

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18TH SEPTEMBER 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) and J. Bailey (Clerk).

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

L. Putt (LP)

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 4th September 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4. PUBLIC PARTICIPATION

There was one member of public from another Parish Council who was in attendance to observe the meeting.

Phil Spick was in attendance from the Pucklechurch Community Association (PCA) to discuss cladding colour scheme options for the hall's external walls.

Liv West have been involved in the project and they are managing to secure the cladding at cost price or less. They are considering a two-tone effect with a darker colour on the bottom half and a lighter colour on the top. Mr Spick brought along some samples to show to the Council of the colour schemes available.

NO. 5. CORRESPONDENCE

5a Notice of Intent - Temporary Traffic Order - Various Roads in Various Wards - Patching Works - Autumn 2019 - Temporary Road Closures (PT.6374)

This order is required in connection with carriageway patching works and will be operative from the 4th November 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 6 weeks duration. Schedule: Whole length of road unless otherwise stated.

1. Bristol Road, Frampton Cotterell
2. Bristol Road, Winterbourne
3. Bristol Road, Iron Acton – which extends from its junction with Bristol Road, Frampton Cotterell to its junction with Latteridge Road
4. Westerleigh Road, Emersons Green - which extends from its junction with Folly Brook Road to a point 30 meters west of its junction with Westerleigh Hill crossroads
5. Cleeve Wood Road, Downend - which extends from its junction with Cleeve Road to its junction with Amberley Road
6. Riding Barn Hill, Bridgegate
7. Cleeve Road, Downend
8. Blackhorse Road, Mangotsfield - which extends from its junction with Oak Tree Close to its junction with Richmond Road
9. Dibden Lane, Mangotsfield
10. Siston Lane, Siston
11. Gibbs Lane, Siston - which extends from its junction with Siston Lane in an easterly direction for a distance of 200 meters

12. Webbs Heath, Siston - which extends from its junction with Siston Lane to its junction with London Road
13. London Road, Bridgegate - which extends from its junction with Goldney Avenue to its junction with Chesley Hill
14. Homeapple Hill, Bridgegate
15. Church Road, Wick - which extends from its junction with Riding Barn Hill to its junction with Willow Close.

Circulated to Community Groups.

Noted

5b SGC Enforcement Complaints Weekly lists.

Noted

5c Doing More Together Open Forum Invitation.

Wednesday 25th September 2:00 – 8:00pm Kingswood Civic Centre.

Noted

5d Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas.

The Ministry of Housing, Communities and Local Government (MHCLG) is leading a joint consultation with the Department for Culture, Media and Sport (DCMS) on extending 5G mobile provision in rural areas.

ACTION: Clerk to make this an agenda item.

5e ALCA AGM 5th October 2019 paperwork.

Attached the draft minutes of the 45th ALCA AGM, the Agenda for the 46th ALCA AGM on 5th October 2019 and the ALCA Annual Report 2018/2019.

ACTION: GB to check that she can attend.

5f Consultation on proposed changes to South Gloucestershire Council's Local Planning Application Requirements 2019.

Planning application requirements come in two parts; the first set out the national statutory requirements, which is not subject to this consultation, with the second comprising of the Local Planning Authorities (LPA) own information requirements. LPAs must regularly review their own lists to ensure they are relevant, current and clearly identify when a requirement may or may not be necessary. This review has resulted in an addition of the requirement to include the request for a delivery statement for self-build and updates to relevant policies.

Deadline for comments 20th October 2019.

Circulated to Community Groups.

<https://consultations.southglos.gov.uk/consult.ti/planning.app.req.19/consultationHome>

ACTION: Clerk to make this an agenda item on 16th October.

5g Community Engagement Forum.

The next Community Engagement Forum for the Rural North Eastern South Gloucestershire group is at 7.00pm on Thursday 26th September at Cold Ashton Village Hall.

Circulated to Community groups and displayed posters on the noticeboards.

Noted

5h T&PC Forum Draft Minutes.

Noted

5i Notification of BT Phone box Removal -Public Consultation.

BT are currently consulting on their proposal to remove 12 payphones from South Gloucestershire none of which are located in Pucklechurch.

Noted

5j Letter from a resident regarding Rebekka's Memorial Garden.

ACTION: Clerk to make this an agenda item.

5k Shortwood Quarry Liaison Group Minutes of Meeting.

Noted.

5l St Johns Ambulance request for grant funding.

ACTION: Clerk to inform them that there are no active grant schemes at present however they can keep an eye on our website or be added to our Community Groups mailing list.

5m St Peters Hospice – invitation

Care Week 7th to 11th October.

Want to invite up to two guests on Wednesday 9th October at 4:30pm to thank us for our support.

ACTION: Clerk to inform St Peters Hospice that unfortunately no Councillors will be able to attend.

