

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21
AUGUST 2013, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH
COMMUNITY CENTRE, ABSON ROAD.**

PRESENT. R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, Mrs L. English,
Mrs J. Hawkins.

Stephen Reade South Gloucestershire Councillor for Boyd Valley
Debra Duke (Clerk)

NO 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Aze, Button, Green, Smith
and Watson.

NO 2. DECLARATIONS OF INTEREST

None.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 AUGUST
2013**

RESOLVED: The minutes of the meeting held on 7 August were approved as a
correct record and signed by the Chairman.

NO.4. PUBLIC PARTICIPATION

Chris Davis, Chairman of the Pucklechurch Community Association (PCA),
addressed the council about the aspirations for the Community Centre. More work
needed to be undertaken to establish how residents wanted to use the centre and
the work that needed doing. The council's annual grant to the PCA was a valuable
piece of funding. A further letter would be circulated at the next council meeting; it
had arrived once the agenda had been published.

NO.5. LAW AND ORDER

PCSO Sam Paterson had been unable to attend the meeting but had sent a short
email report that the clerk read. There had been four reported crimes since 20 July.
No questions were asked of the report. Councillors said that the information
provided was useful when attendance was not possible.

NO.6. FINANCE

An employment briefing had been received on 22 July 2013 announcing that the
National Joint Council for Local Government Services had reached agreement on
pay scales for 2013-14. Employees on local government spinal column point
salaries would receive a 1 per cent increase, back dated to 1 April 2013. The Parish
Clerk was eligible for this increase, applicable from the commencement of
employment with Pucklechurch Parish Council on 7 May 2013.

RESOLVED:

Invoices were checked and the following cheques were signed:

Town and country services- £235.20

Make it mentoring- £1000.00 (June and July)

GB Sport and Leisure- replacement swing seat- £51.60

PCA (June and July) - £136
NALC- 2 attendees Sept conference- £264.00
Recresco Ltd (recycling bins) £42
Instant Landscapes (21 June to 17 Aug) £1124.24
R Dunning mileage claim approved 15 May, 180 miles at 45p per mile- £81.00
A Sharpe - £178.00
D Duke (salary, back pay, tax refund, expenses) - £731.22
G Ashby (salary, mileage) - £526.55

NO.7. CORRESPONDENCE

No.7a. SGC- Invitation to launch of consultation on future development in your area - Policies Sites and Places Plan

Further to an email received on 24 May 2013 South Gloucestershire Council had sent information about preparing SGC's new Policies Sites and Places Plan. The plan will have an impact on development in the area until 2027. To support completion of the questionnaire two sessions would be held and volunteers to attend these were requested.

RESOLVED: That Councillors Symons and Boyle attend the event on Friday 20 September.

No.7b. Letter regarding footpath at St Aldams Play area

A letter had been received from a resident about the footpath alongside 19 St Aldams Drive. The path had been blocked off and the new path was along a path along the edge of the play area. The resident had suggested that the parish council looked at reinstating the path. However, the path was not owned by the parish council. It was suggested that South Gloucestershire Council were contacted about who the owner of the land was.

RESOLVED: To reply to the resident and get confirmation of who the owner of the land was **DD**

No.7c. Request for information from Circus Ginnett

An email had been received asking if the parish had any land that could be used for a circus. There was not a suitable venue in the village; sports clubs regularly used the recreation field.

RESOLVED: To respond that there was no suitable site within Pucklechurch parish. **DD**

NO.8. PLANNING APPLICATIONS

No.8a. PK13/3012/F, 49 Parkfield Rank BS16 9NP, Demolition of existing outbuildings to facilitate the erection of a three storey and single storey rear extension and installation of front dormer window to provide additional living accommodation. (Amendment to previously approved scheme PK13/0216/F).

The council had not objected to the original application, which had been approved with conditions. The amendment being made was not very clear on the application. The council did not have any objections to this application.

RESOLVED: To submit no comment **DD**

No.8b. To NOTE planning application results received.

One result had been received of no objection:

- PK13/2413/TCA Land South East Of 40 Parkfield Road Pucklechurch BS16 9PS Works to various trees to reduce by a maximum of one metre clearance around the BT line to allow access for essential maintenance works, situated within Pucklechurch Conservation Area.

