

**MINUTES OF THE ANNUAL ASSEMBLY OF THE PARISH COUNCIL HELD 20<sup>TH</sup> MAY 2009 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, R. Symons, M.C. Smith, M.S. Watson, L.J. Whittock.

Mr. Beg opened the meeting with a welcome.

**NO 1. APOLOGIES FOR ABSENCE.** Cllr. S. Turley, Cllr. S. Grant.

**NO 2. TO ELECT A CHAIRMAN.** Clerk asked for nominations for Chairperson. Mr. Whittock proposed Mr. Beg, seconded by Mr. Holder. There were no other nominations for Chairperson. Voting for Mr. Beg was unanimous.

Mr. Beg was elected Chairman for the ensuing year.

Mr. Beg thanked Councillors for their vote of support saying he enjoyed chairing meetings and hoped this year would be as productive as last.

Mr. Beg signed the Chairman's Acceptance of Office.

**NO 3. TO ELECT A VICE CHAIRMAN.** Mr. Beg asked for nominations for Vice Chair. Mrs. Palmer proposed Mr. Holder seconded by Mr. Green. There were no other nominations for Vice Chair. Voting for Mr. Holder was unanimous.

Mr. Holder said her had enjoyed being Vice Chair.

**NO 4. SUB COMMITTEES.** Members agreed as follows:

Open Spaces/Burial Grd/Allotments.	Mrs. Turley, Mr. Whittock, Mr. Holder.
Boyd Link Group.	Mr. Whittock, Mr. Green.
Twinning.	Mr. Beg.
Biodiversity.	Mr. Whittock.
A.L.C.A.	Mr. Watson, Mr. Symons.
Waste Management.	Mr. Symons, Mr. Green.
S.G. Heritage.	Mr. Smith.
Community Association.	Mr. Whittock.
Finance.	Mr. Symons, Mr. Holder.
Planning.	Mrs. Palmer.
Parish Charter Group.	Mr. Holder, Mr. Watson.
Joint Cycle Group.	Mr. Whittock, Mrs. Turley.
Public Transport.	Mr. Smith.
Safer Stronger Community Group.	Mrs. Turley, Mr. Watson.

It was suggested that a Planning Sub Group be formed but after discussion agreed Councillors prefer email as it allows the opportunity for all to comment.

**NO 5. TO INSPECT DEEDS IN CUSTODY OF THE COUNCIL.** The Assets Register was inspected as all deeds are stored with the Solicitor at Chipping Sodbury.

**NO 6. PROPOSED PLAY GARDEN.** Clerk explained that Tina Rainey from S.G.C. was to attend the meeting unfortunately due to a previous engagement she is unable to attend. Tina is now our contact as the majority of the money for the project will come from 'Play Builder' funding (Government funded). Tina advised she is working on a leaflet to be delivered with Pucklechurch News advising the initial consultation will be at the Revel, Tina and Claire Nealms will man the stall. As part of the consultation the Children's Officer from S.G.C. will go into Pucklechurch Primary School and possibly Mangotsfield School and liaise with the children. A further consultation will be held in the Village Hall from which ideas will be formed into a Design Brief and go out to short listed contractors by end of August. After further consultation the final design will be confirmed and installation begins November or at latest January (dependant on weather conditions) this will allow 3months to complete the work.

**NO 7. ARISING & TO AGREE MINUTES OF PREVIOUS MEETING.** Farm Shop – Mr. Smith confirmed there would be a comprehensive article in Pucklechurch News and the web site encouraging people to shop locally.

Clerk confirmed she has reported the car on the grass-crete paving on Westerleigh Rd to the DVLA.

Mr. Smith advised there had been enough volunteers at the Spring Clean event to cover the whole of the village; also several groups had asked when the next one would be.

Concern was raised about an area at the back of Birch Drive that was overgrown.

Mr. Smith said regarding the dog bin on Cedar Way the sign was old and needed replacing.

Mr. Smith confirmed he would progress mobile broadband connection after Revel.

The minutes of the meeting dated 15<sup>th</sup> April 2009 were agreed a true record and signed.

