



## PUCKLECHURCH PARISH COUNCIL

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>TH</sup> FEBRUARY 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

#### **PRESENT.**

Cllrs R Dunning, H Parker, J Hawkins, A Hemmings, S Reid and D Freestone  
In attendance: Clerk D Dunning, 1 member of public and Ward Councillors Palmer and Stokes

Cllr Dunning was elected Chair of the meeting.

#### **Public Participation.**

None.

#### **2026/02/18 No 1. To receive apologies for absence.**

Cllr. Boyle. Cllrs Pibworth and Symons were absent.

#### **2026/02/18 No 2. Declarations of interest (if any) and dispensations.**

Non-pecuniary interests by Cllr Freestone in 5a as Chair of Pucklechurch Cricket and Cllr Reid in 5h as member of the Allotments Committee

#### **2026/02/18 No 3. To approve minutes and sign as correct records of the council meetings.**

**Resolved** to approve the minutes of 21<sup>st</sup> January 2026. Minutes were duly signed by the Chair of meeting.

#### **2026/02/18 No 4. To receive report from ward councillor(s).**

Ward Cllr Stokes:

- Last week's Council meeting set the budget at a time of difficult financial constraints.
- Provided an update on fly-tipping and actions taken.
- With less concessionary funds available, will provide a link to the Avon and Somerset Community grant scheme.
- Soft plastics collection is being extended.

Ward Cllr Palmer:

- Budget increase was 4.99% to provide a balanced budget for the next two years.
- High pressure on statutory services.
- South Gloucestershire Council is retaining pest control and Handyman services.
- Drainage and flooding issues at The Vale being investigated.
- Resurrecting attempt to get Hill View Road resurfaced. It was noted residents are very pleased with the improved drainage works on The Recreation Ground.

Ward Cllr Stokes left the meeting.

## **AGENDA ITEMS TO ACTION.**

### **2026/02/18 No 5a. Community Centre**

- i.* To receive any updates including feedback from latest PCA meetings and agree any actions.  
Cllr Freestone provided a verbal update on the meeting.
- ii.* To receive an update on works completed in the current PCA programme of work and note works remaining and indicative timescales for action.  
Cllr Hemmings outlined the current position and responsibilities falling to the landlord. Indicative costs for a compliant stairway and investigation into water ingress from flat roof are being obtained from specialists to assist PCA.
- iii.* To receive an update on developing the new action plan following the condition survey.  
Ongoing. Council agreed a further meeting of the community centre working group should be arranged.

### **2026/02/18 No 5b. Scout hut**

- i.* To receive any updates including feedback on the required electrical work and agree any actions and a programme of work.  
**Resolved** to commission the replacement of fire extinguishers. Clerk to action.  
**Resolved** to approve the commissioning of identified electrical works subject to agreeing the quotation. Clerk to action.
- ii.* To consider a request from Wick Guides to use the Scout hut for a sleepover in October 2026 and agree any actions.  
**Resolved** to approve sleepover.

### **2026/02/18 No 5c. To receive any updates and agree any actions on other S106 projects including sport pitches and woodland**

Sports pitches – if the relentless rain continues, football matches may need to be postponed. Cricket pitch has had a cut and is looking good. Will receive fertiliser treatment later this week.

### **2026/02/18 No 5d. To receive a request to consider a late grant application from Pucklechurch Rainbows and agree any actions**

**Resolved** to reject any late application.

The council noted it wished to support the Rainbows and agreed it would consider a request to make a donation of £200 for craft materials at the next meeting.

### **2026/02/18 No 5e. To review a request for a donation of £200 to Crimestoppers and agree any actions.**

**Resolved** to reject as the grant scheme is closed. Crimestoppers to be encouraged to reapply in the next round of annual grants.

### **2026/02/18 No 5f. To consider making a donation to Revel for £559.60 to cover the cost of items for Revel Day which exceeded recent grant application limit and agree any actions.**

**Resolved** to approve payment of £559.60 to support Revel 75.

**2026/02/18 No 5g. To agree date for the Annual Parish Assembly meeting - required between 1st March and 1st June as per Local Government Act 1972 Sch12 Part III 14(1).**

Agreed 22<sup>nd</sup> April 2026 subject to availability of the Primary School.

**2026/02/18 5h. To receive an update on the allotments and agree any actions if required.**

- Second check of allotment gardens showed adequate improvements to identified gardens.
- 2 new allotment holders.
- 3 plots vacant and no waiting list.
- New tenancy agreements will be issued in March.

It was noted an article will appear in the Spring Pucklechurch News advertising vacancies.

**2026/02/18 5i. To agree the precept leaflet for 2026/27.**

**Resolved** to approve.

Standing Order 3m was suspended and it was agreed to consider items 5j and 5k at the end of the meeting.

