



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 20TH NOVEMBER 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G. Boyle (GB) Chair, L. English (LE), R Dunning (RD) and L Putt (LP)
In attendance: Daphne Dunning (Clerk) and four members of the public.

2019/11/20 NO 1. TO NOTE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr C. Phillips (CP).

2019/11/20 NO 2. DECLARATIONS OF INTEREST

None.

2019/11/20 NO 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

The minutes of meeting on 6th November 2019 were accepted as a correct record of the meeting and signed by the Chair.

2019/11/20 NO 4. PUBLIC PARTICIPATION

Representation was made on behalf of the Pucklechurch Community Association committee in support of item 9e outlining the need for a lease extension, the benefits of weekday hire of the meeting room necessitating the installation of toilets in the existing hall store cupboard and new doors to the hall area to address safeguarding issues for the playgroup and the rationale for requesting an increase in the precept.

One member of the public left the meeting.

Representation was made on behalf of the Pucklechurch School PTA outlining their plans for a 10K adult run and colour run for the children (to be held within the school grounds) on 26th April 2020. This is seen as a positive community event involving local businesses and aims to raise funds for the school. Information was given on event planning including parking, the route, road safety, marshals, first aid, water stops, litter/recycling, signage and publicity. A request was made for council's permission for the route to cross parish council owned land.

The council suggested community engagement and leafleting would be needed especially in the residential areas included in the route. The council has a duty to safeguard the Recreation Field and would require the event to have appropriate comprehensive insurance to mitigate any damage caused by runners. The council would also require that the cricket and football clubs are notified as the event falls within their hire period of pitches on the Recreation ground. The parish council has only ever been notified of similar events but would recommend an event plan is sent to South Gloucestershire Council (SGC) to ensure safety and traffic management even if the group understands that SGC permission is not required as no road are to be closed. A litter management plan and adequate first aid cover around the route would be needed and it was noted that certain forms of advertising may need planning permission.



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Standing orders were suspended to bring forward item 5e To receive notification that Pucklechurch Primary PTA is planning to host a 10k running event and children's colour run on Sunday April 26th 2020 and agree any actions.

It was resolved to support this event in principal providing there are no objections from South Gloucestershire Council as proposal by councillors Putt and Dunning.

Three members of the public left the meeting.

2019/11/20 NO. 5. CORRESPONDENCE

2019/11/20 5a To note concerns raised over loose gravel on the Shortwood Road pavement between the Post Office and trading estate roundabout

It was noted that potholes in the pavement by 25 Shortwood Road has been reported to South Gloucestershire Council Ref: 1290609. Clerk to report the loose gravel, which may be debris from recent resurfacing work, to South Gloucestershire Council who is responsible for pavements.

2019/11/20 5b To note report from the clerk on SLCC Regional Conference

Noted.

2019/11/20 5c To receive letter from South Gloucestershire Council on Ash die back

Noted.

2019/11/20 5d To note email from Pucklechurch Community Association confirming colour scheme for Community hall has been submitted to South Gloucestershire planning

Noted.

2019/11/20 5e To receive notification that Pucklechurch Primary PTA is planning to host a 10k running event and children's colour run on Sunday April 26th 2020 and agree any actions.

See above.

2019/11/20 5f To note south Gloucestershire Council's Doing More Together catalogue

Noted.

2019/11/20 5g To note November 'In short' update.

Noted.

2019/11/20 5h To note NALC's Chief executive's bulletin.

Noted.

2019/11/20 5i To note Huw Morgan has been approached by a villager wishing to tend to millennium stone area.

It was noted that the Millennium stone area is on South Gloucestershire Council land, but is tended by a group of residents. Clerk to contact resident.



2019/11/20 NO.6. PLANNING

2019/11/20 6a P19/15860/F 3 Eagle Crescent Pucklechurch Bristol South Gloucestershire BS16 9SE.

Demolition of existing conservatory and garage. Erection of a single storey rear extension to form additional living accommodation and erection of side garage with pitched roof. Alterations to front elevation ground floor window.
Resolved no objections.

2019/11/20 6ai P19/16524/F Land At Lyde Green Emersons Green Bristol South Gloucestershire BS16 7NT.

Creation of vehicular access onto Lyde Green Road (Class C highway), widening works to Lyde Green Road and installation of pedestrian footpath. Deadline for responses 4th December 2019.
Noted.

2019/11/20 6B PLANNING DECISIONS

2019/11/20 6bi 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 1no front dormer. Decision Refusal.
Noted.

2019/11/20 6C PLANNING ENFORCEMENTS

2019/11/20 6ci. 22/10/2019 COM/19/0924/OD 85A Parkfield Road.

Site being prepared for another mobile home.
Noted.

2019/11/20 6cii. 1/11/19 COM/19/0953/UNT Stables at Redford Lane Pucklechurch.

Untidy land-vehicles, rubbish etc. on site and breach of condition 4 attached to planning permission PK08/1277/F vehicles kept on site.
Noted.

2019/11/20 6ciii. COM/19/0885/COU Salon Sabina, Castle Road.

