



## PUCKLECHURCH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 4<sup>TH</sup> NOVEMBER 2020 7:30PM by video link (Zoom)**

On Government Advice over COVID-19, this meeting was held in exceptional circumstances via conference call.

#### **PRESENT.**

G Boyle (GB) Chair, L English (LE), R Dunning (RD), C Phillips (CP), M Hayman (MH), N Anscombe (NA), A Hemmings (AH) and L Alford (LA). In attendance: D Dunning (Clerk), Cllr S Reade and one member of the public.

#### **Public Participation**

None.

#### **2020/11/04 No 1. To Note Apologies For Absence**

Cllr B Stokes was unable to attend.

#### **2020/11/04 No 2. Declarations of Interest**

Cllr English declared an interest in item 4f as she lives close to the trading estate. Cllr Phillips declared an interest in item 6a ii as she lives in the vicinity.

#### **2020/11/04 No 3. To Confirm The Minutes Of The Previous Meeting**

The minutes of the meeting on Wednesday 21st October 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

#### **2020/11/04 No 4. AGENDA ITEMS**

##### **2020/11/04 4a) To review paperwork on location of bollards at junction of Castle/Westerleigh Roads and agree how to progress proposal.**

The council agreed the purpose and location of any bollards is to protect the green space, address parking, protect pedestrians and contribute to road safety. It was acknowledged that this work is necessary but will not now coincide with the speed table work.

**Resolved** to arrange a site meeting between Cllr Alford and Marc Cashmore of South Gloucestershire Council to consider the most appropriate options to address the issues

##### **2020/11/04 4b) To receive feedback from group working on issues relating to crime and anti-social behaviours and agree any actions.**

Cllr Hemmings presented the report and the findings were considered (Appendix 1). It was noted there is no active Neighbourhood Watch in the parish.

**Resolved**

- i) No further recommendations around CCTV should be pursued
- ii) Cllrs Anscombe and English to represent the council at the Community Engagement Forum meetings
- iii) Reinstate a rolling 8 weekly standing agenda item to consider crime and disorder information in the parish.
- iv) New website will include signposting to information and relevant agencies.
- v) To consider developing links with neighbouring parishes to share information and good practice as part of longer-term collaboration.

It was further agreed that Cllr Boyle obtain costings for parish wide information leaflet mailout. The working group was thanked for the report and it was agreed the group would continue and that Cllr Hayman will join it.

**2020/11/04 4c) To receive South Gloucestershire Council consultation on budget and savings programme consultation 2021/22 and agree any actions. Resolved** that all councillors review and send potential responses to the clerk in advance of final discussions on 2nd December

**2020/11/04 4d) To receive request to improve area of land behind the Scout Hut and agree any actions.**

Whilst the council is not opposed to improvements, there remains outstanding legal matters around ownership at the community centre which need to be resolved. Agreed to inform the requestor that at present the council is unable to give permission but subject to legal outcomes, is willing to consider the ramification and costs of improving the space for community use although this may not happen in the short term.

**2020/11/04 4e). Following request from Westerleigh parish council around emergency planning, consider the need to revisit and complete the Pucklechurch emergency plan and agree any actions.**

Meeting agreed the emergency plan needs to be revisited. It was noted it is based on a complex template from South Gloucestershire Council whereas the parish plan may benefit from less detail, shorter flow charts and key contacts. Resolved that as Cllrs Alford and Hemmings are experienced in emergency planning, they form a working group and present revised ideas to council in January 2021.

**2020/11/04 4f). To discuss the issue of noise from the Trading Estate and agree any actions.**

It was noted that although the council has not received complaints, it is aware there may be growing perceptions of increased noise. The trading estate has 24-hour operations and is currently undergoing major redevelopment. Noise pollution is the responsibility of South Gloucestershire Council Environmental Protection. Resolved to write to the trading estate to request that greater consideration is given to local residents during construction. Further agreed to signpost the community to relevant information on noise pollution.

**2020/11/04 4g) To receive information from Conservations Volunteers on the 'I Dig Trees' scheme and agree any actions.**

Agreed to consider alongside future agenda item for parish owned land.

