



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH APRIL 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs R Dunning, A Hemmings, H Parker, J Hawkins, and D Freestone
In attendance: Clerk D Dunning and Ward Councillor Stokes

Cllr Dunning was elected Chair of the meeting.

Public Participation.

None.

2026/04/15 No 1. To receive apologies for absence.

Cllrs Reid, Symons and Boyle and Ward Cllr Palmer. Cllr Pibworth was absent. Under LGA 1972 s85i), Cllr Pibworth has failed to attend for a period of six consecutive months from the date of his last attendance at a meeting of the authority, and now ceases to be a member of the authority.

Resolved to declare a councillor vacancy.

2026/04/15 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary interest by Cllr Freestone in 5a as Chair of Pucklechurch Cricket.

2026/04/15 No 3. To approve minutes and sign as correct records of the council meetings.

Resolved to approve the minutes of 18th March 2026. Minutes were duly signed by the Chair of meeting.

2026/04/15 No 4. To receive report from ward councillors.

Ward Cllr Stokes:

- The changes to recycling in South Gloucestershire continue to be rolled out.
- Consultation for Special Expenses open.

2026/04/15 NO 5 AGENDA ITEMS TO ACTION.

2026/04/15 No 5a. Community Centre.

- To receive an update from the latest PCA meeting and agree any actions.

None.

- To receive PCA progress report.

Previously circulated.

- To receive an update from working group meeting and agree works programme for the parish council.

Report noted while Cllr Hemmings provided a verbal update. Agreed to approach former PCA committee members to try and source the original community centre plans. Reserves for community centre currently £12000 with £22495 in 26/27 budget.

Resolved that the parish council as landlord will take responsibility for arranging and funding identified areas - the fire alarm system, compartmentalising work in roof void and fire doors. Delegated responsibility to Cllrs Hemmings, Freestone and the Clerk to progress.

- To receive any other updates on the developing action plan and agree any actions.

None.

2026/04/15 No 5b. Scout hut.

- i) To receive any updates on the Scout hut and consider and agree any actions. Cllr Hemmings arrange a review of the building so a programme of costed works can be prepared for consideration by the council.
- ii) To note agreed electrical works have been commissioned and completed at a cost of £481 plus VAT.

Noted.

- iii) To note Bristol Fire has reviewed fire extinguishers and a proposal and costs are awaited.

Quotation was received and considered by the council.

Resolved to accept quotation and request new fire blanket if needed.

2026/04/15 No 5c. To receive any updates and agree any actions on other S106 projects including sport pitches and woodland including

- i) To note S106 spending to date on woodland project. Spend to date of £14762.38 noted.
- ii) To note potential community events and costs to support the woodland project. Agreed to arranging a bat walk and talk during August – clerk to action.

2026/04/15 No 5d. To confirm there is no conflict of interest with BDO LLP auditors and complete declaration form.

Resolved to confirm no conflict of interest. Form duly signed by Cllr Dunning.

2026/04/15 No 6. AGENDA ITEMS TO NOTE

2026/04/15 No 6a. To note items of correspondence and agree if any actions required:

- i) To note problem with rats at the allotments. Agreed the advice given was correct. Cllr Hemmings will visit site to investigate.
- ii) To note request to consider signing the Armed Forces Covenant and agree any actions.

Agreed no action.

- iii) To note temporary fuel surcharge on Reconnect bills.

Noted.

- iv) To note new PCSO for the Boyd Valley, Emersons and Lyde Green Neighbourhood Policing Team Sam Norster.

Noted.

- v) To note completed works in Pucklechurch by Streetcare team.

Noted.

- vi) To note WERN meeting notes form 12th March 2026.

Noted.

- vii) To note Healthwatch South Gloucestershire feedback report for Q4

Noted.

2026/04/15 No 7. PLANNING.

2026/04/15 No 7a. Planning applications.

2026/04/15 No 7ai. P26/00575/HH 1 Woodpecker Crescent Pucklechurch South Gloucestershire BS16 9ST

Erection of single storey side extension to form additional living accommodation.

No objections.

Adjacent parish

2026/04/15 No 7aii P26/00240/F Buildings A And D Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT

Change of use of 1no. building to 6no. flats (Class C2) and 1no. building to shared recreational space with associated works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (retrospective).
Noted.

To note comments submitted under delegated powers.

2026/04/15 No 7aiii. P26/00676/TCA Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to 1.no Robinia Pseudoacacia Tree to reduce mid crown by 1.5m. Tree situated within Pucklechurch Conservation Area.

