



MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th AUGUST 2022 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD

PRESENT.

Cllr G Boyle - Chair, L English, J Bailey, A Hemmings, D Molloy and R Dunning
In attendance: D Dunning (Clerk) and Ward Cllr Reade

Public Participation

None.

2022/08/17 No 1. To Note apologies for absence

Cllr Anscombe

2022/08/17 No 2. Declarations of Interest

None.

2022/08/17 No 3. To Confirm the minutes of the previous meeting

The minutes of the meeting on 20th July 2022 was confirmed as a correct record of the meeting and were duly signed by the Chair.

2022/08/17 No 4. To receive report from district councillor(s).

Attending development management committee meeting

Approached by a resident over potential for a speed table/crossing on Shortwood Road.

The parish council has always been led to believe there are engineering issues and South Gloucestershire Council deemed this road not suitable for a crossing. Any proposal should follow due process.

2022/08/17 No 5 AGENDA ITEMS TO ACTION

2022/08/17 5a. To consider and approve Usage Policy for parish owned land.

Resolved to approve policy and agreed need for a simplified application form. The policy will be shared with the Pucklechurch Community Association and other users.

2022/08/17 5b. To consider request from South Western English Springer Spaniel Club to use areas of the Recreation ground as an overflow car park on 12 May 2024 during their championship breeder dog show and agree any actions.

Resolved to decline granting permission for parking on the Recreation ground in line with the agreed policy. It was suggested other venues such as the school, prison or local farmers could be approached to see if they can offer suitable parking facilities. A decision on permitting the erection of a dog show ring on the Recreation ground would require further details including size and proposed location on this multi-use site.

2022/08/17 5c. To receive fee proposal to re-instigate Pucklechurch Neighbourhood plan and agree actions.

Agreed in principle to follow the route detailed by Andrea Pellegram Ltd and that administrative support is essential.

Resolved to appoint Andrea Pellegram Ltd to undertake an initial review of the draft plan as per the quotation.

Resolved to consider a costed proposal for administrative support for the Neighbourhood plan and potential project management support from the clerk at the next meeting.

2022/08/17 5d. To agree responses to the South Gloucestershire Council consultation on the recommissioning of Youth Activities Offer..

Resolved response that highlights how Pucklechurch youth are socially disadvantaged by a lack of access to services which is exacerbated by a near lack of public transport.

2022/08/17 5e To agree responses to South Gloucestershire Council consultation on the draft Housing Strategy 2022 to 2052 and agree any actions.

Resolved not to respond as a council but individuals may submit their own responses.

2022/08/17 5f. To receive notification that South Gloucestershire is consulting on its Supplementary Planning Document (SPD) - Biodiversity and Planning: guidance for new developments and agree any actions.

The council noted the length of the draft supplementary planning document and agreed it should be far more concise.

Resolved Cllr Dunning to prepare a response for circulation.

2022/08/17 5g. To receive request to take on the unusable allotment plot 21a and agree any actions.

Agreed this is restoration project outside the normal allotments policy.

Resolved to approve request to take on lots 21a.

Resolved due to the challenging nature of this site, there will be no rent charged for years 22/23. 23/24 or 24/25.

2022/08/17 5h. To note annual play inspection report and appoint play area working group to develop a programme of action.

Resolved Cllrs Hemmings, Bailey and Anscombe to review the report and propose programme of actions.

2022/08/17 5i. In line with best practice, receive and agree proposal to commission an annual tree inspection.

Resolved to accept proposal and appoint Silverback to undertake the annual inspection of trees.

2022/07/22 6. AGENDA ITEMS TO NOTE

2022/08/17 6a To note quotation for £2675 + vat for replacement wet-pour was accepted as per council instructions and receive update on progress at Eagle Crescent play area HAGS.

Quotation and update noted. Weekly meeting with HAGS. Installation work is progressing well and to time. The new surfacing is due w/c 29th. Agreed opening event should be a community picnic.