The parish council had not submitted objections to this.

NO.9. REPORTS

No.9a. Parish Councillors written reports

One report had been submitted by Councillor Smith. This said that the Engineer - Traffic Management (Assess & Decide) from SGC would begin work on a feasibility study for the multi-use path from Pucklechurch to Shortwood/Emersons Green.

No.9b. Report from Boyd Valley Councillors.

Councillor Reade reported that he had met the Engineer - Traffic Management (Assess & Decide) about the path along Oaktree Avenue. It was unlikely that all the works could be funded at once so a request had been made to look at splitting the project into suitable areas of work.

There was an investigation under way about quiet lanes within Boyd Valley. Once this had been undertaken bids could be made for funding or schemes could be financed by parish councils if they wished to do so.

Councillor Reade had received information about current enforcement action within Pucklechurch and would check what information could be shared with the parish council.

No.9c. Verbal report from the Clerk

The clerk had confirmed that the council fees for the Certificate in Local Council Administration (CiLCA) and for membership of the Society of Local Council Clerks and would include an agenda item to approve the payment of these. Undertaking the CiLCA training had been a requirement of the job description of clerk.

The clerk had asked a not-for-profit company to provide a quote for providing payroll services and if the idea seemed suitable would include it as an agenda item for the next meeting.

Councillor Symons, the Clerk and the Village Orderly had met to discuss areas of work and risk assessments required. Some work, particularly for the winter months had been identified. It had been suggested that the Village Orderly be asked for his input into the response to Streetcare about the proposed changes to the service and also included in any future discussions about the management of the woodland. The roundabout at Parkfield looked like it was beyond repair and an agenda item would be brought to the next meeting.

The meeting with the bus company was provisionally scheduled for the evening on Tuesday 1 October 2013. This would be confirmed as soon as possible.

It was also noted that the PCA were having an open day on Saturday 28 September. Information had been received late on the day of the meeting so would be considered at the next meeting.

RESOLVED:

To consider as agenda items: **DD**

1. Membership of the Society of Local Council Clerks
2. Commencement of Certificate in Local Council Administration
3. Outsourcing payroll function
4. Replacement roundabout for Parkfield

NO.10. AGENDA ITEMS

No.10a. To DISCUSS quotes received and APPROVE one tender for works to the woodland, the recreation field and St Aldams Drive play area as per the tree survey

Two quotes had been received following on from the tree report earlier in the year.

St Aldams play area and recreation ground:

The council had agreed to undertake all works deemed as urgent or essential at its meeting on 1 May 2013. One quote was for all works within the report. The other quote gave a breakdown of each piece of work and was the lowest price. The council was able to identify the works it had previously agreed to but could also undertake further work if funds were available or it became necessary to do this.

RESOLVED:

1. To award the tender for works to trees at St Aldams Play area and the recreation ground to Lawrence Tree Services Limited. **DD**
2. To defer works to the woodland until the Open Spaces and Woodland working group had considered future use of the area. **JH, LE, L-AB, RS**

No.10b. To CONSIDER and APPROVE amended cemetery regulations and to CONSIDER amending fees and charges.

The clerk presented amended cemetery regulations, procedures and fees. Exclusive Rights of Burial certificates had not been issued in the past. It was suggested that those grave and cremation plots that there may be particular issues with proving ownership of the plot should be circulated as soon as possible. It was proposed that a charge of £400 would be suitable for the Exclusive Right of Burial for a period of 100 years. This was in line with similar cemetery charges and would cover the cost of providing and maintaining the grave space.

It was agreed that sloping memorials within the garden of remembrance would be acceptable, there were some already in situ. Planting on grave spaces would not be acceptable because plants could cause problems for maintaining the grave space and the roots could impact on the grave and those surrounding it.

RESOLVED:

1. To make the amendments suggested at the meeting to a final document for presentation and approval at the next council meeting. **DD**
2. To prepare a report as soon as possible about any potential grave plot ownership issues **DD**

No.10c. To APPROVE grant application form and process

A draft application pack had been circulated to all councillors prior to the meeting.

