

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21ST AUGUST 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G. Boyle - Chair (GB), R. Dunning (RD), C. Phillips (CP), L. Putt (LP), District Councillor Ben Stokes (BS) and J. Bailey (Clerk).

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

L. English – Vice Chair (LE)

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 7th August 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

NO. 5. CORRESPONDENCE

5a Revel Grants and Bob Stone award.

Nomination form attached. Closing date 6th September.

Circulated to Community Groups.

Noted

5b Email from a resident regarding dog bins.

Due to an increase in dogs mess in Kings Lane the resident is proposing that a dog bin is added to the end of Kings Lane adjoining Parkfield Road as at the moment the closest bins are situated by the Rose and Crown Pub and by the Bungalows in Homefield Road.

ACTION: Clerk to make this an agenda item.

5c Email from Doddington Parish Council regarding signing the Town & Parish Council Charter.

SGC have signed a new Town and Parish Council Charter, which sets out how they work together with town and parish councils in South Gloucestershire.

The Charter is a framework for SGC and the town & parish councils (or local councils) to work in partnership in order to improve the well-being of the varied communities that make up South Gloucestershire. Through this Charter the respective councils agree to work in partnership whilst respecting each other's rights as separate democratic bodies.

ACTION: Clerk to make this an agenda item.

5d SGC Enforcement Weekly Lists.

Noted.

5e CPRE Newsletter regarding 'Green Clean' a nationwide litter pick to clean up our countryside.

In September they are holding over 25 Green Clean litter picks across the country, and are encouraging people of all ages to help clean up our green spaces.

Circulated to Community Groups.

ACTION: GB to forward details to the LIONS group.

5f Bristol Airport - Invitation to participate in an Airspace Change workshop.

In 2017 Government instructed the UK's independent aviation regulator, the Civil Aviation Authority (CAA) to develop a strategy to modernise the UK's airspace. The CAA's Airspace Modernisation Strategy was published in December 2018 and outlines the work that needs to happen to modernise airspace, and why. At Bristol Airport we fully support the objectives of this initiative to make journeys quicker, quieter and cleaner. In October 2018, Bristol Airport submitted a Statement of Need which can be found on the CAA's Airspace Change portal setting out our intention to make changes to the airspace impacting departure and arrival procedures.

Noted

5g NALC Chief executive's bulletin/Newsletter.

Includes updated Model Financial Regulations for England and Wales.

ACTION: Clerk to make an agenda item to review the new model Financial Regulations.

5h Email from SGC Streetcare regarding Oaktree Ave, Pucklechurch - New footpath

Informing us of works that will be taking place on Oaktree Ave and the surrounding area.

Some of the trees along Oaktree Ave will be trimmed to facilitate the implementation of the new footway, this will take place week commencing 19th August 2019. The works to implement the footpath will start week commencing 2nd September 2019, for a period of 16 weeks. The works have been planned in phases so that disruption can be kept to a minimum. Access will be maintained throughout the duration of the works.

Circulated to Community Groups.

Update received 20.08.19, circulated to Community Groups:

I'm sorry to inform you that we are having to postpone this scheme for an unknown length of time due to some land issues that have come to light. I am currently waiting on a response from the councils Legal and Planning teams on how we can proceed. As soon as I have a clear way forward, I will let you know. Katie Myles – SGC Design and Operations Department.

Noted

5i Notice of Intent - Temporary Traffic Order - PT.6355 - Coxgrove Hill, Pucklechurch - Temporary Road Closure

SGC intends to make an order the effect of which will be to close, temporarily, to vehicles that length of Coxgrove Hill which extends from its junction with Henfield Road to its junction with Parkfield Road. This order is required in connection with duct and cabling works and will be operative from the 16 September 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 12 days duration. Alternative route: Henfield Road, Westerleigh Road, Westerleigh Hill, Westerleigh Road, Parkfield Road, Coxgrove Hill (part unaffected) and vice versa. Circulated to Community Groups.

Amended alternative route received 19.08.18:

Westerleigh Road, A4174 southbound, B4465 Shortwood Hill, B4465 Shortwood Road, B4465 Westerleigh Road, Parkfield Road and vice versa.

