



ACTION PLAN 2026-27

Pucklechurch parish council as the first tier of local government deals with local parish issues and helps ensure the collective voice of the community is heard. In addition, it provides a range of public services to our residents from litter and dog bins to open spaces and play areas as well as offering allotment gardens, operating a burial ground and giving grants to support local groups who benefit Pucklechurch parish.

Pucklechurch parish council aim to continually promote the best interests of all its communities by providing high quality parish facilities and amenities in the parish. The parish council strives to listen and respond to its community and needs. This action plan is informed and shaped by information gathered from engagement with the community. It reflects the priorities the community wishes to see developed over the next few years. As a living document it provides a roadmap of the specific steps, tasks and resources required to ensure informed, purposeful progress is made towards turning agreed goals into a reality.

This action plan aids transparency and accountability and enables the tracking of progress and milestones, ensuring appropriate resource allocation, budgeting and risk management helps achieve the desired outcomes. All actions are required to consider biodiversity, safeguarding and crime and disorder

The parish action plan has been developed based on identified community priorities which for 2026/27 are:

- Improving the Scouts hut
- Agreed programme of improvements at the Community Centre.

Key: progress to date

	Completed
	Partial or ongoing progress
	Not started



1. Contributing to making the Parish a safe and pleasant place to live

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Supporting community cohesion	Investigate new provision using the Emersons Green Town Council's community bus (CHOW)	Working group to investigate possible options	£3000 in budget	2026/27	Working group	Prepare options paper for consideration by Council to develop agreed provision.
Neighbourhood Plan	Production of the Pucklechurch parish Neighbourhood plan which outlines the community's vision of their neighbourhood.	Working with South Gloucestershire Council, respond to examination phase and referendum until plan 'made'	circa £3000.00 in reserves.	2026/27	Council/NP group, Clerk and Consultant	Awaiting outcome of Examination. Referendum 'Plan made'
Planning matters	Respond to on-going NPPF consultations Respond to developments resulting from the emerging South Gloucestershire Council Local Plan Respond to ongoing speculative planning applications	To raise awareness/inform of proposals within the parish and to respond on behalf of the community	No cost	Ongoing	Council	Ongoing as required



Scout hut	Renovation of scout hut to provide an improved community asset	Ongoing improvements. Work with Pucklechurch Community Association (PCA) for consider future management	£19,000.00 in budget	2026/27 Ongoing	Council and Scout hut working group	Develop action plan for fully costing planned improvements. Source potential grants.
Pucklechurch Community Centre (village hall)	To work in partnership with the PCA to develop the community centre. Undertake agreed programme of works	Support PCA to develop, enhance and improve the long term viability of building. Commission works	£29,500.00 in budget	Ongoing 2026/27	Council, hall working group. PCA & Clerk	Commission agreed fire safety works.
Leigh Farm wind turbine	Ongoing dialogue to protect the community's interests	Working with SGC to secure benefits for the parish	No cost	ongoing	Council and Officers	Safeguarded community benefits should proposal go ahead

2. Improving Parish council governance

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Website	Ongoing review of accessibility	Professional MOT of website	£200.00	Annually	Clerk	Revised accessibility statement. Evidence website meets required standards as required in new AGAR
Data Protection	Review of all processes, policies and compliance	Commission external provider	£500	Ongoing	Clerk	Evidence of compliance as required assertions in new AGAR

Approved by Council



Training	Ongoing training of Councillors and Officers to ensure understanding, best practice and compliance with statutory and legislative requirements	Council commitment to training	Agreed training budget	Ongoing	Councillor and Officers	Evidence of professionalism and good standards of governance Ongoing training recorded on website
Policy review	Structured review of all policies and adoption of new policies	Review of all policies	No cost	September 2026	Councillors	Ensure the council is operating legally
Register of Interests, Code of Conduct and Civility and Respect Pledge	Annual review of • ROIs • Code of Conduct • commitment to Civility and Respect Pledge	Individual councillors Council. Renew commitment to Pledge Ensure ongoing compliance with pledge. Acceptance of Office signed by new Chair and Vice Chair.	No cost	Annually	Councillor and Officers	To ensure compliance and that councillors are adhering to best practice.
Digital Compliance	Ongoing work to ensure compliance with legislation relating to data storage, data	Introduction and implementation of required new methods for accurately storing and disposal of data.	No cost	2026/27	Officers and Council	Annual compliance presented to Council and internal auditor as required at year end.



	sharing and best practice	Ensure relevant policies are up to date and applied.				
Election preparation	Create election 2027 action plan	Consider how best to promote elections including publicity materials	Minimal	Early 2027	Councillor and Offices	Promotion of democratic processes.