2022/08/17 6b To note information submitted to Unity Bank for FSCS annual review 2022.

Noted.

2022/08/17 6c To note South Gloucestershire is recommissioning of the Better Care Stronger Communities offer, working towards implementing new contracts from 1 April 2023 and agree any actions

Agreed to make an agenda item.

2022/08/17 6d To note conclusion of annual audit 2021/22.

Noted.

2022/08/17 6e. To note report on woodland.

Noted. Council requested quotations for the removal of the hardstanding area.

6f. To note correspondence received via South Gloucestershire Council relating to lack of dog bins on Dramway cycle path.

Noted. This is South Gloucestershire Council land and not the responsibility of Pucklechurch parish council.

6g. To note response from South Gloucestershire Council to the request for further bollards at Parkfield Road triangle.

Noted. Council requested quotation for planters.

2022/08/17 NO.7 PLANNING

2022/08/17 7a Planning applications

None

2022/08/17 7ai To note agreed responses under delegated powers

Noted P22/03752/HH Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT No objection (appendix 1).

Noted P22/03985/RVC Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA Objection (appendix 1).

2022/08/17 7b. Planning decisions all noted

2022/08/17 7bi P22/03695/TCA The Barn 16 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to fell 1 no. Cedar, crown reduce 1 no. Pine to leave a height of 15m and crown lift 1 no. Yew tree to 4.5m. All trees situated within the Pucklechurch conservation area. **No objection**

Decisions received after agenda issued

2022/08/17 7bii P22/02501/F 5 Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Creation of new vehicular access on to Shortwood Road. **Approved with Conditions.**

2022/08/17 7c. Planning enforcement and any other actions.

2022/08/17 7ci To receive update on various planning applications at The Fleur site.

Noted. The chair of council attended the site visit and will speak at development management committee meeting.

2022/08/17 7cii To note COM/22/0484/ADV 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

New illuminated signage. **Noted.**

2022/08/17 No 8. REPORTS

2022/08/17 8a. To receive pre-submitted reports from Councillors.

Cllr Molloy - updating/signposting walks around Pucklechurch

Noted.

2022/08/17 8b. To receive report from the Clerk.

- Website – updated and lots of new news items.
- South Gloucestershire Council publicising Eagle Crescent upgrade and will video the site being used when work is finished (parental permission will be required). Raised concerns that twitter post made no mention that the parish council commissioned and is managing the project.
- Unsafe play equipment and tree removed from St Aldams.
- New defibrillator pads ordered for St Aldams.
- Written to HMP Ashfield over disappointment with the fencing work.

- CIL return submitted.
- 2022 invoices for hire/rent issued.
- Received notification that S106 monies for Eagle Crescent paid
- Reported blocked footpaths.
- Annual audit concluded and notice posted. No issues to report.
- Working with solicitor to progress land registration.

2022/08/17 9. FINANCE

2022/08/17 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Table 1 Payments for August 2022

Payee	Description	Net	VAT	Amount Paid	Chq No	Power
D Dunning	August pay	£1,363.17	£0.00	£1,363.17	3142	LGA 1972 S112
HMRC	August tax	£334.41	£0.00	£334.41	3143	LGA 1972 S112
Anna Chelmicka	August litter	£350.00	£0.00	£350.00	3144	open spaces act 1906 ss9&10
Primrose Gardening	43 contract	£1,470.83	£0.00	£1,470.83	3145	open spaces act 1906 ss9&10
Primrose Gardening	44 play area repairs	£76.00	£0.00	£76.00	3145	open spaces act 1906 ss9&10
South Gloucestershire Council	Localism charges dog bins and grass cutting July-Sept	£1,725.00	£345.00	£2,070.00	3146	open spaces act 1906 ss9&10
PKF Littlejohn	External audit	£300.00	£60.00	£360.00	3147	Accounts and Audit Regulations 2015
Instant Landscapes	1614 Recreation ground and Eagle Crescent grass cutting Mar - July	£2,318.00	£0.00	£2,318.00	3148	open spaces act 1906 ss9&10
Instant Landscapes	1615 Contract for Rebekka's Garden	£1,600.00	£0.00	£1,600.00	3148	open spaces act 1906 ss9&10
Instant Landscapes	1615 Removed of dead tree	£180.00	£0.00	£180.00	3148	open spaces act 1906 ss9&10
Gordon Playground Inspections Ltd	Annual playground inspections	£300.00	£60.00	£360.00	3149	open spaces act 1906 ss9&10
G Boyle	refund HP ink subscription Mar - Jul	£33.28	£6.68	£39.96	3150	LGA 1972 s111
D Dunning	Defib pad for St Aldams	£94.00	£18.80	£112.80	3151	LGA 1972 s111

£1,546.83

£4,098.00

Roy Preddy Funeral Directors	Replacement for lost chq 3042 28/10/21 re Bentley	£200.00	£0.00	£200.00	3152	LGA 1972 s111
Total		£10,344.69	£490.48	£10,835.17	10835.17	

Resolved to approve payments. Cheques signed by Cllrs Dunning and English

Table 2 Direct debit payments August 2022

Supplier	Details	Net	VAT	Total
o2	phone	£13.40	£2.68	£16.08
Plusnet	Internet access	£17.17	£3.43	£20.60
NEST	Pension Contributions	£74.85	£0.00	£74.85
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00
707	waste	£39.78	£7.96	£47.74

Table 3 Bank reconciliation July 2022

Balance per bank statements as at 01/07/22	£
NatWest reserve account	£30,147.77
Unity Bank	£1,000.00
NatWest current account	£121,318.49
Current A/C activity for July 2022	
Less: payments for July 2022	£12,280.80
Plus: income for July 2022	£0.00
Balance per NatWest current A/C bank statements as at 31/07/22	£109,037.69
Total bank accounts as at 31/07/22	£140,185.46
Less: any un-presented cheques as at 31/07/22	
	3042 £200.00
	3096 £39.96
	3134 £334.41
	3138 £50.00
	3139 £36.00
	3141 £60,000.00
	£60,660.37
Add: any un-banked cash as at 31/07/22	£0.00
Net Current A/C balance as at 31/07/22	£48,377.32
Total balances all bank accounts as at 31/07/22	£79,525.09

Table 4 Print screen of accounts

Combined balance	D	79,485.09	Bank rec at 31 7 21			
			NW Current A/c	109,037.69	Enter bank statement balance here	
			NW Bus Reserve A/c	30147.77	Enter bank statement balance here	
Balance as at 1st April 2022		119,324.90	Unity	1,000.00		
Plus: receipts in year to date		50,063.46		140,185.46		
Less Payments in year to date		89,863.27	Less: uncleared chqs	60,660.37	Total value of uncleared cheques at quarter end	
Balance as at 31st July 2022	E	79,525.09	F should equal D & E	79,525.09	Diff	0.00

Detail needs to be entered in these cells

Table 5 NatWest Bank statement June 2022

Date	Details	Withdrawn	Paid in	Balance
6 Jul 2022	BROUGHT FORWARD			121,045.89
	Direct Debit 02 05412111/001	16.08 ✓		121,029.81
8 Jul	Cheque 003130	21.60 ✓		121,008.21
13 Jul	Cheque 003126	364.03 ✓		120,644.18
14 Jul	Direct Debit 707 LIMITED C-PUC001	47.74 ✓		120,446.44
	Cheque 003116	150.00 ✓		120,446.44
15 Jul	Direct Debit EDFENERGY CUST PLC 9431355533	201.15 ✓		120,245.29
21 Jul	Direct Debit NEST IT000000793489	74.85 ✓		120,170.44
26 Jul	Cheque 003133	1,369.92 ✓		118,800.52
27 Jul	Cheque 003135	350.00 ✓		116,879.69
	Cheque 003136	1,570.83 ✓		116,879.69
28 Jul	Cheque 003137	7,842.00 ✓		109,037.69
1 Aug	Direct Debit EDF ENERGY 471643327375	9.00 ✓		

Table 6 Unity Bank statement

Pucklechurch Parish Council

Transaction listing for account 60-83-01 20461111 from 16 Jul 2022 to 16 Aug 2022

Date	Time	Description	Serial No	Debits	Credits	Balance
10Aug2022	06:40	Credit	1		60,000.00	61,000.00

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Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting.

Cllr Reade left the meeting

2022/8/17 9. To review item of procedural operation (confidential)

Resolved to accept quotation from Vision ICT.

Meeting closed at 20:55

The next meeting is 21st September 2022

Signed:

Date: 21st September 2022

Appendix I

**P22/03752/HH Green Tree Farm Lyde Green Emersons Green South Gloucestershire
BS16 7NT**

No objection.

This application seeks to extend the upper floor to create an annexe - whilst it is not explicitly stated Pucklechurch parish council (PPC) assumes this annexe will be used for purposes ancillary to the main dwelling-house and not as a separate dwelling in its own right. In this respect PPC requests that this is referenced should permission for the extension be granted.

**P22/03985/RVC Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire
BS16 9RA**

Objection

PPC strenuously disagrees that these retrospective proposed revisions to the plans that were permitted amount to a minor material amendment since what has already been constructed is substantially different to those that were approved. A blatant disregard for what was approved has been obvious from the outset of the commencement of the build, as evidenced by the numerous enforcement complaints made by parish council and local residents. What is retrospectively being proposed amounts to a change to the external look of the development so that it would appear significantly different to the approved plans. Furthermore, the change to external materials (particularly the roof tiles) and detailing would cause harm to the appearance or quality of the development so as to be detrimental to the character of the Conservation Area. Whilst this might be described as back land development it is still highly visible, particularly when viewed from Westerleigh Road and also from the original entrance to the Fleur de Lys from Shortwood Rd. Photographs will be supplied to support this objection as these will demonstrate how what has already been built (contrary to what was approved) already dominates the local street scene and why the proposed revisions should be refused.

Significantly the previously approved plans addressed several issues that had previously caused the application to be refused on more than one occasion. The changes that were made to make elements of the previously approved plans acceptable were summarised in the SGC Officer report (CIRCULATED SCHEDULE NO. 18/21 -7th May 2021) as follows: 5.3 An analysis of the traditional buildings in the village reveals a hierarchy between the higher status houses and the smaller cottages. The higher status houses tend to be taller, with parapets and sash windows. They also often feature doorcases or hoods. The cottages are lower, with simple eaves, casements and often no elevation features (the terrace fronting Abson Road are an exception to this rule however they are wide and have a horizontal emphasis provided by their elevational treatment). As a backland site new housing here should respect this pattern and hierarchy and not dominate the buildings to the frontage. The locally listed cottages fronting Shortwood Road (either side of the Fleur de Lys) are particularly low in height.

5.4 Concerns regarding the height of the properties have previously been raised and have formed a reason for refusal on both previous applications and appeal decisions. As well as a reduction in ground levels, the height of the buildings has been reduced as part of this application, with the accommodation within the roof removed. The proposed buildings would sit at roughly the same height as the public house, and below that of the properties on Queens Road.

Height is a material consideration in this case. The height of the houses that have begun to be constructed do not respect the local pattern and hierarchy because the ridge height of the houses as built is almost a metre higher than that of the public house as shown by 'Drawing no. 19.016.011 rev. F – proposed site sections'. This would also be in spite of the fact that the ground level was meant to be lowered by 900mm. Revision to the height of the development is noticeably not listed as a change in the letter from Stokes Morgan Planning dated 25th March 2022, but to approve this RVC application would in effect validate changes to the height of the development that were considered to be unacceptable before reduction,

and as far as PPC is concerned, continue to be unacceptable as built. It would also appear that roof lights have been added to the design to each of the properties where none were proposed/ approved before.