Circulated to Community Groups.

Noted

5j ALCA In Short July'19 Newsletter.

Noted

5k Notification of ALCA Annual General Meeting.

Annual General Meeting will be held on Saturday 5th October 2019, Flax Bourton Village Hall Old Weston Road BS48 1UR 10:30 – 12:30.

Noted

5l SGC Streetcare - New posters for dog legislation.

New dog fouling signs have been designed to coincide with the new legislation that came into force at the start of July this year. They have ordered a large number of these signs to put up in our hot spot areas, but please feel free to print some of these off and help get the message out to the dog walkers of South Glos.

Displayed on our noticeboards.

Noted

5m Annual General Meeting of the South Gloucestershire ALCA Area Group draft minutes.

Noted

5n Correspondence relating to the Tree felling at the Fleur de Lys ref. P19/5994/TCA.

Noted

5o Planning Review Update.

SGC have circulated a briefing note which provides a summary of the feedback received and an update on the planning reviews following the completion of the planning and enforcement survey earlier in the year.

Noted

NO.6. PLANNING

6a P19/8764/F Woodside Parkfield Pucklechurch South Gloucestershire BS16 9NS.

Demolition of existing garage. Conversion of existing structure to form 1 no. garage (Retrospective).

This is a retrospective planning application, relating to a property washed over by the green belt. Since the old garage has been demolished this does not appear to contribute to a disproportionate increase in volume over and above that which originally existed

RESOLVED: No objection

ACTION: Clerk to upload no objection comment onto the SGC website.

6b P19/10005/F 39 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL.

Erection of single storey rear extension and front porch. Installation of electric gates and 1m high boundary fence.

No documentation has been made available about the nature of the proposed extension or porch (no dimensions, elevations, no site plans, no materials listed), equally there is no information on the electric gates, what they look like, how they open and a fence is mentioned but not illustrated so we cannot make comments on how this may or may not affect the local street scene. Therefore, due to the lack of information provided, we are bound to object to this planning application in its current form.

RESOLVED: Objection.

ACTION: Clerk to upload objection comment onto the SGC website.

6c P19/10611/F 2 Hillview Road Pucklechurch Bristol South Gloucestershire BS16 9RQ.

Erection of single storey detached outbuilding to form garage, cycle store and workshop. (Resubmission of P19/2135/F).

This is a resubmission after the original planning application was refused. PPC had no objection in principle to this application subject to clarification relating to the retention of 3 car parking spaces.

PPC notes the new height of the garage has dropped by 60cm and the that both the width and length of the garage has decreased by 1 metre. There appears to be adequate parking allocation for 3no cars off road. PPC welcomes the introduction of a green hedging instead of fencing.

RESOLVED: No objection in principle to the garage/workshop as now proposed, but seeks clarification on what the impact of reducing the level of the front of garage below the existing ground level will be with regard to being able to park a car in it, in relation to the other two car parking spaces that are shown. The latter are currently situated on ground that dips away at an incline from the garage and the main dwelling.

ACTION: Clerk to upload comments onto the SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors.

There were no pre-submitted reports from Council members.

7b To RECEIVE Report from District Councillor(s)

District Councillor Ben Stokes was in attendance and didn't have anything to report. He was asked by the Council regarding Brexit planning and BS confirmed that there has been extra money passed down to local authority to identify local businesses that are particularly vulnerable as they want to keep as many people in jobs as possible. As this news only became available this week, he will find out more at the next cabinet meeting and update us in due course.

7c To RECEIVE report a verbal report from the Clerk

- Forwarded email from Dave Rayner regarding textile recycling banks to the PCA 09.08.19. Minutes 7th August item 5d.
- P19/09621/RVC - Shortwood Quarry Landfill Cattybrook Road North Shortwood Pucklechurch Bristol – submitted objection comment on SGC website 09.08.19. Minutes 7th August item Additional Planning Comments.
- Reported cars parking and driving over the grass verge at Castle Road to SGC Enforcement 09.08.19. Ref. COM/19/0716/OD. Minutes 7th August item 7a.
 - Provided exact postal address to SGC as requested, alongside a link to a map of the verge and photographs of the caravan, car parking on the green and the damage it is causing 14.08.19.
 - Received another email from Streetcare 14.08.19:
 - In relation to your email regarding the parking on the grass verges and the caravan on Lansdown road, I have logged this though to our Street Cleansing Team.
Ref. 1239919 – Parking on the verges
Ref. 1239918 – Caravan parked on Lansdown Road.

