

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17TH 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) 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 3rd July 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4. PUBLIC PARTICIPATION

There were three members of the public in attendance from the Pucklechurch Cricket Club. They have submitted a request for a memorial bench to be installed on the Rec, to be situated between the Community Centre fire escape and the existing memorial bench. The bench is in the memory of the President of the Cricket Club who has been a big part of the club for many years, playing for them himself from 18 years old and he was also the President for 15 years.

Mr Frankcom sadly passed away earlier this year and brought so much to the club and was a very respected member of the club and the community.

The bench they are wishing to purchase is made from reformed plastic so there is no maintenance and has a 25 years guarantee. They wish to add a plaque to the bench to read in memory of Malcolm Frankcom President of Pucklechurch Cricket Club with the dates. Pictures of the type of bench and plaque they are looking to purchase were shown to the Council.

ACTION: To be discussed in agenda item 9a this evening.

NO. 5. CORRESPONDENCE

5a Community Engagement Forum Minutes.

Circulated to Community Groups.

Noted

5b Enforcement Weekly Lists.

Noted

5c SG ALCA AGM Agenda and papers.

Noted – GB attending.

5d Email from a resident of Woodpecker Crescent regarding increase in vehicle use around Oaktree Avenue.

Photographs provided of workmen and contractors driving and parking on the grassed play area between the cul-de-sac and other less accessible ones to pick up and drop off goods to the rear gardens of houses or footpaths they are working on.

Reported to SGC ref. 1215022.

ACTION: Clerk to make an agenda item.

5e Email from a resident regarding recreational field improvements.

Recommending fencing off the play area and repainting the equipment.

ACTION: Clerk to make this an agenda item.

5f Better Care Stronger Communities Engagement Event.

Additional Engagement Event where you can have your say on the proposed changes to Better Care Stronger Communities (BCSC) funding which supports voluntary, community and social enterprise organisations to deliver services to communities across South Gloucestershire.

Tuesday 6 August 2019, 14:00 – 16:00 at the Vassall Centre, Gill Avenue, Fishponds BS16 2QQ. Circulated to Community Groups.

Noted – LE to attend if able to.

5g NALC Legal Topic Note regarding Website Accessibility Regulations.

Parish Councils have until 23rd September 2020 to either comply with the new regulations or having done an accessibility assessment and concluded that this would be a disproportionate burden on the council, explain why in an accessibility statement and provide alternative arrangements.

ACTION: GB/Clerk to look into this and report back at a future meeting.

5h Public Rights of Way issues resolved list for the period March to the 26th June 2019.

Noted

NO.6. PLANNING

6a P19/5994/TCA Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire.

Works to fell 2 no. Cypress Hedges, both situated in the Pucklechurch Conservation Area. Notice of decision: No objection.

Noted

6b P19/8097/LB Harwood Farm Castle Road Pucklechurch South Gloucestershire BS16 9RF.

Internal and external works to include conversion of existing barn to form residential annex including reinstatement of part of original first floor, new doors and windows, erection of new timber and glazed link extension to farmhouse, various minor works to existing farmhouse to include installation of conservation rooflights and replacement of dining room window with French doors.

6c P19/8101/F Harwood Farm Castle Road Pucklechurch South Gloucestershire BS16 9RF.

Erection of single storey glazed link extension to facilitate conversion of existing barn to form annex ancillary to main dwelling.

Harwood Farm is the 3 gabled house that sits adjacent to the School on Castle Road. At the rear of the building there is a barn, which is listed. They are looking to add roof lights and a floor to create 2 bedrooms and it will have a corridor to the main house, so in effect it is creating a wing to the main dwelling. The main house already has 5 bedrooms and according to the parking standards they will require a minimum of 3 car parking spaces which is not mentioned in the application.

RESOLVED: No objection in principle but PPC would like it made clear that the ancillary building to the main dwelling is not to be occupied as a separate dwelling. We would also

like to ensure that the plans provided are adequate to accommodate the 3 car parking spaces required. PPC would like to defer this to the conservation officer for their comment.
ACTION: Clerk to upload comments on the SGC website for both planning applications relating to Harwood Farm as above.