**NO 7. PUBLIC PARTICIPATION.** None.

**NO 8. LAW & ORDER.** Councillors expressed concern that they have very little contact with the Police; Mr. Watson advised it was not feasible for the them to attend all Parish Council Meetings but he understood attempts would be made to attend. Councillors suggested an email could be sent to help keep the communication links open. Mr. Smith said statistics from the Community Plan suggest the Police do not

communicate well with the community. It was agreed Mr. Watson would convey Parish Council concerns to Inspector Thatcher.

**NO 9. FINANCE.** Mr. Symons displayed the Councils work book on screen explaining how income and expenditure was recorded and advised last years actual figures had been adjusted to reflect expected changes and would be used for this years projected budget. Mr. Beg commented that the Council now has the best records ever and thanked Mr. Symons and the clerk for their work. Mr. Watson suggested Councillors discuss the rent for the Cricket and Football Clubs that had previously been deferred. Clerk confirmed rents had risen in line with inflation. Mr. Whittock said the clubs have hidden costs Councillors are not aware of ie. hire of outside facilities for winter training. It was agreed the rates should be reasonable as the clubs provide a service, they also do some of the maintenance work themselves.

Councillors suggested it may be necessary to look at the possibility of acquiring land for more allotments; clerk suggested there was another area that could be reclaimed. Mr. Holder, Mr. Whittock and clerk to arrange a meeting.

Councillors checked, completed and signed the Annual Return for the year ended 31<sup>st</sup> March 2009 and discussed the Internal Auditors report.

Quotations. Clerk explained that residents living near Rebekka's Memorial Garden on St. Aldams Drive were again unable to receive sky TV channels. This problem was discussed last year with Mrs. Hudd who agreed to obtain quotations to fell the two Poplar trees at the entrance to a height just above the name sign. Nothing has happened as Mrs Hudd has been away for most of the year therefore clerk has obtained quotations on her behalf. Greenman Environmental Services £1284.00. plus VAT. Instant Landscapes £900.00. plus V.A.T. G. Bailey Tree and Landscape Services £420.00. Councillors agreed that they have a duty to parishioners and would therefore write to Mrs. Hudd advising that in line with her verbal agreement they will arrange for the trees to be felled, send her the invoice and as a measure of goodwill will pay half of the cost. It was further agreed to accept the lowest quotation.

The following cheques were agreed for payment and signed. A.L.C.A. £596.20. membership. P.C.A. £70.00. hire of meeting room for 2 Parish Council meetings, plus 1 with Robert Lee to discuss C.A. lease, 1 with Mr. D. White S.G.C. for a traffic review and 2 Parish Plan meetings. Playsafety Ltd £362.25. RoSPA report. Montague Harris £408.50. professional charges in relation to Lyde Green Common. Instant Landscapes £1556.16. grass cutting. Iain A. Selkirk £115.00. internal audit. Mrs. A. Sharpe £125.00. Mrs. D. Bailey £341.74. being salary £310.66. + stamps £1.08 + tel £30.00. Allianz Insurance Plc £1293.58. Mr. L. Whittock £7.30. expenses for plants for planters on Shortwood Rd.

**NO 10. SPEED LIMIT REVIEW.** It was confirmed that a major review through out the whole county was taking place until next year. Mr. D. White S.G.C. had sent through advice following our meeting/review also the local Traffic Group is looking at areas of

concern. It was agreed to form a sub committee to meet after the end of July and to arrange the date at next months meeting.

**NO 11. MEMBERS MATTERS.** Mr. Whittock advised he had had concern raised about the grass cutting in the Burial Ground as it was not being removed from headstones. Clerk to contact Mr. Gay about the problem.

Mr. Whittock said there were a number of tree stumps on the recreation field and the open space land at St. Aldams Drive that were causing problems for the Contractor cutting the grass. Clerk has quotation from Instant Landscapes to grind out the tree stumps of £600.00. plus VAT (20 stumps @ £30.00. each). Councillors were concerned that this was a bit high and it was agreed clerk would ask if the work could be carried out for £500.00. plus V.A.T.

Mr. Whittock had been approached by the Football Club asking if the recreation field could be weed killed. Clerk has quotation from Complete Weed Control as follows: Weed & feed £430.00. plus V.A.T. Weed only £250.00. plus V.A.T. It was agreed to accept the quotation of £430.00. to Weed & Feed.

Mr. Whittock advised there had been a good show of flowers in the Woodland this spring.

