

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4TH SEPTEMBER 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

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

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

All Council members were in attendance. Agenda item 9a was brought forward and discussed after correspondence. Councillors Dunning and Phillips both arrived during this item.

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 21st 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 SGC Common Connections Project.

SGC is applying for National Lottery Heritage Funding, which, if approved will be used to restore and link up commons and green spaces along the South Gloucestershire / Bristol Urban Fringe. Whilst their view is that the Council will manage overall project delivery, they hope that partners will support and engage in the project and are willing to become project partners.

Noted

5b SGC Enforcement Complaints Weekly lists.

Noted

NO.6. PLANNING

6a P19/4212/F Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ.

Erection of stable block.

Notice of decision: Approve with conditions.

Noted

6b P19/5549/RM Gingells Farm 126 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PF.

Erection of 1no. Agricultural workers dwelling with appearance, landscaping, layout and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PK18/3919/O).

Notice of decision: Approve with conditions.

Noted

6c P19/09011/TCA Land to The Rear of Lansdown Road Pucklechurch Bristol South Gloucestershire BS16 9RG.

Works to 1 no. Chestnut tree to reduce to achieve a clear two-meter clearance from building, from all angles. Tree situated in the Pucklechurch Conservation Area.

Notice of decision: No objection.

Noted

6d P19/7335/RM Land at Emersons Green East Bristol South Gloucestershire BS16 7AH.

Approval of reserved matters in respect of layout, scale, landscaping and appearance of a proposal for Public Open Space including a Reed Bed, approval of reserved matters to be read in conjunction with (PK04/1965/O dated 14th June 2013) on Land at Emersons Green. Adjoining Parish.

Noted

6e LI19/3424/STM – Butties Sandwich Bar (1)

LI19/3422/STM – Butties Sandwich Bar (2)

Mobile Street Trader application to trade throughout the South Gloucestershire Area.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors.

A report was received regarding a take away service being operated from the PVSSC.

Concerns were raised over them not having the correct licence to operate this service and the impact this may be having on local residents.

ACTION: Clerk to make this an agenda item.

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was in attendance and reported that DC Ben Stokes had chased Sally Pattinson for a response regarding the trees. This response has been received by the Clerk and has been circulated to Council and is included in the Clerk report this evening. Following this response SR has reported that he wants to roll out a policy/procedure across all Parish Councils which includes details of the maintenance of the trees and whoever accepts the trees takes on the maintenance of them.

7c To RECEIVE report a verbal report from the Clerk

- P19/8764/F Woodside Parkfield - Uploaded no objection comment onto the SGC website 22.08.19. Minutes 21st August item 6a.
- P19/10005/F 39 Shortwood Road – uploaded objection comment onto the SGC website 22.08.19. Minutes 21st August item 6b.
- P19/10611/F 2 Hillview Road – uploaded comments onto the SGC website 22.08.19. Minutes 21st August item 6c.
- Informed the resident that we have a rota system in place to maintain our play equipment 28.08.19. Minutes 21st August item 7c.
- Updated burial fees and uploaded a copy to the website 28.08.19. Minutes 21st August item 9b.
- Emailed Mr Aston and Mr Davey inviting them to attend a future meeting regarding the S106 payments that are due to us 28.08.19. Minutes 21st August item 9c.
 - Circulated response to Council received from Ian Davey 28.08.19 as below

Thanks for getting in contact regarding S106 funding in the Pucklechurch area. Unfortunately, Richard and myself are unable to make either of the meetings you have suggested. I am able to meet with you during office hours and I'm currently free every Wednesday to Friday during September (except the afternoon on the 5th). Hopefully one of these days will suit. If you would like to send over any questions you or your councillors have regarding the S106 process, I will do my best to answer them. I have attached Richards previous emails and the S106 application guidance notes for further information.

ACTION: GB and LE to arrange to contact Mr Aston and Mr Davey to arrange to meet with them in September.

