

**MINUTES OF PARISH COUNCIL MEETING HELD 15<sup>TH</sup> JUNE 2011 IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRTE, ABSON ROAD.**

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

Cllr. for Boyd Valley Ben Stokes, P.C. Simon Topps.

**NO 1. APOLOGIES.** Cllr. for Boyd Valley Steve Reade, Inspector Kevin Thatcher.

**NO 2. ARISINGS.** Clerk advised S.G.C. had confirmed there had been a delay in the delivery of bags for recycling cardboard.

Clerk confirmed she has spoken to Mrs. Hall the landowner reference extension of the cycle path between Pucklechurch and the Avon Cycleway. Mrs. Hall seemed receptive to the suggestion but needed to discuss the proposal with her husband. Mrs. Hall said she did not have much time and did not seem to want to meet. Cllr. M. Smith was keen to progress a meeting before the next Joint Cycle Group Meeting in July.

**Action: Clerk to speak to Mrs Hall again and try to arrange a meeting.**

Clerk confirmed the order to supply and apply weed and feed to the recreation field has been placed.

Clerk confirmed a report has been sent to S.G.C. reference moss on the pavement on Homefield Road. (First reported 8.6.11).

Cllr. M. Watson advised he was unable to book the Village Hall for the A.L.C.A. Executive Meeting, Yate Town Council Offices have been booked instead.

Cllr. M. Watson confirmed S.G.C. Enforcement Officer was looking into the unsightly cars and caravans at Greenacres. (First reported 8.6.11).

Clerk advised S.G.C. may not have sufficient funding within the Play Builder budget to re-surface the existing pathways at St. Aldams Play Garden. Cllr. G. Boyle suggested the Parish Council look at resurfacing if S.G.C. is not able, she also expressed concern that the mulching applied to the planted beds was bleeding into pathways.

**Action c/frd: Cllr. M. Smith to provide budget figures for wireless connection for Village Hall and screen for projecting for next months meeting.**

**Action c/frd: Cllr. M. Smith to circulate interim report reference Nuclear Power Station.**

Doctors Surgery – Cllr. M. Watson confirmed the letter of support had been sent and the good news was that S.G.C. has confirmed they were happy for the Doctors to proceed independently.

Cllr. M. Watson said he has spoken to the relevant parties about relocating the Post Office and did not think there was anything more the Parish Council could do to facilitate. He suggested he should go back to Mrs. Hall and explain the Council cannot/is not allowed to assist an individual and that the parties must make their own financial arrangements. Seconded by Cllr. L. English, all agreed.

**Action: Cllr. M. Watson to contact Mrs. Hall.**

Cllr. M/ Watson advised Cllr. Reade for Boyd Valley had contacted SGC reference the Planning Appeal at Parkfield and why they hadn't employed a barrister to represent them. The reply had been reasonable but Cllr. M. Watson felt the problem still needed to be addressed.

Cllr. M. Smith advised the Community Plan had been delivered.

Meeting with Village Hall Make-Over Group clerk confirmed she has contacted them but has not yet received a reply. Councillors felt it was important to have the meeting a.s.a.p.

**Action: Clerk to arrange meeting.**

**Action c/frd. Cllr. G. Boyle to respond to the A.L.C.A. housing consultation.**

The minutes of the meeting dated 18<sup>th</sup> May 2011 were agreed a true record and signed.

**NO 3. PUBLIC PARTICIPATION.** Cllr. R. Symons invited Mr. Shaun Pearce to speak. Mr. Pearce said he was the Landlord of The Star and was asking for permission to use the recreation field to stage a free music and entertainment show on 31<sup>st</sup> July to raise funds for 'Help for Heroes'. The event to be staged by a number of Bristol artists will be held between 12 o'clock and 6/7pm in the evening and will be family entertainment. The stage will be set up at The Star end of the recreation field and there will be side shows for added interest. Mr. Pearce will contact residents living in the vicinity so that they know what is happening and give them a programme of events. After discussion Councillors agreed to the event and advised the organisers that it was their responsibility to carry out a risk assessment, have liability insurance and an entertainments license.

