

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 18<sup>TH</sup> APRIL 2012 IN THE PUCKLECHURCH COMMUNITY CENTRE MEETING ROOM, ABSON ROAD.**

**PRESENT.** R. Symons Chairman, M.C. Smith Vice Chairman, E. Aze, Mrs. G. Boyle, Mrs. L. English. P.J. Green, M.S. Watson.

Cllr. Symons opened the meeting with a welcome.

**NOTE.** It came to light that the A.G.M. of the Parish Council must by law take place in May therefore items 2 – 7 on the agenda will be deferred until the May meeting.

**NO 1. APOLOGIES FOR ABSENCE.** Apologies from Cllr. Lori-Anne Scantlebury were accepted.

Apologies from Steve Reade & Ben Stokes Councillors for Boyd Valley were accepted.

**NO 8. ARISING & SIGN MINUTES OF THE PREVIOUS MEETING.**

Cllr. Symons had cleaned entrance signs on Shortwood Rd & Abson Rd.

The minutes of the meetings dated 15<sup>th</sup> February and 21<sup>st</sup> March 2012 were agreed a true record and signed.

**NO 9. PUBLIC PARTICIPATION.** None.

**NO 10. REVIEW LOG.** Cllr. Symons & Cllr. Smith had worked on and included an extra column to incorporate review date for items.

The open items were reviewed and the following actions agreed:

A letter to be sent to S.G.C. asking for sign on Feltham Road to be cleaned saying if they were unable clean the sign within a reasonable time the Parish Council would arrange for the Parish Orderly to carry out the work and invoice them accordingly.

**Action: Clerk to write to S.G.C.**

Training for new Councillors. Cllr. Watson confirmed he was happy to run a training session in the Community Centre and suggested a donation of £50.00. to be made to sent to A.L.C.A. would be appropriate. Cllr. Aze & Cllr. Scantlebury to propose a date for the training. Cllr. Boyle & Cllr. English have already undergone New Councillor Training.

**Action: Cllr. Aze & Cllr. Scantlebury to propose date for training.**

Graffiti Policy – Deferred until May meeting.

Damaged verge between Homefield Centre and Crump House.

**Action: Clerk to request update.**

Inconsiderate Car Parking in Castle Road. Beat Team asked to investigate.

**Action: Clerk to contact P.C. Topps for an update.**

Traveller Site on Shortwood Road report of excessive water running on to highway and causing flooding.

**Action: Clerk to ask SGC if they looked when it was raining.**

Complaints about the 689 bus service. SGC Transport advised they would contact operator about problems.

**Action:- Clerk to ask SGC if they had meeting with and what the outcome was.**

Community Woodland report of tree guards and timber in need of removal.

**Action: Clerk to contact BTCV for help.**

Replacement Mast heads for bus stops on Oaktree Avenue. Ongoing.

St. Aldams Play Garden - SGC to replace three dead trees in the Autumn. Ongoing.

St. Aldams Play Garden - SGC to provide ware mats. Ongoing.

St. Aldams Play Garden - Signage has been provided at Birch Drive entrance. Further signage to be considered by Open Spaces Committee.

Housing Needs Survey. Copy has been provided by SGC.

**Action: To be considered by Parish Council at a later date.**

Fly tipping in Kings Lane. Open.

Eagle Crescent damage to verge. Open.

Tree on Partridge Rd. See Correspondence.

Graffiti on sub station near 30 Oaktree Avenue. Open.

New notice for bus shelters. Open.

Wall Birch Drive is causing concern.

**Action: Clerk to contact SGC for update.**

**NO 11. LAW & ORDER.** There was no representation or written report. Cllr. Boyle was concerned that the Parish Plan had identified a need for the Police to communicate more.

**Action: Clerk to ask for written report if Police are not able to attend the May meeting.**

**NO 12. FINANCE.** Cllr. Symons had previously circulated the workbook. He explained that the under spend against budget was due to there being no planned tree work. Council budgeted to spend £42,650.00. but had actually only spent £36,000.00. and will be carrying forward to 2012/13 £19,000.00. Cllr. Symons proposed the reserve be increased to £14,229.00. equalling 25% of precept. Seconded by Cllr. Smith. Voting unanimous. Cllr. Watson said the accounting system introduced by Cllr. Symons was a huge step forward and commended him on his budgeting control.

