

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 5 FEBRUARY 2014, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.

PRESENT. R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, Mrs Lori-Anne Button, Mrs L. English, Mrs J. Hawkins, M.C. Smith.

Ben Stokes- South Gloucestershire Councillor for Boyd Valley
Debra Duke (Clerk)

NO 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Watson.

The Chairman had received a letter of resignation from Councillor Eddie Aze, dated 5 February 2014.

NO 2. DECLARATIONS OF INTEREST

Councillor Button declared an interest in minute 10a, because she had been a close friend of Roy Wiltshire's.

NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2014

RESOLVED: The minutes of the meeting held on 15 January 2014 were approved as a correct record and signed by the Chairman.

NO.4. PUBLIC PARTICIPATION

None

NO.6. FINANCE

No.6a. To INSTRUCT cheques to be signed

RESOLVED:

To approve payment and authorise signatories to raise the payment for

- The Society of Local Council Clerks Gloucestershire and North Avon branch, for the branch meeting on 6 February 2014- £15.00
- Wizzard landscaping for works to Parkfield Rank (approved 18 December 2013) – £882.00

No.6b. To APPROVE and raise the cheque for Pucklechurch Youth Club to transfer the remaining grant fund

The youth club had now completed the opening of its bank account and the remaining grant funding could be transferred. A grant of £5908 from South Gloucestershire Council, via Quartet Community Funding, had been received in August 2013. The remaining amount totalled £3715.50.

RESOLVED:

To approve payment and authorise signatories to raise the payment for Pucklechurch Youth Club- £3715.50

No.6c. To APPROVE the budget and precept

The council discussed the budget and precept figures presented within the report. There had still not been an announcement from Government about a referendum threshold for local councils. Because of this it was proposed that the precept be agreed as a draft amount of £62,103. Due to the increase in the council tax base this was equal to a 2.6 percent increase in the precept and would equate to a total increase of £1.77 per year for a band D property.

South Gloucestershire Council had agreed to pass £4723 of the Local Council Tax Support grant to Pucklechurch Parish Council. It was agreed that this grant should not be included within the operational budget because it would decrease over time and could at any point be removed. It was therefore proposed to use this grant to fund additional grants from the parish council, in accordance with the council's grant policy.

RESOLVED:

1. To approve the precept amount of £62,103 and budget subject to Government announcements about local council referendum thresholds
2. To send a draft precept figure to South Gloucestershire Council
3. To use the LCTS grant from SGC to fund grants in accordance with the Pucklechurch Parish Council's grant policy.

No.6d. To AGREE to renew the text messaging service and raise the payment

It was agreed that the text messaging service should be renewed. Picture messages did not seem to be an option, but a further service of sending text messages back by email could be investigated at a later date.

RESOLVED:

To approve payment and authorise signatories to raise the payment for Netsecrets Ltd, Fast SMS- £118.

No.6e. To ACCEPT and raise payment for the AON additional premium for the defibrillators

The council had agreed to take over the ownership and management of the Heartstart defibrillators within the parish. The council's insurer had been asked to provide an amended premium to include the insurance of this equipment.

RESOLVED:

To approve payment and authorise signatories to raise the payment for Aon Insurance, amendment to include 3 defibrillators until renewal date of 1 June 2014- £16.94

NO.7. CORRESPONDENCE

No.7a. SGC consultations:

- **Renewables Draft Supplementary Planning Document Consultation**
- **Landscape Character Draft Supplementary Planning Document Consultation**
- **Proposed admission arrangements for all community and voluntary controlled schools in South Gloucestershire for the 2015-2016 academic year**

SGC was carrying out various consultations and the parish council was able to respond if it wished to.

RESOLVED:

1. To delegate to Councillors Boyle and English to respond on behalf of the council to
 - a. Renewables Draft Supplementary Planning Document Consultation
 - b. Landscape Character Draft Supplementary Planning Document Consultation
2. To not reply to the proposed admission arrangements consultation this was primarily aimed at parents and carers of school age children.

No.7b. On street parking at St Aldams Drive

Concerns had been raised, particularly by the Social Club who had been unable to receive deliveries due to parking on the road. There had also been reports of lorries from the business park parking on Becket Court.

If parking was causing problems for access by emergency vehicles this should be raised with the police. The parish council had no specific responsibility within this area but could pass on the concerns. The council would repeat within communications the 101 non-emergency number that could be called if parking problems were seen.

RESOLVED:

To inform the police that residents had reported parking issues on St Aldams Drive that might prevent emergency vehicles from accessing properties;

To write to the trading estate reminding them to ask lorries not to park on the residential roads outside of the trading estate

No.7c. South Gloucestershire Council Chairman's Community Awards

This communication was noted.

No.7d. SGC Hackney Carriage Fares and Licence fees consultation

It was noted that SGC had not proposed to increase hackney carriage fares or licence fees. No response to the consultation was necessary.

NO.8. PLANNING APPLICATIONS

No.8a. PK14/0199/TCA; 79 Westerleigh Road Pucklechurch BS16 9PU Works to reduce height of 1no. cedar by approximately 3 metres and crown thin by approximately 2 metres situated within conservation area

This application did not include details about the reason for the applied for reduction of the size of the tree. The tree was not subject to a TPO. The tree officer had not yet commented about the application. Therefore it was proposed that the council would concur with the tree officer, but comment that without reasons it was difficult for the council to make a judgement.

RESOLVED:

To submit the following comments:

The application documents do not include a reason for the works to be carried out. The parish council did not feel able to make a comment or judgment about the application without this information. However, they would concur with the tree officer's recommendation.