## **2026/02/18 No 6. AGENDA ITEMS TO NOTE**

**2026/02/18 No 6a. To note items of correspondence and agree if any actions required:**

- To note Avon Wildlife correspondence to Parish and Town Councils who may be interested in Community Nature Reserves. Agreed to look into the resource implications.
- To note SERCO has decided to use own facilities for their staff children's party.
- To note Village Agent BOYD Valley Steering Group Meeting is on Thursday 12th March at 12.30pm at Marshfield Community Centre. Cllr Parker to attend.
- To note correspondence from Climate Action Thornbury.
- To note information on special expenses.
- To note the West of England Mayoral Combined Authority decision not to extend funding for bus service 532 beyond March 2026
- To note proposed examiner for the Pucklechurch Neighbourhood Plan
- To note correspondence from Emersons Green Town Council on their developing Local Nation Action Plan. Agree Clerk to respond.

**2026/02/18 No 6b. To note feedback from the community event for the proposed Leigh Farm wind turbines project.**

Noted. Resident requesting a reduction in electricity bills if scheme goes ahead will be advised that is not the model being adopted by this project initiated by South Gloucestershire Council.

## **2026/02/18 No 7. PLANNING.**

**2026/02/18 No 7a. Planning applications.**

**2026/02/18 No 7ai. P26/00205/TCA 48 Abson Road Pucklechurch South Gloucestershire BS16 9SA**

Works to crown reduce 3no Beech Trees by 2-3m to leave a finishing height of 1m and a radial spread of 1m within Pucklechurch Conservation Area.

Comments submitted under delegated powers were noted.

**2026/02/18 No 7a.ii P25/02295/PIP Land To West Of Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD**

Permission in principle for the erection of 1no. dwelling. **Withdrawn.**  
Noted.

**2026/02/18 No 7a.iii. P26/00214/LB Flat 2 Beech House Westerleigh Road Pucklechurch South Gloucestershire**

External alterations to insert a new window into the front elevation.  
Resolved to defer to the conservation Officer.

**7a.iv. P25/02362/O Land At Marsh Farm Feltham Road Pucklechurch South Gloucestershire BS16 9SQ**

Revised plans. Outline planning application with all matters reserved except means of site access, for residential development of up to 100no. dwellings (use class C3); sustainable urban drainage systems; public open space and landscaping; and all ancillary and enabling works.

Agreed no further comments.

**2026/02/18 No 7b. Planning decisions. All noted**

**2026/02/18 No 7bi. P25/02734/F Land At Westerleigh Road Pucklechurch South Gloucestershire**

Change of use of land from keeping of horses to C3 dwellinghouses, the erection of an outbuilding to form double garage and home office. Refused

**2026/02/18 No 7bii. APP/P0119/W/25/3369680 Land Opposite Meadow View, Shortwood Road, Pucklechurch BS16 9PQ**

Change of use of land to travellers site with the erection of 1no. day room, 1no. stable block, siting of 2no. mobile homes and 2no. touring caravans, creation of hardstanding, access onto a classified highway (Class B) and associated works. Appeal upheld and permission granted.

**2026/02/18 No 7c. Planning enforcement and any other actions.**

None.

**2026/02/18 No 8. REPORTS.**

**2026/02/18 No 8a. To receive report from the Clerk.**

- Revised planning for P25/02877/HH The Cedars Castle Road Pucklechurch. No additional comments.
- As Land Registry are now insisting Recreation Ground and burial ground valuations from 2024 are separated, fresh figures have been supplied.
- New defibrillator cabinet for Eagle Crescent received. Allied Electrical Services to instal.
- South Gloucestershire Council's request to review parish Councillor data held by them has been completed.
- Precept request submitted and acknowledged.
- ELCoE meeting arranged.
- Reported footpath issues 19483 & 19484.

**2026/02/18 No 9 FINANCE.**

**2026/02/18 No 9a. To approve contractual and other obligations for January 2026**

Payment paid prior to meeting under delegated powers

Payee	Description	Net	VAT	Total	
AED Heartsafe	New cabinet for Eagle Crescent as agreed by Council 210126	£744.95	£145.00	£889.95	
				<b>£889.95</b>	