**2020/11/04 No 5 AGENDA ITEMS TO NOTE**

**2020/11/04 5a) To note a proposal for development at Rockhouse Farm Shortwood in response to South Gloucestershire Council's call for sites.**

**Noted.** It was reiterated that responses to call for sites are just suggestions and are not planning applications.

**2020/11/04 5b To note response made to South Gloucestershire Council's greener places 2020/10/21 4c) refers.**

**Noted**

## **6. PLANNING**

### **2020/11/04 6a Planning Applications**

#### **2020/11/04 6a Planning Applications 2020/11/04 6ai) P20/20341/TCA Fern Cottage Bed and Breakfast 188 Shortwood Hill Mangotsfield**

Works to trees as per the attached schedule of works (Section 5 of Application Form) received by the Council on the 16th October 2020, all trees situated in the Siston Conservation Area.

**Resolved** to defer to tree officer.

#### **2020/11/04 6aii) P20/20463/F Land at Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE**

Erection of 1 no. dwelling with access and associated works.

**Resolved** to object on the grounds of poor design, visual amenity, dangerous access and impact on the local environment. Cllr Boyle to provide details.

### **2020/11/04 6b Planning Decisions**

#### **2020/11/04 6bi P20/13716/RVC Grove Farm Coxgrove Hill Pucklechurch South Gloucestershire BS16 9NL**

Erection of 9no. detached dwellings with altered access and associated works. Variation of condition 6 attached to planning permission PK18/4150/F to substitute the approved floor plan and elevation drawings of units 2-9 inclusive. Decision: Refusal. **Noted**

### **2020/11/04 6c Planning Enforcement and other actions**

It was agreed that public concerns over work on land in Shortwood should be passed to Enforcement for investigation.

### **2020/11/04 NO.7. REPORTS**

#### **2020/11/04 7a To receive pre-submitted reports from Councillors.**

Cllr English provided photographic evidence of building works at trading estate for item 4f.

#### **2020/11/04 7b To receive report from District Councillor(s).**

- South Gloucestershire Council (SGC) submitted a robust response to the planning white paper.
- Attended a briefing prior to this meeting on the Yate rave. Avon and Somerset Police are asking that videos of the event on their social media are shared to show what happened. Property owners are reminded to check security of buildings.
- Call for sites - SGC has looked at 100 of its own sites and intends to submit 4 which does not include the area known as Millennium Green. Ward Cllr Reade is pushing for this site to be offered to the parish council. The council noted its previous request to SGC to designate it a local green space was turned down. Ward Cllr Reade confirmed this was standard practice.
- Charfield's Neighbourhood Plan has successfully completed its consultation period and has moved to the inspection phase.

#### **2020/11/04 7c To receive report from the clerk.**

- Responses to national planning white paper consultation set by email and post as problems with email - minutes 2020/10/21 4a).
- Written to South Gloucestershire Council regarding reinstatement of barrage tether site by the developer - minutes 2020/10/21 4ci).
- Sent improvement letters for plots 3, 5 and 19; written to allotment holder 21a and served notice on plot 9 due to breach of conditions 9 and 12 - minutes 2020/10/21 4d).

- Responded to proposed name of 'Grove Paddock' for development at Grove Farm – minutes 2020/10/21 4e.
- Sent letter of condolence.
- Written to football and cricket teams regarding hire or Recreation ground.
- Working through legal response which will be brought to council.
- Received quote for £295 from Primrose Gardening to cut hedge Birch Drive/St Aldams play area. Council noted this was omitted from the contract and accepted the quotation.
- Sent amendments for website, awaiting details of training and when site will go live.
- SLCC virtual conference - attended professional development sessions on:
  - Your Inner Power
  - Rob's Reflections
  - Preventing Homelessness is Everyone's Business
  - Website Accessibility (WCAG) – What Is It, What Do You Need To Do (1)
  - Model Code of Conduct for Local Government Members
  - A View of the sector in England and Wales, a Chief Executives' Panel
  - Neighbourhood Planning – Where to Now?
  - Devolution, Localism, and the Future of Local Councils – Q&A Panel
  - A Clerk's Life – The Truth
  - Crisis Management
  - Communications and Coronavirus – The role that town and parish councils can play
  - Empowering local communities: engaging citizens in the design of public services – Q&A Panel
  - Virtual Leadership: Practical strategies for getting the best out of virtual work and virtual teams
  - Medium Council Networking
  - Diversity in the Community
- Attended ALCA Clerks networking

**2020/11/04 NO. 8. FINANCE**

**2020/11/04 8a** To agree payment of contractual or other obligations

None

**2020/11/04 8b) To review spending and consider future plans as part of initial preparation of draft budget and business plan for 2021/22.**

The introduction of a business plan was noted

**Resolved** councillors to provide the clerk with details of any wish list suggestions for 2021/22 by Tuesday 10<sup>th</sup> November to inform the first draft of the budget.

