

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 19 FEBRUARY 2014, 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.S. Watson.

Debra Duke (Clerk)

NO 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Smith.

The Chairman had received a letter of resignation from Councillor Lori-Anne Button, dated 19 February 2014.

NO 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

NO.3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2014

RESOLVED: The minutes of the meeting held on 5 February were approved as a correct record and signed by the Chairman.

NO.4. PUBLIC PARTICIPATION

None

No.5. Law and Order

Apologies had been received from PCSO Derrick and PC Ken Hill.

NO.6. FINANCE

No.6a. To INSTRUCT cheques to be signed

RESOLVED:

To approve payment and authorise signatories to raise the payment for

- SLCC- Quotes, contracts and tendering course-£150
- Recresco, for emptying plastics recycling bin- £42
- GAPTC- Finance workbook training- £25
- HMRC- National insurance- £39.13
- D Duke- salary and expenses- £852.57
- G Ashby- salary and mileage- £521.15
- PCA, parish council room bookings- £21.40
- GB Sport and Leisure- wet pour repair kit- £86.40
- SGC- emptying dog bins- £154.22
- J Hawkins- postage for allotment letters- £10
- Parish Online- online mapping membership approved Sept 2013- £48
- Anna Sharpe- for tidying recreation field- £178

No.6b. To RECEIVE budget update

The clerk updated councillors with regard to the budget.

1. Banking reconciled with 17 Jan bank statement.
2. Currently £500 underspent for the year.
3. Project spend is underspent.
 - a. Allotment money had been spent.
 - b. Roundabout quote was under anticipated.
 - c. The grant allocation money was underspent at the first round.
 - d. But more grants could be allocated in the second round.
4. The underspend could be used to progress other projects.

Grant information needed to be re-advertised. It was also suggested that the grant deadline be slightly extended but still to be considered within the 2013-14 financial year.

RESOLVED:

1. To extend the grant deadline date to 13 March and consider applications at the 19 March 2014 council meeting **ALL**
2. To email all groups within Pucklechurch with updated grant information
3. To update the website with grant information **MS**
4. To advertise on noticeboards the grant information **DD**
5. To schedule an agenda item for 19 March to consider any underspend for the year **DD**
6. For the finance working group to meet within the next few weeks
LE/JH/MW/DD

NO.7. CORRESPONDENCE

No.7a. Invitation to consult on the proposed South Gloucestershire Council Waste Management Supplementary Planning Document (SPD)

The council had previously responded to the Waste Management Supplementary Planning Document Issues and options consultation, approved at the 16/10/13 meeting. It was proposed that this consultation be answered in line with the previous response.

RESOLVED:

To respond with reference to the response to the Waste Management Supplementary Planning Document Issues and options consultation approved on 16/10/13 **DD**

No.7b. The Centre for Sustainable Energy's communities team is offering support to groups who want to apply to the Rural Community Energy Fund

Rural communities can now apply for funding to develop renewable energy schemes via the RCEF. This would be considered at the meeting on 5 March 2014.

No.7c. Review of the South Glos HomeChoice Lettings policy and procedure

Last year, the Government issued new guidance for local authorities in England covering the way that social housing is allocated. As a result of this guidance, South Gloucestershire Council was now reviewing its Lettings Policy and aimed to have a new one in place by summer 2014. Some of the guidance was mandatory however, most of the changes are optional. The council noted the consultation but would send no response.

RESOLVED: To reply with no response **DD**

No.7d. Action in case of flooding

This was a new procedure from South Gloucestershire Council and was noted.

NO.8. PLANNING APPLICATIONS**No.8a. PK14/0397/F; 12 Becket Court Pucklechurch Bristol South Gloucestershire BS16 9QG; Erection of single storey rear extension to form entrance area and installation of 2 no. enlarged windows to rear elevation.**

This application related to the new doctors' surgery site.

RESOLVED: To submit no objection

No.8b. PK13/2372/RM; Emersons Green Urban Village Emersons Green East Emersons Green South Gloucestershire; Construction of roads 2 and 3 and school square (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O)

This application was a resubmission of a previous application. It included more documents and designs but would not have a material impact on the parish. The council had submitted the following comments on 7 August 2013.

RESOLVED: To refer to previous no comment submitted on 7 August 2013.

No.8c. To RECEIVE an update on PK13/2621/F; 85A Parkfield Road Pucklechurch BS16 9PS; Change of use of land to gypsy caravan site comprising of 1 no. mobile home, amenity unit and entrance gates.

This application had been included on South Gloucestershire Council's Circulated Schedule with a recommendation for approval. Pucklechurch Parish Council had objected to the application. Councillor Reade had called the application in and it would be presented to the Development Control (East) Committee. The parish council's objection had been included in full on the circulated schedule. However, councillors wanted to ensure that the objections were presented in person to the committee.

The council referred to its previous objection agreed at the meeting held on 6 November 2013. The following comments were made with reference to the officer's report included within the circulated schedule:

In the council's opinion more weight had been given to the continued unmet need for sites than the residents/Parish Council concerns or comments e.g. that the site had been unoccupied by Mrs Wendy Ayres for some considerable time prior to the new

dwelling being constructed and that the current applicants did not move in until well after her permission had lapsed - this clearly conflicted with what had been reported by the Welfare Liaison Officer. No significance has been attached to the fact that the applicants' need to live there to support Mrs Ayres was never mentioned when her previous application was made (disposed of 15/7/2013 PK11/3976/F). No compelling case for personal special circumstances had been made by either the applicant or SGC - the fact that the son needed to be transported to Filton College by his parents was no different a situation than many other families find themselves in in this area.

The report acknowledged this was an unauthorised occupation and that permission lapsed in August 2011 and "therefore no longer safeguarded under Policy CS21, the proposal must fall into the windfall category determined under the development management process." Whilst the Policies, Sites and Places DPD was still pending the council assumed that this cannot be used to determine which sites might be appropriate. The Council also believe that Pucklechurch already has a higher proportion of Gypsy and Traveller sites than most other settlements and that does not appear to have been taken into wider consideration.

The application site was clearly acknowledged as being "situated in open countryside outside the settlement boundary of Pucklechurch and in the Bristol & Bath Green Belt." Some weight was given to the size of the proposed development. The fact that it was only small scale was irrelevant (para 5.22) encroachment of the green belt was nevertheless encroachment. The impact the new mobile had on the open countryside when viewed from King's Lane had been photographed and circulated. The council drew attention to the closing comments submitted on behalf of SGC with reference to the most recent appeal relating to Sloes Well Paddock (PK09/5583/F) where an entirely opposite argument was offered with regard to the effect of a small scale development:

The fact that this is a small scale development is no answer to anything (cf Appellant's opening). The openness of the relevant part of the Green Belt will be completely eliminated. It is small scale because it is only one dwelling. Being only one dwelling it will only meet the housing needs of one household. A larger development, by catering for the needs of more than one household, would have the potential to have more very special circumstances in its favour. There is nothing about the physical impact of the proposal which lessens the substantial weight which should be accorded to the harm arising from the impact on openness. The fact that the development is domestic in character means that it can be expected to be accompanied by a certain amount of paraphernalia, exacerbating the impact on openness, a point made by the 2010 Inspector.“

Whilst many references were made in this report to the Inspector's comments regarding the last appeal, which granted Mrs Ayre's a temporary consent no reference was made to the fact that the condition stated that the land should revert to green belt status at the point the temporary consent expired. This was surely the clear intention of granting a temporary consent based on Mrs Ayre's occupation.

RESOLVED:

1. That Councillor Boyle would attend the Sites Inspection Committee on 28 February 2014 and address the committee with the parish council's objection **GB**
2. That Councillor Boyle would attend the Development Control (East) Committee on 13 March to address the committee with the parish council's objection **GB**
3. That objection comments be sent to each member of the Development Control (East) Committee detailing the parish council's objections and photograph of the site from Kings Lane. **DD**

NO.9. REPORTS

No.9a. Parish Councillors written reports

None

No.9b. Report from Boyd Valley Councillors.

Apologies had been received from Councillors Reade and Stokes due to a SGC full Council meeting.

Councillor Reade had sent an email asking for organisations who applied to the Kings Forest Forum for grants to make him aware of their application. This would enable him to lend support to the application.

No.9d. Verbal report from the Clerk

The following points were made:

1. At the meeting held on 5 February the council had approved the precept and budget subject to the referendum principles.
2. No capping or referendum thresholds for parish councils had been set for 2014-15 so the precept amount had been submitted to SGC
3. Finance work for end of year and next financial year was to be completed
4. Asset information for community governance change had been requested by SGC. A map of the area affected had been requested.
5. The roundabout at Parkfield would be removed and the pin would be replaced week commencing 24 February.

