

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

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

**NO 1. APOLOGIES FOR ABSENCE.** E. Aze, Mrs. L. English, Ms. Lori-Anne Scantlebury.

Steve Reade & Ben Stokes Cllrs. for Boyd Valley.

**NO 2. SIGN MINUTES OF PREVIOUS MEETING.** The minutes of the meetings held 18<sup>th</sup> July and 15<sup>th</sup> August 2012 previously circulated and amended were agreed a true record and signed.

**NO 3. PUBLIC PARTICIPATION.** There were three representatives of Youth Club attending the meeting. They explained there were lots of changes happening next year in South Gloucestershire Council and they were concerned that funding for the Youth Club would cease at the end of March 2013. The Club caters for approximately 30 young people with whom they enjoy good relations and they would not want to see it close. Another advantage is that the Youth Club Leader can give advice on health and homelessness issues etc in a non judgemental way. Issues around funding were discussed and it was agreed the Youth Club Leader would provide written confirmation that funding is going to stop in March 2013 and provide a breakdown of their annual ready for discussion as an agenda for next meeting.

**Action: Youth Club to provide costs and written confirmation of closure.  
Clerk to include on next months agenda.**

**NO 4. LAW & ORDER.** To discuss issues associated with anti social behaviour at St. Aldams Play Garden with Police, A.S.B. Officer and Youth Club. P.C.S.O. Samantha Paterson advised the Police had been called to the Play Garden at St. Aldams Drive and had attended as much as possible. They attended on 23<sup>rd</sup> August at 10pm - but there was no-one there. On the 27<sup>th</sup> they spoke to a group of young people. They also attended on 28<sup>th</sup> between 7.30 and 7.45pm and again 29<sup>th</sup> between 8.30 and 9.30pm - there was no one there. The Police and S.G.C. Anti Social Behaviour Officer have undertaken a leaflet drop in the area giving contact details and asking residents to report anti social behaviour. They have since received a few more calls but nothing major.

There have been occasions when a few children have been playing football and shouting but it should be remembered that it is a park. The Police saw 5 older children sitting on a wooden bench talking to each other and spoke to them about the facilities etc explaining that people don't like to hear bad language and suggesting they were a bit loud. They had a 30minute chat with them and they appeared to take on board the points made but they seemed a little aggrieved that the equipment is for under 13yr olds. Councillors

explained the cost of installing the equipment was grant funding and equipment had to meet certain criteria, there was no attempt to exclude anyone.

Regarding crime in the village the Police have had reports of burglary, criminal damage and theft, there was also a report of a group of people on motor bikes, details were taken and shown to the informant but the descriptions were different.

Inspector Williams advised the mobile Police Station would be coming to the Village Hall Saturday 22<sup>nd</sup> September, unfortunately they were not able to co-ordinate it with the Parish Council Surgery. P.C.S.O. Paterson agreed to forward the dates of the mobile Station to Cllr. Smith for the web site.

Cllr. Symons thanked the Officers for attending and offered Parish Council condolence for the loss of two colleagues.

**NO 5. LOG.** A review of the open items was undertaken. Reference the brick pillars at the entrance to Meadow View Gypsy Traveller Site. S.G.C. has asked them to submit a planning application. It was agreed clerk would contact Enforcement for an up-date.

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

Blocked footpath The Stables, Redford Lane. Clerk has asked Enforcement to take action.

Speed Watch – the Chairman attended the Parish Council surgery it is going forward and Councillors offered help. It was agreed to review again in January 2013.

Councillor Training – Cllr. Boyle advised she has a link for an online introduction that she recommends. It was agreed Cllr. Boyle would forward the link to Cllr. Watson for checking.

**Action: Cllr. Boyle to send link to Cllr. Watson for checking.**

**Clerk to include item as an agenda item next month.**

Mast head on bus stops not displaying Bristol destination. Clerk to undertake audit of stops affected and report to S.G.C.

**Action: Clerk to undertake audit of stops.**

Cllr. Smith suggested Parish Council should purchase some proper Notice Boards that could be placed on lamp posts and bus stops.

