



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th JANUARY 2021 7:30PM by video link (Zoom)

On Government Advice over COVID-19, this meeting was held in exceptional circumstances via conference call.

PRESENT.

G Boyle (GB) Chair, L English (LE), R Dunning (RD), N Anscombe (NA) L Alford (LA) and A Hemmings (AH).

In attendance: D Dunning (Clerk) and Ward Cllr Ben Stokes

Public Participation

None.

2021/01/20 No 1. To Note Apologies For Absence

Cllr Phillips and Ward Cllr Reade. Cllr Hayman had tendered his resignation as a councillor due to work commitments, a letter of thanks will be sent.

2021/01/20 No 2. Declarations of Interest

None

2021/01/20 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 16th December 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

2021/01/20 No 4. AGENDA ITEMS

2021/01/20 4a) To consider Playlist for Life who support people affected by dementia in South Gloucestershire and agree any actions as agreed 2020/012/02 5b).

Resolved to forward information to Good Neighbour group.

2021/01/20 4b) To consider South Gloucestershire Council's Local Plan 2020, Phase 1 – Issues and Approaches consultation, review Data and Access profiles for Pucklechurch and Shortwood and agree any actions as agreed 2020/12/02 4e).

Resolved to submit revisions to correct inaccuracies in 'additional dwellings completed since 2011' figures in the Data and Access profiles for Pucklechurch and Shortwood.

Resolved to complete the consultation questionnaire at the 3rd February 20201 meeting.

2021/01/20 4c) To receive South Gloucestershire Council's Family Group Conference Service Decommissioning Proposals Consultation and agree any actions.

Noted

2021/01/20 4d) To receive request from Pucklechurch Revel for possible use of The Recreation Ground between Thursday 17th June – Monday 21st June, 2021 and agree any actions.

Resolved to approve request in principle subject to proof of adequate insurance and appropriate risk assessments.

2021/01/20 4e) To receive allotment report and consider revised charges as agreed 2020/12/16 4a)

The latest report identified continued breaches of the tenancy agreement by some allotment holders.

- After careful consideration it was agreed that it is no longer acceptable for those renting allotment gardens not to maintain them in accordance with the tenancy agreement.
- Council agreed to reconfigure allotments as per the report to increase the number of allotments available for rent to help meet demand.

- A full risk assessment is to be undertaken.
- Allotment holders will be formally notified of changes and ongoing programme of improvements.

Resolved to split plot 9 into two.

Resolved to terminate tenancy agreement for plot 19 as gardens have not been adequately worked over last two years.

Resolved to work with allotment committee to reconfigure plot 18.

Resolved Plot 19 to be split into three, with former plot holder being offered one of the new smaller plots

Resolved to terminate tenancy agreement for Plot 21a as despite repeated support, the plot remains a mess.

Resolved to work with allotment committee to reconfigure plot 24

Resolved Cllrs Dunning and Hemmings to develop the business plan to access S106 monies for allotment improvement.

2021/01/20 No 5 AGENDA ITEMS TO NOTE

2021/01/20 To note 2021 census letter. Information has been posted to the website and circulated on social media.

Noted

2021/01/20 6. PLANNING

2021/01/20 6a Planning Applications

2021/01/20 6ai) 6ai) P21/00127/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Change of use of public house/restaurant/expanded food provision, to 1no. residential dwelling house (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works. (re-submission of P20/18183/F).

After a detailed review, council **resolved** to object. Cllr Boyle was delegated to produce response (Appendix 1).

Ward Cllr Stokes agreed to raise the council's concerns over the continual submissions of substandard applications and appeals which require a huge commitment of time to refute the poor information.

2021/01/20 6aii) P20/24127/F 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Erection of single storey building to form swimming pool.

The council did not object to the certificate of lawfulness and raised no objections to this application.

2021/01/20 6aiii) VF 86945 - Pre-Application Consultation - Base Station Upgrade - Pucklechurch Trading Estate

This is the preferred option as the site provides adequate coverage, its proposed position is considered suitable in the context for the telecommunications base station. Taking into account the development's siting and appearance when read in its current environment, it is considered that a scheme in this location will not undermine the visual amenity of the area with minimal impact on the sky-line whilst utilising an existing site. The works will include the replacement of the existing 15m monopole with a new 20m monopole, the replacement of 6no. existing antennas with 6no. new antennas, the installation of RRU's, the replacement of 2no. ground-based equipment cabinets, along with minor ancillary works.

