

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 16  
OCTOBER 2013, 7:00pm, IN THE MEETING ROOM PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

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

PCSO Ian Taylor  
Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Green.

**NO 2. DECLARATIONS OF INTEREST**

In accordance with the local code of conduct Councillor English declared that she had a non-disclosable pecuniary interest in minute item 11e, as the treasurer of Heartstart.

In accordance with the local code of conduct Councillor Smith declared that she had a non-disclosable pecuniary interest in minute item 11e

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 2 OCTOBER  
2013**

RESOLVED: The minutes of the meeting held on 2 October 2013 were approved as a correct record and signed by the Chairman.

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

*This item was considered after minute item 6.*

Debby Paice and Calum Allan, Home Energy Advice team from South Gloucestershire Council attended to present information. In South Gloucestershire 11 per cent of households were in fuel poverty, spending more than 10 per cent of their income on home fuels. Within the area 25 per cent of carbon emissions came from domestic dwellings and 53 per cent of that energy use was for space heating. The majority of households in South Gloucestershire were connected to the gas mains but a significant amount were not.

Within Pucklechurch parish itself the Community Plan addressed household energy use. Per capita energy use within the parish was below average, 5MWH per annum, compared to the average for South Gloucestershire of 11MWH per annum.

Services that could be provided by South Gloucestershire included advice and signposting through the Warm and Well scheme. A Link to Energy network was being established to provide details of local installers. The feed-in-tariff provided a good long term investment; over the expected lifetime of a renewable technology system the feed-in-tariff would earn the household income. In spring 2014 the Renewable Heat Incentive would be launched for domestic properties. South Gloucestershire Council had also launched a home energy loan at a 4 per cent interest rate. For more information residents could ring 0800 500 3076.

## **NO.5. PUBLIC PARTICIPATION**

None

## **NO.6. LAW AND ORDER**

*This item was considered before minute item 4.*

*Councillor Watson arrived during this item.*

No crimes within the parish had been reported. There had been an increase in distraction burglaries on elderly residents within the area. Staple Hill beat team used Facebook to provide information and updates.

## **NO.7. FINANCE**

### **No.7a.To instruct cheques to be signed**

RESOLVED: That the following cheques were signed:

1. A Sharpe- £178
2. Society for Local Council Clerks- 2 books and delivery- 113.50
3. Make It Mentoring- £500
4. EDF- £27.67
5. PCA room bookings- £36.70
6. Ensign Print- Pucklechurch news- £304
7. Instant Landscapes - £385.58
8. PCA Grant (approved within the budget and confirmed 4 Sept meeting) £3000
9. G Ashby- (salary and mileage) £542.75
10. D Duke- (salary; mileage for CiLCA training; stamps; stationery) £749.30

## **NO.8. CORRESPONDENCE**

### **No.8a. Neighbourhood Policing Awards- results**

A list of results had been received and were noted.

### **No.8b. Launch of SGC Revenue Grant**

Information about revenue grant applications for South Gloucestershire Council had been received. This was noted and it was requested that the information be circulated as widely as possible.

### **No.8c. Information from South Gloucestershire Citizens Advice Bureau**

Information was received that provided numbers of clients by parish of residence. The letter didn't request funding but alluded to possible requests in the future. It was suggested that the grant application pack and information be sent to the CAB for information and to make applications for grants if they wished.

### **No.8d. Notice of proposal- Castle Road**

Draft orders for the 20mph speed limit and review of waiting restrictions had been received. The information was noted and no comments were made. A response to consultation about the proposals had been completed earlier in 2013.

### **No.8e. Invitation to SGC Chairman's dinner**

The invitation was noted.

**No.8f. Traffic problems on Roman Road/Coxgrove Hill**

An email had been received about a greater volume of traffic using Coxgrove Hill. The information would be forwarded to SGC Highways department.

**NO.9. PLANNING APPLICATIONS**

**No.9a. PK13/3609/TCA, 18 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9PL, Works to 1no. Horsechestnut tree to reduce to previous pruning points and works to 1no. variegated Maple to reduce by 25%, situated within Pucklechurch Conservation Area.**

RESOLVED: No objections raised.

**No.9b. To NOTE planning application results received.**

None

**NO.10. REPORTS**

**No.10a. Parish Councillors written reports**

None

**No.10b. Councillors report from Saturday Open Morning**

Councillor Watson reported from the open morning on 6 October. The following issues had been raised: the need for weed killing on the recreation ground; a level path from Oaktree Avenue to St Aldams Drive for the new doctors' surgery; the diversion of the footpath at St Aldams play area; and traffic monitoring.

