

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 2ND OCTOBER 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

Cllr. Dunning declared a non-pecuniary interest in agenda item 9h.

NO. 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

The minutes of meeting on 18th September 2019 were accepted as a correct record of the meeting and signed by the Chair.

NO. 4. PUBLIC PARTICIPATION

There were two members of the public in attendance to speak to the Council regarding rumours that Junction 18a is once again being considered as an option through the village. They have heard that a property on Parkfield Road has been sold and is going to be demolished to make way for the new slip road. They are concerned that everything has gone very quiet and that we all need to remain vigilant. They did want to congratulate the Parish Council on a job well done for its past efforts with the campaign.

Cllr. Boyle informed the residents that on Monday, Chancellor Sajid Javid reported the Department for Transport and Highways England investment plans for the strategic road network. The schemes selected as part of the Government's Regional Infrastructure Strategy 2 (RIS2) 2020-2025 did not include the M4 Junction 18a. PPC have not been informed of any movements on this scheme and would be advised of any updates. The below links provide more information on the schemes that have been selected for the 2020-2025 strategy:

<https://www.transport-network.co.uk/Javid-gives-first-look-at-RIS-2-schemes/16182>

<https://www.highwaysmagazine.co.uk/DfT-pulls-out-the-stops-on-roads-projects/5186>

NO. 5. CORRESPONDENCE

5a South Gloucestershire Council Tree Planting Winter 2019.

The council will be promoting tree planting during National Tree Week 23rd November – 1st December 2019 and launching a programme of tree planting activities throughout the winter.
Noted

5b Consultation on the new Code of Audit Practice.

The National Audit Office has issued the second part of its [consultation on the new Code of Audit Practice](#) which is due to come into force by 1 April 2020. Responses by email to chris.borg@nalc.gov.uk by 17.00 on Friday 8 November 2019.

ACTION: Clerk to make this an agenda item on 6th November.

5c Email from a resident regarding the display of minutes on PPC website.

ACTION: Clerk to add to the action tracker to be addressed by the new clerk.

5d B4465 Westerleigh Road speed table consultation result

Circulated to Community Groups.

Noted – will be discussed later in agenda item 9a.

5e Public Consultation Wheelchair Accessible Vehicles for Taxis

SGC's Regulatory Committee have agreed to consult on a proposal to publish a list of all licensed vehicles. In summary, the Committee wishes to provide users of the licensed taxi and private hire service in South Gloucestershire with as much information as they can to enable an informed decision on how best to travel. Deadline for responses 8th December. Circulated to Community Groups.

Noted

5f One You South Gloucestershire

One You South Gloucestershire is a healthy lifestyles and wellbeing service for adults to help make important, lasting improvements to their health.

Circulated to Community Groups.

Noted

5g SGC Enforcement Weekly Lists.

Noted

5h NALC Newsletter.

Noted

5i Lyde Green Open Space Community Plan 2019/2020.

Planned activities and aims for the next year.

Circulated to Community Groups.

Noted

NO.6. PLANNING

6a 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.

Notice of decision: Approve with conditions.

Noted

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

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

Noted – PPC agreed a response to this application at its meeting on 18th September.

ACTION: Clerk to chase SGC planning department to find out why our comments are not showing live on the website.

6c P19/12762/F 45 Homefield Road Pucklechurch Bristol South Gloucestershire BS16 9QA.

Erection of a single storey rear extension to form additional living accommodation.

This is a large bungalow to which they are applying for permission to add two rooms on the back of the property. This doesn't affect the allocated parking spaces or the overall street scene.

RESOLVED: No objection.

ACTION: Clerk to submit no objection comment on the SGC website.

6d P19/13058/F 15a Homefield Road Pucklechurch Bristol South Gloucestershire BS16 9QD.

Erection of a single storey side extension to form additional living accommodation.
Installation of 1 no front dormer.

This is the last bungalow in Homefield Road and we have objected in the past due to the impact the design would have on the street scene. There were restrictions put on the property to remove permitted development rights.

This application is for a small side extension, the North elevation shows a sloped roof and sky lights, the East elevation shows a dormer which faces the road.

RESOLVED: No objection

ACTION: Clerk to submit no objection comment on the SGC website.

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors.

There were two pre-submitted reports received from Council members.

