PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 21ST OCTOBER 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.
Cllrs A Hemmings, R Dunning, D Freestone, J Hawkins, H, S and T Symons
In attendance: Clerk D Dunning and Ward Cllrs Stokes and Palmer.

Cllr Dunning was elected Chair of the meeting.

Public Participation.
None.

2026/10/21 No 1. To receive apologies for absence.
Cllrs English, Boyle, Parker and Reid.

2026/10/21 No 2. Declarations of interest (if any) and dispensations
Non-pecuniary interest by Cllr Symons in 5a as a PCA trustee and Cllr Freestone in 5c as Chair of Pucklechurch Cricket.

2026/10/21 No 3. To approve minutes and sign as a correct record of the council meeting.
Resolved to approve the minutes of 16th September 2026. Minutes were duly signed by the Chair of meeting.

2026/10/21 No 4. To receive report from ward councillors.
Cllr Palmer reported:

- Planning update on the national scheme of delegation.
- Your Voice meeting in Chipping Sodbury 22nd October.
- South Gloucestershire Council website has been impacted by world-wide coding issues.
- Noted the Neighbourhood Plan referendum on 22nd October.
- Potholes – some additional funds from the Mayoral pot hole fund but there remains inadequate finances to address the growing problem with the rural road network described as a declining asset.

Cllr Stokes reported:

- Bin collections improving with a reduction in complaints.
- Ongoing problems in disposing of fridges and freezers following a large contractor going into administration.
- Winter emergency planning is ongoing with wet and windy weather anticipated.

2026/10/21 No 5 AGENDA ITEMS TO ACTION.
2026/10/21 No 5a. To receive any updates and agree any actions relating to the Community Centre including:

- Fire alarm update.

Cllr Hemmings provided a verbal update. The fire alarm has been commissioned. Installation work will take 2 weeks. Online meeting/site visit required between contractor, PCA and parish council. Cllr Hemmings to arrange.

APPROVED MINUTES. SIGNED VERSION HELD BY THE CLERK

2026/10/21 No 5b. To receive any updates on the Scout hut and agree any actions.
Cllr Hemmings provided a verbal update. Site visit planned to cost toilet and heating works, date to be agreed.

2026/10/21 No 5c. To receive any updates and agree any actions on other projects including

i. Recreation ground sports pitches.

End of season repairs to the cricket pitch completed.

ii. Pucklechurch Woodland.

New tree planting season from 1st December.

iii. CHOW youth project

Cllr Hemmings provided a verbal update. There has been a really successful start to the project with 17 attendees this week.

2026/10/21 No 5d. To receive and consider a proposal for the phone box in Pucklechurch and agree any actions.
Deferred to November as further information needed.

2026/10/21 No 5e. To consider the programme for recruiting a new Clerk and Responsible Financial Officer due to the retirement of the current clerk in January 2027.
The Clerk provided a verbal update. Staff working group to review and prepare all recruitment paperwork.

2026/10/21 5f. To consider the priorities and options for the 2027_28 budgeting process and agree any actions.
The Clerk presented a verbal update on the outline base budget. Councillors to comment as soon as possible for further discussions next month.

2026/10/21 5g. To agree a representative for Remembrance day service.
Volunteers are requested to represent the parish council.

2026/10/21 5h. To consider request by the new Friends of Pucklechurch Wood volunteer group to act as host for a grant if awarded under the Small Sparks Scheme and agree any actions.
Resolved to act as host in accordance with the grant conditions.

2026/10/21 5i. To consider request from South Gloucestershire Council for potential options for S106 contributions for P26/02264/F Land Between Hillcrest And BT Exchange, Abson Road, Pucklechurch and agree any actions.
This is in Wick and Abson Parish.
Various options were considered, clerk to action.

2026/10/21 No 6. AGENDA ITEMS TO NOTE
2026/10/21 No 6a. To note items of correspondence: All noted

i. Complaint about bus stop on Abson Road
ii. To note Pucklechurch Parish Councill has confirmed it will not be in Wave 1 of South Gloucestershire Council's Local Choices and Special expenses.
iii. To note potential costs for Shortwood play area – agreed further quotations needed.
iv. Tree surveys are booked for w/c 2nd November.

APPROVED MINUTES - SIGNED VERSION HELD BY THE CLERK

2026/10/21 No 6b

2026/10/21 No 7. PLANNING.
2026/10/21 No 7a. Planning applications.
Adjacent parish
2026/10/21 7ai. P26/02264/F Land Between Hillcrest And BT Exchange Abson Road Pucklechurch South Gloucestershire
Erection of 34no. dwellings (use class C3) with associated development and works.
Resolved to delegate response to Cllr Boyle and the Clerk.