6d LI19/2729/STM Sandwich Direct - YJ67 CLX

Application for a Mobile Street Trader to trade throughout South Gloucestershire.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors

A report was received regarding the Allotment meeting that took place on 15th July which will be discussed in agenda item 9d later this evening.

7b To RECEIVE Report from District Councillor(s)

There were no District Councillors in attendance.

7c To RECEIVE report a verbal report from the Clerk

- Forwarded information regarding legionella control to the PCA 05.07.19. Minutes 3rd July item 5e.
- Contacted Marcus Gill at SGC asking him to look into why the verges at the top of Cedar Way have only been partially cut 05.07.19. Minutes 3rd July item 7c.
 - He has asked for Lee Hayward to look into this 05.07.19.
ACTION: Clerk to chase this up as the grass has still not been cut and there has been a similar issue at the end of St Aldams as well.
- Forwarded the Director of HMP Ashfield's details to GB so that she can arrange to meet with him and discuss the noticeboards 05.07.19. Minutes 3rd July item 7c.
- Updated the resident regarding what action we have taken so far with regards to the verge on Castle Road 05.07.19. Minutes 3rd July item 7c.
- Phoned NatWest Bank and confirmed that the signatories on the account have now been updated 10.07.19. Minutes 3rd July item 7c.
- Wrote to Allotment Liaison Group, plus Huw Morgan, Rick Dunning and Lynne English to organise a meeting to draw up a costed wish list. Minutes 3rd July item 9a.
 - This will be discussed tonight agenda 9d.
- Wrote to Allotment Plot 4 asking them to vacate the plot with immediate effect 05.07.19. Minutes 3rd July item 9b.
 - Wrote to the next person on the waiting list and offered them plot 4 10.07.19.
- Wrote letters to improve to tenants of allotment plots to 9, 12 and 19.
 - Received a call from Plot 12 informing me that they are back working on their plot and they have put the signed agreement in the post. Minutes 3rd July item 9b.
 - Received a call from Plot 19, they took over the plot last August and the weeds were 6 foot tall. They have been working really hard and are growing

vegetables and are down there three times a week. They have recently had a baby and with the ground being so hard was unable to dig heavily pregnant and now with a 4-week-old baby. The plot is tidy and the weeds are under control they just need more time to cultivate the rest as they had such a backlog to deal with when they took it on.

- Informed Huw Morgan regarding the decision made with the noticeboard at the Community Centre 10.07.19. Minutes 3rd July item 9c.
- Wrote to the resident at Parkfield Rank regarding the potholes reiterating what the clerk has previously advised and provided District Councillor Steve Reade's contact details for them to write to, which can be passed onto Highways 10.07.19. Minutes 3rd July item 9d.
- Wrote to Beaufort Montague Harris 10.07.19 to request the deeds for the Community Centre to send to the PCA. Minutes 3rd July item 9e.
- Responded to Hannah at Creative Youth Network thanking her for the report and informing her that PPC will process some ideas for sports and games when we progress this further 10.07.19. Minutes 3rd July item 9f.
- Wrote to the PCA regarding the nails in the exterior wall of the Community Centre 10.07.19. Minutes 3rd July item 9f.
 - Response received: *I understand a member of one the sports team did this. I have removed some so it may be that the person concerned has put more up. I will investigate and inform them this is not permitted. It is difficult to see what could deter individuals from kicking balls against the wall and roof other than a four or five-foot-tall strong fence running along the perimeter of the field for the length of the hall. Balls would not rebound and balls coming off the roof could be trapped behind the fence as they fall off the roof but that would not be a cheap solution. I have heard numerous stories of youths concerned being anti-social in behaviour so asking nicely won't work.*
- Completed, signed and returned PCA booking agreement for the hire of the meeting room 10.07.19. Minutes 3rd July item 9h.
- I have not carried out the action set from the minutes 3rd July item 9i as after speaking with Huw Morgan he informed me that there was no way of telling that the inside of the roller barrel was rotten until it rotted right through. The slide supports were for the slide in Parkfield and not on the Rec so therefore this was mentioned in the report produced by John Hicks.
- Invited Chris Harris to a future meeting 05.07.19. Minutes 3rd July item 9j.
 - Chris has confirmed his attendance at the Parish Council meeting on 4th September 2019.
- Responded to Greg Evans regarding the consultation regarding adding Highways Maintenance to the CIL Regulation 123 list 05.07.19. Minutes 3rd July item 9k.

