

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15
JANUARY 2014, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, Mrs J. Hawkins, M.C. Smith, M.S. Watson.

PC Ken Hill
PCSO Sam Derrick
Debra Duke (Clerk)

NO 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Aze, Button and English.

NO 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16 OCTOBER
2013**

RESOLVED: The minutes of the meeting held on 18 December 2013 were approved as a correct record and signed by the Chairman. subject to the following amendments:

1. To add the following to minute 6a: It was suggested that the finance workbook should be assessed with the finance working group making amendments as seemed appropriate, bringing any options to council for consideration. This would help to facilitate regular reporting during normal council meetings.
2. To add more explanation to outstanding actions from 18 September that the actions followed receipt of a letter about a litter problem on the recreation field
3. To amend minute 10g that surveys had been carried out but formal discussions with landowners had not yet been undertaken.

NO.4. PUBLIC PARTICIPATION

None

NO.5. LAW AND ORDER

PC Ken Hill provided new contact details for PCSO Sam Derrick. There had been a change in shift patterns and a change in team members. This would result in surgery dates having to change from the current first Saturday of the month. The beat remained Boyd Valley.

There had been an increase in crime, especially in non-dwelling burglaries. Of particular concern was walk in burglaries. Vehicle crime was decreasing.

NO.6. FINANCE

No.6a. To INSTRUCT cheques to be signed

RESOLVED:

To approve payment and authorise signatories to raise the payment for

- EDF Energy, unmetered electricity- £27.65
- Instant landscapes, for grass cutting in November 2013- £253.20
- Make it mentoring- youth club provision in December 2013- £500
- HMRC- national insurance contribution- £12.30
- G Ashby, salary and mileage- £522.50
- D Duke-, salary and expenses £683.80
- Dave Gay- burial ground grass cutting for 2013/14- £655
- Anna Sharpe, for recreation field tidying- £178
- PCA- parish council 2 sessions and sat- £36.70
- Youth club 3 sessions and storage- £38.50 = £75.20
- SGC- dog bin emptying- £116.64

Grant payments:

- Citizens Advice Bureau- £500 confirmation had been received that grant would only be spent on rent.
- St Thomas a Becket church- £1000 advice had been provided about other funding streams through SGC for example.
- Victim Support- £140
- Pucklechurch Social Club- £700
- Pucklechurch playgroup- £500

No.6b. To AGREE and SET the Budget and precept for 2014/15

A report and updated worksheet had been circulated. South Gloucestershire Council had confirmed that the council tax base had increased to 886 properties. The government had still not confirmed if parish councils would be subject to referendum for any increases in council tax. It was proposed that the finance working group meet to discuss the issues further and to await confirmation about council tax referendum thresholds.

RESOLVED:

For the finance working group and clerk to meet before the next meeting of 5 February to discuss the budget and precept.

NO.7. CORRESPONDENCE

No.7a. South Gloucestershire Policies, Sites & Places Plan: Call for Sites for development

The parish council had mentioned sites within its response to the Policies Sites and places plan consultation at its meeting held on 16 October 2013. No further comments were made.

RESOLVED: To respond that all comments had been submitted through the earlier consultation, agreed on 16 October 2013.

No.7b. Royal Garden parties 2014

Avon Association of Local Councils could nominate four people (two couples) to attend a royal garden party. All nominations received would be put into a random draw.

RESOLVED: to put Councillor Boyle's name in the draw for attendance.

No.7c. Adoption Statement: South Gloucestershire Council Core Strategy

No actions needed information was for noting.

No.7d. Compact consultation

The SGC Compact had been in place since 2004. The compact was an agreement between the public sector and voluntary, community and social enterprise sector organisations in South Gloucestershire. It set out a way of working to strengthen the relationship between the sectors, for the benefit of residents and communities. The parish council were satisfied that the revised version was suitable.

RESOLVED: To respond that Pucklechurch Parish Council accepted the revised Compact.

NO.8. PLANNING APPLICATIONS

No.8a. PK13/4403/F; Erection of a 6,000 Bird Free Range Egg Production Unit with associated works (Resubmission of PK13/0675/F); Collins Farm Abson Road Wick BS30 5TT

The parish council had objected to the original application. Some work had been carried out to overcome some of those issues. An independent agricultural consultant had assessed the procedures and concluded that environmental impacts would be mitigated if they were managed as per the documentation. However, members still had concerns about surface water drainage. Particularly as over the last month Lodge Lane had been flooded and surface water from this area fed, through ditches, into the River Boyd.

The entrance had been altered but had introduced kerbing and a large industrial style entrance into a rural landscape. The traffic would be routed through Wick, not Pucklechurch. There was an issue with an internal site road that would increase the area of impermeable land.

The footpath over the land had been referenced within planning documents.

RESOLVED: To submit the following comments:

Pucklechurch Parish Council agreed at its meeting held on 15 January 2014 to object for the following reasons:

1. The potential for the pollution of local water courses due to localised flooding and field drainage.

The rainfall in winter 2013/14 has resulted in Lodge Lane being flooded. Drainage from this lane is into a ditch, then Feltham Brook, then the River Boyd.

The proposed road within the site, to avoid using the lane, will increase the amount of land becoming impermeable, thus increasing the likelihood of surface water issues.

Concerns were raised that the proposed water drainage, run offs and sink holes would not be entirely effective.

2. Inappropriate scale and positioning of the unit within the local landscape and detriment to the visual amenity - the screening of the building itself may be easily resolved by hedging but the feed stores are completely incongruous.

