

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 15 MAY 2013, 7pm, IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, E. Aze, Mrs Lori-Anne Button nee Scantlebury, Mrs L. English, P.J. Green, Mrs J. Hawkins, M.C. Smith, M.S. Watson.

Ben Stokes Councillor for Boyd Valley.

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.** Councillor Green

Debra Duke was welcomed to the council as the clerk having commenced employment on 7 May 2013.

**NO 2. TO ELECT A CHAIRPERSON**

Cllr Symons stood down as Chairman and asked Cllr Boyle to take the chair.

Cllr Boyle asked for nominations for Chairman for the municipal year 2013-2014. It was proposed and seconded that Cllr Symons be elected Chairman. There were no other nominations.

RESOLVED: That Councillor R Symons be Pucklechurch Parish Council Chairman for the municipal year 2013-2014.

**NO.3. TO RECEIVE THE CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE**

Cllr Symons signed the declaration of acceptance of office.

**NO.4. TO ELECT A VICE CHAIRPERSON**

It was proposed and seconded that Cllr Boyle be elected vice-chairperson for the municipal year 2013-14. There were no other nominations.

RESOLVED: That Councillor G Boyle be Pucklechurch Parish Council vice-chairperson for the municipal year 2013-2014.

**NO. 5. TO APPOINT COUNCILLORS TO GROUPS/COMMITTEES/OUTSIDE BODIES AS REQUIRED**

The roles of the groups were explained and members agreed as follows:

Open spaces, burial ground, allotments and woodland	Cllr Hawkins; Cllr English; Cllr Button; Cllr Smith; Cllr Aze (to assist)
Boyd Link	Cllr Green
Twinning	Cllr Smith
ALCA	Cllr Symons; Cllr Watson

Waste Management	Cllr Green
SG Heritage Forum	Cllr Boyle; Cllr English
Parish Charter	Cllr Watson
Community Plan (next stage)	Cllr Smith; Cllr Boyle
Joint Cycle Group	Cllr Smith; Cllr Aze
Shortwood Landfill Site	Cllr Green (Cllr Watson, substitute)
Public transport	Cllr Button
Safer Stronger Community Group	Cllr Watson; Cllr Symons
Kings Forest Forum	Cllr Watson; Cllr Boyle
Community Association	Cllr Hawkins
Finance working group	Cllr Watson; Cllr Hawkins; Cllr English
Planning working group	Cllr English; Cllr Boyle
Makeover project	Cllr Hawkins supported by Cllrs Boyle and English

It was noted that all parish councillors were welcome to attend ALCA meetings; that all parishioners could attend the Safer Stronger meetings; and that the clerk could attend the Parish Charter meetings.

#### **NO.6. TO INSPECT THE DEEDS IN THE CUSTODY OF THE COUNCIL**

The clerk confirmed the deeds were the same as the previous year. Details of the asset register were read out.

RESOLVED: The deeds were accepted without inspection.

#### **NO.7. TO REVIEW AND ADOPT PROPOSED NEW STANDING ORDERS**

The proposed standing orders had been based on the NALC template. Financial regulations and the code of conduct were included within them. It was acknowledged that the standing orders could be amended at any point during the year should the need arise. They would be reviewed at least annually.

RESOLVED: To adopt standing orders as proposed.

#### **NO.8. TO CONFIRM THE MINUTES OF THE MEETING HELD ON WEDNESDAY 1 MAY 2013**

RESOLVED: the minutes of the meeting held on 1 May 2013 were agreed as an accurate record and signed by the Vice-Chairperson.

*The meeting was adjourned at 7:30pm*

*The meeting reconvened at 7:33pm*

#### **NO.9. PUBLIC PARTICIPATION**

None

#### **NO.10. LAW AND ORDER**

No representatives of the police were in attendance.

Frank Rogers, Speed watch, attended to discuss the scheme. He said that speed watch lacked police cooperation. He felt that traffic calming within Pucklechurch and a 20mph zone near the school would be useful. He asked the parish council to help with these issues.

