



## PUCKLECHURCH PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend the annual meeting of Pucklechurch Parish Council to be held on Wednesday 21st May 2025 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:

Daphne Dunning  
Clerk and RFO Pucklechurch Parish Council  
Wednesday 14<sup>th</sup> May 2025

## Public Participation

### AGENDA

- 1. To elect the Chair of Council and receive signed Declaration of Acceptance of Office.**
- 2. To elect the Vice Chair of Council and receive signed Declaration of Acceptance of Office.**
- 3. Apologies**  
To note apologies for absence.

**4. 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) – LGA 2011 Section 33.

**5. Minutes**

To confirm the minutes of 16<sup>th</sup> April 2025 for accuracy (draft previously circulated to Councillors; copies available on application to the Clerk).

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

**7. AGENDA ITEMS TO ACTION**

**7a. To review and adopt the following:**

- As per Internal auditor's report, approve amendment to align financial levels of £30,000.00 for tenders in Standing Orders 14 and Financial Regulations 5.6/5.7 which were reviewed and adopted in April 2024

- Code of Conduct.
- Scheme of delegation.

**7b. To adopt the following new policies/protocols and agree review requirements for all other policies:**

- IT
- Appraisal
- Bio-diversity
- Co-option.
- Crime and disorder statement for the website

**7c. To review and approve the annual Risk Assessment.**

**7d. To confirm and approve asset register following physical checks.**

**7e. GDPR compliance - review policies (below) and confirm any breaches during 2024/25.**

- Information and Data. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Information%20and%20Data%20Protection%20Policy%202024.pdf>
- Privacy. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Privacy%20Notice%20Policy%202024.pdf>
- Document retention. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Document%20Retention%20and%20Disposal%20Policy%202024.pdf>
- Consent form. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Consent%20Form%202024.pdf>

**7f. Freedom of Information - review policies (below) and note any FOI/SAR requests during 2024/25.**

- Subject access request. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Subject%20Access%20Request%20Procedure%202024.pdf>
- Data breach. Link:  
<https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Data%20breach%202024.pdf>

**7g. To review charges for burial ground, allotment, sports, event charges and nominal rent and agree any actions**

**7h. To review and agree direct debits for 2025\_26**

**7i. To note Q4 and confirm earmarked and general reserves.**

**7j. To receive end of year accounts**

- (i) To receive and note Annual Internal Audit Report for year end 31/03/25.
- (ii) To consider and complete the external auditors BDO LLP 'conflict of interest' form.
- (iii) To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/25.

- (iv) To consider and approve the Accounting Statements (Section 2) for year end 31/03/25.
- (v) To record the revised audit requirements as income over £200.000 and note the end of year reconciliations and explanation of variances submissions.
- (vi) To receive and agree the parish council end of year report.
- (vii) To note the period for the exercise of public rights is set from Tuesday 03 June 2025 and ending on Monday 14 July 2025.

**7k. To receive insurance quotations for 2025 and agree supplier.**

**7l. To agree membership of working groups and representatives for outside bodies.**

**7m. To received Notices of Application under s.19(2)(a) Commons Act 2006 by the Open Spaces Society and Norft Ltd to amend the register of common land in respect of Lyde Green Common.**

Responses required by 20th June 2025.

**7n. To receive any updates and agree any actions relating to:**

- i. The Community Centre
- ii. Scout hut.
- iii. Recreation ground improvements project.
- iv. St Aldams Active Play project
- v. Leigh Farm woodland project
- vi. Football goal at Parkfield.

## **8. AGENDA ITEMS TO NOTE**

**8a To note meeting dates for 2025\_26**

**8b. To note correspondence:**

- Offer of free hire from Pucklechurch Primary School for one event.

## **9. PLANNING**

**9a. Planning applications**

**9ai. P25/01066/HH 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG**

Removal of existing double roman profile roof tiles and replacement with slate tiles.

Installation of 1no rooflight to the front elevation. (retrospective).

**9aai P25/00996/HH Meadow View 81 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PU**

Demolition of existing garage. Erection of single storey outbuilding.

**Adjacent parish**

**9aiii P25/01115/F Building At Hillcrest Abson Road Pucklechurch South Gloucestershire**

Erection of a single storey extension and associated works to facilitate change of use of a Light Industrial Forge/Barn to 1 no. self-build dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (amendment to approved scheme P22/05682/F).

**9b. Planning decisions**

**9bi P25/00599/HH 20 Hawkrigde Drive Pucklechurch South Gloucestershire BS16 9SL**

Erection of a single storey rear and side wrap around extension to form additional living accommodation. Approved with conditions.

**9bii P24/02055/F Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire.**

Change of use of land to travellers' site with the erection of 1no. day room, 1no. stable block, siting of 2no. mobile homes and 2no. touring caravans, creation of hardstanding, access onto a classified highway (Class B) and associated works. Refused.

**9biii P25/00732/HH Blackberry Cottage 21 Main Road Mangotsfield South Gloucestershire BS16 9NH.**

Demolition of existing boiler room and kitchen. Erection of single storey rear and side wrap around extension to form additional living accommodation. Approved with conditions.

**9biv P25/00059/RVC Landfill Site Cattybrook Road Mangotsfield BS16 9NJ**

Variation of conditions 1 and 4 attached to permission P24/01926/RVC to amend the wording of the conditions. Approved with conditions.

**9bv P25/00756/TRE The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL.**

Works to 1no Sycamore Tree to reduce 2no limbs by 2m covered by Tree Preservation Order SGTPO 09/03 dated 11th November 2003. Approved with conditions.

**9c. Planning enforcement and any other actions**

**10 REPORTS**

**10a To receive report from the Clerk.**

**11 FINANCE**

**11a To agree payment of contractual or other obligations for month and note authorising councillors.**

**11b. To review and confirm bank reconciliations for April 2025.**