Submitted comments: *Pucklechurch Parish Council is happy to defer to the Tree Officer.*
Noted.

2026/04/15 No 7b. Planning decisions. All noted

2026/04/15 No 7bi P25/02877/HH The Cedars Castle Road Pucklechurch South Gloucestershire BS16 9UF

Erection of 1.no rear dormer to facilitate loft conversion. Erection of lower ground floor garage. Creation of new vehicular access. Approved with conditions.

2026/04/15 7bii P26/00400/TCA 7 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB

Works to fell 1no Tree of Heaven within Pucklechurch Conservation area. No objections.

2026/04/15 No 7c. Planning enforcement and any other actions.

None.

2026/04/15 No 8. REPORTS.

2026/04/15 No 8a. To receive report from the Clerk.

- P25/02906/PIP Land Adjacent To Pennymead Cattybrook Road Mangotsfield South Gloucestershire BS16 9NJ. Permission in principle for the erection of up to 5no. dwellings. Approved.
- ELCoE haven't been able to secure a speaker for the annual parish assembly meeting.
- Special expenses consultation circulated and will be an agenda item for May
- Shea Stew EGTC Youth Liaison is happy to come and speak to council regarding options for CHOW bus.
Agreed Shea Stew should be invited to the next meeting.
- Immense pressure on the Neighbourhood Policing Team with marked increase in anti-social behaviour from youths around Emersons Green Retail Park and Lyde Green plus the unprecedented incidents occurring in South Gloucestershire in recent weeks including the shooting in Speedwell and the fatal stabbing in Filton.
- Asset register as at 31st March 2026 has been checked for accuracy and signed by Cllr Freestone.

2026/04/15 No 9 FINANCE.

2026/04/15 No 9a. To approve contractual and other obligations for March 2026

Payee	Description	Net	VAT	Total
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D Dunning	salary	£2,182.55	£0.00	£2,182.55
HMRC	Tax & NI	£733.59	£0.00	£733.59
Primrose Gardening	Litter 274	£250.00	£0.00	£250.00
Primrose Gardening	Monthly contract 273	£1,585.00	£0.00	£1,585.00
Allied Electrical services ltd	scout hut works	£481.00	£96.20	£577.20
ALCA	Annual subscription SUBS-2026-044	£787.47	£0.00	£787.47
At All Things Clean	Scout hut February	£90.00	£0.00	£90.00
Total		£6,109.61	£96.20	£6,205.81

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

Direct debits.

Supplier	Goods	Net	VAT	Total
o2	phone	£11.00	£2.20	£13.20
BT	broadband	£45.87	£9.17	£55.04
NEST	Pension Contribution	£148.75	£0.00	£148.75
EDF Energy	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
Reconomy	Monthly waste collection	£51.12	£10.22	£61.34
Reconomy	overweight charge	£9.53	£1.91	£11.44
EDF	Scour hut electricity	£34.06	£1.70	£35.76

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

2026/04/15 No 9b. To receive and agree reconciliations for March 2026.

Balance per bank statements as at 01/03/26	£
Unity Bank current	£31,362.84
Unity Instant access savings	£91,206.20
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for March 2026	£17,892.50
Plus: Unity income for March 2026	£480.00
Balance as at 31/03/26	£13,950.34
Unity Bank instant access savings	
Less: payments for March 2026	£0.00
Plus: Income for March 2026	£470.40
Balance as at 31/03/26	£91,676.60
Hinckley and Rugby BS savings account	
Less: payments for March 2026	£0.00
Plus: income for March 2026	£0.00
Balance as at 31/03/26	£76,206.99
Balance as at 31/03/26	£181,833.93

Figure 1 Print screen of March 2026 accounts.

Balance c/fwd	76,206.99	91,676.60	13,950.34		
	A	B	C		
Combined balance	D	181,833.93			
Balance as at 1st April 2025		244,038.85		Bank rec at 31 03.26	
Plus: receipts in year to date		213,289.84		Hinckley and Rugby 90 day	76,206.99
Less Payments in year to date		275,494.76		Unity instant access savings	91676.60
Balance as at 31st March 2026	E	181,833.93		Unity	13,950.34
					181,833.93
				Less: uncleared chqs	0.00
				F should equal D & E	181,833.93
					Diff 0.00