3. Improving communications

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Pucklechurch News	Review of new style newsletter	PN editorial group to review newsletter and propose any improvements to accessibility and content to ensure it provides an information service for all residents	Minimal	2026	PN editorial group	Report to Council
Improve communication with residents	Ongoing research into methods and channels to help reach all residents, businesses and organisations	Regular review of communications	No cost	Ongoing	Council	Regular review



4. Protection of green spaces and environmental enhancement.

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Pucklechurch Wood	New community woodland	Ongoing support to year 2 of tree planting. Bat walk	S106 funds held by SGC £200	2026-2027 August 2026	Council, Woodlands, open spaces, Street Care & Allotments working group, community groups and Clerk	Continued partnerships to progress and support SGC project Raise awareness about the woodland project
Parish council owned land	Continued enhancements to improve biodiversity	Ongoing research and approval of ideas to mitigate climate change and enhance nature. a) Install bug hotels b) Continued improvements to Westerleigh Road woodland c) Continued management of Ash die back d) monitor opportunities for community involvement such as tree planting e) consider future seed sharing project to benefit pollinators	To meet statutory requirements. Projects approved case by case using earmarked reserves – see budget	2026-27 Liaison with HMP Ashfield Inspection autumn 2025 Ongoing including annual inspections Ongoing Ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group and Clerk	Visible improvements to land. 2026/7 b) and c) work to address ash die back and manage woodland d) Promoting volunteering opportunities as Pucklechurch wood

		f) awareness raising in Pucklechurch News and/or social media		Ongoing		f) regular articles
Burial Ground	Improvements to burial plot surfaces	Develop and commence a programme of improvements to ground levels in burial ground	Budget 2026/27 £1000	Ongoing	Council	Agreed area of burial ground improved.
Local climate and Nature plan	Develop plan for parish	Research and prepare draft	Officer's time	Ongoing	Woodlands, open spaces, Street Care & Allotments working group & Clerk	An adopted plan and action plan

5. Wellbeing

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Council owned play areas with focus on the Recreation Play area	Research and developing proposals for future playground enhancements	Develop proposal and ideas for new provision and funding options at The Recreation ground and Parkfield	None at present	Ongoing long term	Play area working group	Develop viable proposal to develop into projects. Source funding Consider as part of future budget proposals.
The Recreation ground sports improvements	Continuing improvements to the	Aeration and ongoing improvements.	Funded through S106 funding	2026/27	Lead Cllr, Council and Clerk	Ongoing aeration work and grass improvements.



Year 2 and beyond	football pitch and the cricket wicket	Plan for ongoing maintenance	from Oaktree Avenue Research grant funding			Plan for costed ongoing maintenance regime.
Youth Graffiti jigsaw project	Engaging with young people	Programme as agreed with CHOW team	£3000	Autumn/winter	CHOW team	Evaluate success and develop plans for future provision



PUCKLECHURCH PARISH COUNCIL DIGNITY AT WORK POLICY

Pucklechurch parish council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Pucklechurch parish council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Pucklechurch parish council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; ~~and,~~
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Pucklechurch parish council. Should agency staff, or contractors have a complaint connected to their engagement with Pucklechurch parish council, this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, ~~and,~~ The council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor). However, the council will take appropriate

action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Pucklechurch parish council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, ~~in~~ **in** the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work

- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and **that** behaviour could **still** be harassment **even** when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a **perceived** characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Commented [sr1]: What is going on with the spacing here?

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties **and/or** change of work location **and/or** not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, **is** contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with **the clerk, deputy chair** or chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy

- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses **and**
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your ~~compliant~~ **complaint** (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

~~This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.~~

~~This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.~~

~~The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.~~

~~Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OWW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.~~

Commented [sr2]: I assume anything beyond here is not part of the policy? Let me know and I will check it if needed.

~~The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.~~

~~The examples of bullying and harassment are just that — examples. This should not be considered an exhaustive list.~~

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.

- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Reviewed Cllr
Approved council
Date of next review 2028

Adopted by Council: 05/10/22 item 5a



Pucklechurch Parish Council

INVESTMENT POLICY

As part of its fiduciary duty, Pucklechurch Parish Council acknowledges the importance of prudently saving and investing any temporarily surplus funds held on behalf of the community. Parish Councils have the power to invest surplus funds under the Local Government Act 2003 which states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

The priorities for any investment decision by Pucklechurch Parish Council shall be:

- Ensuring prudent investment of funds, putting security before yield.
- The need to meet cash flow requirements to ensure adequate liquidity of its investments to ensure operational efficiency.
- Ease of operation and monitoring.
- The limitations of the Financial Services Compensation Scheme (FSCS).

This policy complies where applicable with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within the Governance and Accountability for Local Councils Practitioners' Guide 2020 and should be read in conjunction with the Council's Financial Regulations.

1. Pucklechurch Parish Council's bank account from which payments for expenditure is currently made by ~~cheques~~ BACS or direct debit, shall be maintained with a UK clearing bank.
2. The Clerk/RFO will periodically prepare cash flow projections based on planned and expected expenditure to determine recommendations on the amount of cash that can be invested and for what period.
3. All investments and/or re-investments will be brought to full council for approval to minimise risk to capital and ensure flexibility of cashflow.
4. Typical investment periods will be: ~~1, 3 or 6 months and no more than 12 months or as agreed.~~
5. Preference will be given to funds which can demonstrate ethical investment.
6. All investments will be made in sterling and within the United Kingdom only.
7. Funds will only be invested with institutions that are covered by the Financial Services Compensation Scheme which currently provides protection on up to ~~£85,000~~ £120,000
8. As a principle, funds will be distributed between a number of organisations, to minimise any loss in the event of failure of a single institution.

Commented [sr1]: "12 months or as otherwise agreed in a full council meeting" (Seems a bit loose)

Commented [sr2]: Remove "on"

Commented [sr3]: Remove the comma

The purpose of surplus funds held by Pucklechurch Parish Council is to provide:

- a) A general reserve with sufficient liquidity to cover between three and twelve months of normal expenditure.
- b) Earmarked reserves for capital or other identified projects.

A public record of general and earmarked reserves will be maintained by the Clerk/RFO.

Reviewed Cllr
Approved council
Next review 2028

Reviewed and approved by council 2022/04/20 7d



Pucklechurch Parish Council

This policy is reviewed bi-annually by the council at the annual council meeting when any relevant changes will be made. See minutes for further details.

Date: 30th July 2026
Reference: Licensing policy review

Dear Sir/Madam,

Licensing Act 2003 - formal consultation on South Gloucestershire Council's Draft Statement of Licensing Policy 2027

This Council has a duty under the Licensing Act 2003 to approve and publish a Statement of Licensing Policy, it will have regard to this when undertaking its legal functions as a licensing authority. The current Statement of Licensing Policy came into effect on 16th February 2022.

The Licensing Act also requires that statements are reviewed, re-approved and published at least every five years. The Regulatory Committee of South Gloucestershire Council is undertaking a further review of its Statement of Licensing Policy considering the effects of the public health pandemic and supporting business recovery. The revised policy, once adopted, is proposed to come into effect from 15th February 2027.

The current Statement of Licensing Policy has been reviewed; this has included consideration of the statutory guidance under section 182 of the Act which the Council must have due regard to. Please refer to the consultation documents, in particular the explanatory note of proposed changes from that of the current Statement of Licensing Policy.