Mr. Holder has spoken to a resident whose property backs onto the recreation field. He is concerned that youngsters playing football and cricket in the corner of the recreation field near the car park are damaging his boundary wall; also they are apparently urinating in the trees/bushes. Mr. Beg suggested the trees at the front of the border could be removed and the kerb line set back so as to increase the size of the car park leaving the hedge at the back and inter planting with thorn to preserve privacy. It was agreed clerk would write to the Chair of the Football and Cricket Clubs making them aware of the problem and ask if they would speak to their young people and visiting teams and ask them not to play in the corner so as not to damage the wall and to use the facilities in the Changing Rooms. Clerk to arrange for quotations for clearance work and for installation of new kerbs and tarmac.

Mr. Green expressed concern that the island near the motorway bridge in Shortwood was full of weed and dandelions. Clerk to contact S.G.C.

Mr. Symons advised the National Salary awards needed to be discussed a future meeting.

Mr. Smith has had concern raised that at the back of Maple Walk the area is very messy where residents park on the grass, S.G.C. put down some old tarmac but it hasn't solved the problem, also the drainage doesn't work. Clerk to contact S.G.C.

Mr. Smith said the edges of the verge on Abson Road have been sprayed to kill the grass. Councillors raised this issue last year as due to the spraying the bank has eroded. Clerk

to contact S.G.C. advising Councillors are disappointed and concerned to see the verge has been sprayed again.

Mr. Smith reported a problem with a Euro Taxis coach parking inconsiderately outside Pucklechurch Primary School. The coach was parked for about 15minutes approximately 2ft from the kerb making it very difficult for the bus to get through. It was agreed clerk would write to Euro Taxis (copy to Pucklechurch Primary School) about the problem and ask them to speak to their drivers about parking considerately.

Mr. Smith advised the cost of producing a tri-fold information leaflet advising how Parish Council can be contacted etc will be approximately £170.00. Regarding finance Mr. Smith has received a request to do advertising perhaps allow a static advert for an annual fee. Mr. Beg expressed concern that although not party political residents may be upset if the Council was to become commercial.

Mr. Watson reported seeing an H.G.V. parked on Oaktree Avenue last week, he will check and if necessary report to the Authority.

Mr. Watson asked if anything was happening about the overhanging trees on Police Station Hill. Clerk advised the Tree Officer for S.G.C. had been to look at and would contact the resident about the trees.

Mr. Watson expresses concern that seagulls could be seen on a regular basis over the landfill site. Clerk advised the next liaison meeting was the 2<sup>nd</sup> June and the problem could be mentioned.

Mr. Watson asked about the enforcement order on 47 Partridge Rd? Clerk to contact S.G.C. Enforcement Officer for an update.

Mr. Watson asked if the Gypsy/Travellers planning application on Shortwood Rd been determined? Clerk advised the application was being considered on the 28<sup>th</sup> May at 3pm. Mr. Watson agreed to speak on behalf of the Council.

Mrs. Palmer commented that the Burial Ground looked full. It was agreed Councillors would meet at the Burial Ground at the June Meeting to decide how much ground to set aside for the extension. Mr. Beg agreed to include an article in his report for the August edition of Pucklechurch News.

Mr. Beg asked for a letter to be sent to Mr. Powell about the overgrown condition of the old Congregational Church site as it detracts from the amenities.

Mrs. Beg asked for a letter to be sent to S.G.G. Highways Department asking for the white lining in the village, particularly the hatching on the corner of Shortwood/Abson Rd. to be re-painted.

Councillors asked for a letter of thanks to be sent to Rachel Goodchild for organizing the 'Scare Crow' event in the village.

**NO 12. REPORTS.** Mr. Whittock confirmed he would be attending the Biodiversity Meeting at Willsbridge Mill on the 3<sup>rd</sup> June.

Mr. Green confirmed he would be attending the Shortwood Quarry liaison meeting on 2<sup>nd</sup> June and the Boyd Link meeting on the 5<sup>th</sup> June.

Mr. Symons said he had attended the Safer Stronger South Gloucestershire Group meeting and he thought that perhaps we should identify and raise our own issues for the next meeting.