Caravan – St Aldams Drive

We have received a complaint regarding a large caravan being parked behind the bushes on the land at the end of St Aldams Drive. The occupant of the caravan is reported to work on the industrial estate and has been flying a drone around the area. Those who have complained have reported the matter to SGC, however have been told that this is private land. The Police and Prison have also been notified, the Police reporting that it is a civil matter and the Prison have said they will look into the matter.

RESOLVED: To write to Colin Shields at Pucklechurch Custodial Services Limited (PCSL) the owners of the land cc. Martin Booth – Director at Ashfield Prison informing them that the piece of land at St Aldams is being used for residential purposes without permission.

ACTION: Clerk to write to Colin Shields cc. Martin Booth as above.

Planning Breaches

It has been brought to our attention that two planning breaches have occurred in the Parish and require reporting to enforcement:

1. “The Secret Salon” is operating from Court Farm, Westerleigh Road, it is not clear which building is being used. This potentially requires change of use permission from residential to business/commercial Class A1 and query regarding impact relevant to a Grade II listed building.
2. “Salon Sabina” has opened in the former Doctor’s Surgery 4 Castle Rd which is a locally listed building within Pucklechurch Conservation Area – signage has appeared on the exterior of the building. It is unclear whether the property benefits from permission for business/commercial use Class A1.

RESOLVED: To report both planning breaches to SGC Enforcement as separate issues.

ACTION: Clerk to write to enforcement as above.

7b To RECEIVE Report from District Councillor(s)

District Councillor Steve Reade was in attendance.

We had already covered earlier in the meeting that the M4 Junction 18a did not appear on the Department for Transport and Highways England investment plans list, so no further comment was provided on this.

Community Engagement Forum – District Cllr. Steve Reade has been standing as Chair of the meetings since BoB Symons stepped down. As this was only ever a temporary solution, he is trying to encourage councillors to step forward to Chair the meetings going forward. Unfortunately, if no-one does come forward then the forum meetings will fold.

Neighbourhood Plan – Charfield have submitted their draft Neighbourhood Plan. PPC have been mentioned as one of the five that have gone very quiet. Cllrs. Boyle and Dunning updated SR that they are currently working on a template with Lemon Gazelle and looking into a characterisation survey. SR will update Patrick on our progress.

7c To RECEIVE report a verbal report from the Clerk

- Updated the review date on all policies, saved as PDF and uploaded to the website 27.09.19. Minutes 15th May item 10b.
- Informed St Johns Ambulance that we do not have any active grant schemes at present and suggested they keep an eye on our website and invited them to join our Community groups mailing list 20.09.19. Minutes 18th September item 5l.
- Wrote to St Peters Hospice declining their invitation to visit the hospice on 9th October 20.09.19. Minutes 18th September item 5m.
- Wrote to SGC Planning to query why we have not received a formal notification that application P19/5516/LB 15 Westerleigh Road has been withdrawn 19.09.19. Minutes 18th September item 6a.
- Wrote to SGC Planning department to enquire as to why planning application P19/11817/F Village Hall, Abson Road isn't appearing in our consultee in-tray 19.09.19. Minutes 18th September item 6c.
 - Received a response from Jamie Archer – SGC as below:
I've taken a look at the applications you've raised;

In relation to P19/11817/F – Village Hall, Abson Road – Having checked the application, Pucklechurch Parish Council was missed off the consultation list and Wick and Abson Parish were consulted instead, my apologies for this, one of my colleagues is sending a new consultation to yourselves so that you can respond to the application as a consultee.

And regarding P19/5516/LB – 15 Westerleigh Road – We have received your comments on 7th June 2019 at 13:38, I've attached a copy of your comments for info – the comments themselves were not set as public, I have now amended this and you should be able to see your comments online.

- Wrote to Phil Spick – PCA and informed them that PPC resolved 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 20.09.19. Minutes 18th September item 6c.
- Submitted comments for P19/11817/F Village Hall on the SGC website 25.09.19. Minutes 18th September item 6c.

