

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21<sup>ST</sup> MARCH 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, Ms. Lori-Anne Scantlebury, M.S. Watson.

**NO 1. APOLOGIES FOR ABSENCE.** Steve Reade, Ben Stokes Councillors for Boyd Valley.

**NO 2. TO SIGN MINUTES OF PREVIOUS MEETING.** Cllr. Smith expressed concern that there were items missing from the log on the February minutes. The Chairman signed the minutes of the January 2012 meeting which had been corrected, the February minutes to be signed after correction and re-circulation.

**NO 3. LOG.** Cllr. Symons & Cllr. Smith agreed to work on the log together.

**NO 4. PUBLIC PARTICIPATION.** Cllr. Symons invited the Chairman of the Community Association to speak. Mr. Holder advised he had obtained several quotations (which had previously been circulated) for the cost of repairing the boundary wall between the Car Park and no 5 Abson Rd. Councillors commented that details on the quotations were not consistent.

Mr. Holder asked if the Parish Council would re-consider taking over responsibility for the Car Park and surround as C.A. were finding it an impossible task to afford. He confirmed the cost of rebuilding the wall was not covered by their insurance and the Conservation Officer had advised they would not be allowed to replace the wall with a wooden fence. Councillors asked if the Community Association had applied for a grant from S.G.C. small grants for capital and revenue funding. Mr. Holder said he had not applied because he thought the repair needed to be carried out with some urgency. The Chairman thanked Mr. Holder for attending.

The Chairman invited Mr. Goodison to speak. Mr. Goodison said he was representing the Shortwood & Pucklechurch Good Neighbour Scheme who help vulnerable people in the community. Their volunteers help with small tasks like gardening, putting out bins, retuning digi-boxes and sometimes just visiting someone for a chat. For larger tasks they are able to help identify suitable people for the job. They were recently successful in applying for a small grant from Safer Stronger Community Group and it had been suggested that they should apply to the Parish Council. They would like to apply for financial help to publicise their scheme for distribution through letter boxes, in shops and doctors surgeries etc. Printing 500 copies of the tri-fold leaflet would cost £150.00. and plastic wallets, pens, fridge magnets etc approximately £194.50. Their insurance costs are £200.00. annually (covered this year by the grant from SSCG). In three years time it will cost £400.00. for volunteers to be CRB checked. The Chairman thanked Mr Goodison for attending and confirmed the Councillors would make a decision at next months meeting as it would need to be discussed as an agenda item.

**NO 5. LAW & ORDER.** It was agreed clerk would ask if a written crime report could be provided if no one was available to attend the meeting.

**Action: Clerk to ask for a written crime report if Police are unable to attend meeting.**

**NO 6. FINANCE.** A copy of the workbook was previously circulated Cllr. Symons explained the figures.

Clerk had obtained the following quotations for the re-fixing of a headstone in the Burial Ground. To completely re-fix the memorial, level and secure with a ground safety anchor and a new deeper foundation. £125.00. plus VAT. To re-dowel the headstone and re-fix to base £40.00. plus VAT. The first option is guaranteed to NAMM standards but there is no guarantee for the second option as it is usually considered a temporary solution. Cllr. Scantlebury proposed accepting quotation one £125.00. plus VAT seconded by Cllr Watson. Voting unanimous.

**Action: Clerk to accept quotation of £125.00. plus V.A.T**

Quotation for reinstatement of recycling facility in Community Centre Car Park. Pricing based on estimate of approximately 1 site, the collection charge for 2m x 2m x1.8m would be £34.00. per collection per container. Due to the cost of the banks plus the cost of delivery they ask for a contract period of 3years. However they are happy to agree to a 6month trial but if the service is withdrawn at any stage during this period there will be a collection fee of £100.00. per bank. Cllr. Watson proposed accepting the quotation seconded by Cllr. Smith. All agreed.

