



PUCKLECHURCH PARISH COUNCIL

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

PRESENT. G Boyle (GB) Chair, C Phillips (CP) (7.35pm), R Dunning (RD) and L Putt (LP)
In attendance: Daphne Dunning (Clerk) and Ward Cllr S Reade.

2019/12/04 NO 1. TO NOTE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L. English (LE),

2019/12/04 NO 2. DECLARATIONS OF INTEREST

Cllr Dunning declared an interest in item 9d.

2019/12/04 NO 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

The minutes of meeting on 20th November 2019 were accepted as a correct record of the meeting and were duly signed by the Chair.

2019/12/04 NO 4. PUBLIC PARTICIPATION

None

2019/12/04 NO. 5. CORRESPONDENCE

2019/12/04 5a To note response from Pucklechurch Community Association.
Noted

2019/12/04 5b To note ALCA letter regarding consultation on Strengthening police powers to tackle unauthorised encampments and agree any actions.

Agreed to make this an agenda item next meeting.

2019/12/04 NO.6. PLANNING

2019/12/04 6a P19/17138/F 15A Homefield Road Pucklechurch Bristol South Gloucestershire BS16 9QD.

Erection of a single storey side extension to form additional living accommodation and installation of 1no. rear dormer (Resubmission of P19/13058/F).

Resolved no objections.

2019/12/04 6ai To note appeal reference: APP/P0119/X/19/3236536 Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 continued use as restaurant (Class A3).and agree any actions.

Noted.

2019/12/04 6B PLANNING DECISIONS

None

2019/12/04 NO. 7. REPORTS



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2019/12/04 7a To RECEIVE pre-submitted reports from Councillors.

None.

2019/12/04 7b To RECEIVE Report from District Councillor(s).

Will defer contribution to discussions on strengthening police powers to tackle unauthorised encampments until next meeting.

2019/12/04 7c To RECEIVE and NOTE a verbal report from the Clerk.

Wrote to resident regarding speed hump consultation, response circulated as per agenda item 2019/11/20 9b.

Contacted resident regarding Millennium Stone upkeep as per agenda item 2019/11/20 5i.

Wrote to resident regarding green space at junction of Castle Road and Westerleigh Road as per agenda item 2019/11/20 9b.

Submitted no objection response to planning application P19/15860/F 3-Eagle Crescent Pucklechurch Bristol South Gloucestershire BS16 9SE as per agenda item 2019/11/20 6a.

Submitted not comment response to planning application P19/16524/F Land at Lyde Green Emersons Green Bristol South Gloucestershire BS16 7NT as per agenda item 2019/11/20 6ai.

Reported loose gravel on pavement between the Post Office and HMP roundabout Ref 1296279 as per agenda item 2019/11/20 5a.

Submitted council response to speed hump consultation agenda item 2019/11/20 9b

Wrote to South Gloucestershire Council Enforcement as agreed as per agenda items 2019/11/20 6ciii and 2019/11/20 6civ.

Wrote to Pucklechurch Community Association with council responses as per agenda item 2019/11/20 9e.

Wrote to community website webmaster to request proposal and costs as per agenda item 2019/11/20 9f.

Wrote to allotment holders plots 4, 9, 12 & 19 as per agenda item 2019/11/20 9d. Chased tenancy agreement for Plot 11.

Allotment group will supply news for inclusion in Pucklechurch News, advised of next deadline date.

Requested quotation for drawing up lease as per agenda item 2019/11/20 9ei.

Uploaded revised code of conduct policy to website.

Liaising with SGC over special expenses grass cutting at Oaktree Avenue ad per agenda item 2019/11/20 8b.

Circulated pocket parks information to community groups.

Booked the electrician to repair green light over community centre defibrillator.

Work has been reported on the following footpaths:

LPU/19/10

LPU/36/30

LPU/13B/50

LPU/57/10

LPU/8/30

Revamped website including minutes page and added community information page.

Attending SLCC Glos./South Glos. meeting 5th December 2019.

Circulated emails:

Funding for Pocket Parks.

Councillor Safety.



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Chief Executive's Bulletin
 Bristol Airport – Airspace Change Update
 Election action: Ask your candidates to back the countryside
 VE Day 75 - Your Village needs YOU
 Dialogue, a part of the Care Forum December Ebulletin
 Chief Executive's Bulletin
 NALC Spring Conference 2020

2019/12/04 NO. 8. FINANCE

2019/12/04 8a To AGREE and sign cheques.