Letter confirming a breach but no action to be taken circulated prior to meeting.

2019/11/20 6civ. COM/19/0884/COU Court Farm 49 Westerleigh Road.

Letter confirming a breach but no action to be taken circulated prior to meeting.

Items 6ciii) and 6civ) were considered together. The council reiterated its concerns raised in its recent letter to South Gloucestershire Council Enforcement over the lack of action being taken to remedy breaches on cases not deemed high risk. The council believes the stance of taking no action undermines the principles of enforcement and potentially the integrity of the decision-making process by appearing to condone wilful breaches of planning law.



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Resolved to write to South Gloucestershire Council to request:

The number of technical breaches of planning where councils have received the same letter as Pucklechurch Parish Council that not being dealt with by South Gloucestershire council due to lack of resources since the start of this financial year to the date of the council's letter.

Details of the criteria (matrix) used by South Gloucestershire Council to assess whether an application is identified as high risk or not.

Clarification of the exact meaning and implications of the statement '*providing our resources have been restored*' contained in paragraph five of the letter received.

2019/11/20 NO. 7. REPORTS

2019/11/20 7a To RECEIVE pre-submitted reports from Councillors.

None.

2019/11/20 7b To RECEIVE Report from District Councillor(s).

None.

2019/11/20 7c To RECEIVE and NOTE a verbal report from the Clerk.

Sent VE Day committee information on grants.

Submitted agreed planning responses for:

2019/06/11 No.6a - P19/14813/F | Erection of single storey side extension and first floor front extension over existing porch to provide additional living accommodation. | 35 Kestrel Drive Pucklechurch Bristol South Gloucestershire BS16 9SX.

2019/06/11 No.6ai - P19/13910/F | Erection of front porch | 8 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PN.

2019/06/11 no 6aii - P19/15337/RVC | Removal of condition 1 attached to planning permission PK16/0672/F, to allow permanent use of the site. (PK16/0672/F-The change of use of land for the siting of 1 no Gypsy caravan with 1 no. day room. Erection of relocated stable block.) | The Meadows Parkfield Pucklechurch Bristol South Gloucestershire BS16 9NS,

2019/06/11 no 6aiii - P19/15630/F | Erection of two storey side extension to form additional living accommodation. | 32 Hillview Road Pucklechurch Bristol South Gloucestershire BS16 9RQ.

Chased planning enforcement for response to council's concerns over the sign at the new salon in Castle Road agenda item 2019/20/11 6cii.

2019/06/11 6cii - sent letter to planning enforcement as requested. Response received from Robert Walsh Head of Services who has arranged for a full briefing on the Sports Club case, and for a response back to the Parish Council about this as soon as that's completed.

2019/06/11 8b. - submitted completed bank mandate and delivered change of address form to bank.

2019/06/11 9d - wrote to allotment group for newsletter article.

Wrote to webmaster regarding Pucklechurch.org appearing not to be working, 2019/20/11 item 9f.

2019/06/11 9f submitted rough sleeper information.



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Informed resident of SGC response to overhanging tree on footpath behind Old Diary.

Chased Defib green light repairs at Community centre.

Received confirmation that Huw Morgan is likely to be leaving at the end of December and arrangements will be made to collect phone and equipment.

Work on two existing memorials.

Preparing tender for maintenance contract.

Advised community groups of funding for road safety.

Circulated emails:

NALC elections survey

Chief Executive's Bulletin

NALC guidance leaflets

PCA Mondays meetings.

2019/11/20 NO. 8. FINANCE

2019/11/20 8a To AGREE and sign cheques.

Name	Description	Amount Paid		Chq Number	Power
Pucklechurch Community Association	Meeting room hire and storage October 2019	£48.70		2765	LGA 1972 s133
Jodie Bailey	Handover support to new clerk	£99.84		2766	LGA 1972 s111
Huw Morgan	Maintenance Contract	£1,305.83	£1,383.54	2767	open spaces act 1906 ss9&10
	expenses	£37.71			
	Shortwood Grass Cutting	£40.00			
Anna Chelmicka	litter picking November	£350.00		2768	open spaces act 1906 ss9&10
Salary	D Dunning October & November 2019	£1,443.35		2769	LGA 1972 s112
HMRC	tax & NI Nov 19	£426.33		2770	LGA 1972 s112
Total		£3,751.76			

Direct Debits for November

Supplier	Description	Value		Timing	
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O2	Mobile phone for Parish Clerk	£8.17	plus vat /calls	Monthly	Variable
Plusnet	Internet access	£12.50	plus vat	Monthly	
707 Resource Management	General Waste Bin - Community Centre - £14.00 per lift	£30.45	plus vat	Monthly	
NEST	D Dunning Pension Contributions	£99.75		Monthly	Variable
EDF Energy	Electricity for Eagle Crescent Defib	£9.00	plus vat	Monthly	
EDF Energy	Electricity for Parkfield Rank Defib	£11.00	plus vat	Monthly	
Sage	Sage 50 Accounts Essentials	£20.00	plus vat	Monthly	

Resolved to approve payment and the cheque was duly signed by Cllrs English and Putt.