5.5 Given reduced height of the buildings and the location of the buildings surrounding the site, it is now considered that the proposal would dominate long or short-range views into the site. Whilst they will still be visible, the proposal will now sit amongst surrounding development.

The height of the buildings as constructed has not been appreciably reduced as required and clearly dominate views of the site and do not sit neatly within the surrounding development. This would support the refusal to accept changes to the plans that allow for taller buildings as built July 2022.

5.6 As the ridge height, and thus overall roof size has been reduced, the proposals are more of a cottage appearance than previous proposals. Alterations to the detailing of the proposals, including the breaking up of elevations with casements and bay windows, re-orientation of the gable on plot 6, door thresholds level with ground, and flush eaves and verges, and the use of red/orange pantiles, and estate fencing, have resulted in a proposal that although modern, has respect for the surrounding historic centre and Conservation Area.

The changes proposed to the elevations would in effect allow for houses to be built that are no longer complementary to the locality as described above and would adversely affect the character or appearance of the development and erode the quality of what was originally approved. Concrete roof tiles are not an appropriate substitute for red clay pan tiles, which are a typically characteristic feature of the buildings in the centre of the Conservation Area.

5.8 The car park provides a certain level of openness, typical of backland areas where the historic pattern of development sits close to roads. This open area forms parts of the view from the church, with the openness forming a positive feature.

The repositioning of the plots by 950mm away from the rear boundary further forward into the former carpark impacts on the degree of openness and separation that was described as a positive feature. Furthermore, the site plan that has been submitted in support of this application, which shows a dotted red line indicating the previous position of the dwellings, must be inaccurate since no appreciable changes are shown to the width of the area between the house frontages and the parking spaces themselves, that are meant to be separated from each other by a railing, when compared to the approved plans. Positioning the houses forward by almost a metre must have a consequential knock-on impact on the space in front of each house and the associated carparking spaces unless these spaces are being reduced in size or removed altogether – it is incomprehensible that there would be no affect on the size of the area available to the front of the plots, yet this is not shown. It would not be acceptable for the cars to be directly parked in front of the houses without there being an area delineated for pedestrian access by the railings.

The changes shown to the number of parking spaces shown at site entrance appears to be an attempt to provide support for an application for conversion of the original public house into three dwellings. This application has not yet been decided but PPC's comments made with regard to this are just as relevant to this RVC application. The plans provided show 7 parking spaces with no provision made for electric car charging points. It is not clear from the plans provided that these spaces concur with the minimum dimensions required by SGC for off-road car parking. 2 spaces are required for the micropub provision and the remaining 5 would be shared by three properties, yet the provision of these 5 would appear to be shown at the expense of a collection point designated for refuse and recycling on collection day, as specified in and required to be delivered for the approved application for 6 dwellings to the rear that are currently under construction (P20/23558/F). Since data suggest that almost half

of all households in South Gloucestershire have 2 or more cars, 5 spaces for three separate dwellings (with just 3 between 2) without allocation for visitor parking on site is woefully inadequate and will lead to additional parking on street on an already well-documented congested and busy corner to the detriment of local residents and businesses. DC Transport comments concur with this. Approval of the plan submitted with this RVC application would de facto support the erroneous notion that 7 spaces could be provided here but does not actually concur with that submitted for the sub-division of the public house since those plans do not show a bin store for the 6 properties to the rear at all. This is something that is required to remain as approved. The refuse collection /bin storage area as shown on the plan supplied appears to be woefully inadequate in terms of the space it occupies as well as its practical use – it appears to occupy an area less than the size of one standard carparking space, which is far too small to be of practical use. Proper consideration needs to be given to bin collection arrangement from this site as without suitable provision bins could be left at the site entrance or on the public highway and this would not be satisfactory.

APPROVED MINUTES SIGNED COPY HELD BY THE CLERK