

MINUTES OF THE PUCKLECHURCH PARISH COUNCIL A.G.M. HELD 16TH MAY 2012 IN THE PUCKLECHURCH COMMUNITY CENTRE MEETING ROOM, ABSON ROAD.

PRESENT. Robert Symons Chairman, Martin Smith Vice Chairman, E. Aze, Mrs. L. English, P.J. Green, Ms Lori-Anne Scantlebury.

NO 1. APOLOGIES. Gail Boyle, Malcolm Watson, Martin Smith as he has to leave after item 5.

Steve Reade & Ben Stokes Cllrs. for Boyd Valley.

NO 2. TO ELECT A CHAIRMAN. Cllr. Smith advised Cllr. Symons had been proposed in writing for Chairman by Cllr. Boyle, the proposal had been seconded in writing by Cllr. Watson.

Cllr. Smith asked if there were any other nominations for Chair person.

There were no other nominations for Chairperson.

Cllr. Symons was elected Chairman for the ensuing year.

Cllr. Symons signed the Chairman's Declaration of Acceptance of Office.

NO 3. TO ELECT A VICE CHAIRPERSON. Cllr. Symons advised Cllr. Boyle had been proposed in writing as Vice Chair by Cllr. Smith, the nomination had been seconded in writing by Cllr. Symons.

Cllr. Symons asked if there were any other nominations for Vice Chairperson.

There were no other nominations for Vice Chairperson.

Cllr. Boyle was elected Vice Chairperson for the ensuring year.

NO 4. TO APPOINT SUB COMMITTEES. The role of sub-committees was explained and Members agreed as follows.

Open Spaces, Burial Ground, Allotments & Woodland.

Cllr. Boyle, Cllr. Symons, Cllr. Scantlebury.

Boyd Link.

Cllr. Green.

Twinning.

Cllr. Smith, ?Cllr Aze.

A.L.C.A.

Cllr. Watson, Cllr. Symons.

Waste Management.

Cllr. Green.

S.G. Heritage Forum.

Cllr. Boyle, Cllr. English.

Parish Charter.

Cllr. Watson, Cllr. Boyle.

Community Plan (Next Stage).

Cllr. Symons, Cllr. Smith, Cllr. Watson.

Joint Cycle Group.	Cllr. Smith.
Shortwood Landfill Site.	Cllr. Green.
Public Transport.	Cllr. Smith, Cllr. Scantlebury.
Safer Stronger Comm. Group.	Cllr. Watson, Cllr. Symons, Cllr. Green.
Kings Forest Forum.	Cllr. Watson.
Community Association.	Cllr. Symons, Cllr. Watson.
Cllr. Symons proposed that the Finance Sub Committee be given delegated power to act on behalf of the Parish Council. Seconded by Cllr. Smith.	
Finance.	Cllr. Smith, Cllr. English, Cllr. Symons.
Cllr. Symons proposed that the Planning Sub Committee be given delegated power to act on behalf of the Parish Council and the recommendation reported at the following meeting. Seconded by Cllr. Aze.	
Planning.	Cllr. Boyle, Cllr. English.

NO 5. TO INSPECT THE DEEDS OF CUSTODY. Clerk confirmed the deeds were the same as the previous year except that the Deed for St. Aldams Open Space land had been updated to include the new Play Equipment. It was proposed by Cllr. Symons that the Deeds be accepted without inspection. Seconded by Cllr. English. All agreed.

Cllr. Smith gave apologies as he had to leave the meeting.

NO 6. REVIEW STANDING ORDERS. The Standing Orders were reviewed and the following changes proposed. No 13 be changed to give delegated authority to Finance Committee to spend up to £500.00. and inform the Council at the next meeting. No 14 to be changed to say Council Reserves – a sum of money to be placed in a separate account that can only be used for this purpose. All agreed.