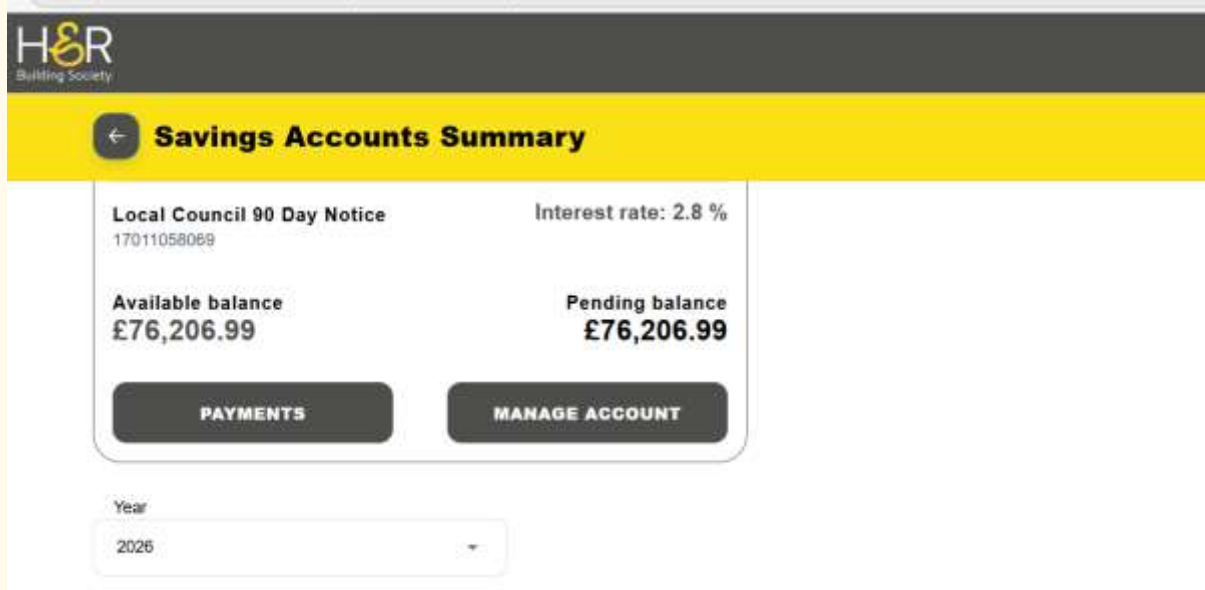
Figure 2 Print screen Unity Bank current account statement March 2026.

25/03/2026	Credit		£0.00	£20.00	£19,112.53
27/03/2026	Credit		£0.00	£20.00	£19,132.53
27/03/2026	Credit		£0.00	£20.00	£19,152.53
27/03/2026	Credit		£0.00	£20.00	£19,172.53
30/03/2026	Faster Payment Debit	B/P to: Proludic	£5,310.84	£0.00	£13,861.69
31/03/2026	Fee	Manual Credit Handling Charge	£0.30	£0.00	£13,861.39
31/03/2026	Credit		£0.00	£20.00	£13,881.39
31/03/2026	Credit		£0.00	£20.00	£13,901.39
31/03/2026	Credit		£0.00	£60.00	£13,961.39
31/03/2026	Fee	Service Charge	£11.05	£0.00	£13,950.34

Figure 3 Print Screen Unity savings account March 2026.

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£91,206.20
31/03/2026	Credit Interest	Credit Interest	£0.00	£470.40	£91,676.60

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 31st March 2026.



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

2026/04/15 9c. To note Q4.

Noted. Appendix 1

Date of next meeting to be confirmed as 20th May 2026 may not be quorate.

Meeting closed at 20:23

APPROVED MINUTES SIGNED COPY HELD BY

APPENDIX 1 Q4

Q4 01/04/25 - 31/03/26		
INCOME	Budget 2025/26	Income at Q4 not adjusted
Precept	£146,960.00	£146,960.00
Burial ground	£1,000.00	£1,350.00
Allotments £20.00 per site x 30	£620.00	£680.00
Grants - Neighbourhood Plan	£0.00	£0.00
Football club	£470.00	£470.00
Cricket club	£375.00	£375.00
PCA ground rent	£5.00	£5.00
Scout hut rental	£0.00	£1,170.00
Wayleave (Western power distribution)	£92.95	£92.95
Bank Interest	£50.00	£2,883.59
S106 draw down	£60,619.95	£0.00
CIL Payments	£0.00	£1,856.61
Suez grant	£0.00	£40,000.00
Insurance claim	£0.00	£0.00
Donation	£0.00	£627.52
Hire of Rec	£200.00	£150.00
Total Income	£210,392.90	£196,620.67
Last years VAT		£1,558.16
Vat to 31/08/25		£15,111.01
		£213,289.84
Expenditure	Budget 2025/26	Spend at Q4

