

**MINUTES OF THE PARISH COUNCIL MEETING HELD 17<sup>TH</sup> FEBRUARY 2010 IN THE MEETING ROOM, PUCKLECHURCH COMMUNITY CENTRE, ABSON ROAD.**

**PRESENT.** O.A. Beg Chairman, D.A.E. Holder Vice Chairman, P.J. Green, Mrs. M.C. Palmer, M.C. Smith, R. Symons, L.J. Whittock.

PCSO Hugh Barns.

The Chairman opened the meeting with a welcome.

**NO 1. APOLOGIES FOR ABSENCE.** Mrs. S.E. Turley, M.C. Watson., Cllr S. Grant, Inspector Thatcher.

**NO 2. PRESENTATION PART NIGHT SWITCH OFF.** Mr. Beg invited Mr. Andrew Porter from South Gloucestershire Council to speak. Mr. Porter explained the benefit of switching off street lights for part of the night. He advised successful trials have been carried out in Charfield and on a section of the Avon Ring Road. Lights are switched off between midnight and 5am.

They have had a few technical problems - the switching time is accurate to 10/15min as they work on solar rather than time clocks. There is a perception that light gives a sense of security but evidence suggests switching off has no adverse effect on crime and anti social behaviour.

Councillors asked how success was measured. Mr. Porter advised 'equipment easy to install and maintain, only 10 complaints out of a 1000, CO2 saving and no increase in crime'.

Should Councillors decide to proceed S.G.C. will install but would expect the Parish Council to lead the initiative, talk to residents and arrange public meetings (S.G.C. can attend evening meetings) - consultation is of the utmost importance.

Councillors asked about time scale – Mr Porter advised he could set up a meeting in April with a working group consisting of S.S.S.G, Police, S.G.C., Road Safety and 2/3 from Parish Council to look at the area and identify which lights to turn off. A 3-4month consultation period would follow and installation would be tied in with routine maintenance.

Councillors asked how S.G.C. would manage small areas like Parkfield and Shortwood. Mr. Porter suggested they wouldn't be affected as street lights are not turned off on roads through villages or vulnerable areas like Dennisworth.

Mr. Beg confirmed he mentioned in his Chairman's report for Pucklechurch News that the Council is investigating the possibility of switching off some of the street lights therefore consultation is already underway.

Mr. Beg asked if a new Council could have the lights switched back on. Mr. Porter said it may be an option but as trials are now over they are looking at it being permanent.

Councillors agreed they would like to proceed to the next stage, clerk to email Mr Porter.

Mr. Beg thanked Mr Porter for attending the meeting.

**NO 3. PUBLIC PARTICIPATION.** None.

**NO 4. LAW & ORDER.** PCSO Hugh Barns said he attended last months meeting with Inspector Thatcher; he has been undergoing training and is now in position. The new Beat Manager Simon Topps will take over from next Tuesday; they have included an article in Pucklechurch News and hope to encourage interaction. PCSO Barns said reported crime figures had not changed drastically from last month. Mr. Smith said that since warning residents on the web site to be extra careful to lock sheds and garages he had been made aware of two house break-ins while people were in the house and a car break-in. Mr. Beg asked if Inspector Thatcher had visited the Fleur de Lys as residents were being disturbed by noise late at night and particularly week-ends. PCSO Barns said he would check the opening times and visit. Mr. Whittock asked if he was aware the allotments had been broken into. He said yes he had been advised by the clerk and would build in a visit to the allotments to increase security. Councillors asked if the station at Staple Hill was closing. PCSO Barns confirmed the Neighbourhood Unit, of which he is a part, would be moving to Kingswood. Mr. Smith said he had been asked by residents what had happened to the bicycles the Parish Council had helped to fund. PCSO Barns confirmed they were being used from the Bitton outpost. Mr. Beg thanked PCSO Barns for attending the meeting.

**NO 5. ARISINGS & TO AGREE AND SIGN MINUTES.** 6a) clerk confirmed she had not received a reply from The Poplars Retirement Flats and as the signs have not been moved she will contact S.G.C. for help.

6f) No reply has been received but the signs have been re-positioned.

6i) No reply has been received.

13) The visit to Ashfield was cancelled - it was agreed clerk would contact Mr. Richardson to re-arrange the date.

15) It was agreed we would request for the event a 6yd skip to be placed in Village Hall car park near the Scout Hut, 100 black sacks, 60pairs of adult and 40pairs of children's gloves. As a risk assessment will be carried out clerk to ask if the gloves are substantial enough for 'health and safety'.

Members Matters 6) Mr Smith agreed to ask Jackie Sexton if she could provide a new map for the Bus Shelter near the old Chapel corner of Abson Rd.

6a) Clerk has reported mud on road left by Contractor accessing Windmill Leisure site to S.G.C. Streetcare.

6e) Pot holes have been filled but it is not a good repair. Clerk to contact S.G.C.

6f) The pavement to Parkfield Rank has been cleared and an excellent job carried out.

Consultation Review 10) Mrs. Palmer confirmed Mr. Smith had added detail from the Parish Plan to the questionnaire.

Oaktree Avenue Development/Doctors Surgery – Mr Smith proposed Councillors hold a 1hr meeting to discuss how the Parish Council can ensure the Doctors Surgery application goes ahead.

The minutes of the meeting held 20<sup>th</sup> January 2010 were agreed a true record and signed.

**NO 6. FINANCE.** Mr. Symons gave a budget update explaining that with the grant from Cory Environmental Trust due and the Contractors invoice for the fence work to pay there will be a £20,000.00. cash movement during the month. Next month he will have accurate figures.

Councillors Expenses. Mr. Holder said Mr. Watson was concerned that out of pocket expenses, computing costs etc could deter people from becoming Parish Councillors. It was agreed this would be an agenda item for next month. It was proposed the mileage allowance for attending meetings/training events should be increased to 40p a mile – all agreed.

Quotations. Clerk has received quotation from South Gloucestershire Council for removing graffiti. There is no charge for removing the graffiti on the wall in Hawkridge Drive as it is offensive but the owner of the property will need to sign a disclaimer. The cost of removing the graffiti from the Village Hall and the bus shelters is £60.00. plus VAT. The charge is to cover the cost of the material there is no charge for labour. It will be necessary to sign a disclaimer if the work is to be carried out. The cost of emptying dog bins £3.18. per visit plus VAT.

Clerk had concern raised that the litter bin installed by the Parish Council but emptied by volunteers in Shortwood near the bridge over the Ring Road was always half full with dog waste. Clerk contacted S.G.C. to ask if they could provide a dog bin either on the bridle/walk way or at the top of the steps near the litter bin. S.G.C. has no budget for new bins but if the Parish Council would fund it they could supply a Shoot Bin for £198.00. plus VAT or a Standard bin for £149.00. plus VAT. Cost of installation £51.43. plus VAT.

Councillors agreed to accept the quotation to remove the graffiti, to supply a new standard dog waste bin and to pay for the dog waste bins to be emptied. Parkfield 1 x

fortnightly – Shortwood 2 x fortnightly – Recreation field 3 x weekly (clerk to check with Mrs Sharpe if this is sufficient).

Unmetered supply to light millennium stone. Clerk explained E.D.F. Energy has recently introduced a standing charge to help cover the costs of maintaining/servicing equipment for unmetered supplies. The total contract forecast units and cost for the site is £230.36 per annum, the cost can be capped for twelve months by signing the agreement. Councillors agreed to defer a decision until next month.

The following cheques were agreed for payment and signed. South Gloucestershire Heritage Forum £10.00. membership. P.C.A. £34.50. use of meeting room for three meetings. S.J. Aplin Playgrounds Ltd. £3951.54. repairs to play equipment and supply and installation of new safety surface for roundabout on recreation field. Town & Country Services £11681.85. supply and installation of bow top railings Hill View side of recreation field (Councillors agreed to sign cheque but clerk will not pass it Contractor until the grant has been banked.) Mrs Palmer said it was a good job and asked that a letter of appreciation be sent with the cheque. Mrs. A. Sharpe £125.00. Mrs. D. Bailey £344.15. being salary £310.66. + stamps £3.49. + tel. £30.00. Mr. Holder £50.37. expenses. S.G.C. £60.00. graffiti removal.

**NO 7. MEMBERS MATTERS.** Mr. Whittock advised HMP Ashfield has installed containers on their car park and he has had concern raised they are taking up space that cars parked in Becket Court and St. Aldams Drive could use. It was suggested this could be discussed when Councillors visited Ashfield.

Mr. Whittock expressed concern that the hedge around the Burial Ground had not been cut and it was looking very untidy. It was agreed clerk would obtain quotations and arrange for the work to be carried out before the bird nesting season.

Mr. Whittock expressed concern that the memorial seat in the Burial Ground needed varnishing. Mr. Smith agreed to contact the Chair of Twinning as the seat was in memory of Mr & Mrs Goodwin and was funded by a donation from Pringy.

Mr. Symons has emailed Councillors a copy of ‘Terms & Conditions’ and ‘Employers Handbook’ provided for the clerk. The document will need to be altered to reflect the agreed salary/expenses changes and it is the responsibility of the Council to risk assess the clerks work station. Mr. Symons asked Councillors to look at the document so that it could be agreed next month.

Mr. Smith said that with agreement of the clerk he would like to propose the minutes of the meeting are distributed 1week after the meeting. All agreed.