NO 7. LAW & ORDER. P.C. Simon Topps attended the meeting and confirmed he had looked at the crime figures for Pucklechurch and confirmed that compared to the same time last year had gone down. Non dwelling burglaries have increased, dwelling burglaries and violent crime figures have gone down but drug issues are on the increase. The Police are targeting two vehicles regularly involved in drugs in the Community Centre Car Park. P.C. Topps asked about the status of the Car Park and Cllr. Symons confirmed it was a private car park open to the public for community use. Councillors wondered if the cars in question could be banned from the Car Park. P.C. Topps said he could go out with someone from the Community Association and inform the driver he was not welcome but he could not enforce a ban. P.C. Topps advised the Police were concerned about anti social behaviour associated with the new patio area at the P.V.S.S.C. in St. Aldams Drive. At a meeting in the Club he had put forward suggestions as to how the patio area should be used that would satisfy the Licensing Authority and the Police but they have already had two complaints. P.C. Topps advised he would shortly be leaving the Beat Team and would be replaced by P.C. Jo Kelli. Cllr. Symons thanked P.C. Topps saying the Council appreciated his work and wished him luck in his new role.

NO 8. TO SIGN THE MINUTES. The minutes of the meeting dated 18th April 2012 were agreed a true record and signed.

NO 9. PUBLIC PARTICIPATION. None.

NO 10. LOG. The open items on the log were reviewed; items were updated or closed as necessary.

NO 11. FINANCE. The worksheet had previously been circulated and Cllr. Symons explained the variations between the budget and the actual figures.

Clerk has received the renewal invitation of £1579.90. from Aon Ltd for the Parish Council's Insurance. Clerk has obtained a like for like quotation from Came & Company of £944.90. Councillors agreed to accept the quotation from Came & Company.

The Council directed Cllr. Symons & Cllr. Green to sign the following cheques for payment. S.J. Aplin £226.80. repairs to safety surface on roundabout on recreation field and re-fixing swing leg at Eagle Crescent. H.M. Revenue & Customs £35.20. tax due year end 31st March 2012 for Tristan Bawn. Prosigns & Graphics £132.00. new signs for Eagle Crescent Play Area. Shortwood Methodist Church £10.00. hire of the Vestry for Parish Council Surgery 5th May 2012. P.C.A. £85.00. use of meeting room for 1 P.C. Meeting, 1 Cycle way meeting, 1 P.C. Surgery, 4 sessions of Youth Club & storage. Glasdon UK Ltd. £92.81. black bags for litter bins. Playsafety Ltd. £378.00. RoSPA inspection and report of children's play equipment. Instant Landscapes £494.06. grass cutting. Mrs. Anna Sharpe £178.00. Mrs. J. Long (Parish Orderly) £325.80. Mrs. D. Bailey £438.82. being salary £319. 97. + tel. £30.00. +Stamps £8.84. + paint painting play equipment £80.01.. PROPS £150.00. banners for Annual Meeting of Parishioners. Pucklechurch & Shortwood Good Neighbour Scheme £200.00. grant.

NO 12. AGENDA ITEMS. Review cost of Headstone. Clerk confirmed large cemeteries charged between £155.00. - £160.00. and Churches and small cemeteries between £40.00. - £100.00. After discussion Cllr. Aze proposed the charge for a headstone should be increased to £50.00. seconded by Cllr. English, all agreed.

Discuss Grant request from Pucklechurch & Shortwood Good Neighbour Scheme. A grant of £200.00. was proposed by Cllr. English, seconded by Cllr. Green, all agreed.

Action: Clerk to send cheque for £200.00.

Pucklechurch Cricket Club. A formal request to use the recreation field for cricket matches from 1st May – 31st August 2012 was received. Councillors were happy to agree to the request the rent to be £350.00.

Action: Clerk to send letter of confirmation.