- Responded to email from Sally Pattison SGC Biodiversity requesting more information/suggestions on where they think we can consider cutting the number of road verge cuts 10.07.19. Minutes 3rd July item 9l.
- Wrote to the homeowner of the garage at Lansdown Road informing them of our intention to crown lift the Horse Chestnut tree on the rec by 2 meters above the properties 10.07.19. Minutes 3rd July item 9m.
 - Received a response from the resident thanking us for notifying them of the works to be done to the chestnut tree and that they agree to the works to be completed. They have asked for me to let them know when the works are due to be carried out so that they can clear their garden of items that could be damaged by falling branches. They have asked that the contractors ensure that their property is left as it was found and give permission for the contractors to come onto their land to clear up all fallen/cut branches/leaves.
- I have accepted the quotation from Bristol Tree Services to carry out the works to the Horse Chestnut Tree on the Rec for £160.00 + VAT. Bristol Tree Services as part of their quotation apply for the works order which takes approx. 6 weeks. After liaising with Lea Bending SGC Tree Officer it has been discovered that this tree is not protected by a TPO however as it is situated in the conservation area so it still has restrictions and we still need to apply to the Council for a works order. I have been informed that the Council would only consider placing a TPO on this tree if there was a perceived threat to the tree either from inappropriate development or a proposal of tree works not considered appropriate. Minutes 3rd July item 9m.
- Completed the renewal forms for GPFA and CPRE and have raised the cheques for signing at tonight's meeting. Minutes 3rd July item 9n.
- Reported lorries driving over the play area at Woodpecker Crescent to SGC 08.07.19 reference number: 1215022.
- Huw has relocated the dog bin at Hawthorn Close, approx. 30 yards over the path on the green. I have informed SGC of the new location so that the operatives can find it to empty it 10.07.19.
- Chased SGC to upload our comments on the SGC website 11.07.19 regarding P19/4212/F | Erection of stable block. | Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ. These were submitted to SGC on 7th June.
 - I have received a response on 16.07.19 thanking me for my email and informing me that on checking the electronic file they have managed to locate the Comments that I uploaded on 7th June 2019. They confirmed that they have just made them Public so we should now be able to view them on the website. Please accept my sincerest apologies for the delays incurred.
- I have received a letter from SGC regarding a History/Site search ref. Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ ref. no. ENQ19/0598. They have thanked me for the planning enquiry received on 3rd July 2019, and informed me that to assist in meeting the costs of this service the Council has found it necessary to charge for this type of enquiry. If you would still like us to access the History and site search for this the fee will be £157.44.

- I have taken no action on this as GB is looking into it further.

ACTION: Clerk to report to enforcement that there are works being carried out to the grass verge outside Meadow View.

- Chased Lea Bending SGC for a date that their Chalara Action Plan will be circulated to Council:
 - Response received 11.07.19:
I don't have a date yet. The Council are currently surveying the Highways and noting where trees are affected by Ash die-back and scheduling them for removal. We are under-taking the works in conjunction with planned road closures.
We do not believe that trees that are affected by Ash die back will recover and death is occurring rapidly.
I am able to tell you that trees that are dying/dead are drying out very quickly and will be highly likely to drop their deadwood. If you have trees that are dying due to Ash die-back, you will need to make arrangements to remove them. If they are in the conservation area or have TPO's you will need to contact the tree officers about their removal. It would be beneficial if you could provide photographic evidence for us as this will speed up the response. If you have any questions please don't hesitate to contact us.
- Anna Chelmicka reported that there were 4 full bins on Sunday 14th July:
 1. St Aldams play area
 2. The rec by community centre playgroup children's play area
 3. The rec by the fire escape
 4. The rec by the swings near the Star.