5n GPFA Notice of Annual General Meeting.

The 57th Annual General Meeting of GPFA will be held at 6.30pm (for 7pm start) on Tuesday 8 October 2019

at Cheltenham Rugby Club, Newlands Park, Southam Lane, Bishop's Cleeve, Cheltenham, GL52 3PE.

Noted

5o Email from a resident regarding land at Eagle Crescent.

ACTION: Clerk to make this an agenda item.

NO.6. PLANNING

6a P19/5516/LB 15 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9RB

Repointing of section of exterior wall on rear elevation.

Noted – this application has been withdrawn.

ACTION: Clerk to chase up with planning to find out why we have not received a formal notification that this application was withdrawn.

6b P19/11462/RVC Parcel 27A and 28 Howsmoor Lane, Emersons Green South Gloucestershire.

Variation of condition 1 (to amend the conditioned plans) attached to permission PK18/1513/RM-Erection of 140no. dwellings with garages, parking, landscaping and associated works (resubmission of PK16/5607/RM) (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O). -Urban extension on 99 hectares of land comprising of: - Residential development of up to 2550 dwellings; up to 100,000m² of B1, B2, B8 and C1 employment floorspace. Up to 2,450 m² of small scale A1, A2, A3 A4 and A5 uses. One, 2 - form entry primary school, a land reservation for a second 2 - form entry primary school and a land reservation for a secondary school. Community facilities including a community hall and cricket pavilion (class D1).

Transportation infrastructure comprising connections to the Folly roundabout on Westerleigh Road and the Rosary roundabout on the Ring Road and the construction of the internal road network. A network of footways and cycleways. Structural landscaping. Formal and informal open space. Surface water attenuation areas. (Outline) with means of access to be determined.

Adjoining Parish.

Noted

6c P19/11817/F Village Hall Abson Road Pucklechurch South Gloucestershire BS16 9RH

Installation of weatherboard cladding to the front elevation and side elevations.

The Conservation Officer has reported the following:

No objections in principle, but key to the success of the proposals will be getting the colour right, as anything too bright could make the building far more prominent than it should be when it's design and form is not worthy of such attention. Details of the colours of the weatherboarding should either be submitted now or conditioned. The DAS does propose a dark grey and lighter grey colour, but this is considered to only be indicative of the two-tone approach of "darker" and "light" colours. If the intention is what is shown, then I would advise against it as the contrast would be too great and I'm not convinced the aesthetic result would be appropriate for a village hall in a conservation area but again it depends very much on the colours but I would again suggest any contrast in colours is subtle. As a material supplier has been identified, either details of their proprietary colours or a RAL specification is required. What would also be helpful in assessing the impact of the proposals is a CGI of the proposed building. Overall while I appreciate the need to improve the character and appearance of the building, remodelling to provide a modern contemporary feel requires a more comprehensive approach than just recladding. The limitations of the proposals means that there is a concern that we could ultimately end up with a building that for different reasons, is just as ungainly and disparate as it is currently, as rather than appear like a village hall, it would have an almost industrial/ commercial character, as the approach proposed is very similar to the recent recladding of the WW2 barrage balloon hangars located within the Pucklechurch Trading Estate.

RESOLVED: PPC has no objection in principle but concur with the views of the Conservation Officer and therefore request that the PCA works in conjunction with them before a final proposal is made. PPC would like to see a computer-generated image (GGI) of the proposed colour scheme in order to be able to see the full affect and would also like to be notified of the final colour scheme before it is approved.

ACTION: Clerk to inform the PCA of the Council's decision.

ACTION: Clerk to submit the above comments on the SGC website.

ACTION: Clerk to contact planning to find out why this application is not showing in the consultee in-tray.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors.

No pre-submitted reports were received from any Council members.

7b To RECEIVE Report from District Councillor(s)

No District Councillors were in attendance.

7c To RECEIVE report a verbal report from the Clerk

- Spoke to Allied Electrical to see if the quote for the defib lights sent back in February was still valid. Minutes 21st August item 9f.
- Responded to email from Ian Davey informing him that Gail Boyle will be in touch shortly to arrange a meeting to discuss the S106 payments process. Minutes 4th September item 7c.
- Confirmed in writing the Councils decision to remove scheme KF27 from the SGC priority list 05.09.19. Minutes 4th September item 9a.

