



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18TH DECEMBER 2019, 7:30PM, IN THE MEETING ROOM, ABSON ROAD, PUCKLECHURCH.

PRESENT. G Boyle (GB) Chair, C Phillips (CP), R Dunning (RD), L English (LE) and L Putt (LP)

In attendance: Daphne Dunning (Clerk) and Ward Cllr S Reade.

2019/12/18 NO 1. TO NOTE APOLOGIES FOR ABSENCE

None.

2019/12/18 NO 2. DECLARATIONS OF INTEREST

None.

2019/12/18 NO 3. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

The minutes of meeting on 4th December 2019 were accepted as a correct record of the meeting and were duly signed by the Chair.

2019/12/18 NO 4. PUBLIC PARTICIPATION

None.

2019/12/18 NO. 5. CORRESPONDENCE

2019/12/18 5a To note response from Pucklechurch Community Association to council's email regarding legal requirement to extend lease and agree any actions.

Noted. Following receipt of a letter from the remaining trustees that they have no objection to drawing up a new lease, it was agreed that approving legal costs and progressing this matter should be an agenda item for January.

2019/12/18 5b To note Community Engagement Forum boundary amendments and agree any actions.

Noted.

2019/12/18 5c To note changes to Special Expenses from 2021 following correspondence with South Gloucestershire Council and agree any actions.

The meeting agreed it was unacceptable for residents to continue to pay for a service the parish no longer received and view this as a surcharge. **Resolved** to write to South Gloucestershire Council to object to the charges not being amended for 2020.

2019/12/18 NO.6. PLANNING

2019/12/18 6a Panning Applications

None



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2019/12/18 6b Planning decisions

2019/12/18 6bi 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.

Approved with conditions

Noted.

2019/12/18 6bii P19/13910/F 8 Parkfield Road Pucklechurch Bristol South Gloucestershire BS16 9PN.

Erection of front porch. Refusal

Noted.

2019/12/18 6biii Circulated schedule - P19/14813/F 35 Kestrel Drive Pucklechurch South Gloucestershire BS16 9SX.

Erection of single storey side extension and first floor front extension over existing porch to provide additional living accommodation

Recommendation Approve with conditions.

Noted.

2019/12/18 6biv Circulated schedule - P19/4155/F Sloeswell Paddock Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY.

Siting of 1no. mobile home with associated parking areas. Recommendation Approve with conditions.

Noted.

2019/12/18 6c Planning Enforcement

2019/12/18 6ci COM/19/0842/OD Pucklechurch Village Sports and Social Club

To receive letter from South Gloucestershire Council and agree any actions

The response was noted as was the confirmation that Environmental Health was undertaking an inspection and requesting registration of the food business.

2019/12/18NO. 7. REPORTS

2019/12/18 7a To RECEIVE pre-submitted reports from Councillors.

None.

2019/12/18 7b To RECEIVE Report from District Councillor(s).

Ward Cllr Reade expressed his thanks for the good working relationship with Pucklechurch parish council throughout the year and wished everyone a happy Christmas. He advised the council that he has initiated a review of the planning call-in system which may not be fully effective as there have been some issues getting council objections to appear on the circulated schedule. South Gloucestershire Council will consider the review in May 2020.

Councillors thanked Ward Cllr Reade for all his support.

2019/12/18 7c To RECEIVE and NOTE a verbal report from the Clerk.

The clerk reported three further planning decisions received after the agenda issued which were noted:



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- P19/09621/RVC Shortwood Quarry Landfill Cattybrook Road North Shortwood Pucklechurch Bristol. Variation of condition no. 25 attached to planning permission PK03/1545/F to now read "Not later than 17 September 2023 landfilling shall have ceased and the site, excluding the clay stockpile area, shall be restored in accordance with drawing no. SWQ014b. Approved with Conditions.
- P19/11817/F Village Hall Abson Road Pucklechurch South Gloucestershire BS16 9RH. Installation of weatherboard cladding to the front elevation and side elevations. Approved with Conditions.
- P19/13857/RVC 163 Willowherb Road Emersons Green Bristol South Gloucestershire BS16 7GR. Removal of condition 1 attached to planning permission PK13/2649/RM for House 163 Willowherb Road only. Erection of 137 units and 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 pavillion (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. Refusal.