It was suggested that all funding requests to the parish council be required to complete an application form, but that it was likely that separate information would be provided for those organisations seeking annual grants that the council specifically budgeted for. This information pack and form would be used for requests from funding from an unallocated grant budget.

The draft had been based on Yate Town Council's current grant application pack. This required all organisations submitting a proposal to have a bank account with two signatories, auditable accounts and a constitution. However, many of the groups within the parish did not have these and would therefore be ineligible for the funding. It was suggested that the requirements for these be removed but that the council would still require evidence of how the grant had been spent, such as receipts.

With small local organisations it was not considered necessary for them to have applied to other statutory bodies. It would likely help an application to show evidence of other fundraising efforts but would not be required. It was also suggested that the environmental impact section in the application form be removed.

The council had agreed to provide funds for youth groups and other groups. Some groups provided clubs for young people and other adults. It was therefore suggested that each organisation could only apply for one category per grant deadline. In order to distribute funds to as wide a group as possible the council may decide not to award the full amount applied for. This needed to be referenced within the document.

RESOLVED:

1. To approve the grant application pack for publication and distribution subject to the following amendments: **JH, LE**
 - a. To include a brief explanation of the Pucklechurch parish area;
 - b. To include two deadline dates of 1 November 2013 and 1 March 2014;
 - c. To state that organisations must be based in the parish of Pucklechurch;
 - d. To amend wording to more clearly explain capital projects to: can be used for the acquisition of or construction of lasting assets
 - e. To remove any mention of the size of the budget allocated because it would change over the year;
 - f. To remove all requirements for audited accounts and bank accounts with two signatories;
 - g. To amend the requirement to provide a copy of a constitution to: only required if one was available;
 - h. To only allow each organisation to apply for one grant category per grant deadline;

- i. To add a sentence that applicants need to be aware that the full amount requested may not be granted; and
 - j. To remove the section in the application form about environmental impact.
2. To distribute the grant application pack via the website, email distribution list and directory of groups' mailing list. **JH, LE, MS, DD**

No.10d. To CONSIDER the business case for allotment grant

The grant requested from the New Homes Bonus would be used to rejuvenate an existing allotment plot into five smaller more manageable plots. Two quotes had been received following a request to tender. The quotes were comparable and it was proposed to accept the lower quote. The grant would not cover the whole cost of the work, therefore it was proposed that the remainder be funded by the parish council.

RESOLVED:

1. To request the funding from the New Homes Bonus, total £4000;
2. That the remaining amount, £1800, be funded by the Pucklechurch Parish Council; **RS** and
3. That the tender be awarded to Town and Country Services **DD**

No.10e. To CONSIDER a response to SGC Affordable Housing and ExtraCare SPD - Informal Consultation Issues and Options Paper

The deadline for responses was 12 September 2013.

RESOLVED: To defer this item until the meeting on 4 September 2013. **DD**

No.10f. To RECEIVE report from the RegenSW conference attended by Mr Dunning

The report was received and noted.

No.10g. To CONSIDER actions about unauthorised planting at St Aldams play area

A resident had planted trees within St Aldams Play area which was land owned by the parish council. A letter had been sent to the resident asking her to remove the trees. However, this had been some time ago so it was suggested that a further letter be sent and one month's notice be provided after which the Village Orderly would remove the trees.

RESOLVED: To send a letter to the resident concerned requesting removal of the trees and providing a deadline of one month after which the Village Orderly would remove them. **DD**

No.10h. To REVIEW the Housing Needs Survey

This action had been recorded within the log. No action from the parish council was needed. The Clerk would check the amount of time that a Housing Needs Survey was relevant with South Gloucestershire Council.

RESOLVED: To check with South Gloucestershire Council the length of time that a Housing Needs Survey remained relevant when determining planning applications
DD

No.10i. To ESTABLISH a working party to undertake research for the purchase of land

This item had been recorded within the log. It was felt that there was no need to establish a working group unless more information about the requirements was provided.

RESOLVED: To close the action

NO.10. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 4 September 2013, at 7:30pm.