Authorised by Cllrs Dunning and Boyle. **Noted**

Payee	Description	Net	VAT	Total	
Midland Forestry	Woodland thinning and other works 4855	£2,100.00	£420.00	£2,520.00	
At All Things Clean	Scout hut contract December 2025 2676	£105.00	£0.00	£105.00	
Vision ICT	Website hosting 21418	£190.75	£38.15	£228.90	
South Gloucestershire Council	Localism Jan-Mar 26 3900056610	£2,239.11	£447.82	£2,686.93	
D Dunning	Pay	£2,149.48	£0.00	£2,149.48	
D Dunning	Bags, toilet rolls and clothes Scout hut	£33.00	£0.00	£33.00	
Viking	Hygiene items for Scout hut	153.19	£30.65	£183.84	£2,366.32
HMRC	Tax and NI	£701.21	£0.00	£701.21	
Primrose Gardening	litter 266	£200.00	£0.00	£200.00	
Primrose Gardening	Maintenance contract 265	£1,585.00	£0.00	£1,585.00	
Tower Playgroup	Grant approved January 2026	£500.00	£0.00	£500.00	
Revel	Grant approved January 2026	£500.00	£0.00	£500.00	
PCA Social Club	Grant approved January 2026	£450.00	£0.00	£450.00	
Pucklechurch Cricket	Grant approved January 2026	£500.00	£0.00	£500.00	
Citizens Advice SG	Grant approved January 2026	£500.00	£0.00	£500.00	
Microshade	IT services 1014045	£62.59	£12.52	£75.11	
SLCC	Regional seminar BK225099-1	£85.00	£17.00	£102.00	
HP Ink	Refund G Boyle 19/05/25-18/02/26	£101.16	£20.25	£121.41	
		<b>£12,155.49</b>	<b>£986.39</b>	<b>£13,141.88</b>	£13,141.88

All invoices checked and confirmed for accuracy against payment list - Cllr Hawkins Resolved to approve payments. Cllrs Dunning and Hemmings to authorise.

**Direct debits.**

Supplier	Goods	Net	VAT	Total
o2	phone	£11.00	£2.20	£13.20
BT	broadband	£43.29	£8.66	£51.95
NEST	Pension Contribution	£144.37	£0.00	£144.37
EDF Energy	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
EDF Energy	Electricity Scout hut	£36.33	£1.82	£38.15
Reconomy	Monthly waste collection	£48.68	£9.74	£58.42
Unity Bank	charges	£9.00	£0.00	£9.00
Water2Business	Scout hut annual water and sewerage	£125.54	£10.04	£135.58

**Noted.** Invoices checked for accuracy against direct debit list – Cllr Hawkins

**2026/02/18 No 9b. To receive and agree reconciliations for January 2026.**

<b>Balance per bank statements as at 01/01/26</b>	<b>£</b>
Unity Bank current	£58,697.14
Unity Instant access savings	£91,206.20
Hinckley and Rugby BS	£76,206.99
<b>Unity Bank current</b>	
Less: payments for January 2026	£13,622.05
Plus: Unity income for January 2026	£275.00
<b>Balance as at 31/01/26</b>	<b>£45,350.09</b>
<b>Unity Bank instant access savings</b>	
Less: payments for January 2026	£0.00
Plus: Income for January 2026	£0.00
<b>Balance as at 31/01/26</b>	<b>£91,206.20</b>
<b>Hinckley and Rugby BS savings account</b>	
Less: payments for January 2026	£0.00
Plus: income for January 2026	£0.00
<b>Balance as at 31/01/26</b>	<b>£76,206.99</b>
<b>Balance as at 31/01/26</b>	<b>£212,763.28</b>

**Figure 1 Print screen of January 2026 accounts.**

Balance c/fwd	<b>76,206.99</b>	<b>91,206.20</b>	<b>45,350.09</b>			
	<b>A</b>	<b>B</b>	<b>C</b>			
Combined balance	<b>D</b>	<b>212,763.28</b>		<b>Bank rec at 31/01/26</b>		
				Hinckley and Rugby 90 day	76,206.99	
				Unity instant access savings	91206.20	
				Unity Bank	45,350.09	
<b>Balance as at 1st April 2025</b>		<b>244,038.85</b>			<b>212,763.28</b>	
Plus: receipts in year to date		211,679.44				
Less Payments in year to date		242,955.01		Less: uncleared chqs		
<b>Balance as at 31st January 2026</b>	<b>E</b>	<b>212,763.28</b>		<b>F should equal D &amp; E</b>	<b>212,763.28</b>	<b>Diff 0.00</b>