The clerk had met with Michael Dixon with reference to the Streetcare contract. The following points were noted:

6. The parish council could make amendments to the standard contract and specification.
7. An agenda item would consider the contract on the 5 March agenda.
8. The contract had been agreed by the parish council in principle but the actual details needed to be agreed and particularly a length of time- 1 to 3 years.
9. The contract needed to be amended because parish councils were not normally able to pay by BACS
10. Some of the parts of the contract would be removed because Streetcare and the Highways Authority were the same organisation.
11. However if there were any concerns about reporting from SGC then the contract could request that certain issues were reported to the clerk.
12. The contract required two times a year inspections of work. Other reporting methods or additional inspections could be added to the contract if it was felt necessary.

13. The Village Orderly could monitor the contract on a daily basis.
14. A schedule of works would be sent by SGC which could be checked.
15. There will be a named SGC officer for operational issues.
16. The contract for amenity grass cutting is for 10 cuts per year-
 - a. If there are more cuts then at SGC risk
 - b. If fewer cuts then at the parish council risk
17. It was suggested that before the contract is signed that all assets and areas were checked
18. The council could remove those services from the specification that were not being provided.

RESOLVED:

1. To confirm the cost for a 3 year Streetcare contract compared to a one year **DD**
2. To schedule an agenda item for the Streetcare contract for the meeting on 5 March 2014 **DD**
3. To schedule an agenda item for the community governance review once maps had been received from SGC **DD**

NO.10. AGENDA ITEMS

No.10a. To NOTE the acquisition of Heartstart assets, equipment and finances
 The defibrillator equipment had been acquired by the parish council. Funding was available for the fourth defibrillator. Great Western Ambulance Service had also promised to provide the defibrillator and sundries pack. The council would only have to purchase the cabinet and organise a location.

RESOLVED:

1. To amend the asset register accordingly **DD**
2. To transfer remaining funds **Heartstart**
3. To schedule an agenda item to discuss the placement of the fourth defibrillator **DD**

No.10b. To DISCUSS and AGREE Annual parish meeting agenda item(s)

The following topics were suggested for inclusion at the annual meeting of the parish:

- First Bus Service
- Emergency Plan
- Sustainable Energy
- Cycle Path to Shortwood

The meeting should also include a roundup of parish council achievements. Groups would be invited to present a report but be time limited for their presentations.

No.10c. To RECEIVE an allotments update

Councillor Hawkins said that she had written to the first five on the allotments waiting list regarding the renewed sites. One had responded. The others would be sent a further note with a deadline for a reply and then those further down the list would be contacted.

No.10d. To RESPOND to First Bus group fares consultation

The consultation was for individuals to complete. The existence of it would be advertised through the website and email list. The parish council would submit a link to the community plan data.

RESOLVED:

1. To advertise the consultation through the website and email list **MS**
2. To send a response with a link to the community plan data. **DD**

No.10e. To CONSIDER the co-option process for the casual vacancies.

Following the latest resignation the council now had 3 vacancies. The council was legally obliged to fill casual vacancies as soon as it was practicable following the expiration of a call for election. It was proposed that interviewing of candidates would be undertaken after the third election deadline had passed. This date was 11 March. If interviews could be undertaken before the council meeting held on 19 March then confirmation of appointments or vacancies could be made at that meeting. Councillor Boyle would lead the interviews with the clerk present and at least one other councillor.

RESOLVED:

To arrange a suitable interview date with Councillor Boyle **DD**
To contact applicants with the interview information **DD**

No.10f. To AGREE attendance at the next Saturday open morning

Councillors English and Watson would attend.

No.10g. Staff report (confidential)

Due to the report including personal information the council considered this item in private session and asked the member of public present to leave the meeting.

The report stated that appraisals for the Clerk and Village Orderly had been undertaken. Some amendments to the Village Orderly job description were required. This had an impact on the contract which was considered. The council would be reviewing all policies within the next two months and this would include a lone working policy. Due to the nature of the Village Orderly role it was suggested that a council mobile telephone should be provided and was voted on as an additional recommendation.

RESOLVED:

1. That the recommendations included within the confidential report were approved
2. To provide the Village Orderly with a council mobile telephone

NO.11. DATE OF NEXT MEETING

The next Parish Council meeting would be held on Wednesday 5 March 2014, at 7:00pm in the meeting room at the Community Centre, Pucklechurch.