Mr. Smith drew attention to the fact that Councillors often contacted the clerk between meetings to report problems. He suggested clerk set up a log so that Councillors would be more aware and there would be a record.

Mrs. Palmer said that when Shortwood Road was closed for resurfacing the weight restriction sign on the Westerleigh Road/Codrington junction was painted out and still hasn't been reinstated. Clerk to write to S.G.C. Highways.

Mr. Whittock said the work carried out by B.T.C.V. in the woodland was good; they cut back the blackthorn and took off the tree guards. As they had no facility to take anything away the green material was left in piles on site for habitat and the guards left near the entrance for us to remove. Mr. Green offered the use of his trailer to remove them – a work party/date to be arranged.

**NO 8. REPORTS.** Mr. Whittock advised he and Mr. Green had attended the Boyd Link Group meeting it had been a good meeting and the Parish Council had been praised for obtaining a grant through the landfill tax scheme.

Mr. Holder said he and the clerk had attended the N.A.L.C. training – it was not the most inspiring event. The importance of a parish plan was discussed and five points suggested that could be asked when dealing with a project, these could be a helpful guide as the Community Centre Makeover plans progress.

Mr. Symons agreed to attend the A.L.C.A. Special General Meeting in the Cullimore Room Emerson's Green Village Hall on 18<sup>th</sup> March at 7.30pm. The meeting is to discuss the problem of a number of larger Councils deciding to resign from membership rather than pay the large increases that arose as a result of the change in calculating the subscription fees. Mr. Symons would like to know Councillors views before attending the meeting. Clerk to email copy of A.L.C.A. letter to Councillors to enable them to comment.

Mr. Smith attended the 'Open Spaces' meeting at Thornbury which was a follow up to the Green Infrastructure Meeting. Things are changing and it was suggested that Town and Parish Councils will have to move to evidence based planning. People were split into groups and several useful proposals put forward: a) Parish Councils need to be more pro-active acquire land etc. b) need to get stronger about 106 agreements and back them up with proof. c) come up with own green infrastructure strategy.

Mr. Smith attended a Bus Meeting he suggested public transport was changing rapidly and he thought it unlikely that Pucklechurch would receive additional funding. In the Parish Plan 981 people had indicated they may use public transport more if the destination, frequency and reliability of the service improved. It was suggested a shuttle service to Emerson's Green be introduced as it has links to lots of places. At a Public Transport Forum it was suggested Parish Councils include an amount for transport in the precept and look at part funding a shuttle service between villages. Subsidised travel will come into force from April giving ½ price fares for children travelling after 6pm and at week-ends. There is nothing for rural transport but there will be buses to the new Yate building. Mrs. Palmer thought there were plans to introduce in the summer a flexible service on demand. Mr Smith said there was no money available unless Parish Councils could fund it.

Community Plan – Mr. Smith requested time at the March and April Parish Council meetings for the working groups to make their presentations. After the presentations the production of the plan will move forward - there is sufficient money to fund the publication. Short term priorities and long term aspirations will be put forward and the work of the group will continue as they will review annually.

Mr. Holder reported a meeting had taken place with the Make Over Group and the C.A. Council and 2 out of 4 options were discussed. It was suggested that if the building is to be two storey the installation of a lift would be useful. It is not proposed, other than with the exception of the possible addition of one or more bays, to change the outside of the building.

Mr. Watson submitted the following written report. ‘Boyd Valley and Bitton SSCG 11<sup>th</sup> February at Wick. I was elected as Chair and Sarah as deputy chair for the next year (a reversal of roles). I raised the possibility of funding for the hedge ‘pruning’, but the meeting decided to reject the application. It was gratifying to see a large number of representatives there from a variety of parishes, and also to see some consistency of attendance emerging. There is, however, a bit of a problem raising Pucklechurch matters with both Sarah and I being sat ‘at the table’. It would be very useful if another representative of the P.C. could attend so that Pucklechurch matters could be raised from the floor of the meeting. The next meeting is to be in the Pucklechurch Social Club’.

Training day for chair holders 12<sup>th</sup> Feb. This was a SGC training event, held in Yate and was excellent.

Anti-social Behaviour Conference, Aztec West, 16<sup>th</sup> Feb. This was an all day event and very informative. It comprised a series of presentations, some 10 or so in all, on various aspects of preventing and dealing with anti-social behaviour. Most of the ‘collective’ measures were however more fitting for urban areas.

Transforming Lives Congress at BAWA 5<sup>th</sup> Feb. Another full day conference, following up on the first conference held last summer and reporting progress. Much of the meeting was devoted to ‘ownership’ initiatives of domiciliary health and social care (mental and corporeal), and to various inter-agency initiatives that will, hopefully, produce a more cost effective, more common and more client choice orientated approach to care provision.