A request had been received from Reehana Sayeed the Youth Worker to be allowed to take the mobile Youth Bus onto the recreation field to the entrance at the rear of the Community Centre for Youth Club. Councillors could not agree to allow the bus onto the recreation field as they were concerned it could cause damage and would set a precedent of allowing cars on to the field. Cllr. Symons proposed that members of the Council visit

the Youth Club to see the young people's activities and discuss other help that may be needed. Cllr. Scantlebury & Cllr. Aze agreed to attend and perhaps Cllr. Smith.

**Action: Clerk to write to Reehana Sayeed.
Councillors to visit Youth Club.**

Clerk had received invitation to take part in a Heritage Orchard Survey. Cllr. Scantlebury agreed to look at the information and maps provided with survey.

Action: Cllr. Scantlebury to undertake Heritage Orchard Survey.

Speed Review. It was agreed to carry this forward to next month's agenda. Cllr. Smith to be asked to circulate the Review.

Action: Cllr. Smith to be asked to circulate Speed Review document.

Community Plan. Cllr. Symons advised they had been unable to progress the plan as residents were not coming forward to join the Steering Committee. Cllr. Symons agreed to raise at the Annual Parish Meeting.

Action: Cllr. Symons to ask residents to join Steering Group at Annual Parish Meeting.

To accept proposed policy on Graffiti. Defer to June Meeting.

Action: Clerk to include on agenda for June meeting.

Unauthorised Planting on St. Aldams Play Garden. A letter was received from a resident advising she had planted the trees and shrubs. She said she found it strange the Parish Council denied knowledge as at a site meeting for the Play Area last year she had discussed extra planting with Cllr. Symons. The trees are Oak, Silver Birch and Cherry and have been planted and registered with the Royal Jubilee Trust Plant a Tree Scheme. Cllr. Symons advised the Council had agreed that the fence by the footpath would be repaired and that the Council would undertake planting to protect it. To date the fence has been re-instated but the planting hasn't yet been carried out. Following discussion it was agreed a letter should be sent advising Councillor's are pleased she is taking an interest but that there is a misunderstanding as no one should be planting trees and shrubs and they will have to be removed. Councillors are willing to work with her to re-plant the trees in a more suitable location.

Action: Clerk to reply to resident.

A letter was read from a resident objecting to the unauthorised planting of trees and shrubs on St. Aldams Play Garden. Following discussion it was agreed clerk would acknowledge the comments and advise the Parish Council will be acting in the best interest of residents and will contact the person planting the area to resolve the matter.

Action: Clerk to send reply.

A request was received to prune the conifer hedge between St. Aldams Drive and the play area as it was obstructing vision for drivers.

Action: Clerk to obtain quotations.

A letter had been received and circulated from the Chairman of P.C.A. regarding the questionnaire reference the 'Make Over'. It had been apparent at the A.G.M. that not all members agreed with the Chairman. Councillors agreed to send previously drafted reply. It was also agreed that the grant mechanism for the P.C.A. should be reviewed.

Action: Clerk to reply.

Format for Annual Parish Meeting. It was agreed the meeting would start with a glass of wine, followed by the Chairman's Report, report of local organisations and introduction to Preparatory Budgeting. The agenda for the meeting was agreed and filled in on screen.

Action: Clerk to put up Calling Notice.

NO 13. CORRESPONDENCE. An email was received from S.G.C. Transport Dept. regarding reported concerns that the 689 bus on the 30th April ran out of fuel at Staple Hill traffic lights and caused an obstruction at a major junction during rush hour. Wessex advise the problem had been a mechanical failure due to a fuel blockage and not a lack of diesel. Wessex repaired the vehicle and apologised for the delay caused to the journey.

S.G.C. Tree Officer confirmed he has looked at the hedge at 42 Oaktree Avenue and would be happy to arrange for it to be reduced and trimmed back from the highway. However, there are nesting birds in the trees at the moment and it is illegal to disturb them. He will arrange for the work to be carried out once all have fledged.