Noted

2021/01/20 6aiv) P21/00084/NMA Unit 1 - 6 Beaufort Trade Park Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH

Non material amendment to planning approval PK18/4218/RVC (formerly PK18/2104/F) to the yard layout, for the fence and substation to move away from the residential area north of the site.

and

**2021/01/20 6av) P21/00085/NMA Unit 7 Beaufort Trade Park Pucklechurch Trading Estate
Pucklechurch South Gloucestershire BS16 9QH**

Non material amendment to planning approval PK18/2109/F to add fire door exit, and minor adjustments to yard to include soft landscaping to the west over existing site services.

Noted

2021/01/20 6b Planning decisions

It was **noted** Appeal Ref: APP/P0119/W/20/3257774 Land off Abson Road, Abson Road, Pucklechurch (adjacent parish) has been dismissed.

2021/01/20 6c Planning Enforcement and other actions

Following concerns over works at The Fleur site, planning enforcement has confirmed *There is an open case for this site and the concerns over demolition have been reported earlier this week. The officer dealing with the redevelopment of the site has been in contact with the agent and it has been confirmed that the works on are internal works at Fleur De Lys. There is no intention to demolish the building.*

2021/01/20 NO.7. REPORTS

2021/01/20 7a To receive pre-submitted reports from Councillors.

Circulated photos of the ongoing works at the Trading Estate which has damaged the verges were noted. The damaged fencing at the end of St Aldams Drive to be reported to the prison.

2021/01/20 7b To receive report from District Councillor(s).

- Focus has been on adult social care and the Covid response.
- Issues has been noted around vaccination letters to the over 80s.
- Fluctuations in Covid numbers.
- South Gloucestershire Council (SGC) – increased online services, community support available, business grants and Futures Bright.
- Council preparing for cold weather responses.
- Extensive work with schools.
- There have been problems with recycling collections.
- Voluntary opportunities available including helping with the census.

The parish council raised concerns over SGC's reporting system and how issues are actioned.

2021/01/20 7c To receive report from the clerk.

- Precept request submitted and acknowledged
- Queried localism charges for 2021 as monthly litter bin collections (parish owned) have been charged at over £6000.
- Submitted planning objections for P20/23558/F Fleur De Lys - demolition of single storey rear extension to Fleur de Lys. Erection of 8no. dwellings with associated works (resubmission of P20/05814/F) and P20/23919/RVC Grove Farm Coxgrove Hill - variation of condition 6 attached to permission PK18/4150/F to amend the approved elevations and plans relating to plot 1. Erection of 9no. detached dwellings with altered access and associated works.
- Circulated Yate Town improvements workshop details
- Circulated ALCA training dates, Cllr Anscombe booked on Finance for Councillors.
- Commissioned urgent repairs to two gate posts in burial ground under health and safety. Maintenance contractor asked to store gates until repairs done.
- Clerk has achieved distinction in her latest level 5 units on the community governance degree covering communities in the political system, sustainable communities and learning forma workplace project.
- Report received of unauthorised building works in the woodland. **Resolved** to immediately remove these structures

2021/01/20 NO. 8. FINANCE

2021/01/20 8a To agree payment of contractual or other obligations

Payee	Description	Net	VAT	Amount Paid	Chq Number	Power
D Dunning	Salary Jan 21	£1,110.00	£0.00	£1,110.00	2966	LGA 1972 s112
HMRC	tax & NI Jan 21	£349.87	£0.00	£349.87	2967	LGA 1972 s112
Anna Chelmicka	litter picking Jan 21	£350.00	£0.00	£350.00	2968	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	2969	open spaces act 1906 ss9&10
Primrose Gardening	Power washer hirer	£120.00	£0.00	£120.00	2869	open spaces act 1906 ss9&10
Total	n/a	£3,309.04	£0.00	£3,309.04	n/a	n/a
Direct debits for Jan 21						
Supplier	Goods	Net	VAT	Total	Column1	Date
o2	phone	£14.73	£2.95	£17.68		01/01/2021
Plusnet	Internet access	£15.00	£3.00	£18.00		05/01/2021
NEST (Oct)	Pension Contributions	£60.13	£0.00	£60.13		18/01/2021
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00		01/01/2021
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00		01/01/21

Resolved to approve payments. Cheques to be signed by Cllrs Dunning and Boyle

Circulated reconciliation

Balance per bank statements as at 01/12/20	£
NatWest reserve account	£30,132.48
Petty cash float (if applicable)	£37.46
NatWest current account	£99,257.42
Current A/C activity for December 2020	
Less: payments for Dec 2020	-£7,501.22
Plus: income for Dec 2020	£600.00
Balance per current A/C bank statements as at 31/12/20	£92,356.20
Total bank accounts as at 31/12/20	£122,526.14
Less: any unrepresented cheques as at 31/12/20	
2956	£174.00
2957	£409.20
2960	£235.07
2963	£30.00

	£848.27
Add: any un-banked cash as at 31/12/20	£0.00
Net Current A/C balance as at 31/12/20	£91,507.93
Total balances all bank accounts as at 31/12/20	£121,677.87

Figure 1 Bank statement for December 2020

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
4 Dec 2020	BROUGHT FORWARD			99,059.42
7 Dec	Direct Debit PNET1822180-1	18.00		
	Direct Debit 02			
	05412111/001	17.68		99,023.74
8 Dec	Cheque 002949	1,095.80		97,927.94
10 Dec	Automated Credit JADE BINGHAM BINGHAM			
	FP 10/12/20 1426			
	QMY08V79WBZ0RNO01X		400.00	98,327.94
11 Dec	Cheque 002958	1,150.00		97,177.94
14 Dec	Cheque 002955	250.00		96,927.94
15 Dec	Cheque 002950	364.07		96,563.87
21 Dec	Direct Debit NEST			
	IT000000793489	60.15		
	Cheque 002962	1,379.17		95,124.57
23 Dec	Credit No.100590 605114		200.00	
	Cheque 002961	350.00		94,974.57
24 Dec	Cheque 002959	1,261.80		93,712.77
31 Dec	Cheque 002964	1,186.57		
	Cheque 002965	170.00		92,356.20

Figure 2 Accounts for December 2020

Payee	NW Current A/c	NW Bus Res A/c	Petty cash	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Staff pay	Tax&NI
Total receipts	98,217.55	30,132.48	37.46		6,709.62	0.00	0.00	1,198.80	235.07
Less: payments in month	6,709.62	0.00	0.00		51,062.16	0.00	0.00	9,761.25	3,149.05
Balance c/fwd	91,507.93	30,132.48	37.46						
	A	B	C						
Combined balance	D	121,677.87		Bank rec at 31 12 20					
				NW Current A/c	92,356.20				
				NW Bus Reserve A/c	30132.48				
Balance as at 1st April 2020		94,647.75		Petty cash	37.46				
Plus: receipts in year to date		78,092.28			122,526.14				
Less Payments in year to date		51,062.16		Less: uncleared chqs	848.27				
Balance as at 31st December 2020	E	121,677.87		F should equal D & E	121,677.87	Diff	0.00		

2020/01/20 8b To consider Q3 and agree any actions Resolved to accept and approve Q3

2021/01/20 9 Future agenda items.

Crime report

Emergency plan (17/2/21)

Local Plan

Correspondence on Marsh Farm

2021/01/20 10. To note date of the next meeting 6rd February 2021

Meeting closed at 20:52

Signed:

Date: 3rd February 2021

APPROVED MINUTES SIGNED VERSION HELD BY CLERK

Appendix 1

P21/00127/F | Change of use of public house/restaurant/expanded food provision, to 1no. residential dwellinghouse (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works. (re-submission of P20/18183/F). | Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Objection

Pucklechurch Parish Council objected to application P20/18183/F, which was withdrawn, and continues to object to this proposal for all the same reasons which are repeated below. Furthermore, what is proposed here includes the conversion a toilet block to a 'micropub' described in the covering letter as Class C4. Class C4 covers houses in multiple occupation (HMO), i.e. small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom: clearly a micropub cannot be described as an HMO.

PPC disagrees that the area described as current A4 use in section 18 of the application form can be selectively divorced from the total area provided as described. It is proposed to convert the existing toilet block and store to a 66sqm micropub, including 40sqm of vertical drinking space. This is described as being equivalent in area to just one of the Fleur's drinking spaces within the covering letter, but it is entirely misleading to suggest that this is the equivalent of the current public house provision.

The Fleur de Lys lies at the centre of the Pucklechurch Conservation Area in a zone characterised as the 'Commercial Core'. One element of the preservation and enhancement strategy specified for this area, clearly articulates that applications for change of use from commercial to residential will be resisted in order to protect the diversity and variety of shops and business premises there.