The Council directed Cllr. Watson and Cllr. Green to sign the following cheques for payment. A.L.C.A. £539.70. membership. S.G. Over Fifties Forum £65.00. grant. Ensign Print £354.00. for printing Pucklechurch News and Parish Council Questionnaire. Mr. D. Gay £470.00. cutting Beech hedge in the Burial Ground. E.D.F. Energy 1 Ltd. £58.45. unmetered supply. P.C.A. £96.25. use of meeting room for 2 Parish Council meetings, 1 Parish Surgery and 5 sessions of Youth Club. S.J. Aplin Playgrounds Ltd £90.00. emergency visit to replace bolt on swing seat and check and secure fittings on Nursery Rhyme unit. Wizzard Landscapes £1158.00. carrying out levelling and tidying work in Burial Ground, supply and erect barriers on Recreation Field and repair pot holes at Parkfield Rank. University of West of England £15.00. registration for seminar for three Councillors. Mrs. A. Sharpe £178.00. Mrs. J. Long (Parish Orderly) £332.20. Mrs. D. Bailey £341.43. being salary £319.97. + Stamps £8.52. + white paint and masking tape. Shortwood Methodist Church £10.00. use of Vestry for Parish Surgery. Instant Landscapes £661.21. grass cutting £541.21. + filling holes made by horses on recreation field £120.00. Pucklechurch Revel £1000.00. grant for children's arena events on Revel day.

**NO 13. AGENDA ITEMS.** Review cost of Burials. After discussing information provided by clerk it was agreed the cost of Burials should be increase to:

Burial

Parishioner £200.00.

Non parishioner. £400.00.

Interment of Ashes

Parishioner. £100.00.

Non parishioner. £200.00.

Headstone – clerk to check cost charged by other authorities and review at next months meeting.

**Action: Clerk to provide cost charged by other authority for review at May meeting.**

Traffic Speed in Pucklechurch. Several years ago a review of the speed limits in the village had been carried out and recommendations put forward and discussed with S.G.C. Clerk has received confirmation (subject to change until signed off May) that there is provision in this year's budget:

To investigate design for a footway on Oaktree Ave.

To investigate traffic management measures for Castle Road including a 20mpr scheme.

To resurface Rookery Lane.

Councillors agreed to discuss carrying forward the review as an agenda item at the May meeting.

**Action: Cllr. Smith to circulate the document.**

Community Plan. Cllr. Smith advised he is holding a meeting on the 30<sup>th</sup> April at 8pm in the Community Centre Meeting Room looking for volunteers to help identify routes and promote footpaths, cycle ways and bridle paths.

To consider request for funding cost of repairing Community Centre boundary wall.

Following discussion Councillors agreed to award an exceptional grant to fund the cost of cheapest quotation. Reference the annual grant of £3000.00. C.A. to be asked to provide a detailed view of how the money is spent

**Action: Clerk to advise Parish Council will fund the cost of the lowest quotation and request detailed breakdown of how the annual grant of £3000.00. is spent.**

To consider proposal. It was proposed by Cllr. Boyle and seconded by Cllr. Watson that 'Pucklechurch Parish Council investigate the provision of a level and direct route from the area's of sheltered housing to the new surgery in Oaktree Avenue and approach S.G.C. to aid them to do this' voting unanimous.

Chairman's Report for Pucklechurch News. Several suggestions were put forward.

**Action: Cllr. Symons to prepare draft for circulation.**

Parish Council Surgery. Cll. Boyle advised two residents had attended the Surgery one had raised concern that vehicles were parking on and destroying the green space at the back of Maple Walk. S.G.C. has agreed to install bollards to protect the area but despite several letters the work still hasn't been completed. Councillors agreed to offer support and write to S.G.C.

**Action: Clerk to write to Gary Meddick at S.G.C.**

The other was concerned about the level of traffic on Shortwood Road/Abson Road/Westerleigh Road junction. The concerns were discussed and we suggested he contact S.G.C. Highways Department.

Date for next Parish Council Surgery Saturday 5<sup>th</sup> May. Cllr. Symons agreed to host in Pucklechurch. Cllr. Green to host at Shortwood.

To discuss unauthorised planting at St. Aldams Play Garden. Cllr. Boyle and clerk had met on site to look at the planting and discuss the best way to deal with the it. A letter asking for help/information had been drafted and Cllr. Boyle proposed it be sent to the residents of nos 38 - 44 whose properties overlook the area. All agreed.

**Action: Clerk to send letter.**

Discuss format for Annual Parish Meeting. The following was agreed:

That there was a need for more publicity.

The meeting to be less formal and split into two parts with refreshments available.

The first part of the meeting to receive reports.

The second part to be a presentation on changes in the budgeting/grant process.

It was proposed by Cllr. Watson and seconded by Cllr. Smith that a working group is set up to plan, advertise and organise new format for the meeting. Cllr. Boyle, Cllr. English, Cllr. Smith & Cllr. Symons to form the working group.

**NO 14. CORRESPONDENCE.** A reply from S.G.C. confirmed the two lights by the steps between Birch Drive & St. Aldams Drive would be switched on during the next routine maintenance.

An email was received from SGC Enforcement regarding drainage being installed at The Stables, Redford Lane confirming photographs of the internal drainage fittings have been sent to their Drainage Engineer for comment. They also advised that now the base has been levelled on the site, the slope of the land is much more evident and goes some way to explaining the works to raise the base. Pending the response from the Drainage Engineer Enforcement will undertake further visits to monitor the ongoing work. Councillors were not totally happy with this reply.

