to the Perspex on the Community Centre noticeboard now also breaking, the Council considered Huw Morgan's suggestion to use the spare noticeboard originally purchased for Parkfield, to replace the one at the Community Centre and then use the old Perspex as a template to order replacement Perspex for the board at Shortwood once it requires it.

Ashfield Prison who have recently made bird and bat boxes for the Parish Council are also able to build noticeboards. As the Chair is arranging a meeting with the new Director of HMP Ashfield it was suggested that this topic is discussed.

RESOLVED: To replace the Community Centre noticeboard with the spare one originally purchased for Parkfield. But to hold fire on doing any repairs to the Perspex at Shortwood until after GB's meeting with the HMP Ashfield Director.

ACTION: GB to meet with the HMP Ashfield Director and discuss options for noticeboards.

ACTION: Clerk to inform Huw Morgan of the decision.

9d To REVIEW the emails relating to the Parkfield Potholes and AGREE a response if necessary.

The email thread was reviewed at the meeting and the following was agreed.

RESOLVED: To write to the resident reiterating that the repairs to the potholes in Parkfield Rank were carried out in the past as a gesture of goodwill. As this land is not owned by the Parish Council there has been no budget allocated for such works.

As the road is unadopted it is not owned by anyone but the following applies:

Unadopted roads refer to roads which do not have to be adequately maintained by the highway authority under the Highways Act 1980. A legal duty to maintain these roads still exists, but it falls onto the owners of the road, which usually consists of the owners of any properties fronting that highway.

If they wish to take this matter further then they need to contact SGC Highways and can do so via District Councillor Steve Reade. Clerk to provide contact details for SGC Highways and DC. S. Reade.

ACTION: Clerk to respond to the resident as per the above.

9e To AGREE to supply the PCA with a copy of the deeds for the Village Hall.

The PCA met Helen Black from the Community Volunteer Service on the 25th June to discuss changing the PCA to an incorporated body to reduce the liability to its members.

RESOLVED: To provide the PCA with a copy of the deeds.

ACTION: Clerk to contact the Solicitor to obtain a copy.

9f To REVIEW the report received from Creative Youth Network following the Pucklechurch Outreach and Fun Day and AGREE next steps if applicable.

The report was discussed in the meeting and although this report was based on a group of selective children and not the community as a whole, adding more goal posts in the parish could be considered at a future meeting when the S106 moneys have been received.

RESOLVED: For the Clerk to write back to Hannah at CYN to thank her for the report and inform her that we take on board the comments made and will process some ideas with regards to sports and games when we progress this further.

ACTION: Clerk to respond to Hannah at CYN as per the above.

RESOLVED: For the Clerk to write to the PCA informing them that we are concerned after a report has been received notifying us that there are nails attached to the exterior wall of the Community Centre to deter people from kicking balls against it, and to ask them what measures can be taken to achieve the same end.

ACTION: Clerk to write to the PCA as above.

9g To AGREE a response to the Street Care Satisfaction Survey 2019.

SGC's Streetcare department provides a wide range of services including waste collections, maintaining the roads and pavements, street lighting and winter maintenance. Deadline for comments 7th July 2019.

<https://consultations.southglos.gov.uk/consult.ti/SC19/consultationHome>

Circulated to Community Groups.

RESOLVED: The survey was completed by the Council at the meeting.

9h To AGREE for the Clerk to sign the PCA booking agreement for room hire at the Community Centre.

RESOLVED: For the Clerk to complete the booking form for the 1st and 3rd Wednesday of each month from 7:30pm until 10:00pm.

ACTION: Clerk to complete, sign and return the form as per the above.

9i To REVIEW the Annual Play Equipment Inspection Report and AGREE further action if applicable.

The report has been sent to Huw Morgan who is attending to/monitoring any issues raised.

Further to the report from Huw Morgan regarding the roller barrel on the Rec requiring all the wood replacing and the supporting short legs at the front of the slide rusting away. The Parish Council raised concerns why this was not mentioned in the Annual Report from John Hicks.

RESOLVED: For the clerk to write to John Hicks querying why the two items mentioned above were not raised in his report.

ACTION: Clerk to write to John Hicks as per the above.

9j To REVIEW the email from Chris Harris - SGC regarding Selected Investigation Schemes in Pucklechurch - 2019/20 Capital Programme and AGREE next steps.

The following two schemes, have been selected to go ahead for investigation:

KF27 – Feltham Road - Investigate new footway.

KF29 - Investigate speed reduction and weight restriction measures in Pucklechurch village.