It was established that it had been some time since speed watch last recorded any speeds and that the numbers of volunteers was insufficient. The council said that the visibility of people recording speeds was a useful deterrent. Traffic calming measures may be useful but engineers would have to assess what types would be the most suitable.

The parish council agreed to help promote speed watch and suggested that Mr Humphreys attend the next parish council meeting on 5 June when a highways officer from SGC would be attending to discuss Streetcare and local speeding issues.

**RESOLVED:**

1. For the clerk to write to the Police Inspector for the area to introduce herself and draw attention to the lack of attendance from the police at council meetings. **DD**
2. For the council to help advertise for speed watch volunteers by:
  - a. The addition of an article in the next Pucklechurch News (September) **MS**
  - b. Some advertising on the parish council's stand at Revel day **JH**;
  - c. The council's representative would bring up at the next Safer Stronger Communities meeting on 6 June **MW**.

**NO.11. FINANCE**

A budget update would be presented to the next meeting now a finance working group had been established.

Insurance quotes had been received from AON and Came and Company. It was recommended that the quote received from AON, subject to confirming the need to insure natural sports pitches, was accepted.

The Council was required to make a resolution to change the bank mandate to allow the new clerk to sign cheques on behalf of the council, with two other signatories.

**RESOLVED:**

1. Invoices were checked and the following cheques were signed
  - a. Make It Mentoring; £500.00
  - b. Instant Landscapes; £936.08
  - c. Glasdon UK Ltd; £95.59
  - d. Playsafety Ltd; £390.00
  - e. Ensign Print £40.00
  - f. Iain A Selkirk; £120.00
  - g. Pucklechurch Community Association; £51.00
  - h. Recresco Ltd £126.00

- i. G B Sports and Leisure UK Ltd £210.00
  - j. Mrs A Sharpe; 178.00
  - k. Mr G Ashby; £355.80 (salary plus expenses)
  - l. MRs D Bailey; £676.80 (salary plus expenses)
2. That the quote received from AON, dated 10 May, was accepted for a sum of £743.97
3. To sign the mandate to allow Debra Duke to be a signatory to the council's bank account for purposes of her role as the clerk and Responsible Finance Officer.

## **NO.12. CORRESPONDENCE**

### **No.12a. Funding request from Pucklechurch Primary School**

*Cllr Symons declared a non-disclosable pecuniary interest in this item as a school governor.*

Pucklechurch Primary School had requested funding to set up a new school website. The submission did not include details of how the site would provide additional community benefits. The council also contributed financially to host the Pucklechurch.org website which included information about all community groups. Members did not feel that they could support this request.

RESOLVED: To not make a donation towards the set-up of a website for Pucklechurch Primary School.

### **No.12b. Street trading licence, Pizza Adorare, Beckett Court**

The application was for a large vehicle to trade from the entrance to Beckett Court. The vehicle would not be stored there when not trading. Members felt the site was too near a roundabout, was a congested junction, the road was too narrow due to parked cars and there was no parking for customers. Within the Community Plan evidence this area was highlighted red due to the parking congestion. Other concerns related to litter and there being no public conveniences. There were other food outlets within the village.

RESOLVED: To object to the street trading licence application **GB**.

### **No.12c. Advice from SGC Legal Services and ALCA**

At the council meeting of 17 April 2013 it had been requested that advice be requested about the process, cost and implications of a judicial review regarding the consultation of the Community Governance Review. The advice received said that judicial reviews were costly and time consuming and only used when the decision made was at fault as a result of the process. In this case the decision that was likely to be made, to establish a town council for Emersons Green, was not at fault and was supported by Pucklechurch Parish Council. The parish council still had reservations about the way the consultation had been carried out and asked that a request for a meeting with SGC's Chief Executive was made.

RESOLVED: To request a meeting with the Chief Executive of South Gloucestershire Council; Councillors Boyle and Hawkins to attend **DD/JH/GB**.