No.8b. PK14/0201/F; 3 Edmund Court Pucklechurch BS16 9PW Demolition of existing porch to facilitate erection of front porch

The application site was just outside of the conservation area. The proposed porch was relatively small and on one side of the property. It would not have a material impact on neighbouring properties.

RESOLVED:

To submit the following comments: No objection

NO.9. REPORTS

No.9a. Parish Councillors written reports

None

No.9b. Report from Boyd Valley Councillors.

Councillor Stokes said that residents on Parkfield Rank had contacted SGC about the parking situation in the area. Informal parking areas had been made by encroaching on land alongside the road. The ownership of this piece of land was important to resolving any parking issues.

It was noted that planning application PK13/2621/F, 85a Parkfield road, had been recommended for approval by officers. Parish Councillors asked Councillor Stokes if it would be considered by committee and what appeal rights were available to the parish council.

RESOLVED:

Councillor Stokes said that he would reply through the clerk about planning application PK13/2621/F

No.9c. Councillors report from Parish Council Saturday Open Morning

Two residents had attended.

RESOLVED:

To organise the meeting with Hillview Road residents about flooding and drainage issues before May 2014. DD

No.9d. Verbal report from the Clerk

Actions from previous meetings had been completed apart from:

- 18 Dec 2013- Cricket club bench
 - 16 Oct 2013- weed killing quotes for recreation ground.
1. A meeting about the Streetcare contract was to be arranged. It was suggested that this might be undertaken during a normal council meeting.
 2. The clerk's appraisal had been undertaken. The Village Orderly's would be completed in the next week with a report to the next council meeting.
 3. The clerk had attended a course on contracts quotations and tendering and would write a short report. There were some actions from this course to consider, such as reviewing all contracts that the council currently had in place. A calendar of work to do for the council and clerk would be produced.
 4. The soil encroachment along Westerleigh road had been reported to Streetcare again.
 5. The internal audit meeting had been arranged.
 6. The clerk was attending some training on finance workbooks and a SLCC branch meeting in the next week.

RESOLVED:

1. To send out details about a Localism Street Scene Services seminar to be held on 20 February 2014 at 6pm
2. To ask Michael Dixon if he was available to attend the next Pucklechurch Parish Council meeting on 19 February
3. To complete outstanding actions
4. To bring a staffing report to the meeting on 19 February 2014

NO.10. AGENDA ITEMS

No.10a. To DISCUSS a request made for a memorial bench for Roy Wiltshire

A request had been received for a memorial bench for Roy Wiltshire, who had been parish clerk for over 30 years until 1993. A collection had been made for the provision of a memorial bench, requested to be on the recreation ground. Councillors were happy to approve the request and asked that the clerk checked documents for proposed siting of benches.

RESOLVED:

To approve the request for a memorial bench. Style and positioning to be confirmed by the parish council and ordering to be undertaken by the parish clerk. DD

No.10b. To DISCUSS the Western Power electricity substation relocation request

Western Power Distribution owned a ground mounted substation behind the scout hut. For this the parish council granted them wayleave rights over the land. Western

Power Distribution had asked for permission to erect a new pocket substation on an adjacent plot and to demolish the existing one.

Councillors had no objection the proposal in principle. A new lease would be required. WPD had offered to indemnify the cost of all legal fees associated with compiling a new lease.

RESOLVED:

To reply to Western Power Distribution that the council approved the proposed substation relocation, subject to the approval of a new lease, and necessary conditions for the return of the old site. **DD**

No.10c. To REVIEW situation and decide on action(s) about Speedwatch

Councillor Smith had been in contact with the Speedwatch coordinator. He was in the process of trying to restart the existing group. It was suggested that if nothing had happened by March 2014 that the parish council tried to start a new committee.

RESOLVED:

To schedule an agenda item for 5 March 2014 to consider the Speedwatch group **DD**

No.10d. To CONSIDER information received on the change to the 689 service and consider what (if any) actions the PPC should take

Councillors were keen to work with the bus company and the new service. It was acknowledged that the new service would not receive a rural transport subsidy and would be run commercially. There were concerns from some residents about the future prices of tickets. The parish council had a lot of information and data about the bus service from the Community Plan questionnaire. This could be shared with the bus company. Some questions about the new service had been put together. There were also opportunities from a new provider, and the ability to buy a First Day Rider ticket would be useful for some users.

RESOLVED:

1. To contact SGC officers with questions about the new service **DD**
2. To ask for a contact with First Bus service to pass on questions and data from the council's survey **DD**

No.10e. To RECEIVE a status report about the Pucklechurch Greenway (path from Pucklechurch to BBCW)

There would be a consultation period with residents about the path. The target for this to take place was mid to late April 2014. Parish councillors requested that they were able to read a draft consultation before it was finalised and distributed.

No.10f. To RECEIVE an update of outstanding log items

The log was originally instigated to ensure that actions were undertaken and not forgotten about. A system of recording information and actions was required but whether the old log system was the correct method needed to be looked at. Some actions were outstanding that had been delegated to working groups to bring back reports and draft ideas to full council for implementation.

RESOLVED:

1. To schedule agenda items to catch up with outstanding actions **DD**
2. Any outstanding actions from the log would be distributed with the minutes **DD**
3. To consider other approaches to recording actions **DD**

No.10g. To CONFIRM an informal meeting date for discussion of the information required for the emergency plan

Councillor Hawkins had asked all councillors for their availability for a meeting.

RESOLVED:

Confirmation of the date that most councillors could attend would be circulated after the meeting. **JH**

NO.11. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 19 February 2014, at 7:00pm.