- Received a letter from Planning Enforcement ref. COM/19/0716/OD Caravan stationed in driveway on Lansdown Road 15.08.19 as below:
 - *I refer to your recent enquiry concerning the above property. In this instance our investigation has found that the breach in question is occurring on Council owned land and as such it is considered prudent for the Council to consider this matter as the Land Owner rather than as the local planning authority as controls in this regard are strengthened.*
As such, I have passed the matter to the Property Services (01454 865124) for further action. The caravan stored in the garden of 24 Lansdown Road is not in breach of planning regulations as it remains within the curtilage of the property and ancillary to the dwelling. The planning enforcement team do not intend 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 another email from Clare from Property Services 19.08.19 informing us that SGC does own the land and asked that it is allocated to a Streetcare Inspector to view ref. 1242930.
- Informed the PCA that we are still trying to locate the deeds for the Community Centre 09.08.19. Minutes 7th August item 7c.
 - Solicitors reported deeds taken out of storage by a previous clerk on 18th May 2012.
 - Received an email from Phil Spick asking if there has been any progress with the hall deeds yet as they need a copy so they can show the advisor from CVS who holds them and who is the named owner.
 - I advised Phil that we are still trying to locate them and will be going through the whole filing cabinet soon to see if they have been misfiled.
- Updated the resident who complained regarding vehicles parking and driving over the grassed area at Woodpecker Crescent, that we will be including a report in the next Pucklechurch News 09.08.19. Minutes 7th August item 9b.
- Responded to residents' email regarding improvements to the play equipment on the rec 09.08.19. Minutes 7th August item 9c.
- Painting of the Rec play area is part of Huw Morgan's contract. He does all the equipment on a rota as it needs it, and as far as the Rec is concerned the recent paintings have been the roundabout in 2017 and the big swings in 2018 where he wired brushed all the rust before painting it. He says no maintenance is due this year but painting of benches and play equipment is done before the school holidays and in the good weather. Minutes 7th August item 9c.
ACTION: Clerk to update the resident that we have a rota system in place for the painting of the play equipment.
- Wrote to Martin Jones HMP Ashfield to decline the offer of the cross but suggest they contact the School and Church 09.08.19. Minutes 7th August item 9d.
- Wrote to the tenant of plot 21a informing them that we will reinstate their tenancy until March 2020, included a new tenancy agreement and invoice which was sent with the letter 09.08.19. Minutes 7th August item 9e.
- Requested Huw Morgan to take photographs of plot 21a to be used in March 2020 as a comparison 09.08.19. Minutes 7th August item 9e.

- Photographs received and saved on file 12.08.19.
- Emailed Sue Jacques regarding the Better Care Stronger Communities Funding Consultation informing her that the structure of the survey would not enable us to provide the feedback we wanted to 09.08.19. Minutes 7th August item 9f.
 - Received a response:

Please can you share your feedback with me and I will ensure that it is incorporated into the consultation report.

ACTION: Clerk to make this an agenda item on 4th September.
- Informed Cricket Club and Football Club of the increase in fees for the 2020 season 09.08.19. Minutes 7th August item 9h.
- Wrote a letter to the resident regarding the memorial garden 08.08.19. Minutes 7th August item 9i.
- Wrote to the past Clerk to ask if they can recall the situation with regards to the maintenance of the memorial garden 09.08.19. Minutes 7th August item 9i.
 - Response received:

The memorial garden was designed and constructed by I think the Home Office they gave the land its constructed on the Pucklechurch Parish Council for £1.00 because the resident wouldn't be able to get public liability insurance. The Parish Council agreed to accept the land on the understanding that the resident would be responsible for the maintenance of the garden.

The Parish Council never undertook any maintenance because public money could only be used for the benefit of the whole community but they did once, as a gesture of good will, pay towards the cost of a tree surgeon to carry out work on the trees at the entrance to the garden.

