

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16TH OCTOBER 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G. Boyle - Chair (GB), L. English – Vice Chair (LE), C. Phillips (CP)

NO. 1. TO NOTE APOLOGIES FOR ABSENCE

R. Dunning (RD), 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 2nd October 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 Email from Chris Harris in response to a resident relating to speeding traffic through Pucklechurch and Abson.

Noted

5b Climate Emergency Event: Supporting the community to respond.

Noted

5c WERN Annual General Meeting.

ACTION: Clerk to remind Councillor Dunning of event.

5d Letter from Fisher German regarding Esso Petroleum Pipeline Easements.

Noted

5e A4174 Link Road, Filton.

Noted

5f Email regarding the disqualification of an application for the Parish Clerk vacancy.

Email received from resident withdrawing email as recorded in agenda item 9e.

NO.6. PLANNING

6a P19/13857/RVC 163 Willowherb Road Emersons Green Bristol South Gloucestershire BS16 7GR

Removal of condition 2 attached to planning permission PK13/2648/RM for House 163 Willowherb Road only. Erection of 86 residential units with associated road, landscape and parking (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

6b LI19/ 4034/STM – Sandwi Ltd

Mobile Street Trader application to trade throughout South Gloucestershire.

Noted

6C LI19/4084/STM – Grub’s Up Ltd

Mobile Street Trader application to trade throughout South Gloucestershire.

Noted

6d P19/10611/F2 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)

Notice of decision: Refusal.

Noted

NO. 7. REPORTS

7a To RECEIVE pre-submitted reports from Councillors.

There were two pre-submitted reports. Documentation of Clerk and RFO Contract of Employment and Staff Handbook.

7b To RECEIVE Report from District Councillor(s)

No District Councillors were in attendance.

7c To RECEIVE report a verbal report from the Clerk

Received and noted clerk report

- Added an item to the Action Tracker regarding the way we display our minutes on the PPC website for the new clerk to look into 03.10.19. Minutes 2nd October item 5c.
- Chased SGC planning department to find out why our comments made on the 25th September regarding P19/11817/F Village Hall are still not showing on the system 03.10.19. Minutes 2nd October item 6b.
 - Received a response from Natalie Maggs 03.10.19 as below:
Thank you for your email. Having checked our records I have managed to locate the Comments that you submitted to us on 25th September 2019. I’ve just made them Public for you so you should now be able to view them on our website.
- P19/12762/F 45 Homefield Road Pucklechurch submitted no objection comment on the SGC website 03.10.19. Minutes 2nd October item 6c.
- P19/13058/F 15a Homefield Road Pucklechurch submitted no objection comment on the SGC website 03.10.19. Minutes 2nd October item 6d.
- Informed Colin Shields cc. Martin Booth that there is a caravan stationed on the piece of land at the end of St Aldams Drive which is being used for residential purposes 03.10.19. Minutes 2nd October item 7a.

- Response received 03.10.19 as below:
Thank you for the information. Staff from the prison have visited the occupant who, as I understand it, has agreed to move on. We are watching that he does indeed leave the site. He was under the impression that the land was owned by the council.
- Reported a possible planning breach to enforcement regarding the Secret Salon, Court Farm 03.10.19. Minutes 2nd October item 7a.
- Reported a possible planning breach to enforcement regarding the Salon Sabina, Castle Road 03.10.19. Minutes 2nd October item 7a.
- Added an item to the Action Tracker to review the Allotment Tenancy Agreement prior to invoicing in March 2020, to consider adding a clause that states on receipt of payment they are accepting the terms and conditions of the lease. Minutes 2nd October item 7c.
- Amended calendar of events to show the revised fees that we need to invoice the Cricket Club and Football Club in 2020. Minutes 2nd October item 7c.
- Informed Revel 03.10.19 that we wish for them to keep the Clerk updated on their plans for VE Day celebrations. Minutes 2nd October item 7c.
- Responded to email from Colin Shields informing him of the solicitor's costs involved in the transfer 03.10.19. Minutes 2nd October item 7c.
 - Received a response informing me that Mr Shields has spoken to the MOJ again this week on the issue of transfer and they have agreed to look at the measures required for them to release the charges.
- Westerleigh Road speed table - Cllr. Boyle was contacted directly by the resident for an update to which a copy of the decision from the minutes was copied and emailed to them 03.10.19. Minutes 2nd October item 9a.
- Emailed Chris Harris cc Cllr. Dunning and District Cllr. Steve Reade to organise a convenient date where they can meet to discuss the Westerleigh Road speed table regarding the signage and impact on the conservation area 03.10.19. Minutes 2nd October item 9a.
- Responded to the resident enquiring about land in Eagle Crescent informing them that it is not owned by the Parish Council and made a suggestion for them to contact land registry if they wish to ascertain who the land owner is 03.10.19. Minutes 2nd October item 9b.
- Responded to the letter regarding Rebekka's memorial garden informing them that although we own the land the responsibility for the maintenance lies with Mrs Hudd 03.10.19. Minutes 2nd October item 9d.
- Informed Huw Morgan of the decision for him to purchase the battery powered sensor lights for the defib cabinets at the PVSSC and Old Dairy Café 03.10.19. Minutes 2nd October item 9e.
- Informed Allied Electrical that we will not be accepting their quotation to repair the lights for the defibs 03.10.19. Minutes 2nd October item 9e.

