

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4  
SEPTEMBER 2013, 7:30PM, IN THE MEETING ROOM PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

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

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

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

**NO 2. DECLARATIONS OF INTEREST**

None

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21 AUGUST  
2013**

RESOLVED: Subject to the correction of a typographical error in minute 9c the minutes were approved as a correct record to be signed by the Chairman.

**NO.4. HOME ENERGY EFFICIENCY INFORMATION UPDATE**

This item had been postponed due to the low attendance at tonight's meeting. It had been rescheduled for the council meeting on 16 October 2013.

**NO.5. PUBLIC PARTICIPATION**

None

**NO.6. CORRESPONDENCE**

**No.6a. Letter from PCA- Grant application funding**

The letter requested a grant of £3000 which the parish council had given in previous years. This amount had been budgeted for and would be provided. The letter also outlined other areas of work that the PCA might wish for additional grants from the parish council. Since the council had now adopted a grant application scheme it was agreed that any additional funding requests should be made using that method. A reply would be sent outlining the council's decision.

RESOLVED: To reply that the grant of £3000 had been approved and that additional funding requests would need to be made using the parish council's grant application scheme.

**No.6b. Parish Plan action plan review**

An email had been received from the Community Engagement Officer at SGC. Attached was a short survey asking for information about the progress made on the council's parish or community plan. Councillors Smith and Boyle would complete the survey but due to holidays and work commitments would not be able to do so by the required date.

RESOLVED:

1. That Councillors Boyle and Smith complete the survey. **GB/MS**
2. That the clerk contacts the officer informing them that the council will not be able to complete the survey by the deadline date. **DD**

**No.6c. Interim measures for sharing intelligence for the purposes of community tension monitoring**

Information from SGC had been received about sharing intelligence for the purposes of community tension monitoring. It was not clear from the information provided what would happen with any intelligence that was shared. Councillor Watson was attending a Safer Stronger Community Partnership meeting on Friday and would raise this question with officers there.

**No.6d. SGC Quality of Life Report 2012/13**

This was an annual report that SGC had to produce and was only provided for information.

**NO.8. PLANNING APPLICATIONS**

**No.8a. No planning applications received.**

There had not been any planning applications received for Pucklechurch parish area by the agenda publication date.

**No.7b. To NOTE planning application results received.**

One planning application had been approved:

- PK13/2187/ADV, Lyde Green Emersons Green BS16 7NT, Display of 3no. non-illuminated information/directional signs.

The council had not objected to this application.

**NO.8. FINANCE**

**No.8a.To RECEIVE budget update**

The clerk asked council to note that the training budget would be overspent. It had been reduced for 2013/14 due to underspends in previous years. Councillors had acknowledged it would be overspent with the change of clerk.

The finance working group and clerk would meet to complete a budget forecast and to begin work on the budget for 2014/15.

**No.8b. To sign cheque for Good Neighbours Scheme**

This had been approved at the meeting held on 7 August 2013. In order that the group could make the payments that they had requested the grant for the cheque was signed at this meeting.

**No.8c. To APPROVE paying for the Clerk's membership of the Society of Local Council Clerks.**

The Society of Local Council Clerks (SLCC) provided access to training, advice and publications at reduced rates.

RESOLVED: That payment of £137 for the clerk to become a member of SLCC be made.

**No.8d. To APPROVE payment for and the commencement of the Clerk undertaking CiLCA**

The clerk had confirmed that the training partnership that provided the course would charge member rates because ALCA did not yet have its own training partnership. It had been a requirement of accepting the role of clerk that if this qualification was not already held that it was achieved within one year of commencing employment.

RESOLVED: That payment of £280 to Somerset Local Councils Association be made for the clerk to undertake the Certificate of Local Council Administration.

**NO.9. REPORTS**

**No.9a. Parish Councillors written reports**

Information about the burning of a conifer tree in Hawkridge Drive was noted.

**No.9b. Councillors report from Parish Council Surgery**

RESOLVED:

**No.9c. report from Boyd Valley Councillors.**

Apologies had been received from Councillor Stokes. He sent information about the Quiet Lanes investigation consultation and proposals for Boyd Valley. These would be launched at the SSCG Meeting in Cold Ashton Village Hall on Thursday 5 September. The parish council would be sent more information in writing following the meeting.

**No.9d. Verbal report from the Clerk**

The meeting being held with Wessex Bus company, Steve Webb MP and officers from SGC had been confirmed for 7:30pm on Tuesday 1 October in the main hall at the Community Centre. Information about this could now be advertised.

The grant funding application information was ready to be sent to groups and mailing lists by Friday 6 September. It was requested that posters be put up around the parish area.

Information had been received about a public inquiry into the planning appeal for Sloes Well Paddock, PK09/5583/F. The inquiry date was 17 September 2013 at 10am at Cleve Rugby Club.

RESOLVED:

1. To advertise the meeting with Wessex Bus company **DD/MS**
2. To advertise the grant application funding **DD/MS**
3. That Councillor Watson attends the public inquiry into the planning appeal.  
**MW**

**NO.10. AGENDA ITEMS**

**No.10a. To APPROVE outsourcing payroll services to PATA**

This had been raised at the last meeting within the clerk's report. A quote had now been received. The clerk estimated it took approximately one hour per month to complete the payroll.

The first year included a £26 set up charge. The cost was then £6.50 per employee per month and £6 per employee for end of year service. Therefore the annual cost was £168.00 for two employees.

The company was based in Gloucester and was a not for profit charitable organisation providing childcare and education. They also provided payroll services to over 75 other childcare providers and 30 parish and town councils.

RESOLVED: To outsource payroll services to PATA Payroll Service. **DD**

**No.10b. To APPROVE that quotes are obtained for the purchase of a replacement roundabout for Parkfield**

During a recent discussion with the Village Orderly the roundabout at Parkfield had been identified as requiring replacement. The wood was rotten and it was not possible to repair.

RESOLVED: To obtain quotes for a new roundabout for Parkfield play area **DD**

**No.10c. To APPROVE the cemetery regulations and fees**

Draft regulations and fees had been considered at the meeting on 21 August. Suggested amendments and fees had been included and it was proposed to accept the regulations.

RESOLVED: That the amended cemetery regulations and fees be approved and distributed to funeral directors, stonemasons and others as required. **DD**

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

Councillors did not feel that they had the expertise to comment on this consultation.

RESOLVED: To respond to the consultation with no comments **DD**

**No.10e. To APPROVE parish council participation in the PCA Open day**

The parish council would participate in the PCA Open Day. Councillor Hawkins would be the lead, the information requested by the PCA would be sent to her to complete. Councillor Watson said that he could attend on the day to help.

RESOLVED:

1. For the parish council to participate in the PCA open day
2. That Councillor Hawkins completes the information sheet required **JH**

**NO.11. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 18 September 2013, at 7:30pm.