After the full public consultation, the draft policy will be agreed by the Regulatory Committee on 19th November 2026, adopted by Full Council on 10th February 2027, and be published on 15th February 2027.

The Council will consider all responses made during the public consultation period before finalising and publishing the Statement of Licensing Policy, as a service user your views are therefore sought.

If you wish to make a response to the consultation you should send your comments by no later than **23.59hrs on 22nd October 2026**, via the consultation pages on the Council website at the following web link. Responses can be in paper or electronic format but must be in writing.

<https://slp26.commonplace.is/>

Copies of the proposed draft Statement of Licensing Policy can also be obtained on request at the Licensing office, Broad Lane, Yate, and through the Council One Stop Shops at Kennedy Way, Yate; Rodway Road, Patchway; and Civic Centre, Kingswood, and at South Gloucestershire Libraries. Internet access is available at the Libraries to view the consultation documents.

Should you have any further questions we advise that you contact a member of the Licensing Service on 01454 868001.

Yours faithfully
Nigel Riglar
Director for Place

Date: 30th July 2026
Reference: Street Trader policy review

Dear Sir/Madam,

Re: Local Government (Miscellaneous Provisions) Act 1982
Formal consultation on South Gloucestershire Council's draft Street Trading Policy and Application Guidelines

This Council under the Local Government (Miscellaneous Provisions) Act 1982 intends to review, approve and publish a Street Trading Policy and Application Guidelines, it will have regard to this when undertaking its legal functions as a licensing authority. The current Street Trading Policy and Application Guidelines was approved by the Regulatory Committee in 2019.

This letter is part of the consultation for the review of the current Street Trading Policy and Application Guidelines which have been reviewed; this has included consideration of legislative changes, amendment of current protocols and procedures and clearer guidelines. Please refer to the consultation documents where all proposed changes are summarised from that of the previous Street Trading Policy and Application Guidelines.

The consultation period for the draft Street Trading Policy and Application Guidelines commenced on 30th July 2026 and ends on 22nd October 2026. Your response or observations, in writing, should be sent to consultation@southglos.gov.uk, by no later than 23.59hrs on 22nd October 2026.

A copy of the Council's draft Street Trading Policy and Application Guidelines have been published on the Council's website:

<https://streettrader26.commonplace.is/>

Copies can be obtained and are also available for perusal at the Licensing office, Broad Lane, Yate and at the Council One Stop Shops at Kennedy Way, Yate; Rodway Road, Patchway; and Civic Centre, Kingswood, and at South Gloucestershire Libraries. Internet access is available at the Libraries to view the consultation documents.

Should you have any further questions we advise that you contact a member of the Licensing Service on 01454 868001.

Yours faithfully

Nigel Riglar
Director for Place

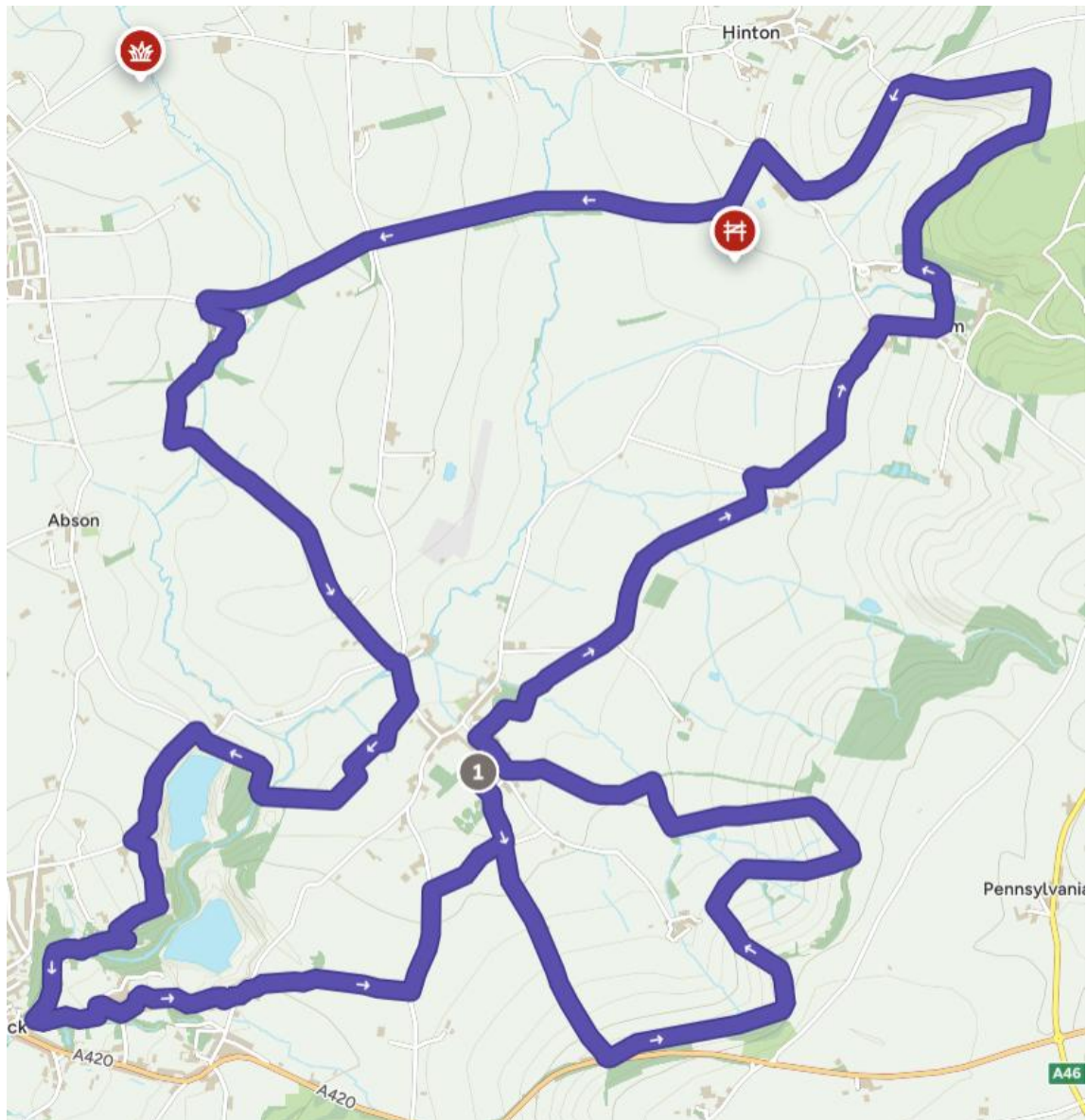
SOUTH GLOUCESTERSHIRE COUNCIL
(Electric Scooter Trial) Temporary Traffic Regulation Order 2026

Notice is hereby given that South Gloucestershire District Council in pursuance of the provisions of section 14 of the Road Traffic Regulation Act 1984 as amended, The Electric Scooter Trials and Traffic Signs (Coronavirus) Regulations and General Directions 2020, and pursuant to the Order made by the Department for Transport, under s44 and s63(5) of the Road Traffic Act 1988, intends to make an order the effect of which will enable electric scooters (as defined in The Traffic Signs Regulations and General Directions 2016) being used in a trial, to use any road or length of road in South Gloucestershire which is currently used by pedal cycles. This applies only to electric scooters hired from a company authorised and in accordance with the regulations made by the Department for Transport.

South Gloucestershire Council is satisfied that electric scooters being used in the trial in the said roads should be permitted in connection with the likelihood of danger to the public to facilitate the continued extension of the Department for Transport electric scooter trial. The justification for the order is as follows: (1) to reduce ambiguity as to where the aforementioned electric scooters can be ridden, and (2) to allow the aforementioned electric scooters to be ridden in suitable areas of the highway. The order will be operative from 7 September 2026 for a maximum period of eighteen months.

