

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18  
DECEMBER 2013, 7:30pm, IN THE MEETING ROOM PUCKLECHURCH  
COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** Mrs G. Boyle Vice Chairman-in-the-chair, Mrs Lori-Anne Button, Mrs L. English, Mrs J. Hawkins, M.C. Smith, M.S. Watson.

Councillor Steve Read- South Gloucestershire Councillor for Boyd Valley  
PCSO Sam Paterson  
PCSO Sam Derrick

Debra Duke (Clerk)

**NO 1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Aze and Symons.

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

There were no declarations of interest.

A request for dispensation was received from Councillor Button. The request related to the applications for grants received. Councillor Button was a member 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 a dispensation to Councillor Button for the allocation of grants until the next normal election in May 2015.

**NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 DECEMBER  
2013**

RESOLVED: The minutes of the meeting held on 4 December 2013 were approved as a correct record and signed by the Vice-Chairman.

**No.4. Public participation**

Three members of the youth club committee attended and provided an update about the youth club and its management committee. A treasurer, secretary and management committee had been established. The committee had met to agree terms of reference. The bank account was in process and would require at least two signatures for payments to be authorised. The terms agreed that should the youth club be disbanded any funds would be returned to the parish council.

At this point agenda item 10a was considered.

## **NO.5. LAW AND ORDER**

PCSO Sam Paterson reported that in the past four weeks there had been six crimes. In response to questions it was noted that number plate thefts were logged as a theft from a motor vehicle. Anti-theft screws could be purchased to deter this.

Councillors also raised an issue about a dog attacking other dogs. These incidents should be reported to the SGC Dog Warden but if reported to the beat team they would be sent on.

PCSO Sam Paterson also reported that after nearly four years she was moving to another beat team. Councillors passed on their thanks.

PSCO Sam Derrick would start in the New Year.

## **NO.6. FINANCE**

### **No.6a.To RECEIVE budget update**

The clerk informed Councillors that spending to date was over that which had been projected in the allocated budget and likely to be overspent by £3,404 by year end for the following reasons:

1. the grant to the PCA had been paid in September 2013, not the projected January 2014;
2. Spending had also been incurred for the works to the allotment that had not been covered by grant funding;
3. The grant to retain the youth club at the beginning of the year had not been budgeted for; and
4. Training spend was over budget due to the change in employees which had not been anticipated when the budget was set.

It was suggested that the finance workbook should be assessed with the finance working group making amendments as seemed appropriate, bringing any options to council for consideration. This would help to facilitate regular reporting during normal council meetings.

**RESOLVED:** To assess and amend the finance workbook as appropriate  
**LE/JH/MW/Clerk**

### **No.6b. To INSTRUCT cheques to be signed**

**RESOLVED:**

To approve payment and authorise signatories to raise the payment for

- E Boulton for cutting grass at Parkfield recreation ground– £210
- Make It Mentoring, October and November invoices- £1000
- Jewson Limited, for maintenance materials- £47.28
- Recresco, for emptying plastics recycling bank- £84
- M J Church, skip changeover- £235.20
- Town and Country Services, allotment contract- £4680
- PATA payroll services, quarterly invoice- £26
- HMRC, National insurance- 1£2.30

- Mr G Ashby, salary and mileage- £534.20
- Mrs D Duke, salary and mileage- £789.82
- Mrs A Sharpe, recreation field tidying- £178
- Jewson Limited, maintenance materials- £32.95
- Ensign Print, Pucklechurch News- £242
- PCA, Parish council room bookings- £36.70
- PCA, youth club room bookings and storage- £50
- SGC, dog bin emptying- £137.71
- GAPTC, training course- £85
- M Watson, copy of Local Councils Explained book- £39.95

## **NO.6. CORRESPONDENCE**

### **No.6a. Affordable Housing and Extra Care Housing: Draft Supplementary Planning Document Public Consultation**

The deadline for responses was 24 January 2014. It was proposed that a draft response be considered at the next council meeting on 15 January 2014.

RESOLVED: To consider a draft response at the meeting on 15 January 2014 **GB**

### **No.6b. NALC e-Bulletin December 2013**

Parishes were being encouraged to make direct proposals to DCLG under the sustainable Communities Act, 2007: The legal order allowing parishes to formally make direct proposals to the DCLG Secretary of State under the Second Round Invitation of the Sustainable Communities Act, 2007 – formally commenced on Monday 14, October, 2013.

RESOLVED: To consider using the Sustainable Communities Act 2007 at a future meeting **DD/All**

## **NO.8. PLANNING APPLICATIONS**

**No.8a. PK13/4482/ADV; Emersons Green Lyde Green Bristol ; Display of 5no. non-illuminated developers pole mounted flag signs, 2no. non-illuminated scheme pole mounted flag signs, 2no. non-illuminated post mounted developers direction signs and 1no. non-illuminated post mounted developers sign.**

Resolved: to not object to the application

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

None

### **No.8c. Urgent Item**

It was noted that a planning application for Collins farm, PK13/4403/F, had been received by SGC. The application site was not within the parish but Pucklechurch Parish Council had submitted comments to a previously withdrawn application. As this item was not on the agenda it could not be discussed at this meeting. It was

suggested that the clerk contacted the planning officer and asked for an extension to respond to the application.

RESOLVED: that the clerk contacts the Planning Officer for this application for advice about determination dates. This application would be considered at the next meeting on 15 January 2014. **DD**

## **NO.9. REPORTS**

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

None

### **No.9b. Report from Boyd Valley Councillors.**

Councillor Stokes had passed on his apologies.

Councillor Reade reported that the Core strategy had been approved by full council. The Resources Sub-Committee had considered a report about the land at Oaktree Avenue. When information was available it would be passed on.

### **No.9b. Councillors report from Parish Council Saturday Open Morning**

There had been one attendee.

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

The clerk updated councillors on actions from previous meetings:

1. Minute item 3, 6 November: An email had been sent asking the Chairman of the PCA when and how reporting about the Community Centre makeover would be done.
2. Minute item 9c, 20 November: A reply from SGC had been received that vinyl stickers could now be provided. The clerk had sent the bus stop information for this to be completed.
3. Minute 9c, 6 November: Woodland advice information had been passed to the Open Spaces working group
4. Shortwood Road travellers' site: A planning contravention notice had been served on the residents.

Other ongoing actions included:

5. The Parkfield replacement roundabout quotes would be presented to the meeting on 15 January 2013.
6. Grave plot ownership issues: The cemetery book details were being checked and entered onto an electronic database which would make searching the records easier.
7. Another email would be sent to the SGC officer about a meeting regarding flooding on Hill View Road.
8. Reports from training courses attended by the clerk would be circulated.

Councillor actions outstanding from 18 September meeting after a letter had been received about a litter problem on the recreation field:

9. Information about the dates of calls made to the police to report anti-social behaviour would be checked

10. That the request for a litter bin in the area would be considered with the overall response to Streetcare about services required from 2014. A meeting with SGC officers was in the process of being arranged.

An emergency planning informal meeting was also in the process of being arranged.

RESOLVED:

Complete outstanding actions **DD/AII**

## **NO.10. AGENDA ITEMS**

### **No.10a. To APPROVE the handover of management and grants to the Youth Club Committee**

Following agenda item 4, Public Participation, this item was considered.

In response to questions councillors were assured that a service level agreement would be made with Make It Mentoring (MiM) to provide the youth club service based upon the South Gloucestershire Council's record of Agreement. This would include a monthly report from MiM and attendance at a committee meeting twice a year to monitor performance. One committee member would always be at the youth club sessions.

Other grants had been applied for to help supplement activities during school holidays periods.

RESOLVED:

1. To handover the positive activities grant monies remaining once the Youth Club bank account had been set up **DD**
2. To pass on grant information recently received **DD**
3. To provide the youth club management committee with a history of costs for the room and youth club service provider, Make It Mentoring **DD**

### **No.10b. To CONSIDER, APPROVE and AGREE next steps for a draft budget for 2014-2015**

A report and a draft budget had been circulated. The precept could not be set until the next council meeting on 15 January 2014 because SGC had not yet confirmed the council tax base. The council tax base would be set on 6 January 2014. The draft report considered suggested an increase in the number of properties. There was also likely to be more information from Government about capping rules on local councils.

It was also noted that the council was now paying national insurance contributions for staff, which it had not had to in previous years. This would be added to the administration budget to ensure that sufficient funding was available to make these required payments.

A request had been received from the editor of Pucklechurch News to consider other printers. The current printer was semi-retired and it seemed an appropriate time to assess the current costs and volunteer time against other quotes. This would be reported and included within the report for 15 January 2014.

RESOLVED:

1. For all councillors to contact the clerk or finance working group with any suggestions for the final report **All**
2. To set the parish council's precept at its meeting on 15 January 2014 **All**

**No.10c. To CONSIDER the use of social media by the Parish Council**

Councillor Button had looked into the use of Facebook and Twitter by the council. She thought it would add a benefit and another method of contacting residents in addition to the website.

Councillors agreed it was worth looking into but that the monitoring and administration of it would need to be carefully considered. The council would also need to introduce a social media section to an IT policy. The clerk had attended training recently that covered issues around using social media. A report from this training would be circulated which would help further discussions.

RESOLVED:

1. For the clerk to circulate notes from a recent training event about using social media; **DD**
2. For the Communications Working Group to bring a draft proposal and strategy to a future council meeting **GB, L-AB, JH and RS**

**No.10d. To CONSIDER a request for a bench from Pucklechurch Cricket Club**

Councillors said that as long as the bench replaced an existing one and was in the same style as previous benches then the request could be granted. Supplier information would be passed to the Cricket Club for their consideration.

RESOLVED: To approve the request subject to the conditions, that it replaces an existing bench and that it is in the same style as previous ones **DD**

**No.10e. To APPROVE a response to the SG Clinical Commissioning Group Call to Action survey**

Councillor Watson had read the survey and reported that he felt that the consultation was a personal one, not for organisations. He also said that understanding of who was responsible for different health services was assumed.

RESOLVED: That the parish council would respond that it had no comments to make.

**No.10f. To APPROVE the Allotment rents for 2014**

The management of the allotments was costing more than the rents being received, therefore it was proposed to increase the rent to £20 per plot. If tenants wanted to subdivide their plot they could do so and the parish council would help to facilitate this from the waiting list.

RESOLVED: To increase the allotment rent to £20 per annum from 1 April 2014.

**No.10g. To APPROVE expenditure for repairs to Parish Council owned part of Parkfield Rank.**

The clerk presented a report to council asking to waive financial regulations that three quotes be received for repairing potholes to the parish council owned road at Parkfield Rank. The area to be repaired amounted to approximately 15 square metres and would cost more than £500, therefore three quotes were required and council approval was needed. One quote had been received and repairs were able to be completed on 19 December 2013 if approved. The quote received honoured the prices of the last repair that was accepted in March 2012. For this reason the clerk asked council to waive financial regulations.

RESOLVED: To waive financial regulations requiring three quotes in order to progress the repair work as quickly as possible, thus reducing the risk to the council of any damage to third parties from the potholes **DD**

**No.10h. To APPROVE the Allocation of grants**

Dispensations for all councillors present had been approved.

A total of eight applications for grants had been received. The applications had been assessed against the criteria agreed. The applications were then discussed with reference to the assessment sheets and the documentation received in support of them

The following points were made:

Citizens Advice Bureau application- councillors were pleased that the application showed exactly how many users of the service were from Pucklechurch parish. This was useful in assessing the application. Concerns were raised about the grant money being used for volunteers' out of pocket expenses. This would be difficult to monitor and then audit and could be regarded as providing a grant for a specific person. If the grant was solely used for the part payment of the rent of the premises then councillors would approve the full grant amount. Confirmation of this would be sought before any grant was paid.

St Thomas a Becket church application- councillors agreed that an application for money to repair the weather vane met the published grant criteria . However concerns were raised that other sources of grant funding were available and could also be applied for. It was suggested that a part grant be made and that advice about applying from other funding streams, such as the SGC New Homes Bonus, be provided. A quote for the work had been provided.

Victim Support application- the application did not identify exact numbers of users from Pucklechurch parish. Instead figures had been extrapolated from users who came from the BS16 postcode area, suggesting 10 users a year from the parish. The service was available to anyone who required it, funding from other parish councils had also been requested. The application was supported.

Pucklechurch Social Club- it was confirmed that membership of the social club was available to all residents of the parish and that all profits made by the bar were returned to the Community Association. Quotes had been provided for the replacement fridge and covering of chairs.

Girl Guides application- Although the group's membership was only made up of a certain age range the group was open to all within this and was a benefit to the community. However this application was for 16 specific guides and 2 leaders to take part in the Baden Powell Challenge. This would not be to the benefit of the whole group and therefore community and could not be supported as grants could not be awarded to benefit specific individuals.

Pucklechurch Revel application- the application requested funding for acts to provide music entertainment on the Revel day in summer 2014. No quotes had been provided so the application could not be supported. Councillors suggested that Revel be advised to obtain quotes and reapply by the next grant deadline

Pucklechurch Playgroup application- Quotes and information about the suggested improvements to the outside play area had been provided. The application was supported since it met all the published grant criteria

Pucklechurch Community Association application- Councillors agreed that changing the lighting within the community centre to be more energy efficient would be beneficial. However, they were concerned that the work was being done before a more complete plan about any changes to the centre had been made. The remainder of the funds required to undertake the project had yet to be secured. The parish council has made annual grants of £3000 to PCA for several years and has already provided this sum within 2013/14. The application was not supported.

#### RESOLVED:

To award the following grants-

- Citizens Advice Bureau- £500 subject to confirmation that the grant only be used for the rent of the premises
- St Thomas a Becket church- £1000 and provide advice about other funding streams through SGC for example.
- Victim Support- £140
- Pucklechurch Social Club- £700
- Pucklechurch playgroup- £500

#### **No.10i. To AGREE Events for 2014 and the dates of these**

The parish council had received information about the SGC Big Spring Clean from 1 March to 30 April 2014. It was suggested that due to poor the turnout in recent years that the parish council would promote the campaign but would not organise a specific event.

The council also needed to arrange its Annual Parish Meeting, this had to be held before 1 June. This was the meeting that was open to all residents of the parish. It was suggested that it be held on a different evening to normal council meetings. It was also suggested that topics for the meeting be discussed at a later parish council meeting.

#### RESOLVED:



1. that the open spaces working group consider promotional opportunities for the big Spring Clean 2014; **JH, LE, L-AB, RS**
2. That the Annual Parish Meeting be held on Wednesday 14 May 2014 **All**

**No.10j. To RECEIVE a status report from the Open Spaces Working Group**

This item was deferred for a report to be produced.

**No.10k. To RECEIVE a status report about the Pucklechurch Greenway (path from Pucklechurch to BBCW)**

Councillor Smith reported that the application for the grant of £50,000 from the Local Sustainable transport Fund had been successful. Currently approximately £100,000 of funding had been secured. This was not enough to complete the whole route. SGC officers were therefore looking at how sections of the route could be provided. Surveys had been undertaken for the whole route and then the route would be delivered in sections. Consultation would take place but could not happen until there were more details about the options available.

**No.10l. To RECEIVE an update of outstanding log items**

This item was deferred.

**No.10m. To AGREE items for inclusion within the next Pucklechurch news**

RESOLVED:

The following items would be included within the Chairman's report for the Pucklechurch News:

Date of annual parish meeting

Information about the cycle path Greenway

How to apply for prints commissioned to commemorate the twinning anniversary.

**No.10n. To AGREE the Saturday Open Morning on Sat 4 January 2014**

It was agreed not to hold an open morning on 4 January 2014.

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

The next Parish Council meeting would be held on Wednesday 15 January 2014, at 7:30pm.