Name	Description	Amount Paid	VAT	Chq Number	Power
Pucklechurch Community Association	Meeting room hire and storage November 2019	£48.70		2771	LGA 1972 s133
Huw Morgan	Maintenance Contract December 19	£1,305.83		2772	open spaces act 1906 ss9&10
South Gloucestershire Council	Dog bins Oct-Dec 19	£1,203.51	£240.70	27730	open spaces act 1906 ss9&10
	Localism grass cutting Oct - Dec 19	£459.06	£91.81		
Total		£3,017.10	£332.51		

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

2019/12/04 8b. To consider revised draft of 2020/21 draft budget and agree any actions.

Amended budget was considered. Council requested an update on the potential land acquisition at St Aldams. Clerk to action. Agreed to finalise budget next meeting.

2019/12/04 NO. 9. AGENDA ITEMS

2019/12/04 9a. To consider VE Day celebrations in Pucklechurch and agree any actions.

It was noted the VE Day group should be notified if the council approves a grant scheme - to be discussed under 9f.

2019/12/04 9b. Proposed speed table Westerleigh Road, Pucklechurch

- 1) To approve to meet the costs to install square wooden posts on Parkfield triangle (cost to parish council approximately £300/post fitted).



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Resolved to approve the funding of the three posts at a cost of approximately £300/post. Clerk to write to South Gloucestershire Council to confirm.

- ii) To consider and agree actions required to progress the potential installation of square wooden posts on the SGC green at the junction of Castle Road.

Resolved to write to South Gloucestershire Council for a fully costed scheme if it is minded to progress this proposal. Also request information on what actions South Gloucestershire Council would take to inform affected residents if the scheme went ahead.

2019/12/04 9c. To consider report from South Gloucestershire Council on traffic speed and volume data from Parkfield Road and agree any actions.

The council considered the data and expressed its concerns over speeding and the perception that the road is de-restricted. Agreed to check what signage currently exists.

Resolved to contact South Gloucestershire Council to:

- i) Request if the data can be published as the council wishes to keep residents informed.
- ii) Request 30mph repeater signs especially beyond The Rose and Crown or painted 30mphs on the carriageway.

2019/12/04 9d. Training

Cllr Dunning declared an interest and took no part in the discussions.

- To approve clerk's attendance at Cemetery Management training in Melksham. Cost £145 + VAT.

Resolved to approve attendance at the Cemetery Management course.

Cllr Dunning and the Clerk left the room whilst this item was discussed.

- To consider report on continuing professional development and agree any actions.

Resolved to grant three days (50%) time off to attend course whilst the clerk will make up the hours lost for the remaining three days,

2019/12/04 9e. Maintenance contract

- To consider and approve tender documentation.
- To agree evaluation criteria.

Resolved that the clerk will work with the current contractor to ensure the tender accurately captures the requirements of the role and collate a list of essential works that will need to be covered whilst no contractor in place. Councillors to provide feedback on the tender to the clerk and propose evaluation criteria for consideration at the next meeting.

- To agree the process for advertising tender, agree closing date and date of formal evaluation by the council.
- To consider and agree any other actions required.

Deferred to next meeting.

2019/12/04 9f. To consider the Parish Council Grant Scheme for 2019/20 and agree any actions.

Resolved to open the grant scheme which will continue until 31st January 2020. Agreed to highlight the need for applicants to check the terms and conditions and supply all the requested information. Evaluation will take place at the first meeting in February 2020. Details will be circulated to community groups and published on the website with a downloadable application form. Cllr Boyle to inform Shout Out Pucklechurch.



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2019/12/04 9g. To receive legal advice on the lease agreement with Pucklechurch Community Association and agree any actions.

The council received an update that one of the named trustees in the lease agreement resigned as a trustee some considerable time ago. It was noted that the parish council will incur costs in drawing up a new lease and Pucklechurch Community Association should also have its own solicitor.

Resolved that council costs will be funded from its community hall reserve. Agreed to write to Pucklechurch Community Association detailing the legal advice received including the drawing up of a Licence for Tenant's Alterations and the potential need for a premises inspection as there are full repairing obligations under the existing lease.

The clerk will arrange a suitable time to undertake a search of the council storage to try and locate the missing deeds.

2019/12/04 10. FUTURE AGENDA ITEMS.

Tender

Budget

Consultation on strengthening police powers to tackle unauthorised encampments

There being no further business the Council meeting closed at 9pm.

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

Signed:

Date: