



PUCKLECHURCH PARISH COUNCIL

To all members of the Council.

You are hereby summoned to attend the ordinary meeting of Pucklechurch Parish Council to be held on Wednesday 16th September 2026 at 7.30 pm at The Bungalow Ashfield prison. The meeting has been called for the purpose of transacting business as per the details on the agenda below.

Notice to members of the Public.

This meeting is a meeting in public not a public meeting. Members of the public are invited to join the meeting and to ask questions and raise issues with the councillors during public participation. This session will last no more than 15 minutes.

Members and Parishioners are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability and religious beliefs), Crime & Disorder, Health & Safety and Human Rights.

Signed:

Daphne Dunning
Clerk and RFO Pucklechurch Parish Council
Wednesday 9th September 2026.

AGENDA

Public Participation.

Questions and comments from members of the public. No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration.

N.B Councils cannot lawfully decide items of business that are not specified in the summons/agenda (LGA1972 Sch.12, p10(2)(b)).

AGENDA

- 1. To receive Apologies for absence and approve reasons given.** (LGA 1972 85(1)).
- 2. Declarations of Interest (if any) and dispensations.**
Under Section 31 of Localism Act 2011 and in accordance with the Councils' Code of Conduct (section 27(6) (d)), any declarations of disclosable pecuniary or personal interests must be declared and Standing Orders followed. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk (Proper Officer) – Localism Act 2011 S33.
- 3. To approve minutes and sign as a correct record of the council meeting.** (LGA 1972 sch12, p41(1)).
To confirm the minutes of 19th August 2026 for accuracy (draft previously circulated to Councillors and published on website).
- 4. To receive Reports from Ward Councillors.**

5. AGENDA ITEMS TO ACTION.

5a. To receive any updates and agree any actions relating to the Community Centre including:

- i. To agree the preferred supplier for fire alarm system.

5b. To receive any updates on the Scout hut and agree any actions, including:

- ii. To receive update on land registration.
- iii. To note hire agreement for Wick Scouts on 10th October as approved 2026/02/18 No 5b.

5c. To receive any updates and agree any actions on other projects including

- i. Recreation ground sports pitches.
- ii. Pucklechurch Woodland.
- iii. CHOW youth project

5d. To review the current Pucklechurch News contract and based on its success and value for money, agree to appoint SERCO as the preferred supplier for a further 2 year contract.

5e. To consider and approved the following reviewed the documents:

- i. Allotment handbook
- ii. Health and Safety statement

5f. To receive an update on the screening the National Emergency Briefing film in Pucklechurch.

6. AGENDA ITEMS TO NOTE.

6a. To note items of correspondence:

- i. To receive latest Police report for the parish.
- ii. To note a new meeting with Westerleigh and Coalpit Heath Parish Council and Places for People is planned for Wednesday 23rd September, 6.30pm at Westerleigh Village Hall.
- iii. To note South Gloucestershire Council has now published the Decision Statement on the Pucklechurch Neighbourhood Plan Examination webpage <https://consultations.southglos.gov.uk/PNDPexam/consultationHome> This sets the the referendum date as 22 October 2026.
- iv. To note the 2025/26 pay award has been confirmed and the backdated salary will be paid in October.

6b. To receive the external auditors report for the year 2025/26 which found no issues and note that the conclusion of audit statement has been posted to the website and main noticeboard in line with legislation.

6c. In line with the resolution to appoint Auditing Solutions as the internal auditor for 26-27– minute reference 2026/03/18 5i – note their letter of engagement has been signed and returned.

6d. To note the successful award of £500 small sparks grant for the CHOW youth project in Pucklechurch.

7. PLANNING

7a. Planning applications.

None at the time of the agenda.

7b. Planning decisions. To note.

None at the time of the agenda.

7c. Planning enforcement and any other actions.

7ci COM/25/0712/COU

To note update

7cii COM/26/0448/OD

To note update.

8. REPORTS

8a. To receive report from the Clerk.

9. FINANCE

9a. To approve contractual and other obligations for September 2026 and those made under delegated powers.

9b. To receive and approve reconciliations for August 2026.

Date of next meeting 21st October 2026