**Action: Clerk to obtain costing.**

Oaktree Avenue Housing Needs Survey. Cllr. Smith suggested S.G.C. should be contacted periodically and asked if they are working with a developer/what is happening. It was agreed Council would wait until the outcome of Village Green Application was known.

White line on edge of steps between St. Aldams Drive and Birch Drive. Clerk confirmed she has obtained paint but Parish Orderly is unable to do physical or strenuous work following an operation and has asked to stop work immediately. Clerk suggested Anna Sharpe be approached and asked to cover litter clearance/emptying bins at St. Aldams Play Garden until a new Parish Orderly is in place. All agreed.

**Action: Clerk to contact Mrs. Anna Sharpe.**

It was further agreed Cllr. Boyle and the clerk would interview prospective candidates for the position of Parish Orderly.

Cllr. Symons confirmed he has received a reply from Abacus H.R. Company they have quoted £277.00. to carry out a contract review. Cllr. Symons confirmed A.L.C.A. has information/help on its web site and recommended using it as it is already paid for under our membership.

**NO 6. FINANCE.** Cllr. Symons advised he had agreed with the clerk to undertake a review of her salary/hrs before the next meeting.

Clerk confirmed the External Auditor had signed off the Annual Return for the year ending 31<sup>st</sup> March 2012. A Notice will be erected advising dates and times accounts will be available for inspection by the electorate.

The following cheques were agreed for payment and signed. S.G.C. £475.42. emptying dog bins. Getmapping Plc £48.00. Parish on Line. A.L.C.A. £30.00. Code of Conduct training for Councillor. P.C.A. £46.00. use of meeting room. Instant Landscapes £706.26. grass cutting. Mrs. A. Sharpe £178.00. Mrs. D. Bailey £324.77. being salary £319.97. plus stamps £4.80. Mazars £342.00. external audit. Mrs. J. Long (Parish Orderly) £441.20. Mrs. D. Hall £90.00. rent for Shortwood Play Area.

**NO 7. AGENDA ITEMS. Community Plan.** Cllr. Smith suggested carrying on with the ranking at Parish Council Surgery. Reference the Country Side Access Group work on the 2<sup>nd</sup> stage of the path between Cox Grove Hill and Westerleigh has been delayed.

Route between Sheltered Housing and proposed new Doctors Surgery. Cllr. Smith advised he has circulated a power point outlining possible routes and wonder if Parish Council should work on it or give it to South Gloucestershire Council. It was agreed it would be necessary to demonstrate a need and that in order to do so we will have to consult residents living in the sheltered accommodation for their opinion.

**Action: Cllr. Smith to work on presentation.**

Community Governance Review Consultation document. Councillors considered the reply from S.G.C. was totally inadequate and did not address or properly acknowledge their concerns. In order to resolve the issues they agreed to seek a face to face meeting with the Chief Executive. As the consultation process affects neighbouring parishes it was thought it may be appropriate to contact Mangotsfield Rural and Downend & Bromley Heath Parish Councils to see if they share concern and would work with them.

Councillors also agreed to undertake a survey to gather evidence to show whether residents have received the information regarding the consultation and if they understood its relevance to Pucklechurch. The survey to be placed on the web site and the responses sent to S.G.C. as well as collated by the Parish Council.

**Action: Cllr. Boyle to draft letter to be sent to Mangotsfield Rural and Downend & Bromley Heath Parish Councils.**

**Cllr. Smith to prepare survey for Web Site.**

**Clerk to send letter to Mr. Hook SGC acknowledging his response and advising Councillors found it unsatisfactory and would be seeking a face to face meeting with the Chief Executive.**

**Clerk to request face to face meeting with Amanda Deeks Chief Executive.**

Ex HRA Money. Cllr. Smith suggested the £873.00. could be used to fund the shared use path from Coxgrove Hill to M4 Art Project. The project is being organised by a local person and will involve Pucklechurch School, youth and artists. The resulting installation artwork, to include weaving, benches and public art, will be used to add points of interest along the route. Cllr. Smith proposed Parish Council request use of the money for this activity which should meet the criteria as it will encourage community spirit and learning. The funding is needed urgently as the project is due to start on 22<sup>nd</sup> September. It was seconded by Cllr. Boyle.