- Action Tracker:
 - Updated item no. 89 with the progress to date.
 - Removed item no. 165 from the tracker.
 - Removed item no. 168 from the tracker.
 - Item no. 169 – Chased Aaron Bush cc Planning enforcement for an update on the Shortwood Fence ref. COM/19/0300/OD.
 - Item no. 170 – Removed Current Assets from the agenda on 16th October and updated the action tracker.
 - Item no. 173 – Updated action tracker with the latest progress on the speed surveys.
 - Removed item no. 175 from the tracker.
 - Item no. 176 – Sent GB a reminder to provide the dimensions we have to adhere to for the Parkfield sign 04.10.19.
 - Received the response from GB as follows:

Class 2: miscellaneous advertisements on any premises Class 2 gives consent for a wide variety of small notices and signs to be displayed on the premises or buildings to which the notice or sign relates. Class 2 is divided into three separate categories, (A), (B) and (C), each with its own provisions for deemed consent. Class 2(A) permits notices or signs to be displayed on buildings or land as a means of identification, direction or warning. These would include:

 - the street number or name of a dwelling-house
 - a field-gate sign saying 'Please shut the gate'
 - a warning notice saying 'Beware of the dog'
 - a private sign saying 'No parking please'. Advertisements in Class 2(A) must not exceed 0.3 of a square metre in area. Illumination is not allowed.

Emailed Huw Morgan with the above information and asked him to order and erect the two 'No Parking' signs for the gates ensuring they don't exceed 0.3 of a square metre in area 04.10.19.
 - Removed item no. 177 from the tracker.
- Invited the applicant to an interview, providing them with the option of two dates. Minutes 2nd October item 9h.
 - Interview arranged for 7:30pm on Tuesday 8th October.
- Informed the other applicant that their application has been discounted due to it missing the closing date 03.10.19. Minutes 2nd October item 9h.
- Received signed allotment agreement for Plot 21b and updated the allotment spreadsheet 04.10.19.

NO. 8. FINANCE

8a To AGREE and sign cheques

No cheques presented.

NO. 9. AGENDA ITEMS

9a To REVIEW the Allotment Report and AGREE further action if required.

Plot 3 – Brought to the council's attention plot is overgrown.

RESOLVED: To send a letter with notice to improve.

ACTION: Clerk to write the letter as above.

Plot 4 -

Resolved Review correspondence to date for this plot.

Action: Clerk to report to council as above.

Plot 9 – Brought to the council's attention plot is overgrown.

RESOLVED: To send a letter with notice to improve.

ACTION: Clerk to write the letter as above.

Plot 12 -

RESOLVED: To send a letter with notice to improve.

Action: Clerk to write the letter as above.

Plot 19 –

RESOLVED: To send a letter with notice to improve.

Action: Clerk to write the letter as above.

Pictures included in the allotment report have identified piles of hardcore on site.

RESOLVED: Further investigation is necessary to determine when the hardcore appeared and where it has come from.

ACTION: Chair to contact Huw Morgan on the above and report to Council.

9b To AGREE a response to the consultation on the proposed changes to South Gloucestershire Council's Local Planning Application Requirements 2019.

RESOLVED: The council reviewed documentation and agreed to submit no comment.

9c To AGREE a response to the Code of Audit Practice Consultation.

RESOLVED: The council agreed not to submit a response.

9d To REVIEW and AGREE revised contract and staff handbook relative to the appointment of a Clerk/RFO.

Contract of Employment

RESOLVED: Reviewed the proposed contract and agreed the terms and conditions.

Staff Handbook

RESOLVED: Reviewed the proposed staff handbook and agreed content.

9e To AGREE a response to correspondence received with regard to the Clerk's recruitment process

RESOLVED: As noted under agenda item 5f, correspondent expressed no further interest.

9f To RECEIVE a recommendation with regard appointment of a new Clerk /RFO and to AGREE the appointment

RESOLVED: We interviewed applicant who more than met essential criteria. Pucklechurch Parish Council agreed to formally offer Daphne Dunning the post of Clerk and RFO. The Council proposed a starting date of Monday 21st October 2019.

ACTION: Chair to contact applicant as above. To manage the transition period, contract of employment and staff handbook to be sent to successful applicant.

Next Meeting will be held on Wednesday, 6th November 2019 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

The Council meeting closed at 20:50.