A reply was received from SEGRO reference the HGV vehicles being parked over night in Becket Court and advise they will with immediate effect ask the Security Guards to tell all HGV drivers visiting the estate to seek appropriate parking facilities for overnight stays. A plan of the residential areas affected has also been highlighted and will be displayed in the security office window.

Action: Clerk to forward copy of reply to local resident that raised the concern.

An email was received from Mr. & Mrs. Williams thanking the Parish Council for updating them on the Coxgrove Hill to Yate proposed cycle path. Reference the parking at Parkfield Rank a proposal has been included that they believe would alleviate the problem. The Council considered the proposal which would require the purchasing of a strip of land and installation of a drainage system and a hard surface for parking but does not have sufficient funding to implement such a scheme. Councillors agreed to forward the proposal to S.G.C. for help.

Action: Clerk to forward email to S.G.C.

Clerk to reply to Mr. & Mrs. Williams.

An email was received from S.G.C. Enforcement reference Meadow View, Shortwood Road advising their Drainage Engineer and Environmental Health Officer have visited the site a number of times since their last correspondence. Samples have been taken to test for contamination and the site has been looked at in dry and wet conditions. Their Officers can find no evidence of contamination and have not witnessed any significant amounts of water running from Meadow View. The Environmental Officer commented that some water is 'running off' from the fields behind Meadow View and although she

notes that the water does appear to 'cross over' the road adjacent to Meadow View it is her opinion that this is due to the natural contours of the area rather than relating to development on site. They hope this information is useful and based on this assessment; there is no further action to be taken in relation to drainage at Meadow View. Reference a planning application for the gates they will discuss with their D.C. team to clarify the expediency of pursuing this matter further but the gates are similar in appearance to others found on similar gypsy/traveller sites.

A letter was received from a gentleman whose wife is buried in the Cemetery who is very concerned that dogs freely run through and are allowed to foul the Burial Ground. He is asking for notices to be erected at the entrances stating "all dogs must be kept on leads" or ban all animals. After discussion it was agreed to erect signage.

**Action: Clerk to respond confirming signage will be erected.
Clerk to arrange for signs to be erected.**

A letter was received from Mr. Humphrey asking if S.G.C. has completed the investigations of the drainage as agreed as he is still having problems with his garden and path. Clerk confirmed she has contacted S.G.C. who are checking and will report back.

Action: Clerk to contact Mr. Humphrey when report has been received.

A letter was received from S.G.C. confirming Pucklechurch has been included within the Community Governance Review.

A letter was received from S.G.C. about the grass verges advising that due to the level of rain fall and resultant extreme wet conditions they are having difficulty getting onto some areas also the quality of the cut is not as good as they would like. Their staff are working extended hours and trying to catch up and bring the areas to a more acceptable condition.

Action: Clerk to ask Cllr. Smith to put copy of letter on the web site.

An invitation was received to the Revel Service which will this year take place in the Vicarage Garden under the Sycamore tree Sunday 17th June at 6.30pm.

NO 14. PLANNING. PK12/1381/F retention of Club House and car park for a temporary period of 3yrs. Windmill Leisure Gold Academy, Henfield Farm, Westerleigh. No objection.

NO 15. CALENDAR. Councillors agreed to continue funding of Pucklechurch News.

Action: Clerk to advise the Editors.

NO 16. REPORTS. None.

NO 17. UNITARY REPORT. Clerk read the report on behalf of Cllr. Reade.

NO 18. MEMBERS MATTERS. Cllr. English raised concern that the public do not seem to realise that Councillors cannot respond to them when they speak during Public

Participation until the following meeting. Cllr. English suggested the information be included when the new tri-fold leaflet is published.

Action: Pass to Cllr. Smith for inclusion in tri-fold leaflet.

There being no further business the Chairman declared the meeting closed. 9.53pm.

Date of next meeting. 20th June at 7.30pm.