The council received an urgent request from South Gloucestershire Council on 18th December for Pucklechurch parish council to identify sites where S106 monies may be used in connection with planning application P19/18252/O *Land Off Abson Road Abson Road Pucklechurch Bristol South Gloucestershire. Erection of 15no. self-build dwellings (outline) with all matters reserved.* The site in question falls within Wick and Abson parish but is adjacent to the Pucklechurch parish boundary. The parish council has not received any notification and this has been raised with South Gloucestershire Council.

As responses are required by 9th January 2020 and all councillors had received full details of the application, the meeting **resolved** to object to the planning application to include the following grounds:

- Green Belt.
- Outside the development area.
- No special circumstance identified.
- Not identified for strategic development in the Local Plan.
- No evidence that South Gloucestershire Council does not have a 5-year land supply.
- No sustainable transport.

The meeting further **resolved** that Cllr Boyle prepare the response for submission.

The meeting **resolved** to approve the Recreation Ground, Eagle Crescent, St Aldams open spaces and the allotments as potential sites for s106 monies. Clerk to inform South Gloucestershire Council.

NB. Post meeting South Gloucestershire Council has confirmed non-notification was an oversight on their part and have rectified the matter.



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- Wrote to South Gloucestershire Council (SGC) confirming parish council willing to fund the three posts at the Parkfield Road triangle at a cost of approximately £300/post - agenda item 2019/12/04 9b refers.
- Wrote to Marc Cashmore at SGC requesting a fully costed scheme if it is minded to progress the proposal for bollards at Castle/Westerleigh Roads junction and requested information on what actions South Gloucestershire Council would take to inform affected residents if the scheme went ahead - agenda item 2019/12/04 9b refers.
- Wrote to Chris Harris at SGC and obtained permission to publish traffic speed and volume data from Parkfield Road (on website) agenda item 2019/12/04 9c refers. 30mph signs are in situ at the junction of Coxgrove Hill and Parkfield Road and The Vale and Parkfield Road. Received confirmation that no further repeater signage is permissible on Parkfield Road to address speeding, to be discussed by council.
- Contacted Dyrham and Hinton parish council for information on suggested mobile solar Speed Indicator Device and produced a report to council for consideration.
- Booked Cemetery Management training in Melksham agenda item 2019/12 9d refers.
- Attended SLCC branch meeting on 5th December 2019.
- Liaised with grounds contractor and updated tender to reflect the range of duties and hours required to undertake work. Incorporated councillor's suggested changes to the tender for consideration.
- Updated grants page on website and circulated information to community group list. Placed notices on Shortwood and community centre noticeboards and in Walkers newsagents. Answered queries from prospective applicants – agenda item 2019/12/04 9f refers.
- Wrote to Pucklechurch Community Association with legal advice – agenda item 2019/12/04 9g refers
- Undertook search for village hall deeds.
- Responded to SGC Environmental Health Officer regarding PVSSC and referred them to the club's Facebook page.
- Received letter of thanks from Royal British Legion for donation.
- Received notification of damaged tree at the allotments on 18th December. Meeting agreed that if Huw Morgan is unable to assist, Cllr Dunning will check the situation and if work is required, the council **resolved** to delegate this to the clerk to arrange as a health and safety issue.

Meeting **resolved** to send a letter of thanks to Huw Morgan for all his hard work in maintaining the parish environment which exceeded expectations.

- Circulated emails:
 - Latest news from the ICO
 - Chief Executive's Bulletin
 - PCA Agenda
 - Another email scam to be aware of
 - PCA Minutes of Mondays meeting
 - Chief Executive's Bulletin 13/12/19
 - Members, what next for the countryside?
 - Community funding available - Member Awarded Funding 2019/20
 - BNSSG CCG eBulletin December 2019



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- NALC Chairman's open letter to all Councillors

2019/12/18 NO. 8. FINANCE

2019/12/18 8a To AGREE and sign cheques.