No.8b. PK13/4690/F; Erection of a single storey rear extension to form additional living accommodation. 7 Kestrel Drive Pucklechurch BS16 9SY

This was a small rear extension.

RESOLVED: To not raise any objections.

No.8c. PK14/0012/CLP; Application for certificate of lawfulness for proposed change of use of land from agricultural to land for the grazing of 5no. horses. Land At Westerleigh Road Pucklechurch BS16 9PY

Members raised concerns about the lack of information available; only two documents were available on SGC's planning website. Grazing permission did not allow other food to be brought to the site, shelters to be erected or exercising to take place. In order to provide care to the horses it was agreed that some indication of traffic movements was necessary, especially as there was no parking available at the site. Members agreed to object to the application.

RESOLVED: To submit the following comments:

Pucklechurch Parish Council agreed at its meeting held on 15 January 2014 to object because the location was not suitable and there was a general lack of information available:

A grazing use means that there will not be exercising of horses, buildings or feed being brought to the site. It would have been useful to have more information about how the horses would be cared for in addition to this grazing site.

The site is the minimum required for 5 horses and without feed being able to be brought to the site, and no information about other feeding arrangements at other sites, concerns were raised about the number of horses applied for.

No information has been provided about traffic movements and there is no parking available at the site. For horses to be stabled/fed/exercised elsewhere councillors felt it was important to understand the impact that a grazing field would have on traffic in this area.

No details have been provided about waste removal from the site.

NO.9. REPORTS

No.9a. Parish Councillors written reports

An action from the meeting held on 18 December 2013 had been to consider a draft response to the Affordable Housing and Extra Care Housing: Draft Supplementary

Planning Document Public Consultation. The documentation suggested that affordable housing would be required on rural housing developments of 5 or more properties. It was proposed that no response was submitted.

No.9c. Report from Boyd Valley Councillors.

None, Councillor Stokes had passed on his apologies.

No.9d. Verbal report from the Clerk

The clerk updated councillors on actions from previous meetings:

1. Minute item 3, 6 November: Reporting about the community makeover could not be completed by February 2014. The chairman of the PCA would look at presenting information and approaches to do this.
2. Minute item 9c, 20 November: Bus stop information had been amended.
3. Shortwood Road travellers' site: No further information had been received from planning enforcement.

Other ongoing actions included:

4. All successful and unsuccessful grant applicants had been contacted.
5. Grave plot ownership issues: The cemetery book details were being checked and entered onto an electronic database which would make searching the records easier.
6. The clerk had contacted the SGC officer about a meeting regarding flooding on Hill View Road. He had requested that the parish council arrange the meeting and he would attend.
7. Reports from training courses attended by the clerk had been circulated.
8. Western Power Distribution had contacted the clerk that the substation behind the scout hut needed replacement. Information about this would be presented to the meeting held on 5 February 2014.
9. Repairs had been completed to the pot holes in Parkfield rank
10. A flooding issue with the turning circle and the end terrace property had been reported. Advice had been requested from SGC and clearance of dirt and weeds from the kerb would be undertaken. If other works, such as raising the kerb were needed this would require more consideration.
11. No further replies had been received about the soil encroachment along the footpath on Westerleigh Road.
12. The clerk had had an appraisal with the chairman and vice-chairman. An appraisal for the Village Orderly would now be scheduled.

NO.10. AGENDA ITEMS

No.10a. To AGREE to award annual grant for the maintenance of the churchyard

Councillors agreed that the grant application scheme should be used to assess this grant. It was requested that an application be made for the next deadline of 1 March 2014.

RESOLVED: That the request for a grant should be submitted in accordance with the council's grant application scheme, the next grant application funding deadline was 1 March 2014. **DD**

No.10b. To AGREE and arrange a standing orders review meeting- to include apologies, phones and other policies required

The council was required to review its standing orders annually. It was also suggested that other council policies were required or needed amending. Therefore it was suggested that a meeting of councillors take place to discuss draft documents for presentation at a full council meeting.

RESOLVED: To revise draft standing orders and other council policies at an informal meeting on Wednesday 26 February at 7pm for presentation and approval at a later council meeting **ALL**

No.10c. To AGREE a response to the application for relocation of doctors surgery from the NHS

The parish council fully supported the relocation and had supported the earlier planning application for the premises change of use.

RESOLVED: to reply that the parish council fully supported the relocation of the Three Shires Medical Practice to 12 Becket Court **DD**

No.10d. To AGREE the appointment of the internal auditor

Iain Selkirk had provided independent internal audit services to the council in previous years. The council was satisfied with his service and the fee charged.

RESOLVED: To appoint Iain Selkirk as the independent internal auditor

No.10e. To REVIEW the co-option process

There had not been any applications for the position of a co-opted councillor. It was proposed to extend the deadline to 14 February.

RESOLVED: that the deadline would be extended and advertised accordingly **All**

No.10f. To APPROVE a quote for the replacement roundabout at Parkfield Rank play area

A number of quotes had been received by the council. The council discussed the play equipment and quotes. It was proposed to accept the quote from Wicksteed Playscapes for the spiro whirl roundabout. This piece of equipment was all-metal construction and would be easier to maintain over its lifespan.

RESOLVED: To accept the quote from Wicksteed for the removal of the old roundabout, supply and installation of new equipment at a cost of £5463.00 excl VAT.

No.10g. To AGREE attendance at the next Saturday open morning

RESOLVED: that Councillors Hawkins and Smith attend the open morning on Saturday 1 February 2014.

NO.11. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 5 February 2014, at 7:30pm.