- Chris Harris confirmed that the Parkfield survey can commence 1st week of October. Mike in the Transport Policy department confirmed that they can install two radar units which will be in position for a week. This will be discussed on tonight's agenda item 9c but recommends that we position them beyond the Rose and Crown Pub as there are no lamp columns the village side of the pub and they are not supposed to attached anything to the telegraph poles. This will then be positioned on the straight stretch of road which should catch more speeding traffic.
- Contacted Hayley Brock at SGC for the costs involved in adding a dog waste bin to Kings Lane and the associated maintenance costs that go with it 05.09.19. Minutes 4th September item 9b.
 - A new dog bin will cost £380.00, with an annual service fee of £146.50. A multipurpose litter/dog bin costs £480.00 but the service charges will remain the same at £146.50. This will be discussed later this evening agenda item 9b
- Contacted Huw Morgan for a quotation for relocating the dog bin from the rec to Kings Lane and moving the bin at Parkfield Play area to near the gate. Minutes 4th September item 9b.
 - Huw has quoted £135.00 to move the dog bin from Parkfield to Kings Lane which would include a new post and bolts.
 - Huw has informed me that the litter bin in Parkfield play area is concreted to the ground. It is the new type bin that is an anti-theft bin so it's like the bin and concrete are as one making it impossible to move. He said he is able to put a laminated sign on the old dog bin post pointing residents in the direction of the multipurpose bin for their dog waste.
- Contacted Toby Savage regarding the latest version of the Town and Parish Charter not showing on their website and for him to send me a copy for discussion at a future meeting 05.09.19. Minutes 4th September item 9c.
 - Received a response from Robert Walsh who informed me that the latest version of the Town & Parish Council Charter is the 2017 version. They just continue to look for opportunities that will attract interest every so often in order to keep promoting it. But if PPC have any queries or questions relating to the Charter, he is happy to deal with them.
- Emailed our comments to the Commissioning Manger for the Better Care Stronger Communities Funding Consultation 11.09.19. Minutes 4th September item 9d.
- Amended the review date on the Financial Regulations policy and uploaded to the website 05.09.19. Minutes 4th September item 9e.
- Provided GB, LE and RD with the Clerks job description, contract of employment, person specification, staff handbook, application form, past adverts and pay scales 05.09.19. Minutes 4th September item Extraordinary agenda item.
 - Assisted with the finalising of the clerk's application pack, to which I can confirm that I have received 4 requests for an application pack which have all been emailed.
- Circulated advert to ALCA and the Community Groups and displayed on the noticeboards and website 12.09.19. Minutes 4th September item Extraordinary agenda item.
- Bristol Tree Services are carrying out the works to the Horse Chestnut Tree on the Rec on 25th September, the resident of the property has been notified and I have

provided BTS with their contact details so they can liaise closer to the time if necessary.

- I have enquired regarding the transferring of the SLCC membership to my replacement and this can be done by emailing Roxanne at Membership Services at membership@slcc.co.uk account ref. 11793.
- Updated Action Tracker with any actions from the last couple of meetings and circulated to Council for information.
ACTION: Clerk to make this an agenda item on 2nd October.
- I have received a report to inform me that Wick and Abson Parish Council had a defibrillator stolen sometime between 10th - 14th September from Wick Village Hall, so we may need to be vigilant. I have informed Huw of this so that he can keep an eye out for any suspicious behaviour.

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/Expenses Sept'19/Shortwood Grass Cutting	£1461.30	2750
HMRC/Wages	PAYE/Wages Sept'19	£1420.45	2751/2752
PATA	Payroll Costs July – Sept'19	£30.00	2753
Instant Landscapes	Grass Cutting 12.07.19 – 17.09.19	£1878.00	2754
L&P Maintenance	Allotment Gates	£100.00	2755
Total		£4889.75	

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

The Finance Spreadsheet was circulated to the Council prior to the meeting. It was noted that the bank has been reconciliation up to 5th September 2019. So far this year we have received extra income amounting to £1520.84 which is made up of extra allotment rents, interments/burials in the cemetery and a CIL payment for Meadowland Cottage.

Each month from April to August we have spent under budget with the exception of June, therefore we currently have an underspend of £4222.68. We have just received a large invoice for grass cutting so I am predicting that we will be over budget in September so this will reduce this figure accordingly.

RESOLVED: The figures were accepted as a true record of the Councils finances.

NO. 9. AGENDA ITEMS

9a To AGREE a way forward with regards to the repairs to the internal defibrillator lights at the PVSSC and Old Dairy Café.

RESOLVED: To defer this item until we have received more information.

ACTION: Clerk to make this an agenda item on 2nd October.

9b To REVIEW the quotations and suggested locations for a new dog waste bin and AGREE next steps.

The costs from SGC to install a new bin are as follows:

A new dog bin will cost £380.00, with an annual service fee of £146.50.

A multipurpose litter/dog bin costs £480.00 but the service charges will remain the same at £146.50.

Huw Morgan has quoted to move the dog bin from Parkfield to Kings Lane for a cost of £135.00 which includes a new post and bolts.