Name	Description	Net	VAT	Amount Paid	Chq Number	Power
South Gloucestershire Council	Non contested election fees	£175.00	£0.00	£175.00	2774	LGA 1972 s111
Greenfield Garden Services	Replacement supports to Parkfield slide	£398.00	£79.60	£477.60	2775	open spaces act 1906 ss9&10
Salary	D Dunning December 2019	£1,016.42	£0.00	£1,016.42	2776	LGA 1972 s112
D Dunning	office equipment	£75.70	£15.14	£90.84	2777	LGA 1972 s111
PATA	Nov & Dec payroll	£20.00	£0.00	£20.00	2779	LGA 1972 s112
HMRC	tax & NI Dec 19	£429.13	£0.00	£429.13	2778	LGA 1972 s112
Total		£2,114.25	£94.74	£2,208.99		

Resolved to approve payment and the cheques were duly signed by Cllrs Putt and English.

2019/12/18 8b. To finalise draft of 2020/21 draft budget and agree any actions.

Deferred to after item 9b.

2019/12/18 NO. 9. AGENDA ITEMS

2019/12/18 9a. To consider two responses from South Gloucestershire Council Enforcement following request for information on enforcement issues and agree any actions

The responses were noted. The meeting agreed to write to South Gloucestershire Council acknowledging the pressures on Planning Enforcement but to re-iterate that if these matters remain unresolved, the parish council will follow them up after the six-month period. Clerk to add to action tracker.

The council requested a check for unresolved enforcement referrals with any appropriate follow-up by the clerk, if required.

2019/12/18 9b. To receive response from South Gloucestershire Council on request for road safety options on Parkfield Road and agree any actions.

It was noted that whilst roads are the responsibility of South Gloucestershire Council (SGC), following the speed survey on Parkfield Road, the parish council had been advised that national guidance prevents SGC from erecting repeater signs or providing road markings, leaving limited options to address public concern over speeding and road safety.



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The council acknowledged the assistance and suggestions offered by Chris Harris at South Gloucestershire Council. After careful consideration, the council agreed in principle to investigate the potential purchase of a solar mobile Speed Indicator Device (SID) subject to further information and full costs and discussions with Chris Harris over potential locations. The council agreed to accept an offer from Dyrham and Hinton parish council to view and discuss their SID once this is installed and to investigate any potential funding from Avon and Somerset Road Safety Fund. The meeting resolved to include £4000 in the 2020/21 budget.

2019/12/18 8b. To finalise draft of 2020/21 draft budget and agree any actions.

Meeting resolved to:

- Add £4000.00 for road safety project.
- Increase maintenance contract to £18000.00 but to fund the additional £1500.00 from reserves.
- Reduce training budget to £500.00.
- Reduce grants budget to £4000.00.
- Set precept at £73,500.00 after minor adjustments to other budgets (appendix 1). This is an increase of 3.68% but with an increased Band D tax base to 951 will result in a charge of £77.29 which is a nil increase on last year.

2019/12/18 9c. To consider ALCA letter regarding consultation on strengthening police powers to tackle unauthorised encampments and agree any actions.

NALC will be responding to the below consultation questions and is interested in the sector's views. Council **resolved** to respond to the consultation questions as follows

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

Strongly agree

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

Strongly agree

b) the encampment is causing or is likely to cause damage to the land or amenities

Strongly agree

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

Strongly agree

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

Strongly agree

Q5. What other conditions not covered in the above should we consider?



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Threatening behaviour.

Intimidating behaviour.

Q6. *To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?*

Strongly agree

Q7: *Should this be subject to conditions around agreements being in place between local authorities?*

No

Q8: *Should there be a maximum distance that a trespasser can be directed across?*

Yes depends on mode of transport as to how far they can travel in 2/3 hours

Q9: *Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?*

Yes if moved on should not be allowed to return within a given time period.

Q10. *To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?*

Neither agree or disagree due to lack of infrastructure.

Q11. *To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?*

Strongly agree

Q12. *To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?*

Strongly agree

Q13: *To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?*

Disagree

Q14: *Should the police be able to seize the property of:*

i) *Anyone whom they suspect to be trespassing on land with the purpose of residing on it;*

No.

ii) *Anyone they arrest for trespassing on land with the purpose of residing on it;*

No.

or iii) *Anyone convicted of trespassing on land with the purpose of residing on it?*

No.

Q15. *To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?*

Neither agree or disagree

Q18. *Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?*

Enforcement is too slow.

2019/12/18 9d. Maintenance contract

- To review amendments to tender documentation.