- Informed Huw Morgan that his quotation to move the dog waste bin from Parkfield to Kings Lane has been approved and gave him details of the new location. Also informed him that it was resolved to leave the multipurpose bin in Parkfield Play area where it is and requested that he makes a laminated sign to direct residents to the bin at the back of the play area for their dog waste going forward 20.09.19. Minutes 18th September item 9b.
 - Huw informed me that the dog bin has now been re-located to Kings Lane 25.09.19
- Informed SGC that the dog bin has been relocated from Parkfield to Kings Lane and to ask them to adjust the service contract accordingly 25.09.19. Minutes 18th September item 9b.
 - Received a response from Hayley Brock 26.09.19 informing me that she has adjusted the route sheets so everything should carry on as usual.
- Informed the resident who requested the dog waste bin at Kings Lanes that this has been agreed and the bin was installed 25.09.19.
 - Received the response as below:
Thank you for your quick response to my request for doggy bin I have checked it out, & can report that it is being used already so hopefully the lane should be cleaner & residents pleased!
- Informed Chris Harris and Mike Davenport of the agreed speed survey locations for Parkfield and Oaktree Avenue 19.09.19. Minutes 18th September item 9c.
 - I was copied into the below response by Chris Harris:
As clearly set out by Jodie, please can you arrange to programme in dates for speed & volume (radar) surveys on Parkfield Road and Oaktree Avenue – I've seen all the survey sites up close and can see no issues with using existing lamp columns for the radar units in all cases, on both routes.

I've amended the plans I drafted previously to show 3 preferred sites on each route – now labelled as points A, B & C.
The only constraints, (aside from your continual and relentless workload, acts of God or Brexit), would be to ensure all the surveys take place during term-time and that:

the Parkfield Road surveys take place after the current Highways England closure of Westerleigh Road (B4465) – so from w/c 7th October at the earliest, (I can check that the closure has definitely been taken off nearer the time),

the Oaktree Avenue surveys take place after the current footway works have completed – so plan from 1st February 2020 onwards please, if it's feasible to forward plan your diary that far ahead.

When you've had a chance to establish dates for each of these surveys please can you let me know and I will ensure the parish are advised.
- Responded to the email from Sally Pattison regarding tree planting in the Parish and informed 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 20.09.19. Minutes 18th September item 9e.

- Reported to SGC Enforcement that a takeaway service is being operated by the club and asked them to investigate the class of use they hold 20.09.19. Minutes 18th September item 9f.
 - Forwarded a copy of the takeaway leaflet to enforcement 25.09.19
 - Response received 23.09.19 allocating reference: COM/19/0842/OD to the enquiry and that someone will visit the site within 10 working days.
- Made amendments to the Maintenance Contract for items 2.5.6, 2.12.1 and page 26. Emailed to Rick for him to make his amendments to items 1.7.1, 2.4.5 and 2.4.6 20.09.19. Minutes 18th September item 9g.
 - Rick also found another mention of pesticides/herbicides at 2.6.4 and has altered it in the contract.
- Sent Huw the Parish Clerk advert and asked him to display it on the bus stop noticeboards 20.09.19. Minutes 18th September item 9h.
- The green light on the top of the defibrillator at the Community Centre is flashing intermittently, I have contacted Allied Electrical 24.09.19 and asked them to look into repairing it.
- I have chased Tower Playgroup for an update on the grant underspend of £37.95.
 - I have received a response informing me that they are going to use the underspend to put towards the purchase of a garden trolley cart which will cost them £40.98 including delivery.
- I have asked Huw to do an allotment review which will be available for the second meeting in October.
- I have received a report that there is a caravan being occupied at the bottom of St. Aldams Drive, in the old caravan park which the resident is going to report to SGC.
- I have chased the new tenant of plot 4 for their signed agreement and payment and to find out if they still wish to take on the tenancy for this plot 18.09.19.
- I have chased plots 11, 19, 21b and 21c for their signed tenancy agreements 26.09.19 by letter.

ACTION: Clerk to add to the action tracker to revise the tenancy agreement next year to add a clause that on receipt of payment they accept the terms and conditions.
- I have raised the Village Hall rent invoice for £5.00 which covers the period 01.04.18 – 31.03.19 and sent to the PCA for payment.
- I have raised and sent an invoice for £1.00 to the Scout Association for the Scout Hut rent for 2019.
- I have raised and sent an invoice for £367.00 to the Cricket Club for the Rec hire for 2019 season.
- I have raised and sent an invoice for £459.00 to the Football Club for Rec hire 2018/19 season.

