



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 15th May 2024 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 white rectangular background.

Daphne Dunning
Clerk and RFO Pucklechurch Parish Council
Wednesday 8th May 2024

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

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 10th April 2024 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 in accordance with Standing Order 5j:

- Standing Orders
- Financial Regulations – **new 2024 version**
- Code of Conduct
- Scheme of delegation.

7b. To agree a programme of review of all other policies including:

- Complaints procedure
- Dignity at work
- Disciplinary
- Environmental
- Equality and Diversity
- Filming and Recording
- Grievance
- Health and safety
- Investment
- Memorial bench
- Mobile phone
- Safeguarding
- Social Media
- Training and development.
- Usage outdoor events

7c. To review and approve the annual Risk Assessment

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

7e. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2023/24.

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

7f. To review Freedom of Information requirements, consider policies (no changes) and note if any FOI/SAR requests received for 2023/24.

- Subject access request.
- Data breach.

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

7h. To note Q4 and confirm earmarked and general reserves.

7i. To receive end of year accounts

- (i) **To receive and note Annual Internal Audit Report for year end 31/03/24.**
- (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 31/03/24.**
- (iv) **To consider and approve the Accounting Statements (Section 2) for year end 31/03/24.**
- (v) **To note the end of year reconciliations, explanation of variances and agree the parish council end of year report.**

- (vi) To note the period for the exercise of public rights is set from Tuesday 04 June 2024 and ending on Monday 15 July 2024.

7j. To receive request for Revel to use the Recreation Ground during the Pucklechurch Revel and Beer and Cider festival from Thursday 13th until Monday 17th June 2024 and agree any actions.

7k. To consider proposal and consider quotation for drainage and other works on the Recreation ground and agree further actions.

7l. To consider issues relating to play areas and agree any actions including:

- (i) vandalism at St Aldams
- (ii) progress in commissioning new equipment for the Recreation ground play area.

7m. To consider invitation to join with other local councils in a WESTlocal funding bid for community transport and agree any actions.

7n. To consider if the parish council wishes a stand at Revel and agree any actions.

8. AGENDA ITEMS TO NOTE

8a To note insurance cover and agree renewal.

8b. To note response to safety concerns raised over the final element of shared path from Pucklechurch.

8c To note ESET protection status report from Microshade.

9. PLANNING

9a. Planning applications

9ai. P24/01082/HH 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Erection of a first-floor rear extension to form domestic store.

To consider and agree circulated proposal to object.

9aia P24/01101/HH 25 Eagle Crescent Pucklechurch South Gloucestershire BS16 9SE

Erection of a single storey rear extension to form additional living accommodation, with rear raised decking.

To note comments submitted under delegated powers

9aiaa P24/01026/HH 35 Homefield Road Pucklechurch South Gloucestershire BS16 9QD

Erection of single storey front and single storey rear extensions to form additional living accommodation.

Submitted comments: *The parish council supports this application in principle but notes that the former garage is now referred to as a store in the plans. The council would request that checks are made for reassurance that there remains sufficient car parking to meeting required parking standards.*

9aiv P24/00787/F Land Adjacent To 28 Becket Court Pucklechurch South Gloucestershire BS16 9QG

Erection of 1no. attached dwelling with parking and associated works. *Submitted comments no objections*

9b. Planning decisions

9bi P24/00415/HH 5 St Aldams Drive Pucklechurch South Gloucestershire BS16 9QQ

Erection of two storey side and single storey rear extension to form additional living accommodation. **Approved with conditions.**

Decisions received after agenda issued.

Adjacent parish

9bii P24/00690/F 7 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT

Regularise removal of rear gable replaced with sloping roof and inclusion of single storey attached garage read in conjunction with application P21/00345/RVC (retrospective).

Approved with conditions

9c. Planning enforcement and any other actions

None at the time of the agenda

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 2024.