**Action: Clerk to accept quotation for reinstatement of re-cycling bank for Plastics.**

The following cheques were agreed for payment. Yate Town Council £321.31. cost of 4 Joint Cycleway Group Meetings split between user groups. Net Secrets Ltd £118.80. annual cost of Text Messaging Service for reporting problems. P.C.A. £70.00. use of meeting room for 1 Parish Council Meeting, 1 P.C. Surgery, 4 Youth Club sessions. A.S. Hall & Son £348.00. maintenance of Shortwood Playing field. Town & Country Services £170.40. skip change-over in Burial Ground. LGA £48.00. all day seminar to be attended by Cllr. Watson. Mrs. Anna Sharpe £178.00. Mrs. D. Hall £90.00. rent for Shortwood Play Area. Joanna Long (parish orderly) £504.60. includes £33.60. tax refund. Mrs. D. Bailey £1123.65. being wages £319.97. + annual expenses £800.00. + stamps £3.68. Shortwood Methodist Church £10.00. use of Vestry for Parish Council surgery. Instant Landscapes £294.18. grass cutting. B.T.C.V. £38.00. membership. Mr. M. Smith £86.27. costs incurred for hosting Pucklechurch web site.

**NO 7. AGENDA ITEMS. Participatory Budgeting.** The concept of Participatory Budgeting was discussed at a previous meeting. Cllr Watson proposed acceptance of Participatory Budgeting. Seconded by Cllr. Scantlebury. Voting 6 for 2 abstained. The motion was carried Cllr. Smith and Cllr. Scantlebury to form working party to propose an appropriate approach to the next Parish Council meeting in preparation for implementation.

Community Governance Review. Cllr. Watson confirmed he had been informed that the review would likely go ahead and the anticipated outcome logically would be to create an Emerson's Green parish. The following wording was agreed for submission 'Pucklechurch Parish Council request a review of the boundary between Pucklechurch and Emerson's Green in light of the development at Emerson's Green East'.

**Action: Clerk to submit request for review of Parish Boundary.**

Policy for Graffiti. Cllr. Smith had previously circulated amendments to proposed Graffiti policy. Councillors agreed this was the right approach.

**Action: Cllr. Smith to submit policy at next month's meeting.**

Review Part Night Lighting. Cllr. Smith had previously circulated recommendation for consideration 'that the three lights on steps between Birch Drive & St Aldams are switched on for safety'. Cllr. Watson proposed acceptance of the amendment. Seconded by Cllr. Smith. All agreed.

**Action: Clerk to contact Street Care and request lights are switched on during next routine maintenance.**

Consider cost of repairing Community Centre wall. Following discussion it was agreed Councillors were minded to offer support for the re-building of the wall providing comparative quotations were obtained and a written assurance received confirming planning permission is not required. Reference request for Parish Council to adopt the car park. Councillors confirmed their view remained unchanged.

Co-option process. Clerk confirmed the process has commenced, notices have been put up to advise the vacancy. The notice has to remain in position until 4<sup>th</sup> April and providing there are no requests for an election, by 10 electors, a notice can be erected asking for candidates for co-option. A working group to interview prospective candidates will need be agreed at next months meeting.

**Action: Clerk to put up notice for co-option at the appropriate time.**

**NO 8. CORRESPONDENCE.** A letter was received from Mr. & Mrs. Williams, Parkfield House, raising concern about parking in the 'Rank' and the problems often caused to people living beyond the 'Rank'. The main problem is that vehicles park on both sides of the road, often obstructing the pavement opposite the cottages and narrowing the highway so that emergency and large vehicles find it difficult to pass. Mr. & Mrs Williams would also appreciate more information concerning item 10 in the January minutes. Following discussion it was agreed Clerk would reply that the possibility of improving parking at Parkfield Rank was looked into previously but unfortunately the situation could not be resolved. The proposal referred to in the January minutes is to consider adding a path to link to the proposed extension of the Bristol-Bath cycle path from Cox Grove Hill through to Westerleigh and on to Yate but it is at this time aspirational.

**Action: Clerk to write to Mr & Mrs. Williams.**

A request for grant aid was received from South Gloucestershire Senior Citizen Forum. Cllr Watson declared an interest at took no part in the voting. Cllr. Green proposed a grant of £65.00. seconded by Cllr Boyle. Voting 7 for 1 abstained.

**Action: Clerk to send cheque for £65.00.**

A letter of thanks was received from Pucklechurch Community Association for the grant towards the upkeep of the Community Centre.

An invitation was received from Pucklechurch Primary School and St. Thomas a Becket Church to attend the re-enactment of the Coronation. Cllr. Boyle agreed to attend.