PO Box 1953,
Bristol,
BS37 0DE

John McCormack
Monitoring Officer and Head of Legal,
Governance and Democratic Services



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/01623/HH
(Please quote at all times)
Your ref:
Date: 24th July 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 10 Castle Road Pucklechurch South Gloucestershire BS16 9RF
DESCRIPTION: Demolition of existing rear porch. Erection of single storey rear extension to form additional living accommodation.
REFERENCE NO: P26/01623/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Mahtab Noori

Yours faithfully

Technical Support Team Leader



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Thomas Servini
Tel: 01454864519
Our Ref: P26/01633/HH
Date: 24th July 2026

STANDARD CONSULTATION

Application Number:	P26/01633/HH	Grid Reference:	370030 175956
Date Registered:		Consultation Response Date:	14th August 2026
Location:	48 Kestrel Drive Pucklechurch South Gloucestershire BS16 9SX		
Proposal:	Erection of a single storey rear extension and first floor front extension over the existing entrance porch to form additional living accommodation		
Applicant:	Mr Chloe Hulland		
Enforcement Reference:			

We have received a planning application seeking approval for the above development.

If you are registered for consultee access the application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.** If you are not registered for the consultee access system and wish to be given some guidance on how to register and use this service please email Planningapps@southglos.gov.uk

Please submit your comments as soon as possible and not later than **14th August 2026**

Please note that due to an increased need to meet planning performance targets, we will not issue reminders, and we may proceed to take a decision on the application in the absence of a response if the consultation period has expired. Requests for an extension of time must be discussed in advance (and in good time) with the case officer and will only be agreed in exceptional circumstances. Extensions which would take the application 'out of time' will not be agreed.

Thomas Servini

For the Head of Strategic Planning and Housing

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/01378/HH
(Please quote at all times)
Your ref:
Date: 29th July 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: 71 Hawkrigde Drive Pucklechurch South Gloucestershire BS16 9SW
DESCRIPTION: Installation of side dormer to facilitate loft conversion and a first floor extension over existing porch to provide additional living accommodation.
REFERENCE NO: P26/01378/HH

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/01291/F
(Please quote at all times)
Your ref:
Date: 23rd July 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Land At Westerleigh Road Westerleigh Road Pucklechurch
South Gloucestershire BS16 9PY
DESCRIPTION: Regularisation of alterations undertaken during the
implementation of an approved stable conversion (ref
P25/00141/RVC (formerly P22/06238/F))
REFERENCE NO: P26/01291/F

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader

Balance per bank statements as at 01/07/26	£
Unity Bank current	£83,133.57
Unity Instant access savings	£92,122.30
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for July 2026	£6,162.08
Plus: Unity income for July 2026	£245.00
Balance as at 31/07/26	£77,216.49
Unity Bank instant access savings	
Less: payments for July 2026	£0.00
Plus: Income for July 2026	£0.00
Balance as at 31/07/26	£92,122.30
Hinckley and Rugby BS savings account	
Less: payments for July 2026	£0.00
Plus: income for July 2026	£0.00
Balance as at 31/07/26	£76,206.99
Balance as at 31/07/26	£245,545.78

Printscreen of July 2026 accounts

Total receipts	76,206.99	92,122.30	83,378.57		0.00
Less: payments in month	0.00	0.00	6,162.08		0.00
Balance c/fwd	76,206.99	92,122.30	77,216.49		
	A	B	C		
Combined balance	D	245,545.78		Bank rec at 31 7 26	
				Hinckley and Rugby 90 day	76206.99
				Unity instant access saving	92122.30
				Unity	77,216.49
Balance as at 1st April 2026		181,833.93			245,545.78
Plus: receipts in year to date		107,087.65			
Less Payments in year to date		43,375.80			
Balance as at 31st July 2026	E	245,545.78		F should equal D & E	245,545.78
				Diff	0.00

Print screen July 2026 balance Unity bank account

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: 20461111
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£83,133.57	£6,162.08	£245.00	£77,216.49

Print screen July 2026 balance Unity bank Savings account

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: 20529914
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

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

Print screen Hinkley and Rugby BS savings account accessed 01/07/26



Savings Accounts Summary

Pucklechurch Parish Council	
Local Council 90 Day Notice 17011058069	Interest rate: 2.8 %
Available balance £76,206.99	Pending balance £76,206.99