



## 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 20<sup>th</sup> August 2025 at 7.30pm 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  
10<sup>th</sup> August 2025

### **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 16<sup>th</sup> July 2025 for accuracy (draft previously circulated to Councillors and published on website).
- 4. To receive Report from Ward Councillor(s).**
- 5. AGENDA ITEMS TO ACTION.**

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

- i) Feedback from working group meeting.
- ii) Fire alarm quotations and request for financial contributions.
- iii) Electrical installation condition report.

**5b. To receive updates on the Scout hut to include:**

- i) Land registry
- ii) Feedback from working group.

**5c. To receive any updates and agree any actions on other projects to include:**

- i) Recreation ground improvements project.
- ii) Leigh Farm woodland project to include:
  - a) feedback from meeting with South Gloucestershire Council following the parish council's clarification statement relating to the wider Leigh Farm proposals.

**5d. To consider and agree matters relating to data controls and GDPR including:**

- i. Agree and adopt revised data privacy notice
- ii. Agree and adopt revised data retention and disposal policy
- iii. Agree and adopt a bring your own device BYOD policy
- iv. Agree and adopt Data sharing policy
- v. To review check lists
- vi. To agree new email for Pucklechurch News – [pucklechurchnews@pucklechurchparishcouncil.gov.uk](mailto:pucklechurchnews@pucklechurchparishcouncil.gov.uk)
- vii. To consider any other issues.

**5e: To receive a request for to install a bench in the burial ground and agree any actions.**

**6. AGENDA ITEMS TO NOTE.**

**6a. To note items of correspondence:**

- i) Bin request via South Gloucestershire Council
- ii) Dog bin request for Merlin Ridge
- iii) Shortwood resident enquiry regarding community planters for Main Road
- iv) Microshade has joining the Flotek Group

**6b. To note steps have been painted in St Aldams to address H&S concerns.**

**6c. To note highway improvement request for a speed limit change to 30mph on the B4465 Shortwood Road.**

This has been added to the South Gloucestershire Council investigation list.

**7. PLANNING**

**7a. Planning applications.**

**7ai. P25/01813/RVC 2 Edmund Court Pucklechurch South Gloucestershire**

Variation of condition 2 attached to permission P25/00847/HH to amend the approved plans. Erection of front porch. Installation of 2no. front dormers. Erection of single storey rear extension to form additional living accommodation with rear raised patio.

**7aii P25/01817/PIP Land To The Rear Of Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire**

Permission in principle for the erection of up to 1no. dwelling.

**7b. Planning decisions. To note.**

**7bi. P25/01205/CLP Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS**

Siting of a mobile home ancillary to the main dwelling. Approve Certificate of Lawfulness.

**7bii P25/01204/HH Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS**

Erection of detached annexe ancillary to the main dwellinghouse. Refused.

**7biii. APPEAL REFERENCE: APP/P0119/W/25/3369680 - 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.

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

To note any updates.

**8. REPORTS**

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

**9. FINANCE**

**9a. To approve contractual and other obligations for August 2025.**

**9b. To receive and agree reconciliations for July 2025.**

**9c. To not Q1 and agree revised earmarked reserves**

**Date of next meeting 17<sup>th</sup> September 2025**