Cllr. R. Symons thanked Mr. Pearce for coming.

Cllr. R. Symons invited Mr. Holder to speak. Mr. Holder said there was an over hanging tree at the front of Maple Walk. He also wished to draw attention to the speed of traffic on Abson Road his car was hit recently by a speeding motorbike which pushed him into his garden wall.

Mr. Holder apologised for not attending the Annual Parish Meeting to give a report on behalf of P.C.A. He advised their turnover has increased from £31,619.44. in 2010 to

£48,248.07. in 2011. Hall hiring has risen from £22,520.00 in 2010 to £25,042.00. in 2011. A large proportion of the increase came from a surplus in 2010 that was swallowed up by the debt to British Gas, leaving them with a surplus of £1792.03. to carry forward to 2012.

They have finished paying British Gas, the Village Hall Car Park has been tidied up with the aid of money from Revel 2009 and manual help from Pucklechurch Scouts. The Hall floor has been completed with money from Cory Environmental Trust and a donation from Revel 2010. The kitchenette has been given a coat of paint a new fire door installed at the rear of the building and dead locks removed the front doors. Major works have been done to the heating system and electrics, including the installation of meters for gas and water so that the Social Club can be charged for the gas they use and water to the changing rooms and field can be monitored for costing purposes. New manhole covers have replaced the old dented ones and the gate from the playgroup enclosure has been repaired and is now useable.

Tasks for the future include installing WiFi, a fire alarm system, replacing the guttering and insulating the walls. Quotations have been received and they are applying to S.G.C. and Cory Environmental for help with funding. They hope to upgrade the kitchen with the help of a £1000.00. donation from Revel Beer Festival 2010.

Mr. Holder requested that the Parish Council please consider awarding a grant of £3000.00. to the P.C.A. as last year.

Cllr. M. Smith said speeding was a big issue with the Community Plan with people being concerned about speeding traffic on the road they lived in. There were specific 'hot spots' and Abson Road was one of them although most concern was shown by residents living on or near Abson Road. The only areas of concern across the whole community were outside the School and in the centre of the village. Councillors suggested it would be useful for P.C. Topps to have a copy of the Community Plan.

**Action: clerk to send two copies of Community Plan to P.C. Topps.**

Cllr. G. Boyle proposed a grant of £3000.00. be awarded to the P.C.A., seconded by Cllr. M. Watson, all agreed. Cllr. M. Smith asked Mr. Holder that C.A. provide information on how the money would be spent. Mr. Holder replied the grant would go into a pot and put towards the running costs of the Hall. Mr. Holder gave Clerk a copy of the audited accounts.

Cllr. R. Symons thanked Mr. Holder for attending the meeting.

**NO 4. LAW & ORDER.** P.C. Simon Topps apologised for not being able to attend previous meetings but said he was very involved with the village. He advised that over a 3month period there had been 44 reported crimes in the parish of which 18 related to HMP & YOI Ashfield. Two dwelling and two non dwelling burglaries had been reported a burglar has been identified and linked to the crimes. P.C. Topps is concerned at an increase in fencing being set on fire also elderly people are being targeted for fraud. He

has received complaints about quad bikes and nuisance telephone calls. He's had complaints from residents about young people playing football on the Eagle Crescent Play Area and is concerned that the signs give mixed messages. He recommends the signs are replaced with 'No ball games except basket ball' and suggests that in the longer term Councillors look at replacing the basket ball hoop with a climbing frame. Councillors commented that it had been identified that a comprehensive review of play equipment be undertaken and plans developed.

**Action: Clerk to arrange for new sign to be erected.**

Councillors asked if the Police had been contacted about the St. Aldams Drive Play Garden. P.C. Topps said they had received one complaint about 8-9 youths that were noisy. P.C. Topps thought problems could increase and confirmed the police would rely on people to call them. Councillors advised that at a previous meeting Inspector Thatcher had said there was an anti social behaviour process and that the Police would help. P.C. Topps said he would ask his team to patrol Friday and Saturday nights.

**NO 5. FINANCE.** Cllr. R. Symons gave a budget update advising an over spend against budget due to the printing of the Community Plan. A question was raised about the funding of the Community Plan. Cllr. R. Symons explained the money was 'Ring Fenced' the Council being the fund holder the money having been raised through a grant. Cllr. R. Symons confirmed £7000.00. had been transferred into the Direct Reserve Account and that the Council has a total balance of £20,500.00.

Councillors completed and signed the Annual Return and clerk was pleased to report that the Independent Internal Auditor reported that in his opinion the system of internal control was adequate and that there were no matters to be brought to their attention.

Clerk had quotation for repairs to safety surfacing at Shortwood Play Area. Option 1. To supply and install treated timber edgings. Re-bond existing safety tiles and fill any gaps with wet pour surfacing £710.00. plus VAT. Option 2. To dispose of old safety tiles at approved tip. Install new concrete pin kerb edgings. Supply and lay 21m<sup>2</sup> of 50mm deep black EPDM wet pour safer surfacing £2032.81. plus VAT. After discussion Councillors agreed to accept option 1.

**Action: Clerk to accept quotation 1.**

The following cheques were agreed for payment and signed. Play Safety Ltd. £378.00. RoSPA report on children's play equipment. Ensign Print £247.00. Pucklechurch News. Lawrence Tree Services £780.00. pruning of the hedge between St. Aldams Drive and open space land. D.W. Parsons £62.40. trimming hedge on lane between Hill View and Abson Rd. Mrs. H. Parker £44.81. reimbursement of cost of hand held collection boxes, seals and labels for Heart Start Initiative. S.G.C. £491.40. maintenance and emptying of dog waste bins. Iain A. Selkirk £120.00. internal auditor. P.C.A. £86.25. for hire of meeting room for 1 P.C. meeting 1 Heart Start Meeting and 5 youth club sessions. Instant Landscapes £604.00. grass cutting. C.P.R.E. £29.00. membership. Mrs. Anna Sharpe £178.00. Mrs. D. Bailey £332.82. being salary £319.97 + stamps £3.85. + extra leaflets for distribution with Community Plan £9.00. Whitehall Printing Ltd. £100.00.

advertising leaflets for Heart Start Initiative. Clerk confirmed a cheque for £2460.00. had been sent to AED Locator (E.U.) Ltd for the supply and installation of the first defibrillator for the village.

Clerk read a letter from Mrs. Anna Sharpe thanking the Parish Council for her salary increase.

**NO 6. MEMBERS MATTERS.** Cllr. P. Green said the bus stops in Shortwood had been replaced. Councillors confirmed the mast heads in Pucklechurch had also been replaced but the stop on Goldfinch Way was incorrect as it did not identify Bristol as a destination.

**Action: Clerk to contact S.G.C. report error and suggest that all stops are reviewed.**

Cllr. M. Smith reported a lot of children having a good time at St. Aldams Drive Play Garden which is good news. Parents have been saying the equipment being is for 9 – 12yr olds but that there is nothing for the younger age group. Mr. Smith suggested that perhaps the Council should look to install something for the lower age group. There also appears to be issues with dog fouling, anti social behaviour and empty cans of lager left on the grass that the Council will have to deal with. Cllr. G. Boyle suggested there should be a settling in period before anything else is installed. Cllr. M. Watson said it was important that ASB was logged he is concerned that there is a fine line between children being noisy and boisterous and what some would term as ASB. Cllr. R. Symons read a letter from a local resident expressing concern that the ‘Adventure Trail’ is closer to her property than shown on the plan, that there is little protection, some of the planting is wrong and children are playing football away from the pitch. Councillors agreed there would be a need to address issues but they believe the vast majority are having fun. They agreed a 6week bedding time should be allowed and a review carried out next month. Cllr. G. Boyle expressed a wish to be present at the RoSPA inspection.

**Action: Cllr. R. Symons to respond to resident’s letter.**

Cllr. M. Smith reported an overgrown hedge on Hawkridge Drive.

**Action: Cllr. M. Smith to mark hedge on parish-on-line mapping system to enable clerk to report.**

Cllr. M. Smith expressed a wish to attend an ‘Open Source’ event on a Graphical Information System the charge is £15.00. for lunch.

Cllr. M. Smith noticed stables have been erected on a property at the top Coxgrove Hill. Clerk confirmed a planning application had been submitted.

Cllr. M. Smith expressed concern about the stables in Redford Lane he thought planning system and the way the circulated schedule had gone out was very undemocratic. Cllr. R. Symons proposed we write to Planning and ask for a meeting.

**Action: Clerk to arrange a meeting S.G.C. Planning Department.**

Cllr. R. Symons drew attention to the following emails that had been circulated:

Trading Standards consultation closing date 12<sup>th</sup> August – item to be discussed at next months meeting.

An email advising Leiston Town Council were looking for support for a draft proposal they had made under the Sustainable Communities Act. After discussion Councillors agreed to take no action.

Navigus Planning subscription. Councillors decided against the subscription as they will be able to obtain the relevant information from A.L.C.A.

Visit to Pucklechurch School. Councillors confirmed they would like look around the school. The most convenient day Councillors being Monday or Friday.

**Action: Cllr. M. Smith to arrange date for visit.**

A.L.C.A. Training. Cllr. M. Watson advised training for new Councillors was over subscribed but he thought there would be further training later in the year.

Cllr. R. Symons expressed concern that the Annual Parish AGM had become another Parish Council Meeting and how could local groups and resident be encouraged to attend. Cllr. G. Boyle suggested by formal invitation. Cllr. M. Smith asked if the Council had a list of all Community Groups and if not suggested clerk contacts Angela Hallett as she has one.

**Action: Clerk to compile a contact list of groups and associations in the community.**

Councillors suggested the standard agenda should allow for a Unitary Authority update. Cllr. for Boyd Valley Ben Stokes agreed it could be useful. Cllr. M. Smith suggested they may also like to place a report in Pucklechurch News.

**Action: Clerk to include an item for Unitary Authority on the Standard Agenda.**

**NO 7. REPORTS.** Cllr. M. Watson advised he had attended the Safer Stronger Community Group Meeting where speeding had been a priority, the areas of greatest concern being Abson Road and in front of the Newsagents Shop travelling towards Bristol. Local Speed Watch Teams were thought to be the best way of dealing with speeding. S.S.C.G. may look at increasing signage.

Cllr. M. Watson reported that the Safer Stronger Community Group Meeting was held in Pucklechurch. Speeding was discussed as a priority and they are looking at ways to reinvigorate local Speed Watch teams. The need for a pavement between Oaktree Avenue and the new Play Garden was raised and Cllr. Reade agreed to draw this to the attention of S.G.C.

Cllr. M. Watson attended as ALCA representative the Strategic Partnership meeting new terms of reference were discussed and a performance review of the last year was held and the 2011/12 planned Prevent Strategy has been deferred.

Cllr. M. Watson attended the Parish Charter Meeting at Yate. The question of storage of historical records was raised. A satisfaction survey will soon issued and the Charter is being revamped and will be circulated and Councils asked to join. Cllr. M. Watson asked clerk to circulate a letter from Brian Glasson regarding issues raised reference Oaktree Avenue Development.

**Action: Clerk to circulate letter from Brian Glasson.**

Cllr. M. Smith gave a brief report on the NALC meeting that he and Cllr. M. Watson had attended.