The variety of such establishments in the commercial core has already been diminished so that to allow for more to be converted to domestic dwellings would be to the immediate detriment of this character area.

PPC does not agree that a case has been made for the substitution of a micropub is a suitable equivalency of what is currently provided or equates to the same use class as currently provided. PPC believes that the applicant has failed to demonstrate that all reasonable attempts have been made to secure a suitable economic development re-use as per SGC's Core Strategy policy CS13 - in fact PPC is not aware that any such attempt has been made at all.

The applicant has not demonstrated that a suitable market appraisal has been undertaken to assess alternative uses or indeed the economic viability of the use of part of the building as a micropub as specified in paragraph 9.18 of the Core Strategy. This policy would apply irrespective of the applicant's opinion on whether or not the property's re-use is subject to policy PSP34 (see below).

Retention of the full commercial use of this type of site is of heightened importance to the sustainability of rural parishes such as Pucklechurch since they provide one of very few employment and trading opportunities in the immediate local vicinity irrespective of the type of business or economic use.

With reference to the fact that the Fleur de Lys is a pre-existing community facility and that similar establishments can be found in its vicinity, the applicant has failed to demonstrate, as articulated in policy CS23 paragraph 10.84, that a "reasonable amount of time has lapsed for an alternative agency or organisation to re-establish the use, or an alternative community use, or the facility no longer provides for the needs of its users to modern day standards". No agency/organisation has been able to do this as the opportunity to acquire it as such has not, to PPC's knowledge, been advertised.

PPC disagrees that SGC's Core Strategy policy PSP34 applies only to Class A4 use - the policy itself refers to 'Public Houses'. The Planning Inspector who delivered Appeal Decision APP/P0119/X/19/3236536 with reference to the Fleur de Lys said:

"Very few pubs will fall squarely into A4 category and it is clear to me the vast majority will fall between the two, they will be a mixed use of A3/A4, or as it is described in the GPDO (Part 3 of Schedule 2): Class AA - drinking establishments with expanded food provision."

"The GPDO Class AA is not a use class, although it does describe the use of most modern pubs very well, so the use of a Class AA establishment will be a mixed use but best described as a drinking establishment with expanded food provision."

The Inspector also said:

"The use of the building would seem to me, without doubt, to have last been a pub and is most likely it has always been a pub. The Council conclude that given there is also clear evidence for the associated restaurant use this is a mixed sui generis use, as I described above, and I would agree. The Council suggest that had they issued a certificate it would have been for a sui generis mixed use and the appellants has indicated this would be acceptable."

The Fleur de Lys is therefore to all intents and purposes a public house with an associated restaurant provision.

South Gloucestershire Council supports the retention of public houses as articulated in policy PSP34. Furthermore, PSP34 also states that development proposals for a change of use for a public house will only be acceptable where the use as a public house is no longer viable and that in order to determine whether or not it is viable that evidence should be provided to show that the public house has been vacant for a continuous period of at least two years; and that it has been continuously marketed for the duration of the vacancy, through appropriate marketing outlets. PPC can confirm that this has not been the case.

With regard to the micropub element, the proposal does not provide sufficient detail relevant to:

1. Deliveries
2. Cycle racks
3. Waste storage and removal
4. Staff hygiene and welfare facilities
5. Disabled access/toilet provision
6. Hours of operation

With regard to parking provision an assumption is made that no provision at all is required and refers to a parking survey submitted as part of application P20/23558/F. PPC does not agree that the survey submitted is appropriate to these circumstances and underestimates the level of on-street carparking available in the immediate area. Furthermore, that application allows for parking sufficient for 8 x 3 bed properties when the plans clearly show one as capable of being a 5-bed property and this appears to have been overlooked by SGC's Transport Officer. Also, for clarity the carpark associated with Pucklechurch Community Centre is provided for users of the centre – it is not a public car-parking provision. As no current plans have been approved for the redevelopment of the Fleur car park, figures provided on the application form regarding the number of car parking spaces currently available as 0 are incorrectly expressed.

PPC notes the comments about a proposed Traffic Regulation Order BUT irrespective of an agreement this would require formal consultation with council members and the public, the results of which cannot be deemed to be a forgone conclusion since depending on the comments received the proposals might have to be amended and can even be rejected. A TRO in this area has the capacity to severely impact other businesses that operate in the immediate vicinity as well as residential properties that sit immediately adjacent to the public house since many of these have no off-street parking provision at all.