**No.12d. Application from Pucklechurch Cricket Club for use of recreation ground for the 2013 season and rent charged.**

RESOLVED:

1. To approve the use of the recreation ground for the 2013 cricket season by Pucklechurch Cricket Club.
2. To increase the rent by 2.6 per cent rounded to the nearest pound.

**No.13a. Parish Councillors written reports**

None

**No.13b. Councillors report from Parish Council Surgery**

Councillors Button and Hawkins had attended. Five members of the public attended about issues with drainage on Hill View. Various concerns were raised, particularly over identifying responsibility. They had requested that the parish council facilitated a meeting with representatives of relevant organisations.

Residents had got evidence in the form of photographs and videos, but it was felt that a proper inspection would be required before a meeting in order for the facts to be established. It was suggested that SGC be asked to send an appropriate officer to document the problems and then solutions could be looked into.

Concerns were also raised about the number of days that sewage was discharged in to Feltham Brook. The Environment Agency had granted permission to allow sewage to be discharged for a limited number of days as long as the water company took action to minimise this.

The new slide on the recreation ground was appreciated but some residents had said that they found the bottom step too high and the number of rungs too few. The slide conformed to legal limits, but it was requested that the manufacturer be contacted about these concerns.

RESOLVED:

1. The clerk to contact the residents who attended the parish council surgery to inform them of work being requested **DD**.
2. To contact South Gloucestershire Council about investigating the issues before a meeting with other organisations is arranged **DD**.
3. To look at reports about Feltham Brook and bring back to the council meeting on 5 June 2013 **RS**.
4. To contact the manufacturer of the slide at the recreation ground about the possibility of amending the number of rungs **DD**.

**No.13c. report from Boyd Valley Councillors.**

Councillor Stokes reported on various issues:

1. First Group were currently undertaking a consultation on fares in Bristol.
2. Consultation on waste, particularly charging for green waste would end on 20 May 2013.

3. The SGC Adopted Landscape Character Assessment and Supplementary Planning Document for Renewable Energy consultation had been extended to 14 June 2013.
4. Investigation into quiet lanes was going ahead.
5. Funding had been obtained for scoping/feasibility study of a cycle/footpath to Shortwood.
6. Funding of £28,000 had been obtained for Castle Road, waiting and parking restrictions.

Comments were made that although First Group did not run bus services within Pucklechurch if a bus service provided a link to Emersons Green it would be used to change to other services or use the local facilities. Generally feelings about First Group fares was that they were too high.

**RESOLVED:**

1. To agree a response to SGC Adopted Landscape Character Assessment and Supplementary Planning Document for Renewable Energy consultation at the council meeting on 5 June 2013.
2. Councillor Stokes would pass comments on about the First Group consultation.

**NO.14. VERBAL REPORT FROM THE CLERK**

Issues to note:

1. Mr D Walker had requested information about how the money from the mums and miners group had been spent. A reply had sent saying that barriers inside openings on the fence Hill View side of recreation field had been purchased.
2. Fly tipping on Coxgrove Hill had been removed.
3. Fly tipping behind garages on St Aldams Drive had been reported.
4. Action had been taken about offensive graffiti on pavement near the Poplars retirement flats.
5. Informal meeting with Mangotsfield Rural Parish Council could be arranged to discuss the community governance review consultation issues.
6. The independent internal auditor report confirmed the system of internal controls was adequate for the purpose intended and there were no matters to be brought o council's attention.
7. The AGM of South Gloucestershire District of Avonside CPRE would be held on 1 June at Avon Wildlife Trust's 'Feed Bristol Project Site', Frenchay.
8. An invite to attend the Revel service on Sunday 9 June at 6:30pm had been received.

**RESOLVED:**

1. To contact the clerk to Mangotsfield Rural Parish Council to arrange an evening meeting of councillors from the two councils **DD**;
2. To contact James Cooke (enforcement) about a meeting on 17 June **DD**
3. To authorise the clerk to take appropriate action on fly tipping even when it incurs a cost.