Mr. Symons confirmed he had attended the A.L.C.A. meeting Merlin Housing had given a good presentation advising their performance indicators showed they were doing well. The Citizens Advice Bureau had confirmed they were grant funded only, Mr. Symons asked if the Councils grant payment was for the local branch. Mrs. Palmer confirmed it was for South Gloucestershire. At the A.G.M. there had been only one change and that was Mr. Watson being elected as A.L.C.A. representative on S.S.C.G.

Mr. Smith advised he had met with Ros and Mike Abbott (our footpath warders) and 2 officers from S.G.C. to look at upgrading footpaths to allow access to the countryside for wheelchairs. There are problems with budgets etc but they are keen for us to proceed with the project.

Mr. Smith advised progress has been slow with the Community Plan due to the amount of data that has had to be processed; however some data has now been published on the web site. One of the many findings of the Community Plan is that the residents of Hill View Road are the happiest in the parish with where they live. Mr. Smith confirmed no action plan will be published until it has been passed by the Parish Council.

Mr. Smith said he would attend the Sustainable Communities Act briefing on the 11<sup>th</sup> June and he would encourage others to go.

Mr. Holder attended the Parish Charter meeting and confirmed there was a strong move to get South Gloucestershire Council to cover costs of I.T.

Mr. Watson said he also attended the A.L.C.A. meeting and thought Merlin Housing had given a good performance but he was concerned that 70% of placements were to problem families.

Mr. Watson had attended the S.S.C.G. meeting it had been an excellent meeting with a good presentation by Alan Holder and Gale Boyle. He thought it was important that the meeting was not dominated by the local community but broadly across Boyd Valley.

Mr. Watson attended the S.G. Community Action meeting at Winterbourne but it had not been particularly useful.

**NO 13. PLANNING APPLICATIONS.** The following applications were considered and observations made. PK09/0771/F installation of 1no rear dormer window to facilitate loft conversion. (Resubmission of PK09/0446/F). 7 Castle Rd. No objection.

PK09/0857/TCA works to fell 1no Leylandii tree, 1no Willow tree and 1no Hawthorn hedge situated within Pucklechurch Conservation Area. The Stables, Court Farm, Westerleigh Rd., No objection.

PK09/0878/F erection of rear conservatory. 29 Maple Walk, Pucklechurch. No objection.

PK09/0895/F erection of 2 storey granny annex (detached). 57 Oaktree Avenue. Councillors object to this application as no evidence has been provided to support the need for a granny annex.

**NO 14. CORRESPONDENCE.** A thank you letter was received from Pucklechurch Revel for the grant for the childrens entertainment on Revel Day.

**NO 15.** A letter was received from the Severn Estuary Partnership advising that due to major alterations to the structure of the estuary to generate electricity from the power of the tides, climate change and the associated rise in sea level they are looking at setting up a Severn Community Heritage Project and Councillors are formally invited to join.

**NO 16.** A reply was received from HM Revenue & Customs regarding employment status. Clerk to contact Mr. Symons to review letter.

**NO 17.** A letter was received from Tim Peters Head of Information & Communication Technology at S.G.C. The letter advised that at the moment there is no funding available to provide support for the costs associated with the internet connection and it is now the responsibility of the Parish Council. Clerk to reply Councillors were very disappointed with the reply particularly as they feel they are having to pay for I.T. to enable S.G.C. to do its job.

**NO 18.** A letter was received from S.G. Senior Citizens Forum requesting grant aid. Mr. Holder proposed the grant be increased to £65.00. seconded by Mr. Smith, voting unanimous.

**NO 19.** A letter was received from C.P.R.E. inviting the Council to renew its membership. Councillors agreed to renew their membership.

**NO 20.** A letter was received from the S.G.C. Standards Committee advising that as a result of significant changes in the role of the Standards Committee they wish to offer the opportunity of receiving a visit from a Member to explain their role and to gather ideas as

to how the Standards Committee can better support the Parish and Town Councils. Clerk to reply a visit would be useful but suggest after the summer holiday period.

**NO 21.** An invitation was received from St. Thomas a Becket Church to attend the Revel Service on Sunday 14<sup>th</sup> June at 6.30pm.