I think the resident's responsibility for the maintenance of the garden formed part of the contract when the land was gifted to the Parish Council.
- On 12th August Huw discovered that the allotment gate was down and unlocked, plus the inner gate on the floor as the post had broken. Huw has investigated this and the post was rotten. As this is the gate that will be replaced at the entrance to allotments this is all in hand.
- Reported overhanging trees in the lane beside the Old Dairy which leads to Homefield Road to SGC ref. 1236467. There is a large overhang from the garden of the bungalow behind the Old Dairy. This growth now almost goes the width of the path and is hanging very low and is very difficult to avoid going into your face as you walk up the path.
- Reference number: 1229172 - Meadow View – Further to the recent correspondence sent to SGC regarding works being carried out to the verge outside Meadow View, I have now sent photographs that have been taken by a resident showing that works are being carried out day and night. 08.08.19.
 - Received a phone call from Steven at SGC Streetcare 21.08.19 who has visited the area and although he can see that some digging has been carried out, it is all levelled off and can't see that anything else has been done to the area. He will continue to monitor this and if he sees anything suspicious happening, he will investigate further.

- We have received notification from PKF Littlejohn the External Auditors that we have passed our audit. I have completed the Notice of Conclusion of Audit form and uploaded this to our website and displayed on the noticeboards 21.08.19.
- Oaktree Ave, Pucklechurch - New footpath – received an update 20.08.19 as below which has been circulated to Council and Community Groups:
 - *I'm sorry to inform you that we are having to postpone this scheme for an unknown length of time due to some land issues that have come to light. I am currently waiting on a response from the councils Legal and Planning teams on how we can proceed. As soon as I have a clear way forward, I will let you know. Katie Myles – SGC Design and Operations Department.*
- Circulated the amended alternative route for the Notice of Intent - Temporary Traffic Order - PT.6355 - Coxgrove Hill, Pucklechurch - Temporary Road Closure to Council and Community Groups.
- Revel have emailed to inform us that they have had discussions regarding the VE Day Celebrations and discussed it with other local groups. They have their AGM in September and it will be discussed further then as they have some good ideas for the event.
- We have received an email from EDF Energy via ALCA as below:
 - *I and some of my colleagues are looking to use our Force for Good (volunteering time during work hours) allocation to help the local area (45min radius of Wick) in some way if you have an activity suitable for 14 people on Wednesday 4th September please? We're happy to do weeding, or pruning, litter picking or almost any other activity that would be of help to you. Please do give me a call to discuss at your earliest opportunity.*

I was hoping that this would have been a good opportunity for us to use their services for the memorial garden but unfortunately, we have not yet heard back regarding the maintenance of this area.

- Received a copy of the PCA's insurance documents 19.08.19.

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 |
|--------------|---------------------------------------|-----------------|------------|
| SGC | Dog Bins/Grass Cutting July – Sept'19 | £1995.08 | 2741 |
| Huw Morgan | Maintenance Contract August'19 | £1305.83 | 2742 |
| HMRC/Wages | PAYE/Wages August'19 | £1327.85 | 2743/2744 |
| Total | | £4628.76 | |

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

The Finance spreadsheet was circulated prior to the meeting.

We have received extra income from the burial ground compared to our budget and looking at July's actual figures compared to the budget we have an underspend of £1783.65. If this underspend continues, we will hopefully be able to allocate some of this funding to the Community Grants Scheme.

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

NO. 9. AGENDA ITEMS

9a To AGREE a way forward with regard to recruiting a new Maintenance Contractor.

ACTION: Clerk to make this an agenda item for the 18th September to Review the Maintenance Contract.

9b To REVIEW and AGREE the Burial Ground Fees and CONSIDER amending them with regards to double caskets and interring cremated remains into existing burial plots.

Following some recent requests for the interment of double caskets and cremated remains to be interred in an occupied grave, the burial ground fees have been reviewed and it was **RESOLVED** for them to be amended as below:

Interment of Ashes into an occupied grave - £100 for a resident, £200 for a non-resident.
Interment of a double casket of cremated remains into a cremation plot - £150 for a resident, £300 for a non-resident.