With our clerk I attended on-site meeting with various representatives of SGC and the police on 29<sup>th</sup> Jan. to examine our ‘problem’ undergrowth around the Community Centre.

**NO 9. PLANNING APPLICATION.** The following application was considered PK10/0286/TCA Fell 2 Canadian Maple trees in the conservation area, Laurel Farm, 60 Westerleigh Road. No objections.

A copy decision notice reference application for non-material amendment to application PK09/0326/F Pucklechurch Service Station 8-10 Westerleigh Rd was received. The applicant was applying for consent for a non-material amendment to previously granted planning permission. S.G.C. confirmed the alteration was considered non-material and was acceptable.

Mr. Beg reported for information that there were plans to re-develop Pucklechurch School and they hoped to start the work in July. Mrs Palmer said she has suggested to the School that they liaise with local residents.

**NO 10. RISK ASSESSMENT.** Mr. Symons said he was familiar with risk assessment forms and was willing to prepare and bring the document to next months meeting. All agreed.

**NO 12. LYDE GREEN.** It was agreed the reply would be sent to Norft Ltd.

**NO 13. REVIEW OF CONSULTATIONS.** Consultation Oldbury Power Station. It was agreed a reply objecting to the proposed four cooling towers which could be up to 200 metres high would be sent. Councillors are concerned towers of this height would be seen from the surrounding countryside and be detrimental to the visual amenity of the area.

Conservation Area S.P.D. clerk to ask if Councillors could have a copy each. The document to be included on next months agenda for discussion.

**NO 14. CORRESPONDENCE.** A letter was received from the Editor of Pucklechurch News advising regrettably the team has not been able to produce the Village Directory they had requested funding for.

**NO 15.** A letter was received from Nat West Bank confirming the Payments Council has announced a target date of 31<sup>st</sup> October 2018 for the closure of the UK Cheque Clearing system. They suggest customers will need to plan ahead and some possible options may be electronic payments via internet or telephone banking, payments via plastic cards and for small payments cash. There will be further updates on this as more planning is completed and customers will be informed at regular intervals.

**NO 16.** A letter of thanks was received from St. Thomas a Becket Church for the grant towards the upkeep of the Churchyard.

**NO 17.** A letter was received from a resident in Parkfield Rank asking if the roundabout could be re-painted as the paint is wearing thin and creating splinters. Councillors agreed clerk to contact Mr. Martyn Williams.

**NO 18.** A letter was received from S.G.C. asking for contact details for volunteer litter picking groups. It was agreed clerks contact details would be submitted.

**NO 19.** A letter was received from Mr. Humphrey regarding the recreation field drainage. Clerk to advise the Parish Council has without prejudice asked the Contractor to investigate/check.

**NO 20.** A letter was received from Iain Selkirk offering his services as Internal Auditor for the year ending 31<sup>st</sup> March 2010. Councillors were happy to re-appoint Mr. Selkirk.

**NO 21.** A letter requesting funding to support the work of Victim Support Avon & Somerset was received. Councillors were unable to offer support on this occasion.

**NO 22.** A letter was received from Rachel Goodchild saying Church Next would like to undertake a positive art project in the near future. The project will be open to 11yrs - 18yrs will span over a day, 11am – 6pm and will involve creating a very large jigsaw which will possibly have a sports theme. They would like permission to use the recreation field; this will be a community event allowing people to engage with one another with art. A barbeque is planned for the end of the day and there will be a blessing to round the whole event off. They will stress to the youth that any artwork must be confined to what is being created and not taken anywhere else and this will be monitored very carefully. They would also like to be allowed to display the jigsaw somewhere in Pucklechurch temporarily. After discussion Councillors agreed to suggest they consider running the event on the land at St. Aldams Drive as this is a more manageable area. Before considering where the jigsaw can be displayed they would need more detailed information, size etc.

**NO 23.** An email was received from Reehana Sayeed, Youth Worker giving her apologies for not being able to attend the meeting. She is hoping to open on the 11<sup>th</sup> March they have successfully taken on a new assistant youth worker and are in the process of carrying out the relevant checks. She is hoping to do some detached work prior to the 11<sup>th</sup> March and will use the mobile bus. She attached a poster advertising the opening. Mr. Holder was concerned to see the time for the sessions advertised 6 – 8.30pm. The meeting room had been offered to them between 5.30pm - 8pm as it is then used by Drama Group. Clerk to contact Reehana about the mistake.

Mr. Holder had letter asking if Councillors would like to provide an arrangement for St. Thomas a Becket Church Flower Festival. It was agreed clerk would organise a display with a budget of £40.00.

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

Date for next meeting 17<sup>th</sup> March at 7pm.