**Action: Clerk to send formal acceptance.**

An invitation was received to a Carers Event 14<sup>th</sup> April 10am – 3.30pm. No-one was available to attend.

The following letters were read in response to the log.

An email from PCSO Samantha Paterson confirmed the report of anti social behaviour mentioned in the minutes dated 18<sup>th</sup> January 2012 related to a call received on 6<sup>th</sup> January at 20.58hrs of motorbikes being ridden on pavements at St. Aldams Drive. A unit attended but the youths had left the location prior to the Police attendance and there were no details of the motorbikes registrations.

S.G.C. Transport Department confirmed they were very disappointed to receive details of the poor bus service delivered by Wessex Connect. In previous correspondence the operator had given assurance that the first service operating out of the depot in the mornings would be a priority, this does not seem to be the case. S.G.C. will be in touch with the bus operator to resolve the issues and would like to receive further reports of any incidents of the service failing to arrive within the scheduled time.

S.G.C. advised that unfortunately since the Parish Council had written no new bus stop flags had been ordered. However, they are in the process of changing the supplier and are currently awaiting a prototype. As soon as they are happy with the prototype the new flags showing the inclusion of 'Bristol' in the destination text will be ordered.

Cllr. Smith suggested the notices in the bus shelters should be updated to include the new text messaging service. Cllr. Smith to prepare new notice. Cllr. Aze offered to get the notices laminated. Cllr. Watson to look into cost of buying a laminator.

**Action: Cllr Smith to prepare notice.**

**Cllr Aze to have notices laminated.**

**Cllr Watson to investigate cost of laminator.**

An email had been received from a resident enquiring the reason for the increase in precept. Cllr. Boyle had prepared a draft response which Councillors agreed should be sent.

**Action: Clerk to send response.**

Cllr. Watson and the Clerk had received an anonymous letter to which no action/reply can be made. Councillors were concerned that the reason the letter was not signed was for fear of reprisals. Parish Council wishes to record that it is not able to take any action on anonymous communications and that communications received and marked 'confidential' will be respected.

**NO 9. PLANNING APPLICATIONS.** The following applications were considered and observations made. PK11/3976/F change of use of land to gypsy & traveller caravan site to facilitate the retention of 1no existing mobile home and 1no amenity unit. 85a Parkfield Road, Pucklechurch. Cllr. Boyle advised the previous consent, which expired August 2011, had been granted on appeal and was conditional to the person living at the site. After discussion Councillors agreed to object to the application as it is inappropriate development in the green belt. It was noted that the site has been included in the draft Gypsy & Traveller D.P.D.

PK12/0700/F single storey rear extension to provide additional living accommodation. 47 Parkfield Rank. No objection.

**NO 10. CALENDAR.** The calendar was reviewed.

**NO 11. REPORTS.** Cllr. Boyle attended and reported as follows:  
S.G. Heritage Forum it had been agreed Parish Council's would not be asked to pay a membership fee this year and there will be a meeting of the Forum May.

Localism workshop held at Thornbury was interesting.

A planning meeting between Councillors & Helen O'Connor of S.G.C. Planning was held to discuss concerns of the Council with regard to planning application processes and procedures. A specific of the meeting was that the Council would have further discussions with Enforcement.

Cllr. Green attended and reported as follows:  
Boyd Link Meeting concern had been raised that there was a lack of volunteers.

Meeting at Pucklechurch Village Sports & Social Club was good and the minutes have been circulated.

Cllr. Watson said he had not been able to attend the Village Green Hearing but advised the Committee were waiting for information relating to land issues and the Inspectorate before making a final decision.

Cllr. Smith asked if clerk would obtain a copy of the Housing Needs Survey carried out by S.G.C.

**Action: Clerk to request copy of Housing Needs Survey.**

Cllr. Watson attended the Neighbourhood Planning meeting put on by C.P.R.E. and N.A.L.C. He confirmed it was a good underpinning meeting and he would give a briefing at some stage.

Cllr. Watson attended the Kings Forest Forum and confirmed the bidding issue recorded in the minutes of the meeting dated 21<sup>st</sup> December 2011 has been resolved.

Parish Council Surgery it was agreed Cllr. Boyle and Cllr. English would host Pucklechurch and the Police contacted to bring the mobile Station. Cllr. Green and the clerk to host Shortwood.