ACTION: Clerk to update the Burial Ground Fees schedule, and upload it to the website.

9c To REVIEW the S106 Agreements for Oaktree Avenue and AGREE next steps.

PPC need to consider what we would like to spend the money on and find out what the process entails.

ACTION: Clerk to invite Ian Davey and Richard Aston to attend a future meeting asking for guidance and to discuss the process on how we move forwards with regards the S106 payments due to us.

9d To CONSIDER the request to add a 'No Parking' sign to the gate at Parkfield Rank play area and AGREE next steps.

RESOLVED: To agree to erect two 'No Parking' signs at Parkfield Play area one to be located on the small gate and one on the large gate.

ACTION: GB to send information to the clerk regarding design and dimensions we need to adhere to.

ACTION: Clerk to order the signs once the size/design has been agreed.

9e To REVIEW the information displayed on the bus stop noticeboards and AGREE new content.

RESOLVED: To display a poster informing bus users about the revised timetable following the closure of the motorway bridge on 27th August.

ACTION: GB to forward email to the Clerk that she has received from SGC, detailing the new timetable.

ACTION: Clerk to create a poster informing bus users of the dates, location, reason for closure and information re: impact on buses. Clerk also to include detail of where they can get further information.

9f To REVIEW the Action Tracker and AGREE further action if necessary.

The action tracker was circulated prior to the meeting and the following was **RESOLVED:**

Item no. 89. St Aldams

ACTION: Clerk to contact Colin Shields to reopen the conversation regarding the acquisition of land.

Item no. 101. BT Telephone Box

ACTION: GB to send a paragraph to the clerk for sending to BT, regarding the phone box.

ACTION: Clerk to email BT once the wording has been received from GB.

Item 142. GDPR – Document Retention Policy

ACTION: GB and LE to inform the clerk once a date has been set for them to go through the filing cabinet to see what items can be shredded.

ACTION: Clerk to book the meeting room once a date has been set.

Item 145 – Parkfield Noticeboard

ACTION: Clerk to remove this as a new action has been created under item number 171.

Item 152. Allotment Plot 21a.

ACTION: Clerk to remove this item.

Item 155. Speed Watch

Ongoing.

Item 156. Future Planning.

ACTION: Clerk inviting Ian Davey and Richard Aston to attend a future meeting asking for guidance and to discuss the process on how we move forwards with regards the S106 payments due to us. See item 9c above.

Item 157. Allotments

ACTION: Remove item – this has been superseded with actions being carried out by the Allotment Liaison Group, to which we are awaiting a report.

Item 160. Informal meeting regarding play equipment.

Ongoing.

Item 162. Shortwood Speed Survey.

Ongoing – CP to discuss this further with Chris Harris when he attends our meeting on 4th September.

Item 163. 1 Cedar Way Fencing.

ACTION: Remove item – this has been allowed under permitted development.

Item 165. Defibrillator Lights – PVSSC and The Old Dairy.

ACTION: Clerk to take back this action to get the lights repaired. Clerk to request quotations for repairs and also get prices for battery powered lights for comparison.

Item 166. Castle Road Verge.

Ongoing. **ACTION:** Clerk to update the action tracker with latest information and reference numbers.

Item 167. Communicating with the Community.
Ongoing.

Item 168. Plot 3 Meadow View

ACTION: GB to work through documentation to see how many mobile homes are permitted on site.

Item 169. Shortwood Road Fence.

ACTION: Clerk to chase for an update.

Item 170. PPC Current Assets.

ACTION: Clerk to make this an agenda item in October.

Item 171. Ashfield Prison.

ACTION: GB to meet with the new Contract Director Martin Booth and to discuss noticeboards.

Item 172. Community Centre Deeds.

ACTION: To continue to try and locate them, which were removed from the Solicitors storage facility in 2012. GB and LE to work through the filing cabinets to see if they have been misfiled.

Item 173. SGC Investigation/Capital Program Schemes in Pucklechurch.

ACTION: To be discussed at the Council meeting on 4th September when Chris Harris will be in attendance.

Item 174. Website Accessibility Regulations.

Ongoing.

Next Meeting will be held on Wednesday, 4th September 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 21:18.