Applications received after the agenda issued.
2026/10/2i 7aii. P26/02306/HH Yew Tree House 12 Abson Road Pucklechurch South Gloucestershire BS16 9RH
Demolition of attached garage and outbuilding. Erection of 1no. outbuilding, and single storey side extension to form garage and additional living accommodation.
Resolved to delegate response to Cllr Boyle and the Clerk.

2026/10/21 7aiii. P26/02288/LB 15 Westerleigh Road Pucklechurch South Gloucestershire BS16
9RB
External alterations with the installation of solar PV panels to a section of the rear facing pitched roof.
Resolved to delegate response to Cllr Boyle and the Clerk.

2026/10/21 7aiv. P26/02172/F Land At Westerleigh Road Pucklechurch BS16 9PY
Change of use of land to residential curtilage. Erection of detached single storey garage/store ancillary to main dwelling.
Resolved to delegate response to Cllr Boyle and the Clerk.

2026/10/21 No 7b. Planning decisions.
Received after the agenda issued.
2026/10/21 7bi. P26/00312/HH 15 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB
Installation of 12.no solar panels on rear facing pitched roof. Approved with conditions

Decisions received after the agenda issued.
2026/10/21 7bii. P26/01401/HH 25 Main Road Mangotsfield South Gloucestershire BS16 9NH
Construction of an outbuilding for ancillary accommodation. Approved with conditions.

2026/10/21 7biii. P25/02362/O Land At Marsh Farm Feltham Road Pucklechurch South Gloucestershire BS16 9SQ
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.
Approved S106 signed.

2026/10/21 No 7c. Planning enforcement and any other actions.
None.

2026/10/21No 8. REPORTS.

2026/10/21 No 8a. To receive report from the Clerk.
- Independent playground checks w/c 27th October

APPROVED MINUTES. SIGNED VERSION HELD BY THE CLERK

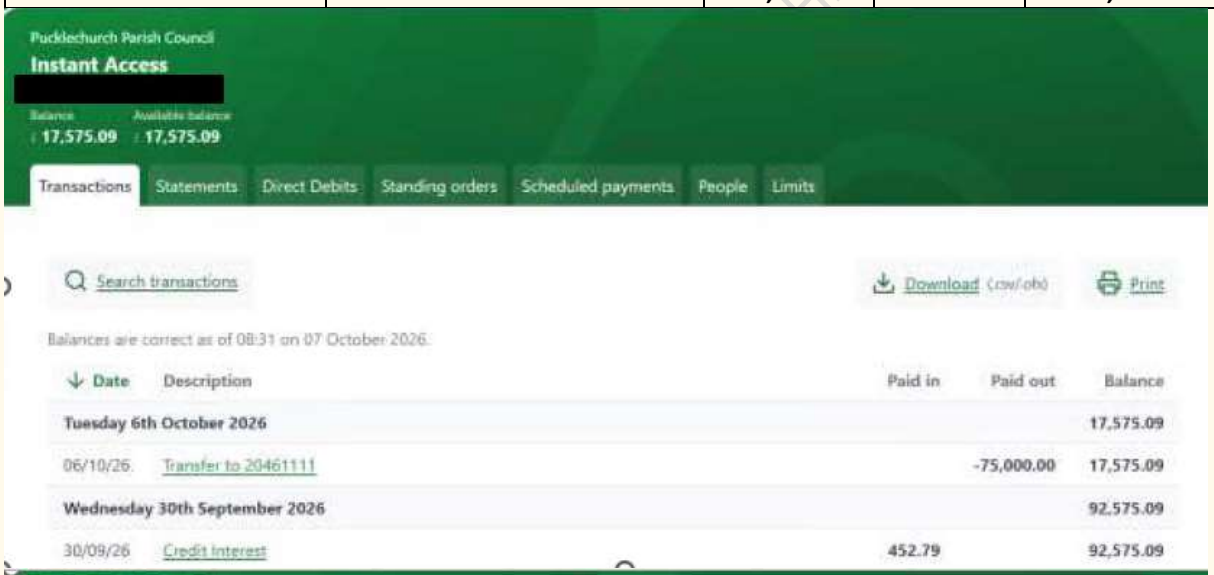
- Chased South Gloucestershire Council for a response to the 10th August turbine letter, still awaiting reply.
- Reminder that the National Emergency Briefing film is being shown at PVSSC on 12th November
- Allotment 7 is being split as demand it for smaller gardens- cost around £100
- Attended Planning update and ACLA meeting
- Undertook hedge laying induction course.