## **NO.15. PLANNING APPLICATIONS**

**PK13/1296/LB, Harvest Barn, 5 Farlands, Pucklechurch, Internal alteration to divide bedrooms on mezzanine floor with part glazed and part solid partitions and associated works.**

The original design for the conversion of the building to a residential use required two bedrooms to be open on a mezzanine level to preserve the open space and views of the roof trusses. The parish council had submitted no objection to a previous application to amend these rooms. The new plans would use a mix of glazing and walls to preserve the character of the building.

RESOLVED: To raise no objections.

**PK13/1397/CLP, 38 Oaktree Avenue, Application for certificate of lawfulness for the proposed construction of side dormer**

RESOLVED: To raise no objections.

## **NO.16. AGENDA ITEMS**

### **No.16a. Footballers on recreation ground**

*Councillor Aze declared a non-disclosable pecuniary interest as a close neighbour of Pucklechurch Football Club.*

Councillor Aze had received a letter from a local resident about the language being used during football matches. The resident had spoken to the referee at a particular match, where there were problems, who had been not been cooperative. There were residential houses bordering the football ground and any foul language used could be heard from gardens. Councillors acknowledged that the issues would not always be with the local team but referees had a duty to control these problems.

RESOLVED:

1. To write to the Gloucestershire Football Association (GFA) about this matter **DD**
2. To write to Pucklechurch Football Club about the issue and that the council has written to the GFA **DD**.
3. To write to the complainant to inform them of actions taken **DD**

### **No.16b. Parish Council- Emergency Planning stand at Revel**

The stand would cover issues such as sustainable energy and emergency planning. It was important to make it clear on the stand what the parish council was responsible for and the areas that it was working with SGC on. It would also be useful for the stand to list information about work that the parish council had undertaken.

RESOLVED: To organise a Pucklechurch Parish Council stand at Revel **DD**.

### **No.16c. Sloes Well Paddock comments for public hearing**

There would be a new public inquiry and any information or comments for this needed to be submitted by 16 June 2013. It was agreed that there were no new comments to add but a response reiterating the council's views would be submitted.

RESOLVED:

1. For information relating to the public inquiry to be passed to the clerk.
2. To send a response to the public inquiry.

### **No.16d. Next steps for youth club**

An application had been made to the Positive Activities fund which had been considered and not accepted. An invitation to apply for the remaining funding had been received. However this would leave a gap in the parish council's funding to the youth club, which ended at the end of June 2013. The parish council had agreed to fund the youth club for a period of three months at a cost of £500 per month up to 30 June 2013. The Community Association had agreed to charge half rates to the youth club whilst funding was being established. Funding would have to be applied for yearly. Investigations to set up a youth club management committee had not been successful. Other avenues for funding would be looked into.

Councillors were keen to support the youth club and acknowledged that the police felt it would be detrimental for it to close.

RESOLVED: To schedule an agenda item for 5 June 2013 Council meeting to discuss the options further **RS**.

### **No.16e. Ashfield Liaison Group**

This group would be led by the parish council and include members from other interested groups and individuals.

RESOLVED: That Councillors Symons and Aze be members of the Ashfield Liaison Group and Councillor Hawkins as a substitute.

### **No.16f. Reimbursement of expenses**

The former chairman of the Sustainability Group had offered to attend RegenSW meeting, to be held in Exeter, because Councillor Smith was unable to attend. Mr R Dunning would provide written feedback to the council. Expenses incurred for attendance would have to be submitted and only reimbursed to a maximum of £120.00.

RESOLVED: To reimburse the expenses incurred by Mr R Dunning for attendance at RegenSW meeting, who would provide a written report about the event to the council **MS**.

### **NO.17. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 5 June 2013, at 7pm, due to attendance by Mark King to discuss Streetcare and local highways issues.