2019/11/20 8b. To note localism charges for 2020/21 and agree any actions.

Resolved to accept the charges of £6,716.12 as detailed in the letter of 17/10/19 but to query the charges for amenity grass which has reduced in area with the installation of the footpath along Oaktree Avenue.

2019/11/20 8c. To receive notification of Provisional Council Tax Base for 2020/21, Provisional Local Council Tax Reduction Support grant, and Provisional Special Expenses and agree any actions.

It was noted there is no Local Council Tax Reduction Support grant for 2020/21 and the base rate is 952.

2019/11/20 8d. To consider first draft of 2020/21 draft budget and agree any actions.

Cost centres were reviewed and amendments agreed for further consideration in December.

2019/11/20 NO. 9. AGENDA ITEMS

2019/11/20 9a. To receive a request to support the national community energy campaign and agree any actions.

Meeting agreed the council has a lack of technical knowledge to agree to the suggested resolution at this stage. In light of the General Election, it was agreed the item should be added to action tracker for further consideration in the new year.

2019/11/20 9b. To receive notice of proposals - Traffic Order (PT.6434) B4465 Westerleigh Road, Pucklechurch - Proposed speed table and agree any actions.

The council was pleased to note that South Gloucestershire Council had responded to residents' concerns regarding signage. Clerk to write to the local residents who had raised issues with the council.



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Resolved to respond to the consultation supporting the scheme and to confirm that Pucklechurch Parish Council wishes to continue discussions over wooden bollards along the grassed areas at the Castle Road/Westerleigh Road junction.

2019/11/20 9c. To receive updated advice on adopting the Unitary council's Code of Conduct.:

To agree proposed changes to Pucklechurch parish council's code of conduct.

Resolved to adopt the revised code of conduct to incorporate bullying proposed by Cllrs English and Dunning.

To note South Gloucestershire Council's members complaint procedure.

Noted.

2019/11/20 9d. To receive report on allotments and agree any actions.

Resolved to

Write to allotment holder of Plot 4 to terminate the offer of a tenancy as no payment or signed tenancy agreement have been received despite a follow up letter. Plot 4 to be offered to the next person on the waiting list.

Write to allotment holder of Plot 9 with final letter for improvements or the tenancy agreement may have to be terminated.

Write to allotment holder of Plot 12 with final letter for improvements or the tenancy agreement may have to be terminated.

Chase tenancy agreement for Plot 19.

2019/11/20 9e. To receive requests from Pucklechurch Community Association (PCA) in relation to the proposed building works at the Village Hall and agree any actions:

To respond to request to extend the existing 30-year lease signed on 16/07/1997 as PCA has been advised that funding organisations require at least 21 years lease to be outstanding.

It was noted that Pucklechurch Parish Council will incur costs to change the current lease agreement, clerk to obtain costs. The council agreed that any future lease agreements should be made with Pucklechurch Community Association.

Resolved that written confirmation from the existing lessees would be needed to confirm their agreement to the changes before the council could consider the request.

To respond to a request that following PCA's discussions with CVS, the charity supporting this bid, the council consider a consultation to increase the precept to raise additional funding for the above project.

The council wished to remind Pucklechurch Community Association that it already holds £5000 in its reserves which are earmarked for community hall projects.

Resolved that at present the council is not in favour of increasing the precept for this project.

To respond to request that in order to raise funds, the PCA wish to propose freeing up the meeting room for hire during the day. This would involve installing children's toilets in the shower area in the Playgroup store room where there are waste water



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pipes etc. to enable this. It would involve cutting a doorway into that part of the room from the hall and installing a door, similar to those already placed in that wall. This would need PPC approval. Currently the Meeting room cannot be accessed in the day as the children use the toilets and it is a requirement the area they are in has to be secured.

The council acknowledged the reasons for these changes but lack the information needed to give this matter due consideration.

Resolved to write to Pucklechurch Community Association to request drawings, full costings and an outline of their plans for raising funds to cover the costs of the proposal.

To respond to request to install two new access doors to the main hall instead of the two green swing doors currently in place. These would be to replace the function of the wooden doorway in the lobby by keeping the children in a secure environment and allowing the Playgroup Team to observe who is there before opening a secure door.

Resolved to write to Pucklechurch Community Association to request they liaise with hall users to ensure the proposed changes meet the needs of all the current hall users.

2019/11/20 9f. To receive update on Pucklechurch.org website and consider ways forward

It was noted that access to the community website has been restored. The site may need to be moved to a different platform incurring costs and a new webmaster will need to be sought.

The council was unable to consider the request for future support without a proposal and detailed costings, which the council looks forward to receiving.

2019/11/20 9g. Neighbourhood Plan update and approve next steps.

Following discussions, it was agreed that the Neighbourhood Plan committee needs to consider the options and agree the way forward and that a meeting should be arranged.

2019/11/20 10. FUTURE AGENDA ITEMS.

Maintenance tender

Budget

VE day

Grants

There being no further business the Council meeting closed at 22:14

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

Signed:

Date: