



PUCKLECHURCH PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend the annual meeting of Pucklechurch Parish Council to be held on Wednesday 17th May 2023 at 7.30 pm at The Bungalow Ashfield prison. The meeting has been called for the purpose of transacting business as per the details on the agenda below.

Notice to members of the Public

This meeting is a meeting in public not a public meeting. Members of the public are invited to join the meeting and to ask questions and raise issues with the councillors. This session will last no more than 15 minutes.

Members and Parishioners are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability and religious beliefs), Crime & Disorder, Health & Safety and Human Rights.

Signed:

Daphne Dunning
Clerk and RFO Pucklechurch Parish Council

Wednesday 10th May 2023

Public Participation

AGENDA

1. To elect the Chair of Council and receive signed Declaration of Acceptance of Office.

2. To elect the Vice Chair of Council.

3. Apologies

To note apologies for absence.

4. Declarations of Interest (if any) and dispensations

Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – LGA 2011 Section 33.

5. Minutes

To confirm the minutes of 19th April 2023 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).

6. To receive Report from District Councillor(s).

7. AGENDA ITEMS TO ACTION

7a. To review and adopt the following policies in accordance with Standing Order 5j:

- Standing Orders - amended 14av & c in accordance with Action Note PPN 01/23
- Financial Regulations – 11b, c & h in accordance with Action Note PPN 01/23
- Code of Conduct
- Scheme of delegation.

7b. To re-adopt all policies with no changes

- Complaints procedure
- Dignity at work
- Disciplinary
- Environmental
- Equality and Diversity
- Filming and Recording
- Grievance
- Health and safety
- Investment
- Memorial bench
- Mobile phone
- Press and Media
- Publication scheme
- Safeguarding
- Social Media
- Training and development.

7c. To consider that as Pucklechurch Parish Council meets the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, it resolves to adopt the General Power of Competence from 17th May 2023 until the next relevant Annual Meeting of the Council.

7d. To review and approve the annual Risk Assessment

7e. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2022/23.

- Information and Data.
- Privacy.
- Document retention.
- Consent form.

7f. To review Freedom of Information requirements, consider policies and note if any FOI/SAR requests received for 2022/23.

- Subject access request.
- Data breach.

7g. To review and confirm charges made by the parish council covering burial ground, sports and nominal rents.

7h. To receive end of year accounts and note the Annual Internal Audit Report for year end 31/03/23.

7i To consider and complete the conflict of interest form requested by external auditors BDO LLP

7j To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/23.

7k To consider and approve the Accounting Statements (Section 2) for year end 31/03/23 noting the end of year reconciliations, explanation of variances and agree end of year report.

7l To note the period for the exercise of public rights is set from Monday 05 June 2023 and ending on (d) Friday 14 July 2023

7m To receive request for Revel to use the Recreation Ground during the Pucklechurch Revel and Beer and Cider festival from Wednesday 14th (pm) until Tuesday 20th June 2023 and agree any actions.

7n To consider councillor training and agree actions

8. AGENDA ITEMS TO NOTE

8a To note insurance cover

8b. To note correspondence raising concerns over work to extend shared path from Pucklechurch and agree any actions.

8c To note the need to develop a business plan and agree any actions.

9. PLANNING

9a. Planning applications

9ai. P20/24127/F 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL
Erection of single storey building to form swimming pool. Withdrawn

To note previously submitted comments

9aai P23/01138/MW Land at Shortwood Quarry Landfill Cattybrook Road North South Gloucestershire BS16 9NJ

Erection of leachate treatment tank with ancillary infrastructure and pipework. No comment.

9aiii P23/00847/F Land At 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP

Erection of 1 no. attached dwelling with associated works to include change of use from amenity land (sui generis) to residential (class C3). Erection of single storey extension to existing dwelling to form additional living accommodation. See appendix 1

9b. Planning decisions

9bi Pucklechurch House 35 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

P22/06458/HH Demolition of garage and erection of a single storey side extension. Erection of 1 no. detached garage. Approved with conditions.

P22/06459/LB Demolition of garage and erection of a single storey side extension. Creation of 1no. window opening and installation of window, removal and replacement of 1 no. first floor window on North East elevation. Erection of 1 no. detached garage. Approved with conditions.

9c. Planning enforcement and any other actions

None at the time of the agenda

10 REPORTS

10a To receive pre-submitted reports from Councillors.

10b To receive report from the Clerk.

11 FINANCE

11a To agree payment of contractual or other obligations.

11b. To receive figures for Q4.

11c. To note award of £ 2,060.76 CIL monies.

Appendix 1

P23/00847/F Land At 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP Objection

The Block plan provided appears to misrepresent the width of the amenity land that sits adjacent to the original property and Pucklechurch parish council (PPC) queries whether it incorporates the width of the public tarmacked footpath that runs alongside it. This calls in to question whether a new property could be built to the width shown on the plan, and how this also relates to the red line boundary of the curtilage associated with the original property. The latter should be accurately established to be able to properly assess the application. The land that sits adjacent to the original property does not appear to be wider than the original property as shown here by the red line and this is clearly evidenced by Google Satellite imagery (2023). This is the same amenity land that was subject to:

COM/18/0542/OD/1 | Appeal against: Change of use of amenity land to residential land facilitated by the erection of a close boarded fence enclosing the land. | 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP.

Accuracy matters here, as this also affects calculations relative to the amenity space that would be available to each of the resulting properties. PPC believes that 33 Partridge Rd has 3 bedrooms and would require 60m² of private amenity space, but it is impossible to calculate this (or for the new property) from the plans provided. NB the land to the front of the property is open-plan and may not therefore be counted as private amenity space c.f. the recent decision relating to 1 Oaktree Avenue (P23/00349/F Land At 1 Oaktree Avenue Pucklechurch South Gloucestershire BS16 9RP).

Furthermore, the Block plan suggests there are only three garages in the block that sits perpendicular to the rear of the original property when there are in fact four – this is pertinent to the parking provision suggested for both the original and the proposed properties as it is unlikely that any of these four garages meet the current internal space standards or the minimum length of a space required in front of a garage as described by PSP 16. This discrepancy is also clearly evidenced by Google Satellite imagery (2023).

33 Partridge Road sits as the bottom of a busy cul-de-sac. Aside from the garages themselves none of the on-road parking is allocated to individual properties – the cul-de-sac is also frequently congested. As referenced above, PPC believes the original property has three bedrooms – the application states that there will be no increase in the 2no. pre-existing car parking spaces, when clearly there is a requirement for additional off-road parking relative to the new property. PSP also states that where garages are provided below the minimum size requirements only 50% of them will count towards the parking standards. It is not clear from the plans provided which, if any, of the garages marked are specifically associated with the original property. PPC believes therefore that the application:

1. Fails to demonstrate that it meets the requirements of Policy PSP 16 Parking Standards
2. Fails to identify safe and secure cycle parking facilities as with the Council's standards.
3. Fails to incorporate provision for an EV car charging point.
4. Fails to identify refuse/bin storage.

PPC also queries what measure may need to be put in place to protect the mature tree that sits on the amenity land immediately adjacent to the property and whether this is covered by a TPO.