

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 4  
DECEMBER 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, M.C. Smith, M.S. Watson.

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Button and Aze.

**NO 2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

Requests for dispensations were received from Councillors Boyle, English, Hawkins, Smith and Symons. The requests related to the applications for grants received. Councillors were members of other community groups, some of which had applied for grants. Dispensations were required under the Localism Act 2011 (s.33) on the basis that without such dispensation, the number of elected or co-opted members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.

**RESOLVED:**

To grant dispensations to Councillors Boyle, English, Hawkins, Smith and Symons for the allocation of grants until the next normal election in May 2015.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20 NOVEMBER  
2013**

**RESOLVED:** The minutes of the meeting held on 20 November 2013 were approved as a correct record and signed by the Chairman.

**NO.4. PUBLIC PARTICIPATION**

None

**NO.5. FINANCE**

**No.5a.To RECEIVE budget update**

A detailed update on the current budget would be provided at the next meeting. An item on the draft budget for 2014-15 was on this agenda.

**NO.6. CORRESPONDENCE**

**No.6a. Community Right to Challenge Briefing Note**

South Gloucestershire Council had published a briefing note about the process for communities to challenge for the right to provide services. This right had been provided within the Localism Act 2011. The information was noted.

**No.6b. 18 November update on South Gloucestershire's Core Strategy**

Councillor Symons had attended a briefing session. The core strategy would be approved at the SGC full Council meeting on 11 December. The core strategy detailed a housing requirement of 28355 dwellings, of which 2200 would be in rural settlements.

**No.6c. News from South Gloucestershire Local Clinical Commissioning Group**

The newsletter gave an update of the work of the Clinical Commissioning Group since its inception eight months ago. The newsletter included a link to a survey which Councillor Watson volunteered to draft a response to for approval at the next council meeting.

RESOLVED: To approve a response to the call to action survey at the next council meeting on 18 December 2013 **MW**

**No.6d. South Gloucestershire School Term dates consultation**

The council had received a letter detailing options for school term dates that SGC were considering.

RESOLVED: To reply that the council had no comments to make on this consultation **DD**

**No.6e. SGC- Town centres and Retailing for the Policies Sites and Places Plan**

A covering report and draft profiles of the town centres had been produced. Comments on these draft profiles were requested. Councillors Symons and Watson had attended briefing sessions on this and said that they did not feel that any comments were required from the parish council.

RESOLVED: To reply to SGC that no comments had been made by Pucklechurch Parish Council.

**No.6f. Promotion of Avon fire rescue service in the local community**

A letter had been received from Avon Fire and Rescue Service who were recruiting volunteers to carry out fire safety awareness visits. It was suggested that the Safer Stronger Group would be better placed to advertise this.

**NO.7. PLANNING APPLICATIONS**

**No.7a. PK13/4095/F; Westerleigh Crematorium Westerleigh Road Westerleigh; Extensions and alterations to existing crematorium to provide new 40no. seat chapel, bereavement hospitality suite, store with apartment over, additional car parking, landscaping and associated works.**

The following points were made when discussing the application:

1. The site was in Westerleigh parish;
2. No community consultation had taken place, because the applicant felt the site was remote from settlements;
3. It was a greenfield site;
4. The proposed buildings would not have a large visual impact because of the low rooflines and green roof covering

5. The additional traffic generated by the extension of the site would impact on Pucklechurch parish;
6. The transport assessment anticipated an additional 10 to 30 vehicles per half hour;
7. This was based on averages and did not take into account the direction of travel;
8. It also did not note that vehicle movements tended to bunch together;
9. The proposed catering element would generate additional service vehicle traffic;
10. The operation of the extension could impact on Pucklechurch if a travel plan to only use the main roads to the site was not agreed; and
11. There could be some economic impact on businesses within Pucklechurch parish if catering was provided at the site.

It was therefore proposed and seconded to object to the development.

RESOLVED: To object to the development for the following reasons:

Concerns were raised about the transport statement and the number of vehicles associated with the new development. The travel statement has not recognised the increased impact of vehicles through Pucklechurch village centre. The travel statement did not measure in which direction the vehicles approached the site from. Although the vehicles will be distributed throughout the day the distribution occurs in clusters.

It was suggested that if permission is granted that a travel plan be agreed with all users of the site to not drive through village centres. If this cannot be agreed with all users at least suppliers should abide by this. There will be an increase in the number of service vehicles that access the site with the proposal to provide hospitality.