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Amendments approved. Agreed this is a two-year contract with an option to extend by one further year.

- To finalise evaluation criteria.
Approved.
- To consider the process for advertising tender, agree closing date and date of formal evaluation by the council.
Tender to be published first week in January 2020. Closing date 5pm on 7th February 2020. Evaluation on 19th February 2020. Agreed formal advertisement in suitable publications and a notification in Shout out Pucklechurch, on the council website, and to try Emersons Green Voice and Chipping Sodbury Gazette, councillors to investigate.
- To agree any other actions required.
Clerk and Chair to produce the advertisement.

2019/12/18 10. FUTURE AGENDA ITEMS.

Lease.

Parish maintenance

There being no further business the Council meeting closed at 21:35.

Next Meeting will be held on Wednesday, 20th January 2020 at 7:30pm in the Meeting Room, Abson Road, Pucklechurch.

Signed:

Date:



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Appendix 1 Approved budget

Pucklechurch Parish Council three-year budget 2019/20 - 2022/23							
INCOME	2018/2019	2019/2020			2020/2021	2021/2022	2022/2023
	Actual	Budget 2019/2020	Actual as of Nov'19	Estimated year end 2019/20	Proposal for Precept	Proposal for Precept	Proposal for Precept
Precept	£69,162.00	£70,891.00	£70,891.00	£70,891.00	£73,500	£75,041	£77,361
Cemetary (Burial ground £200.00 per burial)	£1,850.00	£200.00	£1,550.00	£1,550.00	£200.00	£200.00	£200.00
Allotments £20.00 per site 21 plots	£480.00	£440.00	£500.00	£500.00	£420.00	£420.00	£420.00
Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation Hire					£0.00	£0.00	£0.00
Football club	£459.00	£459.00	£459.00	£459.00	£470.00	£470.00	£470.00
Cricket club	£367.00	£367.00	£367.00	£367.00	£375.00	£375.00	£375.00
PCA ground rent & Scout hut	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Compensation/insurance claims	£965.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wayleave (Western power distribution)	£92.95	£97.65	£17.95	£92.95	£92.95	£92.95	£92.95
Bank Interest	£37.14	£0.00	£0.00	£5.00	£5.00	£5.00	£5.00
Sub total excluding precept	£4,257.09	£1,569.65	£2,899.95	£2,979.95	£1,568.95	£1,568.95	£1,568.95
S106 draw down					£39,647	£91,886	£26,110
CIL Payments	£8,596.03	£0.00	£260.84	£260.84	£0.00	£0.00	£0.00
LCTS grant-	£876.00	£347.00	£336.00	£336.00	£0.00	£0.00	£0.00
Sub total including S106/CIL/grants	£13,729.12	£1,916.65	£3,496.79	£3,576.79	£41,215.61	£93,455.36	£27,679.10
Total Income	£82,891.12	£72,807.65	£74,387.79	£74,467.79	£114,715.66	£168,496.41	£105,040.15



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Expenditure	Actual	Budget 2019/2020	Actual as of Nov'19	Estimated year end 2019/20	Proposal for Precept	Proposal for Precept	Proposal for Precept
Advertising	£0.00	£200.00	£0.00	£0.00	£200.00	£200.00	£200.00
Salaries (net) SPC 17	£12,233	£15,000.00	£8,999.27	£13,498.91	£12,100.00	£12,750.00	£13,000.00
Personal expenses mileage, home office allowance and other claims that cannot be invoiced		£300.00			£310.00	£310.00	£310.00
NI & tax (employee and employer)	£5,053	£2,750.00	£1,588.71	£3,350.00	£4,600.00	£4,700.00	£4,800.00
Pension (employee and employer)	£224	£550.00	£423.67	£823.00	£750.00	£780.00	£810.00
Childcare Vouchers	£93	£1,200.00	£373.04	£373.04	£0.00	£0.00	£0.00
Expenses councillors		£0.00	£0.00	£0.00	£100.00	£100.00	£100.00
Payroll PATA Costs	£160	£150.00	£70.00	£120.00	£120.00	£130.00	£140.00
Rent Shortwood	£90	£200.00	£90.00	£180.00	£360.00	£360.00	£360.00
Insurance	£789	£750.00	£664.62	£664.62	£750.00	£800.00	£850.00
Electricity memorial light & Defibs	£294	£700.00	£252.62	£524.00	£500.00	£550.00	£600.00
Room rental	£826	£1,000.00	£311.90	£584.00	£620.00	£650.00	£680.00