- Created a poster and displayed on the bus stop noticeboards informing residents of the upcoming bus timetable changes following the motorway bridge closure 22.08.19. Minutes 21st August item 9e.
- Updated Action Tracker, Minutes 21st August item 9f and completed the following actions:
 - Item 89. Emailed Colin Shields to reopen the conversation regarding the acquisition of land 28.08.19.
 - Item 101 – Chased GB for paragraph regarding the BT phone box 28.08.19.
 - Item 145 – removed this item from the action tracker.
 - Item 152 – removed this item from the action tracker.
 - Item 156 – invited Ian Davey and Richard Aston to attend a future meeting regarding S106 payments 28.08.19.
 - Item 157 – removed this item from the action tracker.
 - Item 163 – removed this item from the action tracker.
 - Item 166 – updated action tracker with the latest information and reference numbers regarding Castle Road verge.
 - Item 169 – Chased Aaron Bush for an update regarding the fence on Shortwood Road ref. COM/19/0300/OD 28.08.19.
- Reported overgrown trees in Becket Court to SGC 28.08.19.
- Received a complaint about the Revel flags, the ones on Abson Road outside the Community Centre by the bus stop are very low; just about head height. The ones on the rec are beginning to disintegrate and lose flags have been found on the rec.
 - Revel have confirmed that they will get these removed as soon as possible.
- Huw has fitted the new noticeboard at the Community Centre but the locks on it are not working. He has tried everything to fix them and is now speaking to Signs Now regarding replacements, however they have asked when we purchased the board and as this was over 2 years ago, I am assuming we will be out of warranty.
- The roller barrel on the rec has now been repaired.
- Circulated an email from Sally Pattison to Council following District Councillor Ben Stokes chasing her for an update on trees. Response shown below:

Sorry this needed chasing up. The tree planting opportunities/ requirements are a little overwhelming at the moment. But I'm very keen to help you any way I can. There are 8 pieces of land in Pucklechurch parish which are SGC open space and may be suitable for tree planting (subject to some checks):

- Westerleigh road
- Castle road
- Birch drive x3
- Oak Tree avenue x3 (map attached)

There may also be highway land suitable and bits owned by property services but I've not got survey data for them (feel free to suggest verges). I can ask property services to let you know what they have on the small holding portfolio and if any of it is suitable for tree planting.

I won't be looking to plant the Pucklechurch sites this year. I have 14,000 Woodland Trust free trees being delivered over 3 years and I'm maxed out for y1. Happy to add Pucklechurch as y2 (winter 2020/21) which will be planted by grounds staff with one public event.

The Woodland Trust have extras though if the parish would like to organise something themselves for this winter. The trees are not publicly available- just for us: email jeremyevans@woodlandtrust.org.uk the list of what species you can ask for is: oak, silver birch, field maple, grey willow, rowan, crab apple, hazel, hawthorn, wild cherry, rowan, holly, goat willow and they will be 30-60cm whips plus guards delivered first week Dec.

If the parish want to plant on SGC land then I'd need to double check the site with property services and also get the underground services checked. There is also some planting protocol to follow to make sure the trees are suitable and not too near any boundaries etc. Josh Davis (tree officer) or myself can discuss that on site if it gets to that stage.

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
SLCC	Annual Society of Local Council Clerks Membership.	£175.00	2745
Greenfields Garden Services Ltd	Roller Barrell Repairs	£150.00	2746
PKF Littlejohn LLP	External Audit Fee Y/E 31.03.19	£360.00	2747
Anna Chelmicka	Litter Picking September 2019	£350.00	2448
PCA	Room/Storage Hire August 2019	£48.70	2749
Total		£1083.70	

NO. 9. AGENDA ITEMS

9a To PROVIDE background information relating to the two selected Investigation Schemes in Pucklechurch (2019/20 Capital Programme) and to DISCUSS the traffic management priorities in the village with regards to speed reduction 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.

Chris Harris – SGC Engineer - Traffic Management (Assess & Decide) was in attendance to discuss the two investigation schemes we have in this year's Capital programme. The scoring of all competing schemes for next year's Capital Programme will be happening in the next couple of months, so they can be added to next year's Capital programme.

Scheme KF27 – Investigate footway on Feltham Road, Abson Road, Castle Road (T425-129)

RESOLVED: For the above scheme to be deleted from SGC's priority list. It was agreed there was no need for this scheme to remain on the priority list, (which was added to South Gloucestershire Council's Task Register back in 2002). No background correspondence or recent requests / correspondence can be traced, and there is no obvious requirement for a new footway.

