



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 18th May 2022 at 7.30 pm at Pucklechurch Primary School. 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 11th May 2022

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.

3. Apologies

To note apologies for absence.

4. Declarations of Interest (if any) and dispensations

In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.

5. Minutes

To confirm the minutes of 20th April 2022 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 policies with changes:

- Standing Orders - revised as per NALC changes on contracts (SO14f) .
- Financial Regulations – amendment to FR11i.
- Code of Conduct –adopt LGA model code.
- Disciplinary - adopt NALC model policy.
- Equality and Diversity – adopt NALC model policy.



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- Grievance - adopt NALC model policy.
- Revised scheme of delegation.

7b. To review and re-adopt policies with no changes

- Complaints procedure.
- Environmental.
- Filming and Recording.
- Health and safety.
- Memorial bench.
- Mobile phone.
- Press and Media.
- Publication scheme.
- Safeguarding.
- Social Media.
- Training and development.

7c. To review and approve Risk Assessment and appoint Cllr Hemmings to undertake Allotment risk assessment.

7d. To review and confirm arrangements for insurance cover in respect of all insured risks as per RFO report.

7e. To review and appoint working groups and councillor representatives and outside bodies and committees.

7f. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2021/22.

- Information and Data.
- Privacy.
- Document retention.
- Consent form.

7g. To review Freedom of Information requirements, consider policies and note if any FOI/SAR requests received for 2021/22.

- Subject access request.
- Data breach.

7h. To agree schedule of public meetings for the current year to be held on third Wednesday of each month.

8. FINANCE

8a To receive figures for Q4 (deferred from last meeting).

8b. To receive and note the Annual Internal Audit Report for year end 31/03/22 accompanied by the report from the RFO addressing all actions raised.

8c. To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/22



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8d, To consider and approve the Accounting Statements (Section 2) for year end 31/03/22 noting the end of year reconciliations, explanation of variances and agree end of year report.

8e. To note the period for the exercise of public rights is set from Wednesday 1st June 2022 and ending on Thursday 14th July 2022

8f. To agree payment of contractual or other obligations.

8g. To note award of CIL monies.

9. AGENDA ITEMS TO NOTE

9a To note contract placed with HAGS for Eagle Crescent play area upgrade and S106 agreement signed with South Gloucestershire Council.

9b. To receive pre-submitted reports from Councillors.

9c. To receive report from the Clerk.

10. PLANNING

10a. Planning applications

10ai. P22/02688/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Change of use of public house/restaurant/expanded food provision (Sui Generis), to 3no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works.

10aii To receive response to query raised regarding P22/00423/F following change of description from *Proposed conversion of existing stable block and small extension to make habitable 2 bedroom property to Erection of 1No. residential dwelling and associated works.*

10aiii To note submission of agreed comments for P22/02382/LB 15 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB

Internal and external alterations to include the installation of 3no. rooflights to Southern roof slope and 3 no. rooflights to Western roof slope. Removal and replacement of 2 no. existing roof lights. Removal and replacement of 1 no. window and 1 no. set of French doors in the Western elevation.

10b. Planning decisions

None at the time of the agenda

10c. Planning enforcement and any other actions

None at the time of the agenda

Date of next meeting.