**2020/11/04 9 Future agenda items.**

None

**2020/11/04 10. To note date of the next meeting 18th November 2020**

**Signed:**

**Date: 18.11.2020**

## Appendix 1 Crime working group findings: -

1. CCTV had been requested to protect the village
  - At this time, we feel this is not feasible due to various reasons.
    - The size of the village would indicate significant costs to install & maintain. An example of costs - Downend High Street is approximately £10,000 a year to maintain and cost £30,000 following a full consultation with residents completed by South Gloucestershire Council in April 2020.
    - Determining where the cameras feed back to and how this would be managed / maintained if not PPC building / land.
    - PPC do not own all the land around the village so would require permission from landowners impacted including local council.
    - GDPR and ensuring the Surveillance Camera Code of Practice is adhered to plus any other government guidelines.
    - Community engagement / consultation (Covid restrictions for example, covering all areas of media to ensure every resident can be consulted)
  
2. Crime Report generated by Avon & Somerset Police
  - We felt that the report generated was vague and did not give enough detail. Snippet taken from information provided at Oct 7<sup>th</sup>, 2020 meeting.
    - *Over the past 3 months there have been 5 calls with regards to vehicles, 3 were theft from vehicles and 2 were relating to vehicle interference. Advice as always to vehicle owners is to not leave any valuables or items on show inside unattended vehicles. There has been 1 shop burglary and only 1 reported residential burglary within Pucklechurch, again within the last 3 months.*
    - According to Avon and Somerset Police Crime Map <https://www.police.uk/your-area/avon-somerset-constabulary/boyd-valley-emersons-and-lyde-green/?tab=CrimeMap> this information does not tally for the same period, 23 reported incidents in Pucklechurch for September and we felt the information provided could be more detailed, such as crime type/time of day/patterns.
  - We also felt that the report could provide information on the other parishes local to Pucklechurch. This would assist with building relationships, identifying trends / certain types of occurrences and better sharing of information.
  - The Avon and Somerset website is extremely useful in giving advice and guidance and we felt the residents should be using this method when possible.
  
3. Neighbourhood Watch Scheme does not seem active in the village according to the website <https://www.ourwatch.org.uk/>
  - There is also Horse Watch & Farm Watch
  - We have sought information from Avon and Somerset Police Rural and Wildlife Unit. The following information was provided by them.
  - The aim of the rural watch scheme is: -
    - To reduce local opportunities for rural crime.
    - To reinforce the community spirit so that everyone can contribute towards the protection of their property by mutual co-operation and communication.
    - To introduce early warning systems in farming and countryside areas.
    - To improve the intelligence flow between the agricultural communities and the police.
  - How the aims are achieved

- Text, email, and landline voicemail alerts for members of the community.
- Intelligence gathered by police on all farm-related crimes and suspicious incidents.
- Visits from local PCSOs.
- Benefits of the scheme
  - A reduction in crime and the fear of crime impacting on the community
  - Suspicious people and vehicles can quickly be reported to the police and other members of the countryside communities.
  - Information and advice can be quickly and efficiently circulated between the police and the community.
  - A crime vigilant community in partnership with the police will create a safer environment.
- 4. CEFs (Community Engagement Forums) have been developed through working with various partner agencies including the Avon & Somerset Police, Avon Fire & Rescue, Public Health, town and parish councils and local organisations. CEFs are also about working in partnership with elected members. They aim to provide a platform for building strong and cohesive communities in which everyone, regardless of background, has a real sense of community involvement. <https://www.southglos.gov.uk/community-and-living/stronger-communities/community-engagement-forums/> The next planned CEF for Boyd Valley is Tues 1<sup>st</sup> Dec 2020 @ 10am.
- 5. It was felt that although the Facebook page “Shout Out Pucklechurch” is used to inform other residents of the problems within the village and is a valuable form of communication. Some guidance to residents could be provided to highlight what their responsibilities are and how to report correctly.