

**MINUTES OF THE PARISH COUNCIL MEETING HELD 16<sup>TH</sup> JANUARY 2013 IN THE MEETING ROOM PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, Mrs G. Boyle Vice Chairwoman, Mrs L. English, P.J. Green, Mrs J. Hawkins, Ms Lori-Anne Scantlebury, M.C. Smith, M.S. Watson.

Ben Stokes Councillor for Boyd Valley.

The Chairman opened the meeting with a welcome.

**NO 1. APOLOGIES FOR ABSENCE.** E. Aze

Steve Reade Councillor for Boyd Valley.

**NO 2. MINUTES OF PREVIOUS MEETING.** The minutes of the meeting dated 2<sup>nd</sup> January 2013 previously circulated were agreed a true record and signed.

**NO 3. PUBLIC PARTICIPATION.** Cllr Ben Stokes was invited to give a report. Cllr Stokes said he had been approached by residents concerned about what would happen at HMP & YOI Ashfield. He has spoken to the Governor who confirmed a number of changes were being looked at. Due to a reduction in young offenders Ashfield no longer use all its placements and withdrawal has been recommended. Ashfield may be used as a Category C prison for adults subject to contract negotiations.

Cllr. Stokes confirmed S.G.C. has in place extra provision for potential bad weather.

Regarding the Positive Activities Fund for 15 – 19yr olds this will be discussed at the Kings Forest Meeting on the 22<sup>nd</sup> January and grants will be considered at the meeting on the 25<sup>th</sup> February and applications from the small grants fund (up to £3000.00.) are being considered now. The Chairman thanked Cllr Stokes for his report.

**Action: Clerk to pass information reference Positive Activities Fund to Jason Prewett.**

**NO 4. LAW & ORDER.** P.C. Jo Kille confirmed the planned operation at Ashfield had taken place, she also advised it was changing to an adult male prison. There have been a number of moped thefts around the area and the police would like to put a warning notice on the web site. Cllr Smith gave P.C. Kille the contact email address for the information for the web site. Groups of young men appearing to be selling have been carrying out burglaries. Councillors confirmed notes had been put through doors in Pucklechurch advising a neighbour had been a victim of crime and in Shortwood advising cars had been damaged.

**NO 5. TO RECEIVE & NOTE VERBAL REPORT FROM CLERK.** Audit of bus stop masts has been carried and SGC advised that three do not to include the 'Bristol' destination – Maple Walk, Kestrel Drive & Goldfinch Way.

St Aldams Drive Play Garden – SGC to advise when matting will be installed. Planting of replacement trees programmed for end of Feb/March 13.

A letter has been sent to Pucklechurch Play Group reference grant application and Parish Orderly asked to prune the shrubs next to the outdoor play area so as to increase visibility.

Woodland Management Plan. Chris Wright has been contacted and will include a recommendation in his report.

Positive Activities Fund. Implementation of fund to be agreed at Kings Forest Area Forum on 22<sup>nd</sup> January at the Civic Centre.

Enforcement Officer happy to arrange a meeting suggested end of February or first week of March. Councillors would prefer 4<sup>th</sup> or 11<sup>th</sup> March at 10am.

**Action: Clerk to contact Enforcement Office to arrange date for meeting.**

Copy of letter from Wessex Water reference pollution from combined sewage overflow has been sent to Wick & Abson Parish Council.

Support for the re-location of Pucklechurch Post Office to the Newsagents shop has been sent.

Condition of surface of Westerleigh Road between Crematorium and Leigh Lane has been inspected by S.G.C. Overall the condition looks to be reasonable but there are areas that look a little tired. A surface dressing treatment would revitalise the surface and increase the texture of the carriageway and this will added to a future programme.

Problem/danger with walkers using verge from Hawkridge Drive across Abson Road to gain access to Hodden Lane and the public footpath. S.G.C. suggested they could cut back the brambles to increase visibility. Clerk explained the problem was not visibility but the fact that walkers have slipped and seriously hurt themselves climbing down over the verge. Unfortunately S.G.C. do not have funding to create and maintain a new path.

**NO 6. FINANCE.** To discuss and agree precept. Cllr Symons passed the Chair to Cllr Boyle so that he could explain the previously circulated calculations for setting precept. It was suggested that strictly speaking the precept should be presented by the R.F.O. The Clerk confirmed she was happy for Cllr Symons to present the figures. The operational costs for next year (2013/14) proposal was as last year 2012/13 except for the clerk's salary which has increased. Costs for grass cutting were down and the need for replacement play equipment thought to be unlikely. A figure for training of £500.00. was suggested. Average income plus the figure to be carried forward relating participatory budgeting, the gain as resulting from no election and the allocation for project spend arising from the Community Plan and others were discussed. It was suggested that the principle of the level of increase be agreed and the budget allocation determined later.

A decision took place regarding the appropriate level at which an increase to the precept should be set. Two proposals were made and subsequently voted upon.

The first proposal was for a 4.6% increase. 3 Councillors voted for with 4 against and 1 abstention. The proposal was not carried.

The second proposal was for a 2.6% increase. 4 Councillors voted for with 3 against and 1 abstention. This proposal was carried.

**Action: Clerk to request precept requirement of £58,482.00.**

To agree other expenditure arising from the community Plan. It was agreed there was no need to set the specifics of the budget at this meeting. Clerk to include as an agenda item for first meeting in February. Changes to the format of the presentation of budget were suggested. Cllr Symons said he was happy for another Councillor to take on the roll.