**Action: Clerk to contact Cllr. Steve Reade and request Ex HRA money.**

Speed Review. Cllr. Smith advised the document was slightly out date and some things needed to be changed. He said Cllr. Green had previously requested back up 30mph speed signs for Shortwood these could now be included. Councillors agreed to adopt the Speed Review document subject to amendments before being sent on to S.G.C.

**Action: Cllr. Smith to update document.**

**NO 8. CORRESPONDENCE.** A letter was received from Shortwood Village Committee. Cllr. Green declared an interest being part of that Committee. The letter explained that for several years a couple of residents have been attempting to keep the bus stop area tidy opposite nos 61 and 63 Main Road. The problem is that the 1.5metre high chain link fence does little to stop encroachment of the hedge, nettles and brambles and they would like to replace it with a solid barrier of either 1.5metre fence panels or featheredge boarding. They also request permission to place two planters on the gravel these would be no more than one metre square and stand no higher than 60 centimetres. The gravel area has of late been used as a car park making it unsafe for people using the bus, the planters should help to alleviate the problem. Clerk explained that the Parish Council had previously applied to South Gloucestershire Council on behalf of the Shortwood Village Committee for a license to look after the area. Cllr. Boyle suggested that should the Art Work project not meet the Ex HRA criteria the Shortwood Village project may. Councillors agreed to support the proposal and agreed to fund up to £873.00. towards the cost of the work.

**Action: Clerk to write to S.G.C. for permission and advise Shortwood Village Committee the Parish Council would fund up to £873.00. towards the costs.**

Two letters were received from Royal Mail regarding the closure of Mangotsfield Delivery Office both offering sincere apologies for any concern that the proposed closure has caused and advising that whilst they understand the concern they have amalgamated offices before and will be working to ensure there is a smooth transition. They advise there will be no alterations to the collection of items of mail when a P739 card has been left.

An email from S.G.C. Rights of Way regarding the temporary closure of LPU18 advised the path is on their twice yearly cutting schedule and confirmed they will liaise with the resident before the path is re-opened to ensure it will be fit to use.

A letter from the Audit Commission confirmed Grant Thornton UK LLP have been appointed as external auditor to audit the Councils Annual Return for five years from 2012/13 year end.

A letter was received from the resident of 12 Hillview Road asking for information now that the land drainage has been checked and is running. Clerk expressed concern that although S.G.C. has undertaken a survey and carried out repairs the information being requested is not available as the contractor that installed the system is no longer trading. It was agreed the clerk would reply including all available information.

**Action: Clerk to send reply.**

**NO 9. PLANNING APPLICATIONS.** The following applications were considered. PK12/3113/TCA Works to 2no Turkey Oaks to clean stems by 20% and reduce 1no Silver Birch by 1.5m and thin by 10% and clean stems trees situated in the Pucklechurch Conservation Area, St. Thomas a Becket Church. No objection.

PK12/2687/F erection of two storey front and side, first floor side and single storey side extension to form additional living accommodation. Erection of front porch. (Amended Plans) 85 Parkfield Road. Councillors agreed the amended plans did not sufficiently reduce the size and height of the extension to clearly render it subservient therefore their objection remains the same.

**NO 10. CALENDAR.** A review of the calendar highlighted the need to identify articles for inclusion in the Chairman's Report for Pucklechurch News.

Cllr. Smith advised Jackie Sexton had retired from the editing team of Pucklechurch News and it was agreed a letter of thanks would be sent to her.

**Action: Clerk to send letter of thanks to Mrs. Sexton.**

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

Date of next meetings.

3<sup>rd</sup> October at 7.30pm. Cllr. Smith and Cllr. Watson gave apologies.

6<sup>th</sup> October Parish Surgery. Cllr. Boyle to attend.

17<sup>th</sup> October at 7.30pm. Cllr. Watson gave apologies.