I chased this up with SGC and it appears that it was just a timing issue as the bins have been emptied 16.07.19.
- I have been contacted by Martin Jones Deputy Director HMP Ashfield informing me that their previous Director Vicky Pails agreed to donate their wooden cross to BoB Symons the previous chairperson of the parish council, as they now have a new memorial. They are asking if we would still like the cross donated to the parish?
 - A conversation was held between BoB Symons and Vicky Pails regarding Pucklechurch having no focal external area for Remembrance Day and saw this as an opportunity. BoB had a view of having a commemorative area somewhere following local consultation etc, but wanted to secure the cross in the first instance. If the Council do not want it then he believes that the School or Church might.

ACTION: Clerk to make this an agenda item.

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

Huw Morgan	Maintenance Contract July'19/ Zip Wire Repairs/ Dog bin relocation	£1467.13	2732
HMRC/Wages	PAYE/Wages July'19	£1323.80	2733/2734
CPRE	Membership Renewal	£36.00	2735
GPFA	Membership Renewal	£50.00	2736
Instant Landscapes	Grass Cutting Rec, St Aldams, Eagle Crescent April – July'19	£2665.00	2737
Mrs J. Bailey	Expenses – HP Instant Ink, Stamps, Stationery, 1TB External Hard Drive	£146.49	2738
Total		£5688.42	

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

The Finance spreadsheet was circulated prior to the meeting.

At the end of June, we have an overspend of £20.36 compared to the budgeted income and expenditure. The employee pensions have increased as set by government and consultancy costs have risen due to the Tree Survey and Playground Inspections. However, we have made savings on our insurance now that we are a Quality Council, and our room hire costs have been less in the last quarter. We have also received income of £750.00 for the cemetery which we had not budgeted for and a CIL payment of £260.84 for Meadowland Cottage. Therefore, the extra costs we have paid out have been offset by the extra income we have received.

RESOLVED: To accept these figures as a true representation of the Council finances.

NO. 9. AGENDA ITEMS

9a To AGREE a response to the request for a Memorial Bench on the Rec.

Before the agenda item was discussed the Council agreed to officially record a note of thanks to Mr Frankcom for all he has done for the Cricket Club and for the Community.

The memorial bench application was reviewed and no queries were raised.

RESOLVED: To accept the application for the memorial bench on the Rec as detailed in the application form.

ACTION: Clerk to liaise with the Cricket Club regarding the installation of the bench.

9b To AGREE a response to the request to reinstate the subscription for the green bin at the memorial garden.

RESOLVED: That under the current situation PPC are not minded to pay for the subscription of a green bin at the memorial garden as this land is not owned by us and therefore any maintenance costs associated with it should not fall to the Parish Council.

ACTION: Clerk to respond to the resident informing them of the decision made above.

9c To AGREE responses to the two Streetcare Consultations:

- 1) Resource and Waste Strategy for 2020 – 2030
- 2) Updated supplementary planning document (SPD) for waste

Resource and Waste Strategy for 2020 – 2030

In our latest strategy we propose shifting our focus towards doing our bit to save our planet's precious resources, primarily by reducing our consumption, especially of single-use items, ensuring our environment is protected for future generations, and reducing the amount of

raw materials we are using, in order to minimize the effects of global warming on our environment. This survey is open until 27th September 2019

Updated supplementary planning document (SPD) for waste.

The waste supplementary planning document (SPD) seeks to clarify and elaborate on details of policies laid out in South Gloucestershire's Local Plan, offering guidance to developers on how to plan for and ensure space for waste management. This consultation is open until 4th August 2019

RESOLVED: Both consultations were completed and submitted online during the meeting.

9d To REVIEW the costed Allotment Wish-list following the meeting and AGREE next steps.

The following report was circulated prior to the meeting:

Meeting held on 15/07/2019 at the allotments Pucklechurch with: -

Councillor Lynne English
Councillor Rick Dunning
Huw Morgan
2 Allotment Liaison Group members.

The aim of this meeting was to discuss ways in which the council may be able to help make the allotments more secure and draw up a wish list, with costing.

Allotment holders are looking into becoming an Association. They have agreed a Chairperson and Treasurer and will be looking for a Secretary. This is in the very early stages at the moment but it is hoped that the allotment group will be able to steer the group and help with recommendations.