ACTION: Clerk to make a note in the calendar of events to show the revised fees for both the Cricket Club and Football Club for 2020.
- Received an email from Revel regarding the VE Day celebrations as below:

Great news. We had the AGM last night. Lots of great ideas. We have made a sub-committee to organise an event that would incorporate the whole village that would spread from evening until night.

I will be emailing volunteers over the weekend to arrange a meeting. Does the Parish want to be included at that stage?

ACTION: Clerk to respond to Revel asking them to keep the Clerk informed.

- The works to the Chestnut Tree on the Rec has now been carried out. Huw queried why one branch had been left and we have received the following response from Bristol Tree Services:
 - *I visited site today after your email, I agree that there maybe one or two smaller branches which will be removed, but in relation to the larger limb, I don't think its removal is necessary.*
When we lift a tree, we normally only remove smaller secondary branches, not larger limbs (as in this case) as this leads to large wounds on the tree, which is a path for pathogens etc. Secondly to this if we were to remove the limb it would dramatically change the aesthetic of the architecture of the lower canopy.
I would advise against the removal of this limb, but also appreciate if this is what you would like doing, as you are the owner of the tree (for all purposes of this email) we will do so.
 - Ordered a poppy wreath 02.10.19 for the cost of £50.00.
 - Started writing the agenda for the 16th October, there shouldn't be any suppliers to pay as I have paid them all early at tonight's meeting.
 - I have received a response from Colin Shields – Serco informing me that they have reviewed the original lease and understand that they may require Ministry of Justice consent. He has written to the MOJ and is awaiting a response. On the question of costs PPC agreed to cover the £4000 to include our solicitors' fees, so he is requesting an estimate for these costs. He has a board meeting shortly where he will update the shareholder and gauge appetite to progress.
 - I have contacted BMH Solicitors to ask them to provide an estimate of costs 02.10.19, they have informed me that the costs will be £750.00 plus VAT and £20.00 for the Land Registry Fee to register the transfer.
- ACTION:** Clerk to respond to Colin Shields informing them of the fees.

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	To replace cheque no. 002750 lost in the post.	£1461.30	2756
Anna Chelmicka	Litter Picking October'19	£350.00	2757
Huw Morgan	Maintenance Contract October'19/Relocating dog bin from Parkfield to Kings Lane.	£1440.83	2758
PCA	Meeting Room Hire September'19	£48.70	2759

Mr Chris Hall	Shortwood Play Area Rent to 29 th September'19	£90.00	2760
Wages	Final Salary up to 4thOctober'19	£575.00	2761
Bristol Tree Services	Crown Lift Horse Chestnut Tree on the Rec	£192.00	2762
PATA (UK)	Payroll Services October'19	£10.00	2763
Total		£4167.83	

NO. 9. AGENDA ITEMS

9a To CONSIDER the letter from a resident asking that the Parish Council withdraw their support for the Westerleigh Road speed table and AGREE next steps.

The resident's letter was read aloud during the meeting and the items raised discussed. PPC have some issues with the signage, and want to know what can be done to mitigate the impact the signage has on the conservation area in particular the one perpendicular to the Church.

RESOLVED: To respond to the resident informing them that their concerns have been discussed and it was resolved not to withdraw support for the Westerleigh Road Speed table, however taking all things into consideration did agree to write to the SGC Traffic Engineer to discuss the positioning of the signage and impact it has on the conservation area.

ACTION: Clerk to respond to the resident as above.

ACTION: Clerk to set up a meeting between Chris Harris SGC and Cllr. Dunning cc. District Cllr. Steve Reade to discuss the issues raised above.

9b To AGREE a response to the resident at Eagle Crescent who has asked for the Parish Councils help to determine who owns the plot of land which sits opposite their property.

The resident would like to purchase a very small part of this land as it's part of their driveway and directly outside of their house to which they would like to drop the kerb to access their drive gates.

RESOLVED: To respond to the resident informing them that we do not own the land and have no record of ever having this land in its ownership. If they want to ascertain who owns the land, they may wish to contact land registry.

ACTION: Clerk to respond to the email as above, cc. District Councillor Steve Reade.

