



## 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 20th September 2023 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. 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:

A handwritten signature in black ink, appearing to read 'Daphne Dunning', is written over a light blue horizontal line.

Daphne Dunning  
Clerk and RFO Pucklechurch Parish Council

Wednesday 13<sup>th</sup> September 2023

### 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 is 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 19<sup>th</sup> July 2023 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).

**4. To receive Report from District Councillor(s).**

**5. AGENDA ITEMS TO ACTION**

**5a. To consider updates relating to the Community centre and adjacent Recreation ground and agree any actions:**

**5ai. To receive quotations for replacing the garage/store roof at the Recreation ground and agree any actions.**

**5aii. To review lease agreement for the Scout Hut and agree any actions.**

**5aiii. To receive an update on position with PCA charity and agree any actions.**

**5aiv. To receive verbal updates on other issues pertaining to the community centre including S106 and building inspection requirements.**

**5b. To consider information on replacement notice boards and agree actions.**

**5c. To consider options for Christmas lighting and agree any actions.**

**5d. To consider issues arising from the 2023 playground inspection report and agree any actions.**

Link:

<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Play%20areas/Pucklechurch%20Parish%20Council%20-%20AI%202023.pdf>

**5di. To approve removal of remaining identified trim trail equipment at a cost of £420.**

**5dii. To approve repairs to Zip-wire at a cost of £731.50 (net) not covered by insurance claim.**

**5e. To receive Arboricultural Report for 2023 with recommendations (p8) and agree actions.**

Please note comments in sections 5.5-5.7 on Ash dieback.

**5f. To receive report on configuring allotment gardens 5 & 6 and agree budget and actions.**

**5g. To consider active travel grant and agree any action.**

## **6. AGENDA ITEMS TO NOTE**

**6a To note conclusion on annual audit.**

Link:

<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Finance/Notice%20of%20Conclusion%20310323.pdf>

**6b. To note award of Neighbourhood Plan grant for £7592 and completion of the design code for the Neighbourhood Plan.**

**6c. To receive a verbal feedback from WERN quarterly steering group meeting with Village Agent for Marshfield and surrounding areas.**

## **7. PLANNING**

**7a. Planning applications.**

None.

Adjacent parish

**7ai P23/02369/F Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT.**

Demolition of existing buildings and erection of 1no replacement building.

**7b. Planning decisions.**

**7bi P23/02036/CLLB Unit 10 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.**

Demolition of internal archive room. **Approved Certificate of Lawfulness.**

**7bii P23/01995/TCA 11 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL.**

Works to reduce crown of 3no. Olive trees by up to 1m and 5 no. Italian Cypress reduce crown by up to 1m trees situated within the Pucklechurch Conservation Area. **No objection.**

**7biii P22/06238/F Land At Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY.**

Conversion of existing stables to form 1no dwelling and associated works. **Approved with conditions.**

Adjacent parish

**7biv P23/01744/HH 1 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT.**

Erection of 1no. single storey four bay detached storage garage to include a change of use from nil use to residential (class C3). **Approved with conditions.**

**7c. Planning enforcement and any other actions.**

None

**REPORTS**

**8 To receive pre-submitted reports from Councillors.**

For information only - (LGA1972 Sch.12, p10(2)(b)).

**8b To receive report from the Clerk.**

**8. FINANCE**

**9a To received note of =contractual payments made in August and agree payment of contractual or other obligations for September.**

**9b. To receive and approve reconciliations for August and September 2023.**

**9c. To receive Q1 figures.**

Date of next meeting is 18<sup>th</sup> October 2023