There were 8 sessions and between them they managed to cover 6. It was felt that 'Participatory Budgeting' would be of great benefit to the process of the Council. For example it would be very helpful in prioritising the actions in the Community Plan. Reference Legal powers the law for travellers & caravans 2003 is to be updated. Parish Councils are not allowed to support individuals.

**Action: Cllr. M. Smith & Cllr. M. Watson to circulate a written report.**

At the A.L.C.A. AGM Mr. Watson confirmed he retained his roles. There were talks about Quality Status and confirmation that an unopposed Council is elected.

**NO 8. DOG FREE ZONE.** A request had been received asking that the Council make the St. Aldams Drive Play Garden a 'Dog Free Zone' after discussion it was agreed there would be a number of issues associated with the Play Area that the Council would have to deal with but they would prefer to wait until after the settling in period.

**Action: Clerk to contact resident.**

**NO 9. REVIEW STANDING ORDERS.** The existing Standing Orders were agreed with one alteration. No 11 to read 'Members of the public may address the Council and should ideally give the clerk 24hrs notice before the meeting and will be allowed to speak for 5 minutes'.

Cllr. G. Boyle said the Parish Council needed to be more accessible and suggested Councillors held a Saturday morning surgery. It was agreed this would be discussed as an agenda item next month.

**NO 10. RISK ASSESSMENT.** It was agreed the Risk Assessment would be reviewed and relevant points raised at next months meeting.

**NO 11. PLANNING APPLICATIONS.** The following applications were considered and observations made. PK11/1774/TCA works to remove 1no Oak Tree in the Pucklechurch Conservation Area. The Stables Court Farm, 49 Westerleigh Road. Councillors objected to this application as there was insufficient information to justify felling.

PK11/1069/F erection of first floor front extension to form additional living accommodation. 1 Partridge Road. No objection.

PK11/1687/F erection of single storey side extension to form additional living accommodation. 3 Edmund Court. No objection.

**NO 12. REVIEW LOG & CALENDAR.** A review of the log was carried out and clerk asked to contact SGC Rights of Way about replacing the bollard with rocks in Redford Lane as people were starting to fly tip.

Clerk to send copy of Calendar for Cllr. M. Smith to review.

**NO 13. JOB DESCRIPTION.** Councillors to input and sign off at next meeting.

**NO 14. CORRESPONDENCE.** A letter of thanks for grant was received from S. G. Senior Citizens Forum.

**NO 15.** A letter was received from Pucklechurch Guides thanking Councillors for their grant.

**NO 16.** A letter was received from S.G.C. advising an increase in the charge to empty dog waste bins.

**NO 17.** A letter was received from APRE Surfacing Ltd offering their cleaning services for road signs and bus shelters. It was agreed this service was not required as S.G.C. clean road signs and a Village Orderly could be asked to clean bus shelters.

**NO 18.** A letter was read from Mrs. Siddons asking to be allowed to erect a memorial seat on the recreation field in memory of her late husband. Councillors agreed to her request.

**Action: Clerk to confirm Councillors agreement and forward information on suitable seat.**

**NO 19.** An email was received from S.G.C. advising they received requests from residents of Maple Walk and the local member Cllr. Sarah Turley, regarding parking on amenity grass at Maple Walk. During an inspection the area was found to be dangerous due to ruts caused by the parking and in order to protect the Councils assets steps have been taken to stop the parking. However, some residents have now raised a complaint about the lack of parking in the area. They could continue to post the area or they could consider creating the area as parking. They are asking the Parish Council for its opinion and consideration as they do not wish to impose their decision without consultation. After discussion it was agreed the amenity grass should be protected.

**Action: Clerk to confirm the amenity grass should be protected.**

**NO 20.** A letter was received from Mr. Beg thanking Councillors for the unexpected award to mark his 24years as a Parish Councillor and for honouring him, Mr. Whittock and Mrs. Palmer with a permanent and tangible reminder of their time as councillors.



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

Date of next meeting 20<sup>th</sup> July at 7.30pm.