The group have been given donations to the value of £300 since the vandalism.

They have been offered a 12-foot gate which can be put at the entrance to the allotments (at the bottom of the lane where the gate is now). This can be installed for £100. The allotment holders asked if the Parish Council could fund this. They also still have the second padlock which was purchased a while ago and are happy to use that one to lock the new gate.

The cameras etc for the site needs much more investigating as there are so many on the market and it was felt they needed to be of high standard for face recognition. It was felt it is best to not just jump in this and purchase the first ones that are seen.

The group were wondering if it would be possible for the Parish Council to have a sum of money that the allotment holders would be able to use to purchase cameras etc when the full investigation is completed.

They also viewed the back of the allotments that have the trees and woodland beyond. It was felt that a good deterrent would be to plant spiky / prickly bushes. These could be planted in between the trees. Although at the moment the trees and bushes look quite thick and people cannot get through but when the winter comes and the trees lose their leaves the access is very easy. It may be necessary to fell some of the trees to allow for some planting, however during the discussion Huw felt it may be best to lower the height of the trees and plant in between. Allotment holders would be happy to help with the cutting of the trees.

I have asked Huw if he would be able to give us a quote to clear some of this area and plant prickly bushes.

Allotment holders were informed that no decisions would be made today and that there was an agenda item at the Parish Council meeting on Wednesday 17th July where the full council will discuss our meeting today. The holders will then receive an email from Jodie Parish Clerk as to the outcome of the Council discussions.

Councillor English Thanked everyone for attending.

RESOLVED: To thank the Allotment Group for providing constructive ideas and to inform them that the following has been agreed:

1. To agree to give the Allotment group up to £100 for the purchase/fitting of the 12-foot gate, providing that they can issue an invoice.
2. To inform the Allotment Group that we need a proposal from them with estimates/quotes for the cameras, including the finer details such as who will own/maintain them once fitted, why they are convinced that the cameras are the best solution etc. If the Allotment group want to make an application for a grant to the Parish Council then PPC would have to agree if they would accept a grant application outside the grant funding process as our budget is already set for the year. As we are due some Section 106 money for Oaktree Avenue the Clerk will be looking into the process and to see if there are any clauses in what we can spend it on.
3. To offer the Allotment Group help/support if needed to set up the Allotment Society.

ACTION: Clerk to respond to the Allotment Group as per the above.

ACTION: LE to check whether the 20 properties at Oaktree Avenue are now being occupied.

ACTION: Clerk to notify SGC that the properties at Oaktree Avenue are being occupied and enquire as to when the funds will be received and if there are any clauses such as if the money has to be spent on a new project.

9e To CONSIDER the quotations for repairs to the Roller Barrell at the Rec and Slide Supports at Parkfield Play Area and AGREE next steps.

The following two quotations were received from Greenfields:

Roller Barrell - Rec

- Replace all 10 timbers with new 600 x 150mm pressure treated

Price: £125.00 plus VAT

Slide Supports – Parkfield

- Quite a big job as the existing one needs breaking out of the ground as they will be set into concrete bases
- To remove these, install new supports and repair the tiles where disturbed

Price: £398.00 plus VAT

RESOLVED: To accept the two quotations from Greenfields to repair the play equipment as detailed above. Agreed to use the budget set for play area maintenance/ repairs and renewals for this expenditure.

ACTION: Clerk to notify Greenfields of the decision.

9f To DISCUSS ideas regarding the celebrations being planned for the 75th Anniversary of VE Day on 8th through to the 10th May 2020 and AGREE next steps.
The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history.

RESOLVED: To write to the Revel Committee and Pucklechurch Primary School informing them that there are plans across the Country to commemorate VE Day and suggest that they consider creating an event. Clerk to forward information pack and mention that PPC may possibly fund/part fund any events through the Parish Council grant funding scheme.

ACTION: Clerk to write to the Revel Committee and Pucklechurch School as above.

ACTION: Clerk to write to St Thomas a Becket Church to enquire as to their plans for VE Day celebrations.

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

The Council meeting closed at 21:09.