9c To AGREE a response to the 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. The consultation document can be downloaded [here](#). Responses to be emailed to Claire.Goldfinch@nalc.gov.uk by 17.00 on 11 October, 2019.

RESOLVED: For Cllr. Dunning to have delegated responsibility to complete the consultation on behalf of the Parish Council. The response to be circulated to Council by email prior to submission.

ACTION: RD to look into completing the consultation as above.

9d To CONSIDER the proposal from the Guides to maintain Rebekka's Memorial Garden, to include a green bin waste subscription and AGREE next steps.

RESOLVED: To respond to the letter informing them that the land is owned by the Parish Council but understands that Mrs Hudd has responsibility to maintain Rebekka's garden. Therefore, until such time as the responsibility for the maintenance of the garden is transferred to PPC from Mrs Hudd, it is not in our power to give permission to maintain this piece of land. PPC would however like to applaud you for your intentions.

ACTION: Clerk to respond as above.

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

We have had an electrician look into sourcing mains voltage cabinet lights with PIR sensors which will cost in the region of £270.00 + VAT for both lights supplied and fitted.

Huw Morgan has researched a stick-on battery powered motion sensor light which has an automatic illumination setting that activates when the light sensor perceives darkness and movement is detected. They require three AAA batteries not included. The price for a pack of three is £13.99 on amazon with free delivery on orders over £20.00.

RESOLVED: To accept Huw Morgan's recommendation and purchase the pack of three sensor lights/batteries through his expenses.

ACTION: Clerk to inform Huw Morgan and Allied Electrical of the decision made.

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

The action tracker was worked through line by line during the meeting and the following was **RESOLVED:**

Item no. 89 – **ACTION:** Clerk to update action tracker with the latest progress.

Item no. 101 – Ongoing

Item no. 142 – Ongoing

Item no. 155 – Ongoing

Item no. 156 – Ongoing

Item no. 160 – Ongoing

Item no. 162 – Ongoing

Item no. 165 – Defib lights discussed in agenda item 9e tonight – **ACTION:** Remove

Item no. 166 – Ongoing

Item no. 167 – Ongoing

Item no. 168 – Plot 3 Meadow view – **ACTION:** Remove

Item no. 169 – Shortwood Road Fence – **ACTION:** Chase again for an update.

Item no. 170 – PPC Current Assets – **ACTION:** Defer agenda item until new clerk has been appointed.

Item no. 171 – Ongoing

Item no. 172 – Ongoing

Item no. 173 – **ACTION:** Update action tracker with latest progress on agreed speed surveys.

Item no. 174 – Ongoing – will await input from new clerk.

Item no. 175 – Agenda item 9g this evening. **ACTION:** Remove.

Item no. 176 – **ACTION:** Clerk to remind Gail to send over the dimensions we have to adhere to for the Parkfield sign.

Item no. 177 – Agenda item 9h this evening. **ACTION:** Remove.

9g To AGREE the amendments to the Maintenance Contract.

The amendments to items 1.7.1, 2.4.5, 2.4.6, 2.5.6, 2.6.4, 2.12.1 and page 26 were reviewed at the meeting and it was proposed to accept the new version of the maintenance contract.

RESOLVED: To accept the amendments to the maintenance contract and accept this as the new version.

9h To DISCUSS and AGREE the next steps regarding the Clerks appointment.

We received two applications for the post of Parish Clerk, however after following the advice from ALCA we have had to discount one of the applications that was received after the closing date of 17:00 on 30th September 2019.

The one application that we have been able to process meets the criteria and a proposal was made to invite them in to interview.

RESOLVED: To invite the applicant to attend an interview at 7:30pm on either Tuesday 8th or Thursday 10th October.

ACTION: Clerk to invite the applicant to an interview on the dates above.

ACTION: Clerk to inform the other applicant that their application has been discounted due to them missing the closing date

9i To DISCUSS and AGREE interim clerk arrangements pending new appointment.

The Parish Council discussed arrangements regarding a handover to the new Clerk.

RESOLVED: To agree to pay Jodie Bailey for any additional hours required to hand over the role to the new Clerk.

A note of thank was given to Jodie Bailey for all the hard work she has done for the Parish Council over the last 5 years.

Next Meeting will be held on Wednesday, 16th October 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 21:44