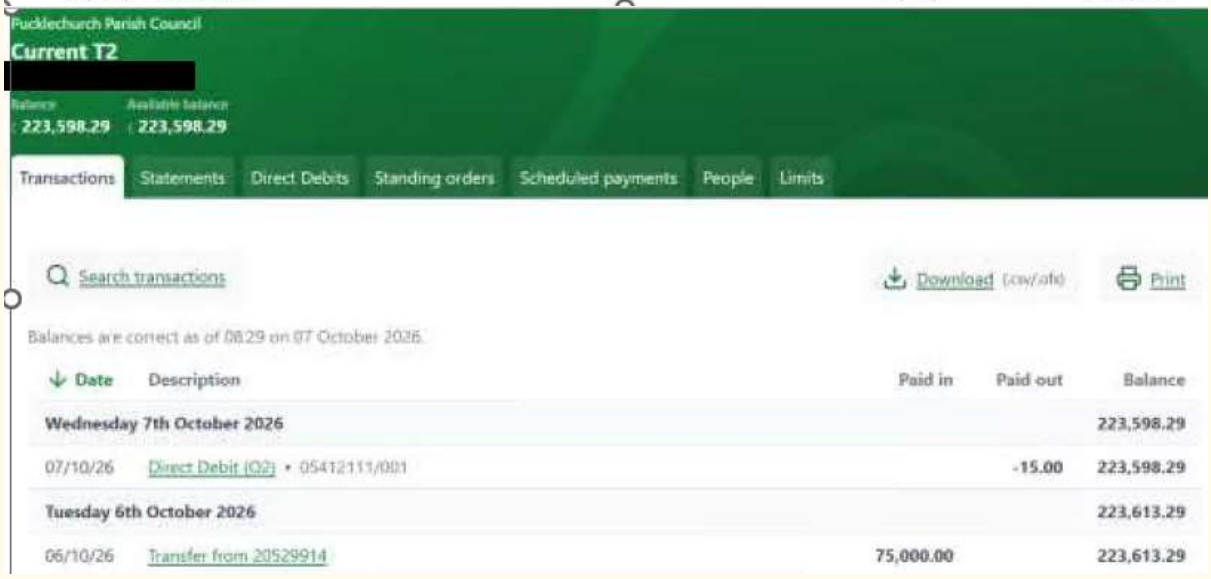
2026/10/21 No 9 FINANCE.

2026/10/21 No 9a. To approve contractual and other obligations for October 2026
To note error in internal transfer 5/10/26.
This transfer incorrectly transferred £75K from the saving account to the current account. Error corrected.

FILLED BY THE CLERK

Payee	Description	Net	VAT	Total
Internal transfer from current to savings accounts	Internal transfer from current to savings accounts	£75,000.00	£0.00	£75,000.00
Total		**£75,000.00**	**£0.00**	**£75,000.00**





To note correction of error and payment of invoice under delegated powers 7/10/26

Payee	Description	Net	VAT	Total
Internal transfer from current to savings accounts	To correct incorrect transfer of £75K from savings to current account and add £75K of precept to savings account	£150,000.00	£0.00	£150,000.00
All things Clean 2777	Scout hut cleaning	£90.00	£0.00	£90.00
Total		**£150,090.00**	**£0.00**	**£150,090.00**

Authorised Cllrs Freestone and Boyle

Payee	Description	Net	VAT	Total
Purelec	Deposit for fire alarm system inv-2312	3999.29	799.86	4799.15
All things Clean	Scout hut cleaning 2786	£90.00	£0.00	£90.00
Primrose gardening	Maintenance contract 306	£1,585.00	£0.00	£1,585.00
primrose gardening	Litter 307	£200.00	£0.00	£200.00
Chris Hall	Shortwood rent	£180.00	£0.00	£180.00
Instant Landscape	Grass cutting June - Sept 26 1669	£2,220.00	£0.00	£2,220.00
D Dunning	Salary & backpay	£2,772.29	£0.00	£2,772.29
HMRC	Tax & NI	£947.70	£0.00	£947.70
SERCO	Pucklechurch News September awaiting invoice	£384.46	£76.89	£461.35
Total		**£12,378.74**	**£876.75**	**£13,255.49**

Invoices checked and confirmed for accuracy against the payment list – Cllr Hawkins
Resolved to approve payments. Cllrs Hemmings and Freestone to authorise.

Direct debits.