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Pucklechurch news	£1,404	£1,500.00	£638.00	£1,330.00	£1,300.00	£1,500.00	£1,700.00
Internet connection	£155	£150.00	£87.50	£150.00	£150.00	£170.00	£190.00
Phone	£419	£400.00	£78.70	£135.00	£200.00	£220.00	£240.00
Audit	£720	£800.00	£730.00	£730.00	£820.00	£850.00	£900.00
professional fees consultancy	£1,018	£1,000.00	£1,080.00	£2,080.00	£1,200.00	£1,400.00	£1,600.00
Membership/subscriptions	£736	£500.00	£301.00	£301.00	£780.00	£800.00	£820.00
Dog bins waste combined	-	-	-				
Litter picking/ Rec Village waste /dog bins	£8,937	£9,000.00	£5,450.62	£9,500.00	£9,500.00	£9,750.00	£10,000.00
Grass cutting/gardening	£7,992	£7,500.00	£5,741.12	£8,611.68	£9,000.00	£9,200.00	£9,400.00
Maintenance contract	£12,310	£16,500.00	£10,446.64	£15,669.96	£18,000.00	£18,000.00	£18,500.00
Admin general stat post print	£1,461	£1,000.00	£144.16	£216.24	£300.00	£340.00	£380.00
Play area maintenance/ repairs	£5,479	£6,300.00	£737.37	£1,106.06	£2,859.00	£3,000.00	£3,000.00
Ground maintenance	£0	£0.00	£321.36	£482.04	£1,250.00	£1,300.00	£1,350.00
Training/conferences	£0	£1,174.00	£120.00	£300.00	£500.00	£750.00	£1,000.00
Heartstart Defib maintenance	£430	£500.00	£22.69	£250.00	£400.00	£500.00	£500.00
Office equipment	£275	£500.00	£162.28	£450.00	£400.00	£500.00	£500.00



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Misc. & grants (s137) £8.12 x 2195 = £17823 max	£184	£1,000.00	£50.00	£50.00	£4,000.00	£5,000.00	£5,000.00
Recruitment costs		£0.00	£99.84	£99.84	£0.00	£0.00	£0.00
Election costs				£0.00	£0.00	£0.00	£0.00
Woodlands (in grants)	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)					£39,647	£91,886	£26,110
Road safety project					£4,000	£2,000	£2,000
Total	£61,283	£70,624.00	£38,985.11	£61,579.38	£114,715.66	£168,496.41	£105,040.15
From reserves							
Professional fees for St Aldams					£4,000.00		
Additional funding for Maintenance Contract					£1,500.00		
Actual expenditure					£120,215.66		
Possible projects / reserves							
Play area equipment			£0.00	£0.00			
loan repayment			£0.00	£0.00			
election costs		£0.00	£0.00	£0.00			
emergency plan		£0.00	£0.00	£0.00			
Defibs		£0.00	£0.00	£0.00			
Project spend		£40,000.00	£0.00	£0.00			
Allotments			£0.00	£0.00			
village signs			£0.00	£0.00			
Character Assessment			£0.00	£0.00			



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Youth Club			£0.00	£0.00				
Increase in reserve			£0.00	£0.00				
Grants	£10,790		£10,000.00	£7,800.00		£0.00	£0.00	£0.00
Total Reserves	£10,790	£40,000.00	£10,000.00	£7,800.00		£5,500.00	£0.00	£0.00
	£72,073	£110,624	£48,985	£69,379		£120,216	£168,496	£105,040
Income Precept	£69,162.00	£70,891.00	£70,891.00	£70,891.00		£73,500.05	£75,041.05	£77,361.05
Other Income	£13,729	£1,917	£3,497	£3,577		£41,216	£93,455	£27,679
Total Income	£82,891	£72,808	£74,388	£74,468		£114,716	£168,496	£105,040
Expenditure						£120,216	£168,496	£105,040
DIFF	£10,818	-£37,816	£25,403	£5,088		-£5,500	£0	£0
Transfer from reserves						£5,500.00		
						£0		