An email from S.G.C. advised the Willow at Partridge Road had been re-pollarded which means all the branches that had re-grown since the last pruning operation were cut back to the same point. This is done because the union between the new growth and the parent stem is not as strong as that between a naturally developed branch and the parent stem and is an ongoing maintenance regime.

An invitation to take part in C.P.R.E. Avonside Village of the Year Competition was received. It was agreed Clerk would complete the application form.

**Action: Clerk to complete and send in application form.**

A request to use the recreation field for events during Revel Week and on Revel day was received. Councillors were happy to agree providing the weather conditions are suitable and insurance and a risk assessment is in place.

**Action: Clerk to confirm Councillor's agreement.**

An email was received detailing the children's arena events for Revel Day which total £1000.00. After discussion Cllr. Watson proposed a grant of £1000.00. seconded by Cllr. English., all agreed.

**Action: Clerk to send cheque.**

An email was received from the resident of no 7 St Aldams Drive asking to be allowed to enclose a strip of land, which she has been maintaining since she moved in, to use to grow vegetables. She has tried to find out who owns the land and believes it was adopted by the Parish Council from the Home Office. Councillors checked the deed and agreed the land did not belong to them.

**Action: Clerk to advise the Council is unable to help on this occasion as the land does not belong to them.**

An email was received from a resident living in Becket Court expressing concern about lorries parking over night and presenting a safety hazard for drivers as they have to enter Becket Court on the wrong side of the road. They also referred to the questionnaire about the village hall suggesting that if the Council had £3m to spare it would be better spent on improving the transport system for people in Pucklechurch. It was agreed the Council would write to SEGRO and ask them to instruct the staff on the Gate to direct HGV's arriving after hours to a lorry park. Clerk to write to resident advising a letter would be sent to SEGRO and suggest that if they saw vehicles parked in such a way as to obstruct emergency vehicles, particularly the Fire Brigade, it should be reported to the Police. Regarding the village hall this is a misunderstanding as the figure of £3m. was intended to be a guide as to the cost that would need to be raised should there be support for an improved or new village Community Centre.

**Action: Clerk to write to SEGRO.**

**Action: Clerk to respond to resident.**

A resident sent a copy of her letter to S.G.C. Licensing Officer regarding the difficulties she is having with the P.V.S.S.C.

**Action: Clerk to reply thanking resident for her letter confirming the content had been noted.**

**NO 15. PLANNING APPLICATIONS.** Application PK12/0665/F and PK12/0666/CA for erection of 1no detached dwelling & garage with access and associated works to replace existing chapel remains. Congregational Chapel Site, Abson Road was considered. After discussing the application Councillors agreed they had no objection in principal to the development of the site but had reservations regarding specific details and asked that conditions be placed on the development and the Conservation Officer asked to assess whether the proposed gabled dormers on the front elevations, which are not in keeping with any of the roofs in the area, are appropriate.

**NO 16. REPORTS.** Cllr. Watson attended the Local Strategic Partnership as A.L.C.A. representative he advised the whole of the Council is being re-organised. The Executive decision making arrangement to be replaced with a Committee System.

Cllr. Watson attended a Planning Meeting in Birmingham the meeting was not particularly useful.

Cllr. Smith had a meeting with Cllr. Reade who advised the proposed mixed use path between Pucklechurch and the Avon Cycleway had been taken off the project register (all project costing in excess of £50,000.00. have been removed). Cllr. Reade suggested that the way forward may be to split development the route into sections. Cllr. Smith has arranged a meeting to float ideas and promote the Countryside Access Plan for 30<sup>th</sup> April in the Community Centre Meeting Room.

**NO 17. MEMBERS MATTERS.** Cllr. Smith asked if the Parish Council tri-fold information leaflet was to be updated. Councillors confirmed it would be. Cllr. Smith said he would need next years financial data for inclusion.

Cllr. Boyle said she had checked and there were only 13 on line responses to the questionnaire; she has not yet checked the boxes in the Newsagents and Post Office.

Cllr. Boyle reported an increase in the number deer in the parish and wondered if warning signs should be erected on the approach roads and in particular Shortwood Rd.

**Action: Clerk to contact S.G.C. for advice.**

Cllr. Boyle has noticed that a camper van was parked over night in the Community Centre car park during the Doberman Dog Show. Councillors agreed to monitor the situation.

Cllr. Boyle advised Western Power had dug a large hole in the ground in Birch Drive, there were barriers around it but no lights and she was concerned it could be dangerous when the street lights were out.

**Action: Clerk to contact Western Power urgently.**

Cllr. Watson confirmed he had emailed the cost of purchasing a laminator for the Council. After discussion it was agreed an A3 size laminator would be purchased.

**Action: Cllr. Watson to order A3 laminator.**

Cllr. Watson asked for a review of land around the village to be included in the future as an agenda item.

Cllr. Green advised the Police had put notes through doors in Shortwood warning people about theft from sheds.

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

Date of next meeting 16<sup>th</sup> May 2012 starting with the AGM at 7pm.