Supplier	Goods	Net	VAT	Total
o2	phone	£12.50	£2.50	£15.00
BT	broadband	£49.22	£9.84	£59.06
NEST	Pension Contribution	£191.54	£0.00	£191.54
EDF Energy	Electricity Eagle Crescent	£11.37	£0.00	£11.37
EDF Energy	Electricity Parkfield	£15.66	£0.00	£15.66
EDF Energy	Scout hut	£0.00	£0.00	£0.00
Reconnomy	Monthly waste collection	£54.60	£10.92	£65.52
Reconnomy	waste collection surcharge	£2.56	£0.51	£3.07
Unity Bank	charges	£10.45	£0.00	£10.45
Flotek	IT services	£62.59	£12.52	£75.11

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

2026/10/21No 9b. To receive and agree reconciliations for September 2026.

Balance per bank statements as at 01/09/26	**£**
Unity Bank current	£68,759.16
Unity Instant access savings	£92,122.30
Hinckley and Rugby BS	£76,206.99
Unity Bank current	

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

Less: payments for September 2026	£7,523.00
Plus: Unity income for September 2026	£88,077.95
Balance as at 30/09/26	**£149,314.11**
Unity Bank instant access savings	
Less: payments for September 2026	£0.00
Plus: Income for September 2026	£452.79
Balance as at 30/09/26	**£92,575.09**
Hinckley and Rugby BS savings account	
Less: payments for September 2026	£0.00
Plus: income for September 2026	£0.00
Balance as at 30/09/26	**£76,206.99**
Balance as at 30/09/26	**£318,096.19**

Figure 1 Print screen of September 2026 accounts.

ate	PIS ref	Payee	Hinckley and Rugby 90 day	Unity instant access savings	Unity	VAT No.	Hinckley and Rugby 90 day	Unity instant access savings	Unity
30-Sep		Total receipts	76,206.99	92,575.09	156,837.11		0.00	0.00	7,523.00
30-Sep		Less: payments in month	0.00	0.00	7,523.00		0.00	0.00	60,476.13
30-Sep		Balance c/fwd	76,206.99	92,575.09	149,314.11				
			A	B	C				
		Combined balance	D	318,096.19		Bank rec at 30 09 26			
						Hinckley and Rugby 90 day	76206.99		
						Unity instant access savings	92575.09		
		Balance as at 1st April 2026		181,833.93		Unity	149,314.11		
		Plus: receipts in year to date		196,738.39			318,096.19		
		Less Payments in year to date		60,476.13			0.00		
		Balance as at 30th September 2026	E	318,096.19		F should equal D & E	318,096.19	Diff	0.00

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

Account Statement

01 September 2026 to 30 September 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: [redacted]
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£68,759.16	£7,523.00	£88,077.95	£149,314.11

Figure 3 Print Screen Unity savings account September 2026.



Account Statement

01 September 2026 to 30 September 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: [redacted]
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£92,122.30	£0.00	£452.79	£92,575.09

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 10/10/2026.



Account Overview

Your Business or Charity Savings Accounts

Pucklechurch Parish Council — View Account

Local Council 90 Day Notice
17011058069

Pending Balance
£76,206.99

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

2026/10/21 9c. To received Q2 figures.
Noted. Appendix 1.

Date of next meeting 18th November 2026

Meeting closed at 21:00

APPROVED MINUTES

Appendix 1 Q2

Q2 01/04/26 - 30/09/26			
INCOME	**Budget 2026/27**	**Income at Q2**	**%**
Precept	£175,000.00	£175,000.00	100.00%
Burial ground	£800.00	£1,250.00	156.25%
Allotments £20.00 per site x 30	£600.00	£600.00	100.00%
Football club	£470.00	£470.00	100.00%
Cricket club	£375.00	£375.00	100.00%
PCA ground rent & Scout hut	£5.00	£0.00	0.00%
Wayleave (Western power distribution)	£92.95	£17.95	19.31%
Bank Interest	£1,000.00	£898.49	89.85%
S106 draw down	£0.00	£0.00	0.00%
CIL Payments	£0.00	£0.00	0.00%
Grant	£0.00	£500.00	0.00%
Hire of Rec	£250.00	£200.00	80.00%
Hire of Scout hut	£600.00	£300.00	50.00%
Total Income	**£179,192.95**	**£179,611.44**	100.23%
Last year's VAT		17,486.95	
As per accounts on Income & expenditure basis		£197,098.39	
Expenditure	**Budget 2026/27**	**Spend at Q2**	**%**
Salaries (net)	£26,750.00	£12,988.70	48.56%
Mileage & home office allowance	£420.00	£142.20	33.86%
NI & tax (employee and employer)	£9,300.00	£4,402.15	
Pension (employee and employer)	£0.00	£892.50	56.93%
Payroll PATA Costs	£220.00	£117.60	53.45%
Rent Shortwood	£360.00	£180.00	50.00%
Insurance	£2,000.00	£1,620.83	81.04%
Electricity Defib	£530.00	£181.11	34.17%
Room rental	£100.00	£0.00	0.00%
Pucklechurch news	£1,537.84	£768.92	50.00%
Broadband	£480.00	£295.92	61.65%
Phone	£150.00	£73.50	49.00%
Audit	£1,250.00	£1,155.00	92.40%
professional fees consultancy	£5,000.00	£0.00	0.00%
Membership/subscriptions	£2,000.00	£2,059.37	102.97%