There could also be negative economic effects to businesses that currently provide hospitality facilities.

However the council did not have any objection to the proposed buildings.

**No.7b.a PK13/4058/LB; Court Farm 49 Westerleigh Road Pucklechurch BS16 9RD; Application to retain the works already carried out for the alteration to front pedestrian gateway.**

Works to the pedestrian gateway had already been undertaken. The wall had been increased by 4 to 5 courses towards the gate. The increase in height of the wall was a design feature that did not exist within the conservation area. The Bath stone quoins were an introduced feature that did not exist within the conservation area. It was therefore proposed and seconded that the retention of the pedestrian gateway was objected to.

RESOLVED: To object to retention of the works for the following reasons:

1. The raised level of the wall is a design feature that does not exist within the conservation area;

2. The wall and gateway are distinctive and contrary to the nature of the dwelling and area; and
3. The Bath stone quoins are completely different to materials and design used within the conservation area.

The gateway and wall should be returned to their original state.

**No.7c. PK13/3826/F; Court Farm 49 Westerleigh Road Pucklechurch BS16 9RD; Alteration to front pedestrian gateway. (Retrospective). Erection of detached garage and store.**

Works to the pedestrian gateway had already been undertaken. The proposals increased the wall had been increased by 4 to 5 courses towards the gate. The increase in height of the wall was a design feature that did not exist within the conservation area. The Bath stone quoins were an introduced feature that did not exist within the conservation area.

The erection of a detached garage and store would not be visible from the highway. However, councillors agreed with the suggested condition by the Sustainable Transport officer that would prevent the garage from being sub-let or sub-divided from the main dwelling.

RESOLVED:

To object to the alteration of the front pedestrian gateway works for the following reasons:

1. The raised level of the wall is a design feature that does not exist within the conservation area;
2. The wall and gateway are distinctive and contrary to the nature of the dwelling and area; and
3. The Bath stone quoins are completely different to materials and design used within the conservation area.

The gateway and wall should be returned to their original state.

No objection to the garage and store but would also like the condition as requested by Sustainable Transport, that the garage never be sub-let or sub-divided from the main dwelling.

**No.7d. PK13/4291/TCA; Brimstones 22 Westerleigh Road Pucklechurch BS16 9RD [Works to fell 1no. conifer tree situated within Pucklechurch conservation area](#)**

The conifer tree was in the middle of a garden and SGC Tree officer had not raised any objections.

RESOLVED: Not to object to the application.

## **NO.8. REPORTS**

### **No.8a. Parish Councillors written reports**

It was noted that PCSO Sam Paterson was being transferred.

### **No.8c. Report from Boyd Valley Councillors.**

None

### **No.8d. Verbal report from the Clerk**

An update on work recently undertaken and points to note:

1. Bus problems are still occurring at least one resident is copying the parish council into correspondence.
2. Possible contact details for ecologists for the Woodlands Working Group had been circulated earlier in the day;
3. There had been a report of noise nuisance at St Aldams play area on 1 December at 5pm;
4. The WI noticeboard lock had been over tightened and had been remedied;
5. Streetcare had visited Westerleigh Road about the overgrown vegetation. Clerk had sent a reply to offer to attend the site at the next visit.
6. Repairs were needed to the parish council owned turning circle on Parkfield Rank, quotes had been requested;
7. A reply had been received about the trees planted at St Aldams play area. The resident would not remove them, therefore the Village Orderly would be asked to and replant in the woodland.
8. A freedom of information request had been received asking for details of the clerk's salary. The majority of the request had been refused because it was exempt under section 40 due to personal information.

RESOLVED:

1. To get a further response from SGC Enforcement Officers about the Shortwood Road traveller site; **DD** and
2. To check if the carved play equipment at St Aldams play area was regularly checked by the Village Orderly and add to work list if not **DD**

## **NO.9. AGENDA ITEMS**

### **No.9a. To CONSIDER, APPROVE and AGREE next steps for a draft budget for 2014-2015**

To date a formal decision about the distribution of Council Tax Support Grant had not been received from SGC. Government had suggested that authorities passed this grant on to local councils and it looked like SGC would do this but the amount was not known yet. Local councils had not been told that they would be capped for precept increases, but there were concerns that this might change.

