

**MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 21<sup>ST</sup> DECEMBER 2011 IN THE MEETING ROOM, PUCKLE3CHURCH COMMUNITY CENTRE, ABSON ROAD.**

The Chairman opened the meeting with a welcome.

**PRESENT.** R. Symons Chairman, M.C. Smith Vice Chairman, Mrs. G. Boyle, Mrs. L. English, P.J. Green, W. Prewett, Lori-Anne Scantlebury, M.S. Watson.

**NO 1. APOLOGIES FOR ABSENCE.** E. Aze.

Ben Stokes Cllr for Boyd Valley. Cllr Stokes has had a riding accident. Clerk to send best wishes.

**NO 2. S.G.C. PRESENTATION.** The Chairman introduced Mr. Simon Hailwood. Mr. Hailwood works in the Emergency Planning Unit at Thornbury he explained what plans had been created, training and exercises undertaken and the importance of being prepared in the event of an emergency. Types of emergencies were discussed and the importance of helping people not only during but also after an emergency. Mr. Hailwood said elected members and Parish Council would play key roles within the community and that they would in the event of an emergency be looking for their support. In the next financial year S.G.C. will assist Parish Councils to prepare emergency planning, providing a tool kit, exchange of information and a single point of contact. Cllr Symons thanked Mr. Hailwood for coming.

**NO 3. LAW & ORDER.** The Chairman introduced Inspector Rees. Inspector Rees said he was pleased to have been invited, he took over from Inspector Thatcher in September and has since been finding his way around. He has been in service for 14yrs, enjoys the work and believes he can make a difference. He advised crime was low in Pucklechurch and said P.C. Simon Topps & PCSO Sam Paterson care about the area and how they police it. He is keen on communication and believes Parish Councils are key to getting the message out. Councillors suggested Inspector Rees might like to think about using Pucklechurch News as a means of communication also urgent messages could be put on the web site. Councillors advised St. Aldams Play Garden was a sensitive area for people that live locally, there had been low level anti social behaviour and people needed to be re-assured that when a report was made the Police would respond. Inspector Rees advised the best way to report crime was through the 101 number as calls were recorded they couldn't respond to every call as they have to prioritize but do always call back. Cllr Symons thanked Inspector Rees for attending the meeting.

**NO 4. TO SIGN MINUTES.** The minutes of the meeting dated 16<sup>th</sup> November 2011 previously circulated were agreed a true record and signed.

**NO 5. CALENDAR.** Councillors agreed the following dates for next year - Annual Parish Meeting - 23<sup>rd</sup> May 2012 at 7pm. The format for the meeting to be discussed at the January Parish Council Meeting.

Pucklechurch News – Cllr Symons asked what items Councillors would like include in his report. The follows suggestions were made St. Aldams Play Garden, 30 St Aldams Drive, Visit to HMP & YOI Ashfield, Precept, Village Orderly & feed back following the Parish Council surgery.

**NO 6. LOG.** Check if moss on pavement in Homefield Road has been treated.

Natural Gas venting from Gas Compressor Station, Redford Lane. Ask Environment Agency if Transco need discharge consent.

New street lights bright & distracting. Ask Cllr Aze if he has spoken to S.G.C.

Overgrown Cycleway/no sign on path between HMP Ashfield and Shortwood Road. Clerk suggested pruning and clearance work could be undertaken by Parish Orderly. Councillors agreed that the work could be undertaken by the Parish Orderly on this occasion but thought ownership of the land should be established. Cllr Smith to raise the signage problem at the next Joint Cycleway Group Meeting.

**Action: Clerk to arrange for Parish Orderly to clear cycle path.**

**Cllr Smith to raise signage issue at next Joint Cycleway Group Meeting.**

Make-Over Group Meeting – 11<sup>th</sup> January at 7.30pm in the Meeting Room. Cllr English tendered apologies.

Herbicide – Cllr Smith suggested this should be discussed as an agenda item before next spring.

Speed Watch – Cllr Smith to invite Chairman/members to January Meeting.