Huw has informed me that the litter bin in Parkfield play area is concreted to the ground. It is the new type bin that is an anti-theft bin so it's like the bin and concrete are as one making it impossible to move. He said he is able to put a laminated sign on the old dog bin post pointing residents in the direction of the multipurpose bin for their dog waste.

RESOLVED: To accept the quotation of £135.00 for Huw to move the red dog waste bin from Parkfield play area to Kings Lane next to the sign. Huw to erect a sign on the old post to inform residents of the change in location. Clerk to inform SGC once moved so that they can amend the service contract.

ACTION: Clerk to inform Huw of the decision and provide him with details of the new location.

ACTION: Clerk to inform SGC of the new location of the bin so that they can amend their service contract.

9c To REVIEW the plans of Parkfield Road and Oaktree Avenue and AGREE the preferred speed survey sites for the equipment to be located.

Parkfield Road – the number of survey sites should be reduced to no more than three.

Oaktree Avenue – the number of survey sites should be reduced to two or possibly three preferred sites. Once the locations have been determined it will be discussed with the Transport Policy team, who may require a site visit before programming the surveys in.

Chris Harris provided maps of the two areas that surveys will be carried out. These were viewed in the meeting. Chris Harris confirmed that the Parkfield survey can commence 1st week of October. Mike in the Transport Policy department confirmed that they can install two radar units which will be in position for a week and recommends that we position them beyond the Rose and Crown Pub as there are no lamp columns the village side of the pub and they are not supposed to attached anything to the telegraph poles. This will then be positioned on the straight stretch of road which should catch more speeding traffic

Parkfield

RESOLVED: To agree with Chris Harris's recommendation for the survey points at Parkfield and carry out 2 simultaneous surveys – with radar units on lamp columns 24 & 15 /site numbers 5 & 8. PPC also resolved to add another at Parkfield Rank. PPC wish for these 3 surveys to commence week beginning 7th October due to the current road closures.

Oaktree Avenue

RESOLVED: To carry out the surveys at points 4 and 5 on the map. Currently at points 1 and 2 there is a high volume of parking at the sides of the roads due to the building works but PPC would like to request a survey is also carried out at point 1 once the building works have been finished.

ACTION: Clerk to inform Chris Harris of the above decisions.

9d To AGREE a response to the Westerleigh Crematorium Pedestrian Improvement Scheme Consultation.

The proposed scheme is to:

Construct new footways on both sides of Westerleigh Road within the verge where an existing and new proposed bus stop is to be sited.

Construct two new 7 metre bus boarders within the proposed footway designs to accommodate both existing and new bus stop sites. Bus cages are also proposed to be implemented on the carriageway.

Provide an uncontrolled crossing facility including a central refuge island.

Install dropped tactile kerbs within the new footways to link up with the desire line of the proposed refuge island. A further dropped kerb will be provided near to the entrance of the Crematorium.

Remove the existing bus stop south east of Westerleigh Road. Deadline for comments 26/09/19.

Circulated to Community Groups.

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

RESOLVED: The consultation was completed online during the meeting.

9e To REVIEW the email from Sally Pattison regarding Pucklechurch Trees and AGREE further action if necessary.

RESOLVED: To respond to Sally Pattison informing her that the Castle Road location might support a few trees but the other areas suggested are already populated with lots of trees so we would be very surprised if there would be room for anymore in these areas.

ACTION: Clerk to respond to Sally as above.

9f To DISCUSS the takeaway service being operated from the PVSSC and AGREE next steps.

Concerns have been raised over the PVSSC having the correct licence to operate this service and the impact it has on local residents.

RESOLVED: To report this to enforcement for them to investigate the class of use the PVSSC hold and if it permits them to run this service.

ACTION: Clerk to report this to SGC enforcement as per the above.

9g To REVIEW the contract for the Maintenance Contractor and AGREE any amendments.

The contract was circulated prior to the meeting and worked through during the meeting and any proposed amendments discussed.

RESOLVED:

- Cllr. Dunning to write a paragraph to replace the wording for items 1.7.1, 2.4.5 and 2.4.6.
- Clerk to amend the wording for item 2.5.6 to 'will' require.
- Item 2.12.1 and page 26 – change details to weekly defibrillator inspections.

ACTION: Cllr. Dunning and the Clerk to make changes as above and bring back to Council for sign off.

9h To REVIEW information on the bus stop noticeboards.

RESOLVED: To display the advert for the Parish Clerk on the bus stop noticeboards.

ACTION: Clerk to send the advert to Huw Morgan for displaying on the bus stop noticeboards.

9i To REVIEW the cladding samples for the Village Hall and AGREE the colour/design.

RESOLVED: This item has already been discussed under agenda item 6c.

Next Meeting will be held on Wednesday, 2nd October 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20:57.