It was requested that further checks be made about the amount of grants that the council made and whether any of these had been agreed as ongoing or whether the grant application scheme would now apply.

The initial draft budget included a number of proposed spending ideas that would increase the precept significantly. Alternative spending and grant application options were requested for the next draft.

RESOLVED: That a further draft budget to be presented to the council on 18 December 2013.

**No.9b. To APPROVE the handover of management and grants to the Youth Club Committee**

Deferred until 18 December 2013 when the Youth Club Management Committee were able to attend the meeting.

**No.9c. To APPROVE the grant allocation criteria**

The criteria form was based upon the application form. There had been an opportunity for all applicants to contact the clerk for advice or guidance before submitting an application. The clerk would not be involved in completing the criteria form. All unsuccessful applicants would receive a response from the council and an explanation of reasons that they had not received a grant. Periodic reviews of the criteria form would be undertaken.

RESOLVED: To adopt the criteria form to evaluate all grant applications received.

**No.9d. To RECEIVE an update on the Community Car Scheme update**

Councillor Smith reported that after three appeals within the Pucklechurch News no responses to assist the Community Car Scheme had been received. He therefore proposed that the scheme would not be progressed. Funding for this had been received from the New Homes Bonus through the Kings Forest Forum.

RESOLVED:

- To not progress the Community Car Scheme
- To reply to the Kings Forest Forum that Pucklechurch parish Council would not require the agreed funding.

**No.9e. To RECEIVE an update on the bus stop headers**

An email update had been sent to SGC and a reply was awaited.

RESOLVED: To provide a response to the next council meeting **DD**

**No.9f. To RECEIVE an update on the Parish Log**

The clerk had looked at the list of open items circulated and had identified seven outstanding items that were for the clerk to action. A reminder of actions would be sent round and updates on completion provided at future meetings.

It was also noted that there were some closed items that still required actions.

RESOLVED:

- To circulate outstanding open items to all members **DD**
- To circulate closed items that required actions **MS**

**No.9g. To CONSIDER the use of social media by the Parish Council**

This item was deferred until 18 December 2013.

**No.9h. To CONSIDER community governance activities and agree next steps**

A formal decision notice about the parish boundary changes had never been received from SGC. The parish council was also unaware of any timetables for these changes to take place.

RESOLVED: To write to SGC requesting information about the timetable of the parish boundary changes. **DD**

**No.9i. To receive an UPDATE on action to collate community makeover documents**

Councillor Hawkins was in the process of contacting those who had been involved to ensure that all documentation was held in one place.

RESOLVED: To make phone calls within the next week **JH**

**No.9j. To CONSIDER the co-option process for the casual vacancy.**

Electors had until midnight on 5 December 2013 to call an election for the vacancy. Assuming that an election was not called the process for co-option was as follows:

1. To confirm with SGC that an election had not been called;
2. To advertise the vacancy by co-option on noticeboards, email distribution lists and the website;
3. To pick an interviewing panel depending on who applies, to avoid any conflicts of interest.

RESOLVED: Clerk to confirm on Friday 6 December if an election had been called **DD**

**No.9k. To CONSIDER and AGREE the process for distribution of the prints of the parish commissioned by the Parish Council to commemorate 25 years of twinning**

Prints were able to be produced, up to a maximum of 50, of the design commissioned by the Parish Council for the 25<sup>th</sup> Anniversary of Twinning. Prints would be produced in batches of 10 and would cost £35 each. It was suggested that requests should be made to the clerk and would be provided on a first come first served basis. To ensure awareness of the availability distribution would have to take place after the publication of the next Pucklechurch News.

It was suggested that the parish council find out how much it would cost to purchase the licence to reproduce the image on behalf of the village.

RESOLVED:

- To distribute prints on a first come first served basis, following the publication of the next Pucklechurch News **DD**
- To find out the price of the purchase of the licence to reproduce the image **GB**

**No.9l. To CONSIDER how to promote and achieve an active Speedwatch**

The current Speedwatch was keen to become active again. However, the parish council agreed that should they not be successful that the parish council would attempt to establish a Speedwatch team and would pass on all equipment and assets.

RESOLVED: To remain in contact with Speedwatch and monitor progress **MS**

**No.9m. To AGREE attendance at the Saturday Open Morning on 7 December**

RESOLVED: Councillors Symons and Hawkins volunteered to attend.

**NO.10. DATE OF NEXT MEETING**

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