Bank rec at 31 03.26	
Hinckley and Rugby 90 day	76,206.99
Unity instant access savings	91676.60
Unity	13,950.34
	181,833.93
Balance at start of year	£244,038.85
income to 31/03/26	£213,289.84
expenditure to 31/03/26	£275,494.76
	£181,833.93

Salaries (net)	£25,200.00	£24,659.48
Mileage & home office allowance	£400.00	£414.84
NI & tax (employee and employer)	£9,500.00	£9,871.63
Pension (employee and employer)	£1,900.00	£1,764.07
Payroll PATA Costs	£208.00	£208.68
Rent Shortwood	£360.00	£360.00
Insurance	£1,000.00	£1,539.24
Electricity Defib	£520.00	£556.98
Room rental	£100.00	£20.00
Pucklechurch news	£4,000.00	£1,435.52
Broadband	£420.00	£445.40
Phone	£165.00	£135.69
Audit	£1,200.00	£1,140.00
professional fees consultancy	£1,000.00	£2,820.00
Membership/subscriptions	£1,400.00	£1,584.73
Litter picking/ Rec Village waste /dog bins	£12,000.00	£9,736.57
Grass cutting/gardening	£8,700.00	£8,763.24
Tree survey	£1,500.00	£850.00
Maintenance contract	£21,000.00	£19,085.00
Bank charges	£150.00	£119.15
Admin general stat post print	£350.00	£280.56
Play area maintenance/ repairs & renewals	£5,000.00	£8,420.91
Ground maintenance	£4,200.00	£9,035.38
Training/conferences	£700.00	£517.00
Heartstart Defib maintenance	£1,300.00	744.95
Office equipment & software included email hosting. .gov domain and website and remote hosting	£2,000.00	£1,123.87
Grants	£4,500.00	£2,450.00
Donations	£0.00	£757.60

Recruitment costs	£0.00	£0.00
Election costs	£1,000.00	£0.00
Legal	£2,000.00	£750.00
	£111,773.00	£109,590.49
From reserves		
Play area s106	£0.00	£58,455.56
CIL for defibs reserves	£0.00	
Open spaces s106	£60,619.95	
Sports s106	£0.00	£63,159.00
Woodland and tree work	£2,000.00	
Parkfield turning space	£1,000.00	
Reserves to refurbish play areas	£15,000.00	
Neighbourhood plan consultancy fees	£0.00	
St Aldams active play project	£0.00	
Local climate and nature action plan	£0.00	
Scout hut	£10,000.00	£1,601.46
Parkfield football	£2,000.00	
Community centre	£8,000.00	£3,500.00
Defibrillator replacements reserves		£6,522.95
	£98,619.95	£133,238.97
Total	£210,392.95	£242,829.46
VAT for year		£32,665.30
		£275,494.76

consultancy

Adjusted for I&E			
Q4 01/04/25 - 31/03/26			
INCOME	Budget 2025/26	Income at Q4 adj for I&E	%
Precept	£146,960.00	£146,960.00	100.00%

Burial ground	£1,000.00	£1,350.00	135.00%
Allotments £20.00 per site x 30	£620.00	£680.00	109.68%
Grants - Neighbourhood Plan	£0.00	£0.00	0.00%
Football club	£470.00	£470.00	100.00%
Cricket club	£375.00	£375.00	100.00%
PCA ground rent	£5.00	£5.00	100.00%
Scout hut		£1,170.00	
Wayleave (Western power distribution)	£92.95	£92.95	100.00%
Bank Interest	£50.00	£2,883.59	5767.18%
S106 draw down	£60,619.95	£0.00	0.00%
CIL Payments	£0.00	£1,856.61	
Suez grant	£0.00	£40,000.00	
Insurance claim	£0.00	£0.00	0.00%
Donation	£0.00	£627.52	
Hire of Rec	£200.00	£150.00	75.00%
Total Income	£210,392.90	£196,620.67	93.45%
Vat to date		£15,111.01	
		£211,731.68	
Expenditure	Budget 2025/26	Spend at Q4	%
Salaries (net)	£25,200.00	£24,659.48	97.86%
Mileage & home office allowance	£400.00	£414.84	103.71%
NI & tax (employee and employer)	£9,500.00	£9,896.50	104.17%
Pension (employee and employer)	£1,900.00	£1,774.02	93.37%
Payroll PATA Costs	£208.00	£208.68	100.33%
Rent Shortwood	£360.00	£360.00	100.00%
Insurance	£1,000.00	£1,539.24	153.92%
Electricity Defib	£520.00	£531.49	102.21%
Room rental	£100.00	£0.00	0.00%