APPROVED MINUTES. SIGNED VERSION HELD BY THE CLERK

Litter picking/ Rec Village waste /dog bins	£8,000.00	£5,135.28	64.19%
Grass cutting/gardening	£8,700.00	£4,521.92	51.98%
new hedge maintenance	£4,000.00	£0.00	0.00%
Tree survey	£900.00	£0.00	0.00%
Maintenance contract	£22,000.00	£9,510.00	43.23%
Bank charges	£150.00	£67.75	45.17%
Admin general stat post print	£350.00	£117.73	33.64%
Play area maintenance/ repairs & renewals	£5,000.00	£125.00	2.50%
Ground maintenance	£6,000.00	£390.00	6.50%
Training/conferences	£1,000.00	£634.00	63.40%
Heartstart Defib maintenance	£500.00	£0.00	0.00%
Office equipment & software included email hosting. .gov domain and website and remote hosting	£1,500.00	£375.54	25.04%
Grants	£4,500.00	£0.00	0.00%
Recruitment costs	£1,000.00	£0.00	0.00%
Election costs	£1,000.00	£0.00	0.00%
Legal	£1,500.00	£0.00	0.00%
Play area s106	£0.00	£0.00	0.00%
CIL	£0.00	£0.00	0.00%
Open spaces s106	£0.00	£0.00	0.00%
Sports s106	£0.00	£0.00	0.00%
Woodland and tree work	£4,000.00	£0.00	0.00%
Parkfield turning space	£0.00	£0.00	0.00%
Reserves to refurbish play areas	£10,000.00	£0.00	0.00%
Local climate and nature action plan	£0.00	£0.00	0.00%
Scout hut	£15,000.00	£1,970.31	13.14%
Parkfield football	£0.00	£0.00	0.00%
Community centre	£22,495.00	£0.00	0.00%
Metal fencing upkeep along Recreation ground	£5,000.00	£0.00	0.00%
Burial ground landscape improvements	£1,000.00	£0.00	0.00%
BT phone box adoption and use	£1,500.00	£0.00	0.00%
Revel 75	£1,000.00	£0.00	0.00%
Memorials for parish	£0.00	£0.00	0.00%
Accessing EGTC community bus	£3,000.00	£0.00	0.00%
Total	**£179,192.84**	**£47,725.33**	**26.63%**

APPROVED MINUTES. SIGNED VERSION HELD BY THE CLERK

VAT for year		£3,671.05	
		£51,396.38	
Reserves:			
CIL	£1,856.61		£1,856.61
Play equipment Reserve	£50,000.00		£50,000.00
Neighbourhood Plan	£2,000.00	£1,505.00	£495.00
Village hall project reserve	£22,500.00		£22,500.00
Woodland/ tree/ash die back	£4,000.00		£4,000.00
Professional /legal fees	£4,000.00		£4,000.00
Financial contingency	£55,000.00		£55,000.00
Parkfield turning circle	£12,000.00		£12,000.00
Recreation ground sports project S106	£29,472.71	£7,400.00	£22,072.71
Environmental monies	£500.00	£140.00	£360.00
Scouts hut	£15,000.00		£15,000.00
	£196,329.32	**£9,045.00**	**£187,284.32**

Bank rec at 30 9 26

Hinckley and Rugby 90 day			£76,206.99
Unity instant access savings		£92,575.09	
Unity	£149,314.11		
	£318,096.19		

Adjustments for I&E	£149,314.11
Unity due Sept not yet paid	-£1,676.22
vat paid	£3,671.05
	£151,308.94

Adjusted to reflect income and expenditure

Hinckley and Rugby 90 day	£76,206.99
Unity instant access savings	£92,575.09
Unity	£151,308.94
	£320,091.02

Reserves	£188,204.91	
Adjusted for I&E income to 30/09/26	£179,611.44	
Adjusted for I&E expenditure to 30/09/26	£47,725.33	
	£320,091.02	£0.00

APPROVED MINUTES. SIGNED VERSION HELD BY THE CLERK