**Action: Clerk to contact P.C. Topps.**

**UNITARY AUTHORITY REPORT.** The following report was read on behalf of Cllr. Reade.

1. Regarding the Small Grants at the Kings Forest Forum. Cllr. Watson was there and will report.
2. I am trying to resurrect the scheme for a footpath between Pucklechurch and Shortwood. I have been approached by residents to see what can be done.
3. Question for the Parish Council? If the bus stop in Oaktree Avenue was moved to be next to the surgery would that be a useful short term measure whilst funding is sought.

**Action: Cllr. Smith to contact Cllr. Reade regarding the scheme for a footpath/cycleway link between Pucklechurch & Shortwood.**

**NO 12. MEMBERS MATTERS.** Cllr. Scantlebury reported graffiti on the electricity sub station by 30 Oaktree Avenue.

**Action: Clerk to ask for graffiti to be removed.**

Cllr. Watson reported damage to the verge on the corner of Eagle Crescent outside no. 22 & 23.

**Action: Clerk to contact SGC and request verge is re-instated.**

Cllr. Watson reminded Councillors of the need to look at:

1. Land use around and within the village that could be used for sports facilities.
2. The Core Strategy and Neighbourhood Planning.

Cllr. Smith advised he had a map and litter pickers available for the Spring Clean event and reminded Councillors of the need of a Risk Assessment. Cllr. Symons & Cllr. Green agreed to organise the event.

Cllr. Smith advised he has spoken with the Chairman of the Local Speed Watch he confirmed the group there was a hold up as they were waiting for signage from the Police. Cllr. Reade has agreed to raise the issue with S.S.C.G.

Cllr. Smith proposed that the 'Community Plan' be included as a regular agenda item seconded by Cllr. Watson, all agreed.

Cllr. Smith said reference the Community Plan he was particularly keen to start work on the Countryside Access Plan and has arranged a meeting for May. Cllr. Smith proposed the Parish Council fund the cost of the hire of the meeting room, seconded by Cllr. Watson, all agreed.

Clerk confirmed she had not heard from the Youth Club about the woodland.

**Action: Cllr. Smith to check with Rachel Goodchild.**

Cllr. Smith reported that despite being requested some time ago none of the entry signs to the village had been cleaned. Clerk advised she had only requested the signs on Abson Road and Feltham Road be cleaned. It was confirmed that these had not been cleaned to date and that Shortwood Road should be included. It was also noted that cleaning should include removal of stickers.

**Action: Clerk to request sign on Shortwood Road is cleaned and stickers removed.**

Cllr. Smith reported fly tipping in Kings Lane.

**Action: Clerk to report fly tipping to S.G.C.**

Cllr. Smith expressed concern that a tree on the verge in Partridge Road has been cut back and all branches removed.

**Action: Clerk to enquire why the tree has been pruned so severely.**

Cllr. Smith reported the footpath blocked by manure from the Stables in Redford Lane. Cllr. Smith to provide information to be passed to Enforcement.

**Action: Cllr. Smith to provide information.**

Cllr. Boyle advised the questionnaire reference the Village Hall Makeover has been passed to the Pucklechurch News Team. The monkey version is live but may need upgrading, cost of £24.00. a month.

Cllr. English advised youth had been riding motorbikes at St. Aldams Drive, she advised residents to contact the police.

Cllr. Aze asked if there was a scheme in place for traffic calming and speed control in Pucklechurch village and Castle Road as he would like this discussed as an agenda item next month. Cllr. Smith said there was no scheme in place and suggested the status of the application be obtained for the meeting.

**Action: Clerk to check status of traffic calming scheme.**

Cllr. Symons raised the issue of conference calling. Cllr. Green expressed concerned about understanding the technology and other Councillors believe emailing is more flexible. Cllr. Symons suggested it could be useful to have the conference call facility in place.

Cllr. Symons asked for the cost of burials to be discussed as an agenda item next month.

Clerk has circulated a list of dates for the inspection and hand-over of play equipment at St. Aldams Drive. Councillors were unable to meet the dates provided, clerk to contact SGC for new dates.

**Action: Clerk to obtain new dates/time for meeting and re-circulate.**

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

Date for next meeting. 18<sup>th</sup> April 12 commencing at 7pm with the A.G.M.