**Action: Cllr Smith to invite Speed Watch Chairman/members to January Parish Council Meeting.**

Planting at St. Aldams Drive Play Garden – to be discussed after taking over responsibility for the area.

**NO 7. FINANCE.** Clerk had quotation from Mr. D. Gay for the maintenance of the Burial Ground for the coming 2012 season £630.00. (an increase of £20.00.) and for cutting the Beech Hedge £470.00. (same cost as last year).

Quotation from Instant Landscapes for the cutting of the recreation areas/open space as follows: Recreation Field, Eagle Crescent

and in front of village hall.	£129.15. per cut.
Recreation Field extra cut if needed.	£ 75.85. per cut.
Cricket Outfield only.	£ 38.95. per cut.
Strimming around posts & fencing etc.	£ 47.15. per visit.
St. Aldams Drive Play Area.	£117.88. per cut.
St. Aldams Drive Wild Flower areas.	£ 60.00. approx twice a year.

These prices show a 2.5% increase to cover some fuel costs.

After discussion Councillors agreed to accept both quotations.

**Action: Clerk to accept quotations from Mr. D. Gay and Instant Landscapes.**

Precept Discussion - Cllrs Symons and English had met with the clerk to look at and view the cost of running the Parish – this totalled £32,916.00. Councillors also looked at items identified from the Parish Plan – these totalled £11,200.00. Councillors confirmed the A.L.C.A. reserve recommendation for Parish Councils of our size, is  $\frac{3}{4}$  of annual revenue budget. It was agreed Cllr Symons would provide further information so as to allow the Council to agree the precept figure at the January 2012 meeting.

Cllr. Symons confirmed the accounts had been audited to date and all was satisfactory.

The following cheques were agreed for payment and signed by Cllrs P.J. Green & M. Watson. S.G.C. £45.00. emptying dog waste bins. Glasdon UK Ltd. £441.43. litter cart, litter picker and black sacks for use by Parish Orderly. Mr. E. Boulton £200.00. maintenance of Parkfield Play Area for 2011 season. Mr. D. Gay £610.00. maintenance of Burial Ground for the 2011 season. P.C.A. £64.00. use of the meeting room for one Parish Council Meeting, 4 Youth Club sessions and storage. Mrs. Anna Sharpe £178.00. Mrs. D. Bailey £342.80. being salary £319.97. + stamps £1.84. + Shovel & Broom £20.99. for use by Parish Orderly. S.J. Aplin Playgrounds Ltd. £186.00. supply and fit new flat swing seat at Eagle Crescent Play Area.

A letter was received from Pucklechurch Community Association regarding responsibility and upkeep of the Car Park and surrounds of the Community Centre. (copy of letter attached). After discussion Councillors agreed they were unable to offer support in this financial year but agreed to invite Mr. Holder to the January meeting to present the case for the upkeep of the Car Park being taken over by the Parish Council. A decision to be taken at the February meeting.

**Action: Clerk to advise Parish Council is unable to offer support this current financial year and invite Mr. Holder to the January Parish Council Meeting.**

**NO 8. PLANNING.** Planning application PK11/3809/F Strata Finis, amendments to previously approved scheme – minor alignment of house, was considered. There were no objections raised.

An application for works to pollard 1 no. Willow tree situated within the Pucklechurch Conservation Area. 4 Parkfield Road was considered during the month. The decision of the Parish Council was ‘no objection in principle based on the current size of the tree and the assumption that pollarding is the most appropriate method for managing the reduction in size. However, given that the tree sits in one of the most prominent positions in the village we would hope that any works to it will be done so as not to be detrimental to the visual amenity’.

**NO 9. CORRESPONDENCE.** A letter was received from South Gloucestershire Council containing a copy of the revised Parish Charter with an invitation to sign up to the commitments of the new Charter. After discussion it was agreed Councillors would sign up to the revised Parish Charter and write asking for clarification of selection criteria for nominations for representatives to attend the Annual Parish Charter Review Meeting. Cllr M. Watson advised Wick & Abson Parish Council had nominated him as representative.

**Action: Clerk to sign and return Parish Charter and ask for clarification reference nomination and selection criteria.**

An email and application form for South Gloucestershire Big Spring Clean was received. After discussion Councillors agreed to support the event over the week-end of 24/25<sup>th</sup> March.

**Action: Clerk to complete form and request supply of bags, gloves & skip.**

A letter was received from the Pucklechurch Scarecrow Committee asking to use a section of the recreation ground for car parking. After discussion Councillors agreed to the request subject to them carrying out a risk assessment, having insurance and the weather conditions.

**Action: Clerk to confirm Parish Council agreement subject to them carrying out a risk assessment, having insurance and providing the weather conditions are suitable.**

An email from S.G.C. Enforcement confirmed they re-visited the site and have discussed the situation with their Public Rights of Way Team. They confirm that the works being carried out to erect the stables are considered to be in accordance with the plans approved within planning permission PK11/0415/F. The length measured 18.6m instead of the 18.3m approved, however this is not deemed to be a material difference particularly as the width was smaller, at 11.7m than the approved 12.2m. The height as best they could measure was around 5m in accordance with the 5.15m approved. Reference clarification of the footpath issue they have written to the applicant about the obstruction and explained she needs to ensure that the gates for the new access are either easily opened by a loose tie or that an easy open gate is provided to maintain access to the footpath LWA26. Rights of Way have also provided surfacing details for the access in order to ensure there is an appropriate surface over LWA27 and has advised that the Council can provide a steel self-closing gate if required. They have asked that the applicant resolves the matter within 28 days and will arrange a further visit. Cllr Smith expressed concern about the height of the building.

Councillors had discussed issues/decisions they had not been happy with at the meeting with the Planning Officer and although he had agreed to pass on the concerns were disappointed not to have received any feed back. Cllr Boyle agreed to contact the Planning Officer.

**Action: Cllr Boyle to contact the Planning Officer.**

Clerk had received a telephone call and follow up visit from the person who owned the land at the end of Orchard Road. She inherited the land from her father who built the bungalows in Homefield Road. She would like to give back something to the community and wondered about the possibility of building low cost housing, a youth club or new village hall. She is also looking to move back into the village and would ideally like to build a house on a corner of the land. As the land is in the green belt Councillors could not support an application for housing but would be interested in acquiring some of the land for allotments and/or recreational use.

**Action: Clerk to contact the person and enquire whether she would be prepared to sell some of the land.**

**NO 10. AGENDA ITEMS.** Parish Orderly – Cllr Boyle explained that Tristan Bawn had been offered full time employment and was no longer able to continue as Parish Orderly but has agreed to stay in position until he can be replaced. Cllr Boyle suggested the position should be offered to the other person recommended by the sub committee, Joanne Long. All agreed.

**Action: Clerk to offer position of Parish Orderly to Joanne Long.**

30 St. Aldams Drive – Councillors met with the owner and his P.A. they discussed and were given details of the arrangements for the house. The property is used for training and accommodation for people leaving care before going into independent flats. The House Management Organisation advised the person that had recently caused the problem had been placed there at very short notice. Councillors explained they did not think it was appropriate for someone leaving HMP & YOI Ashfield to be housed in the village. The Managers agreed they had made an error and undertook never to place a former Ashfield resident in the property again. The Managers said that in the new year the property would be used for respite care for foster families and as this would involve younger children there would be 24 hr supervision. Councillors reminded the Managers that if there was to be a change of use they may need to apply for planning consent.

**NO 11. REPORTS** – Unitary Report Cllr Reade advised the South Gloucestershire Core Strategy has been submitted to the Secretary of State for independent examination. The Inspector requested further technical work be undertaken which has resulted in a number of changes. Representations are invited on the documents between 29<sup>th</sup> Dec 2011 – 17<sup>th</sup> February 2012. Cllr Reade confirmed the green belt had been written into the Strategy. He also advised the impact of the Localism Act reference community assets (the registering of privately owned but value to the community assets) was being looked into. Cllr Reade said he was pleased to see the Emergency Planning presentation this evening and said he had received only limited interest from other parishes. Cllr. Reade said there had been an embarrassing issue at the Area Forum when he had been unable to support Pucklechurch and nearby parishes. The issue was with transparency. The Councillors were happy to accept Cllr Reade's apology and explanation on this occasion but, like him, would be looking for no recurrence of the process whereby the outcome of a public meeting had been already decided by a prior private meeting, thus negating the whole concept of open, transparent and democratic decision making.

Parish Councillors Reports - Cllr Smith reported on the visit to HMP & YOI Ashfield saying it was gratifying to know that Parish Council had initiated the changing of the lighting which would be rolled out over the Serco group. They talked about the application to provide more parking and were advised that the plans were being held up by S.G.C.

Cllr Boyle had attended the Heritage AGM she reported that it was clear there was no direction within the group, they were reliant upon grants from S.G.C. that were no longer available. Cllr Boyle said she has agreed to re-write their constitution.

**NO 12. MEMBERS MATTERS.** A concern had been raised about St. Aldams Drive Play Area and dog fouling. Councillors agreed this needed full discussion.

Councillors had received complaints about the service from Wessex - the last bus did not always run and there have been issues of communication about the times of the bus between Christmas & New Year. Cllr Smith said we have been through this before we've written to S.G.C. but the only way they can take action is if we collect data (dates & times) and send it to them. It was agreed the Council would put up signs in the bus shelters asking people to report problems and provide a contact number).

**Action: Clerk to prepare and put up notices.**

Cllrs Boyle & English have undergone training over the last couple of months on planning and wonder if they should receive a certificate in confirmation. Cllr Watson agreed to speak to Linda James at S.G.C.

**Action: Cllr Watson to speak to Linda James at S.G.C.**

Cllr. Watson had attended the Kings Forest Forum where the disbursement of money £50,000.00. for improvements to highways including the pavement for Oaktree Avenue was to be considered. Cllr Watson was disappointed to discover that the decision as to where the money would be spent had been taken before the meeting and he did not think the process was democratic or clear. Cllr Reade has agreed to look into and try to do something about the process.

Cllr. Watson advised Wick surgery has written confirmation that ante natal services will be re-instated in the new year.

Cllr Watson reported for information that the Healthwatch is taking over the roles and responsibilities of LINK, plus some extra roles in patient advocacy, and that the new organisation will be looking for all sections of the community, including Parish Council's to have an input to the new organisation. The start date is currently October 2012.

Cllr. Watson confirmed the Local Strategic Partnership has signed the Strategic Plan.

Cllr. Symons asked if Councillors would like to review the new style agenda. Councillors agreed it should run longer before reviewing.

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

Date of next meeting 18<sup>th</sup> January 2012 at 7.30pm.

Council meeting action		clerk to arrange for Parish Orderly to clear cyclepath on shortwood road,
Council meeting action		Cllr Smith to raise signage issue at next Joint Cycleway Group Meeting.
Council meeting action		Cllr. Smith to invite Speedwatch Chairman/Members to January Parish Council Meeting.
Council meeting action		Clerk to accept quotations from Mr. D. Gay and Instant Landscapes.
Council meeting action		Clerk to advise Parish Council is unable to offer support this current
		financial year and invite Mr. Holder to the January Parish Council Meeting.
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Scarecrow Committee Clerk to confirm Parish Council agreement subject to them carrying out a risk assessment, having insurance and providing the weather conditions are suitable.

Cllr Boyle to contact the Planning Officer.

Clerk to contact owner of land top of Orchard Road and enquire whether she would be prepared to sell some of the land.

Clerk to offer position of Parish Orderly to Joanne Long.

Clerk to prepare and put up notices in bus shelters.

Cllr Watson to speak to Linda James at S.G.C ref training certificate.