£49,660.67

£36,330.00

Pucklechurch news	£4,000.00	£1,435.52	35.89%
Broadband	£420.00	£444.92	105.93%
Phone	£165.00	£135.69	82.24%
Audit	£1,200.00	£1,140.00	95.00%
professional fees consultancy	£1,000.00	£2,920.00	292.00%
Membership/subscriptions	£1,400.00	£1,584.73	113.20%
Litter picking/ Rec Village waste /dog bins	£12,000.00	£9,736.57	81.14%
Grass cutting/gardening	£8,700.00	£8,763.24	100.73%
Tree survey	£1,500.00	£850.00	56.67%
Maintenance contract	£21,000.00	£19,085.00	90.88%
Bank charges	£150.00	£119.15	79.43%
Admin general stat post print	£350.00	£280.56	80.16%
Play area maintenance/ repairs & renewals	£5,000.00	£8,318.91	166.38%
Ground maintenance	£4,200.00	£9,035.38	215.13%
Training/conferences	£700.00	£517.00	73.86%
Heartstart Defib maintenance	£1,300.00	£744.95	57.30%
Office equipment & software included email hosting. .gov domain and website and remote hosting	£2,000.00	£1,123.87	56.19%
Grants	£4,500.00	£2,450.00	54.44%
Donations	£0.00	£759.60	
Recruitment costs	£0.00	£0.00	0.00%
Election costs	£1,000.00	£0.00	0.00%
Legal	£2,000.00	£750.00	37.50%
	£111,773.00	£109,579.34	98.04%
Reserves			
Play area s106	£0.00	£58,455.56	0.00%
CIL for defibs reserves	£0.00	£0.00	0.00%
Open spaces s106	£60,619.95	0	0.00%

£3,425.12

Sports s106	£0.00	£63,159.00	0.00%
Woodland and tree work	£2,000.00	£0.00	0.00%
Parkfield turning space	£1,000.00	£0.00	0.00%
Reserves to refurbish play areas	£15,000.00	£0.00	0.00%
Neighbourhood plan consultancy fees	£0.00	£0.00	0.00%
St Aldams active play project	£0.00	£0.00	0.00%
Local climate and nature action plan	£0.00	£0.00	0.00%
Scout hut	£10,000.00	£1,815.52	18.16%
Parkfield football	£2,000.00	£0.00	0.00%
Community centre	£8,000.00	£3,500.00	43.75%
Defibrillator replacements reserves		£6,522.95	
	£98,619.95	£133,453.03	135.32%
Total	£210,392.95	£243,032.37	115.51%
VAT for year		£32,597.96	
		£275,630.33	
Reserves:	As at Q4		
CIL	£1,856.61		
Play equipment Reserve	£50,000.00		
Neighbourhood Plan	£2,000.00		
Village hall project reserve	£22,500.00		
Woodland/ tree/ash die back	£4,000.00		
Professional /legal fees	£4,000.00		
Financial contingency	£55,000.00		
Parkfield turning circle	£10,000.00		
Recreation ground sports project S106	£29,472.71		
Environmental monies	£500.00		
Community centre	£12,000.00		
St Aldams active play	£0.00		
Scouts hut	£5,000.00		
	£196,329.32		

£275,630.33

General reserves	£834.68		
	£834.68		
Total	£197,164.00		

Bank rec at 31 03.26	
Hinckley and Rugby 90 day	
Unity instant access savings	
Unity	£13,950.34
	£181,833.93
Adjustments for I&E	£13,950.34
Less Unity due in March not paid til April	-£1,797.01
income for 26/27	-360
Remaining vat paid and owing	£17,486.95
	£29,280.28
Adjusted to reflect income and expenditure	
Hinckley and Rugby 90 day	£76,206.99
Unity instant access savings	£91,676.60
Unity	£29,280.28
	£197,163.87

£76,206.99
£91,676.60

c/f
income
expend
balance

£243,574.72
£196,620.67
£243,032.37
£197,163.02

Adjusted for I&E income to 31/103/26	£196,620.67		£197,163.87
Adjusted for I&E expenditure to 31/03/26	£243,032.37	earmarked	£196,329.32
	-£46,411.70	general	£834.55
Reserves	£243,575.57		£197,163.87

	£196,620.67		
	£243,032.37		
	£197,163.87		

APPROVED MINUTES SIGNED COPY HELD BY THE CLERK