RESOLVED: To invite Chris Harris to a future meeting to discuss what scope there is to take forward the investigation.

ACTION: Clerk to invite Chris Harris to a future meeting.

9k To AGREE a response to the consultation on the addition of Highways Maintenance onto the South Gloucestershire Council Community Infrastructure Levy Regulation 123 List.

SGC would like to use the Community Infrastructure Levy (CIL) receipts on Highways Maintenance. This will significantly increase the amount of funding they can use maintaining highways infrastructure to accommodate the increased impact on the highways network arising from new developments. To do this they need to add 'Highways Maintenance' to the CIL Regulation 123 list following consultation. If 'Highways Maintenance' is not added to the Regulation 123 list we will not be able to spend CIL receipts on Highways Maintenance.

<https://consultations.southglos.gov.uk/consult.ti/CILREG123/consultationHome>

The closing date for this consultation is 9th July 2019. Circulated to Community groups.

RESOLVED: To respond to the consultation as below:

PPC discussed the amendments to Community Infrastructure Levy Regulation 123 List and agree no objection in principle to adding Highways Maintenance to the CIL Regulation 123 list, providing this will not reduce the proportion of CIL available to the Community.

ACTION: Clerk to respond to the consultation by email as per the above.

9l TO REVIEW the email from Sally Pattison

SGC requesting that Parish Councils consider the number of road verge cuts necessary with regards to Wildflowers and pollinating insects and AGREE next steps.

As well as asking parishes to take action on land they influence, SGC is starting to do its bit with longer grass and blue hearts which they hope you we support. SGC has adopted the Greater Bristol Pollinator Strategy which helps them to meet their legal duty placed on all Local authorities to have due regard for biodiversity (NERC 2008).

RESOLVED: To write to Sally Pattison to inform her that the Council believes this is a good idea in principle, however we require more information such as maps detailing locations and suggestions of what we should change and where.

ACTION: Clerk to respond as above.

9m To CONSIDER the quotes received to raise the crown on the Horse Chestnut Tree on the Rec and AGREE next steps.

Three quotations have been received and were circulated to Council prior to the meeting.

RESOLVED: To accept the quotation from Bristol Tree Services however as this tree is protected under a Tree Preservation Order (TPO) PPC will need to apply for a Tree Works Order. In the first instance the resident must be notified of the Parish Councils proposal and they must be amenable to the idea of such works taking place as there may be disruption.

ACTION: Clerk to write to the homeowner of the garage informing them of the Parish Councils plans to carry out works to the tree.

ACTION: Once the resident has agreed for works to take place, the Clerk is to apply for the TPO and following that instruct Bristol Tree Services to carry out the works.

9n To DISCUSS Council Communication Protocol.

As a Parish Council we are a corporate body and therefore are unable to make decisions as individual Councillors. Individual Councillors are unable to make statements on behalf of the Council unless this action has been discussed and the content of such a statement agreed at a Council Meeting. Similarly, Councillors cannot make decisions as individuals.

The first point of contact for queries, requests and correspondence, similarly correspondence with third parties relating to Council business should be enacted through the Clerk. If any communication is received whether this be in person, by phone or by email the enquirer should be referred to the Clerk so the item can be addressed as correspondence on the next agenda.

Councillors need to ensure that they pass all press enquiries directly to the Clerk who will explain Council protocol:

The Parish Council is a corporate body and individual Councillors are therefore unable to make statements on behalf of the Council unless this action has been discussed and the content of such a statement agreed at a Council Meeting. Similarly, Councillors cannot make decisions on behalf of the Council as individuals.

The first point of contact for the Council should be the Clerk. Where queries, requests and correspondence are received, whether this be in person, by phone or by email the enquirer should be referred to the Clerk. Where appropriate these communications will be shown as correspondence on the next agenda.

Correspondence with third parties relating to Council business should be enacted through the Clerk. Councillors need to ensure that they pass all press enquiries directly to the Clerk who will explain Council protocol. Similarly, invitations to attend meetings should also be referred to the Clerk.

9o To CONSIDER continuing with the memberships for:

Gloucestershire Playing Fields Association (GPFA) and Campaign to Protect Rural England (CPRE) and AGREE for the Clerk to complete the renewal forms and arrange payment.

GPFA - £50.00 per annum

CPRE - £36.00 per annum

RESOLVED: To agree to continue with both memberships with the GPFA and CPRE.
ACTION: Clerk to complete the form and arrange for payment to be made.

Next Meeting will be held on Wednesday, 17th July 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 22:02