Cheques for signature. The following cheques were agreed for payment and Councillors instructed sign. Glasdon Manufacturing Ltd. £500.16. 1 replacement seat on recreation field

1 replacement dog bin for Parkfield Play area. A.L.C.A. £75.00. new Councillor training. S.G.C. £250.48. emptying of dog bins 11.11.12.-6.1.13. Recresco Ltd. £42.00. emptying the plastics recycling bank. EDF Energy 1 Ltd. £31.37. unmetered supply. P.C.A. £73.75. hire of meeting room for 2 P.C. Meetings 1 P.C. Surgery & 3 sessions of Youth Club. Mrs Anna Sharpe £178.00. Gavin Ashby £540.95. salary plus expenses and tools. Mrs D. Bailey £760.78. being salary £640.00. plus stamps £3.80. plus hedge trimmer for Parish Orderly £116.98.

**NO 7. AGENDA ITEMS.** Community Plan update. Cllr. Smith advised the work to construct the cycle path from the M4 link to Yate which had been abandoned due to the weather was scheduled to restart in February.

Reference the survey of footpaths the group are hoping to publish information in the summer.

To agree Clerk application paperwork. Councillors agreed to accept the overall process proposed for the employment of a new clerk and agreed with the scoring principle suggested for short-listing and interview. A discussion took place regarding the composition of the interview panel and it was agreed that the present Clerk would only be present to act in an advisory capacity and to answer questions. The selection, interview and decision-making process regarding who to appoint would be the responsibility of Councillors. It was not thought appropriate for all Councillors to be part of the Section Panel as there may be a need for a panel of Councillors to scrutinise the procedure at a later date should any complaints be made. After further discussion it was agreed that Councillors Symons, Green, Scantlebury & Smith would form the Selection Panel with Clerk in advisory capacity. The applications would be shared with other Councillors after short-listing.

To consider quotation for Grass Cutting for the 2013 season. It was agreed to accept the quotation from Instant Landscapes.

To consider quotation for maintenance of the Burial Ground for the 2013 season and the cutting of the Beech hedge. It was agreed to accept the quotation from Mr D. Gay.

**NO 8. CORRESPONDENCE.** An email was received from Puckechurch Heartstart Project requesting the continuation of funding for the annual maintenance of defibrillators. Cllr Symons confirmed the funding had been included in the precept calculations.

An email was received from S.G.C. confirming the Resources Sub Committee had taken the decision to dispose of the Council owned housing land at Oaktree Avenue on the open market. Following discussion it was agreed clerk would contact S.G.C. and ask for a map outlining the land for sell and an indication as to what price they were looking for.

**Action: Clerk to contact S.G.C. for a map outlining land for sell and indication of price.**

A letter was received from Mr Humphrey regarding excess water affecting properties on Hill View Road, Castle Road and Feltham Road. The letter states that for over 20years residents have suffered extreme damage to their properties and despite continued requests to authorities, no effective remedy has alleviated the situation. He suggests a poor response from the Parish Council has led residents to collating a damage report that has occurred and is still occurring to their properties. He has also written to Steve Webb M.P., South Gloucestershire Council and Wessex Water and would like a joint meeting with all parties. Councillors were disappointed to receive this letter as the situation had been properly investigated and the Council has always replied. The only information the Council has received has been in the last two years and the concern was with Mr Humphrey's front

garden, concrete path and concrete surround not with the house. Councillors were not aware of any recent problems with neighbouring properties. Cllr Ben Stokes suggested Nigel Hale the Drainage Engineer for South Gloucestershire Council may be able to help.

**Action: Clerk to pass contact details for Nigel Hale to Mr Humphrey and ask to be kept informed.**

**NO 9. PLANNING.** The following applications were considered and observations made. PK12/3991/F Plot B1 Feynman Way, Emerson's Green. Erection of service compound to house mechanical chiller units, transformer and electrical equipment screened by 3m fence, gates, new access and associated works. No objection.

PK12/4289/LB internal alterations including new opening between kitchen and utility room. Internal refurbishments to living and dining room. Moat House, Kings Lane. Councillors had some concerns about the use of modern materials such as plasterboard and mdf that are not in keeping with materials original to the building. On balance they did not feel qualified to comment on the level of impact to the significance of the building these would have and would prefer to defer to the opinion of South Gloucestershire Council's Conservation Officers.

PK13/0095/TCA works to fell 1no Sycamore, 1no Ash and 4no Leylandii trees situated within the Pucklechurch Conservation Area. Tall Trees, 18 Westerleigh Road. No objection.

Cllr Watson advised for information that the recent application for stabling near the boundary between Pucklechurch and Abson were in breach of their conditions and Enforcement is involved. Cllr. Hawkins declared an interest.

**NO 10. CONCERN RAISED AROUND HMP & YOI ASHFIELD.** Cllr Scantlebury declared an interest. Councillors' attention was drawn to an email from the Director that confirmed he had no detailed information and nothing specific to report at the moment. A meeting was being planned for the 18<sup>th</sup> January but no final decision will be made at that meeting. The Parish Council is in dialog with Management and the Director has confirmed he will be keeping the Council informed as part of the process.

There being no further business the Chairman declared the meeting closed.

Date of Parish Council Surgery:	2 <sup>nd</sup> February at 10am Cllr Smith to host.
Date of next Parish Council meeting:	6 <sup>th</sup> February at 7.30pm.