**NO 22.** A request was received from Pucklechurch Cricket Club for use of the recreation field for matches for this season 1<sup>st</sup> May – 31<sup>st</sup> August 09. They have also been looking at ways to improve facilities for the Senior & Youth Teams that would not be detrimental to the village recreation field. They have applied to Revel requesting a donation towards the cost of laying a permanent practice pitch. The area would consist of a firm matting laid into the ground through which the grass would grow and could still be cut as normal. Councillors were happy to agree to use of the recreation field for matches, Mr. Holder proposed the rent be increased to £320.00. but after discussion Mr. Watson proposed an amendment to £300.00. seconded by Mr. Green, all agreed. It was agreed clerk requests a more detailed application for the laying of a permanent practice pitch indicating size, position, construction etc to enable Councillors to make a decision. It would also be helpful to know whether the area is intended for the sole use of the Cricket Club or for all.

**NO 23.** An email was received from Gail Boyle regarding the proposal for a new play garden and its possible impact on the recreation field. Clerk to reply there is no need to be concerned about the recreation field as it has been decided that the land near St. Aldams Drive is more suitable. Reference using the land at St. Aldams Drive as part of the funding conditions a full consultation will take place and the first opportunity will be at the Revel.

**NO 24.** An email was received from a resident in Queens Road who is concerned that vehicles driving into Homefield Road from Shortwood Rd are being forced into the centre of the road to avoid parked cars - an accident waiting to happen. It was agreed clerk would send a copy of the email to S.G.C.

**NO 25.** A letter was received from Rammer Property & Locality Management saying they would like the opportunity of presenting their services regarding such matters as fly tipping/littering, general household waste being left by tenants vacating or entering properties. This was noted.

**NO 26.** A letter was received from Age Concern South Gloucestershire advising they have been made aware of a need for an accessible nail cutting service for older people. They have taken the decision to start their own nail cutting service called 'Stepping Out' they aim for a service that covers at least twelve venues and runs for five mornings per week. Treatment is by appointment only and they will have to make a charge of £10.00. per visit to cover costs. They would be grateful if the Parish Council could indicate whether they felt this service would be beneficial to Pucklechurch residents and possibly suggest a venue. Councillors felt this was an excellent idea, suggesting the Homefield

Centre would likely be the best and most convenient venue. The service could be promoted by putting flyers in local shops and on notice boards and on the web site.

**NO 27.** An email was received from C.P.R.E. regarding the 'Stop the Drop' litter campaign.

**NO 28.** A letter was received from Pucklechurch Community Centre 'Makeover' project group saying they were encouraged by the formation of a sub committee and that they have identified two members as representatives for any initial meeting. They would wish in the first instance to discuss and agree the 'conditions precedent' set out in their letter dated 18<sup>th</sup> February 09. Mr. Holder declared an interest being the newly elected chairman of C.A. After discussion it was agreed clerk should reply to the Project Group that since their letter a new committee has been formed and the Parish Council believes it would in the best interest of all concerned for them to contact the new Chairman as there will be issues of common interest. The Parish Council is happy to act as facilitator.

**NO 29.** A letter was received from Safer Stronger Community Groups advising it has now been eighteen months since the initiative was launched in South Gloucestershire and the Community Engagement Team were undertaking a first review of progress. Parish Council input is crucial to the review and a workshop will take place on the 8<sup>th</sup> June 5pm – 7pm at the Greenfield Centre, Winterbourne. Mr. Watson agreed to attend.

**NO 30.** A letter was received from Mrs. Cobban regarding the parking of cars to allow access around the allotments advising she will in future park in the passing place and not on the track. She commented that some people have no place to park and are not prepared to make one and that she also cannot always drive around the gardens.

**NO 31.** An invitation was received to a workshop being organized by S.G.C. Communities Team on The Sustainable Communities Act 2007 at the Ridgewood Centre, Yate on the 11<sup>th</sup> June. Mr. Watson agreed to attend.

**NO 32.** An email was received from Mr. Derek Watts advising that members of the Beer Festival Committee have offered their services and help to Shaun for the proposed 'Revel Roundoff' family evening to be held on the recreation field on the 20<sup>th</sup> June. Councillors were not aware of this event and it was agreed clerk should contact Mr. Watts and request further facts/information by return so that the Parish Council can make a decision as to whether or not to allow event.

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

Date of Next Meeting. 17<sup>th</sup> June at 7.30pm. Mrs. Palmer, Mr. Smith and Mr. Green gave apologies.