ACTION: Clerk to confirm in writing to Chris Harris the Councils decision.

Scheme KF29 – Investigate options for speed reduction and weight restrictions (T425-130)

RESOLVED: For traffic speed and volume surveys to be carried out in Parkfield Road, Oaktree Avenue and towards the top of Shortwood Hill.

Parkfield Road

ACTION: Chris Harris to report back to the Parish Council with one or two possible survey sites for our approval to ensure we capture traffic in the areas of most concern.

Shortwood Hill

ACTION: CP to contact Chris Harris to arrange a site visit to discuss the survey points.

Oaktree Avenue

ACTION: Chris Harris to arrange surveys to be carried out after the footway construction works have completed which are due to start next week.

9b To CONSIDER the request for a dog waste bin to be added to the end of Kings Lane adjoining Parkfield Road and AGREE next steps.

The closest dog bins are located by the Rose and Crown pub and in Homefield Road.

RESOLVED: To agree in principle to add a new bin in this area, depending on the costs involved. RD to investigate the location of where the bin should be situated. Clerk to investigate the costs involved in purchasing/emptying a new bin and if it would be more economical to move the dog bin from Parkfield which is situated close to another bin to the agreed new location. It was also resolved to look into the costs of moving the multipurpose litter/dog bin inside Parkfield Play area from the back corner of the play ground to near the gate at the front.

ACTION: RD to ascertain the best location for the bin.

ACTION: Clerk to contact SGC for costs of adding a new multipurpose bin and maintenance costs to empty it.

ACTION: Clerk to speak to Huw regarding the costs to relocate the dog bin from Parkfield to the new proposed area and move the bin inside Parkfield Play area near to the gate.

ACTION: Clerk to make this an agenda item once all information has been received.

9c To CONSIDER signing the new Town and Parish Council Charter and AGREE next steps.

The Charter is a framework for South Gloucestershire Council (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.

<http://sites.southglos.gov.uk/newsroom/community/new-town-and-parish-council-charter-signed/>

The web link was not showing the new Charter, only the old one we have previously signed in 2017.

RESOLVED: To respond informing SGC that we would consider signing the Charter but need to review the latest version before making the decision.

ACTION: Clerk to contact SGC as above and bring back as a future agenda item.

9d To AGREE a response to the Better Care Stronger Communities Funding Consultation for the clerk to send directly to the Commissioning Manager.

PPC originally attempted to complete the survey online but were unable to provide the feedback we wanted to using this format.

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

RESOLVED: To respond to the Commissioning Manager informing them that even though PPC do not receive this funding, we do not support any funding reductions, as any level of cuts will have an impact on the service.

ACTION: Clerk to respond as above.

9e To REVIEW the new model Financial Regulations and CONSIDER updating PPC's policy with the proposed changes.

The changes from the 2016 version as reported by ALCA were very minor, namely;

1. *Restriction added to Regulation 11.1.a.ii
Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.*
2. *Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b*
3. *Minor change to heading Regulation 12*

RESOLVED: PPC reviewed the amendments and adopted our current policy unchanged.

ACTION: Clerk to update the review details on our policy and upload to the website.

EXTRAORDINARY AGENDA ITEM

The Chair requested that an extraordinary agenda item was added to tonight's meeting which was agreed by the Council.

The Chair informed the Council that today she had received a letter of resignation from the Clerk. Well wishes and thanks were given to the Clerk for the work she has done for the Parish Council over the last nearly 5 years.

RESOLVED: It was agreed that an advert for the Clerks replacement is to be circulated as soon as possible to try and fill the position prior to the Clerks departure. It was agreed that the Clerk would assist in any way with the hand over to the new clerk which may mean her returning after the 4th October which would be the Clerks last day.

ACTION: Clerk to draw together all the documentation for the Parish Clerk role such as Contract of Employment, past job adverts, job specification etc and forward to Councillors GB, LE and RD for review.

ACTION: Clerk to circulate the advert and advertise the role via ALCA for a cost of £50 once the details have been finalised.

Next Meeting will be held on Wednesday, 18th September 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20:52.