A comment had been made within the council's response to the planning application with reference to the paths from Oaktree Avenue and the new doctors' surgery.

A request had been sent to SGC Rights of Way officers to ask about whether a path became a right of way if used continuously for a number of years.

Traffic monitoring had been reported within the Chairman's letter in the last edition of the Pucklechurch News.

RESOLVED:

1. Quotes for carrying out weed killing on the recreation ground would be requested **DD**
2. To respond to the resident about having asked for advice about paths becoming rights of way over time **DD**
3. To send a further email to SGC Rights of Way officers requesting advice **DD**

**No.10c. report from Boyd Valley Councillors.**

Apologies had been received from both councillors due to attendance at a SGC Council meeting.

**No.10d. Verbal report from the Clerk**

1. Reminders of a training event on 19 October and Quiet Lane meeting on 17 October.
2. Notes from the NALC conference attended in September had been circulated.

3. There were various actions for the clerk and the council arising from the conference and CiLCA training, which would be scheduled at appropriate times.
4. Updated on actions from previous meetings.
5. A reply had been received from South Gloucestershire Council about the dog bin charges. No charges were being made for litter bins in the new Streetcare contract. The council would now be charged for all 19 dog bins within the parish. Further discussions with SGC would take place before signing the contract.
6. The Policies Places and Sites deadline for responses had been extended to 14 November.

## **NO.11. AGENDA ITEMS**

### **No.11a. To RESPOND to an informal consultation on a Waste Management Supplementary Planning Document**

Councillors agreed with the questions asked.

RESOLVED: To respond in agreement with the consultation **DD**

### **No.11b. To CONSIDER the suspension of the current makeover activity**

Following the responses from a questionnaire circulated to every house in the Parish regarding the next steps for the Village Hall Make-over, the Council felt that it should take the lead in driving the project forward. Councillor Hawkins was asked to liaise with all key stakeholders to gather information which would enable the Council to propose a way forward. During this time a new Community Association committee was elected. This committee has reviewed the role of the hall within the community and are working up plans to ensure it meets the needs of the Parish. To that end the Parish Council have put on hold any action it may want to take and will await a report from the Community Association in the New Year. Thanks should be given to all those who have been involved in the discussions and for those who gave up valuable time to produce discussion documents.

RESOLVED:

1. To suspend any associated Parish Council activity
2. To request that the PCA provide a report, in approximately January 2014, about their future plans for the Community Centre.

### **No.11c. To AGREE the final response to the South Gloucestershire Council Policies Sites and Places Plan Questionnaire**

The response had been discussed at the 2 October council meeting. The proposed response was agreed.

RESOLVED: To submit the response to South Gloucestershire Council **DD**

### **No.11d. To DISCUSS and AGREE the decision making process for Parish Council grant applications that may be received.**

It was proposed that the same criteria were used as the SGC Area Forums used for their grant schemes. Applications would be considered in order of submission. This

would avoid applications being judged against each other. When applications were received by the clerk the date and time of receipt would be recorded. A draft policy would be considered at the meeting on 6 November 2013.

RESOLVED: To present a draft grant allocation policy to the meeting on 6 November 2013 **DD**

**No.11e. To CONSIDER the request from Pucklechurch Heartstart for the parish council to undertake Guardian Maintenance checks of the defibrillators**

*Councillor English declared a non-disclosable pecuniary interest in this item as the treasurer of Heartstart.*

*Councillor Martin Smith declared a non-disclosable pecuniary interest in this item.*

A letter had been received from Pucklechurch Heartstart requesting that the on-going maintenance checks of the defibrillators be transferred to the parish council. Currently maintenance checks of the equipment were undertaken by volunteers but the parish council could provide a long term commitment to the activity. The work would be undertaken by the Parish Orderly.

Funds had been raised to purchase and install a fourth defibrillator. It had been intended to place this at the new doctors' surgery, but the proposed location would not provide good coverage of the village. The decision on location could be made by the parish council and funds for the purchase ring-fenced.

The parish council currently made a grant of £120 per annum to Heartstart. It was confirmed that the operation of the defibrillators was covered by the Ambulance Service.

RESOLVED:

1. To respond to Heartstart that the council agreed with the transfer of ownership and maintenance checks in principle **DD**;
2. To check with the council's insurers if the ownership of defibrillators had an impact on the insurance policy **DD**;
3. Once the transfer of ownership had taken place to record the defibrillators as assets and to hold the funds in a reserve account in order to ring fence the money for purchase of a fourth defibrillator **DD**

**NO.12. DATE OF NEXT MEETING**

The next Parish Council meeting would be held on Wednesday 6 November 2013, at 7:30pm.