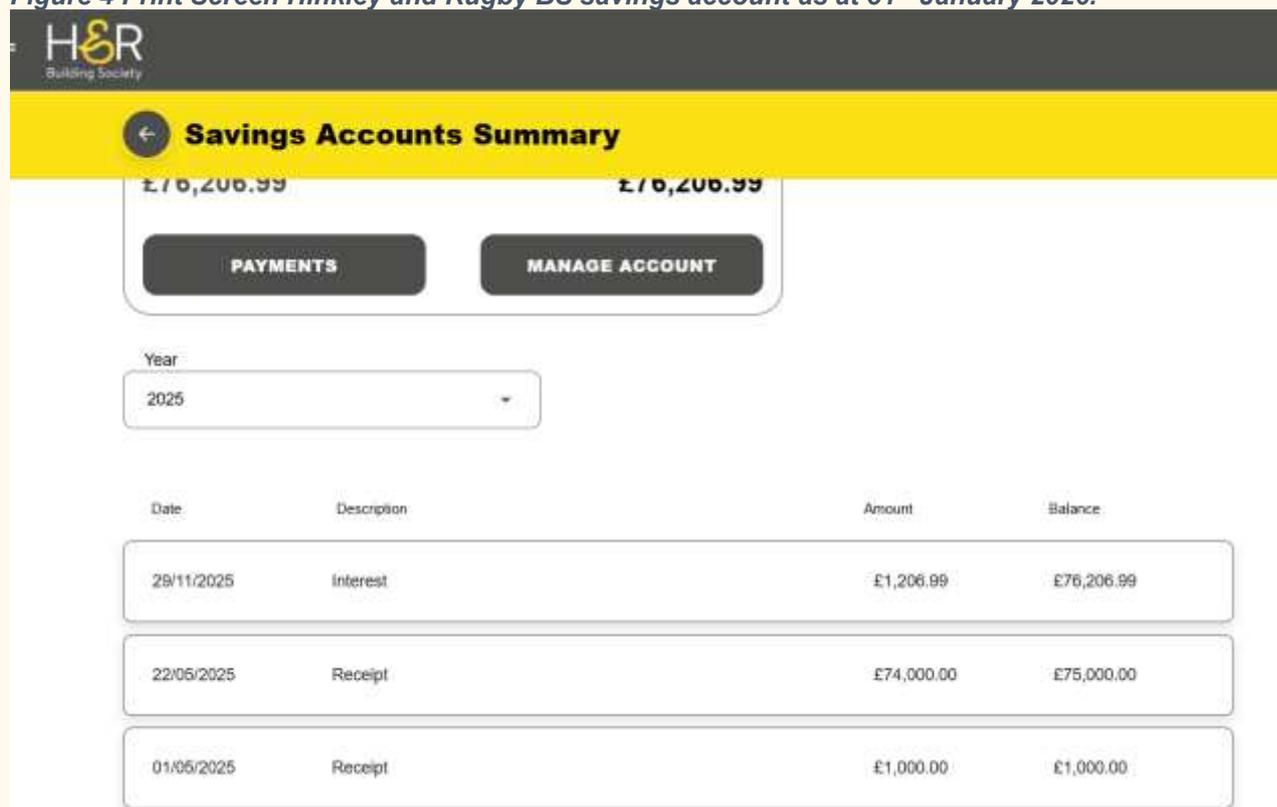
**Figure 2 Print screen Unity Bank current account statement January 2026.**

26/01/2026	Faster Payment Debit	B/P to: Microshade	£75.11	£0.00	£46,833.94
26/01/2026	Faster Payment Debit	B/P to: Primrose Gardening	£1,585.00	£0.00	£45,248.94
26/01/2026	Faster Payment Debit	B/P to: Primrose Gardening	£105.00	£0.00	£45,143.94
26/01/2026	Credit	1st Pucklechurch G	£0.00	£80.00	£45,223.94
27/01/2026	Credit	1St Pucklechurch R	£0.00	£60.00	£45,283.94
29/01/2026	Credit	Credit 000022	£0.00	£75.00	£45,358.94
31/01/2026	Fee	Service Charge	£8.85	£0.00	£45,350.09

**Figure 3 Print Screen Unity savings account January 2026.**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/11/2025		Balance brought forward	£0.00	£0.00	£90,706.32
31/12/2025	Credit Interest	Credit Interest	£0.00	£499.88	£91,206.20

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 31<sup>st</sup> January 2026.



All approved. Reconciliation checked for accuracy against bank accounts – Cllr Hawkins

Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960), **resolved** that, because of the confidential nature of the business to be transacted, the Public and Press are requested to leave the meeting.  
2 members of public left the meeting.

**2026/02/18 5j. To consider a request to accept a late tender application for the maintenance contract received after the closing date.**

**Resolved** the parish council is not willing to accept any late applications after tender closing date.

**2026/02/18 5k. Tenders for new maintenance contract.**

To receive accepted anonymised tenders for evaluation and agree on the appointment of a contractor for the 2026-28 contract subject to references.

Anonymised applications were reviewed and evaluated against the published criteria.

**Resolved** to appoint contract for 2026-28 to Company B

Company B was then identified as Primrose Gardening.

**Date of next meeting 18<sup>th</sup> March 2026.**

Meeting closed at 20:59