



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 13th May 2026 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 6th May 2026

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 15th April 2026 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 note the outcome of the casual vacancy notice and consider co-option of new councillor.

7b. To review and approve the following policies:

- Standing Orders
- Financial Regulations
- Code of conduct
- Scheme of delegation

7c. To approve a programme to review other policies/protocols and agree time frames for future reviews unless legislation or statutory requirements change:

7d. To review and approve the annual Risk Assessment.

7e. To confirm and approve the asset register following physical checks.

7f. GDPR compliance – to review policies (below) and confirm any breaches during 2024/25.

- Information and Data. Link: [Information and Data Protection Policy 2024.pdf](#)
- Privacy. Link: [Approved privacy-notice-PPC August 2025.pdf](#)
- Consent form. Link: [Consent Form 2024.pdf](#)

7g. Freedom of Information – to review policies (below) and note any FOI/SAR requests during 2025/26.

- Subject access request. Link: [Subject Access Request Procedure 2024.pdf](#)
- Data breach. Link: [Data breach 2024.pdf](#)
- Bring your own device policy. Link [Approved BRING YOUR OWN DEVICE POLICY.pdf](#)
- Data sharing policy. Link [Approved data sharing policy 200825.pdf](#)

7h. To review charges for burial ground, allotments, sports, event charges and nominal rent and agree any actions

7i. To review and approve direct debits for 2026_27

7j. To receive end of year accounts

- To receive report on Assertion 10 and agree any actions.
- To receive and note Annual Internal Audit Report for year end 31/03/26.
- To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/26
- To consider and approve the Accounting Statements (Section 2) for year end 31/03/26.
- To note audit requirements as income over £200.000 and agree the end of year reconciliations and explanation of variances submissions.
- To receive and agree the parish council end of year report.
- To note the period for the exercise of public rights is set from Wednesday 03 June 2026 and ending on Tuesday 14 July 2026.

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

7l. To note termination of lease agreement at Shortwood play area as at 31/03/27 and agree actions to clear the site to meet the lease conditions.

7m. To receive report, note FOI request and consider and agree a response to Soth Gloucestershire Council's special expenses consultation <https://specialexpensespolicy.commonplace.is/>.

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

- Community centre
- Scout hut

- S106 projects

7o. To consider and approve insurance quotation for 2026/27.

8. AGENDA ITEMS TO NOTE

8a To note meeting dates for 2026_27

8b. To note correspondence:

- To note letter from Places for People and agree any actions.
- To note April report form PCSO.
- To note the need for an additional 3-week consultation for the Pucklechurch Neighbourhood Plan due to recent changes brought into force on 25th March as a result of the Levelling-up and Regeneration Act (LURA) [LURA letter pucklechurch.pdf](#).

9. PLANNING

9a. Planning applications

To note submitted comments under delegated powers

9ai. P26/00925/TRE Applebee House The Old Orchard Pucklechurch South Gloucestershire BS16 9AR

Works to crown reduce 1no Oak Tree And 1no Beech Tree by 2m covered by Tree Preservation Order SGTPO44/14 dated 11th May 2015.

Submitted comments: Pucklechurch Parish Council is happy to defer to the Tree Officer.

9b. Planning decisions

9bi P26/00676/TCA Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to 1.no Robinia Pseudoacacia Tree to reduce mid crown by 1.5m. Tree situated within Pucklechurch Conservation Area. No objection.

9bii P26/00372/F Moor Paddock Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Creation of 2no. additional pitches comprising of 2no. additional mobile homes, associated parking and drainage (part retrospective). Approved with conditions.

9biii P26/00537/TCA Old Court Barn Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to 1no Horse Chestnut Tree (T1) to crown reduce by 1m. Works to 1no Silver Birch Tree (T2) to crown reduce by 1.5m all within Pucklechurch Conservation Area. No objections.

9c. Planning enforcement and any other actions

9ci APP/P0119/C/26/3378285 Land North Of Meadow View Shortwood Road Pucklechurch Bristol South Gloucestershire

COM/24/0660/OD/13 Appeal against without planning permission, the change of use of land to the stationing of residential caravans and the associated operational development including the laying of hardcore and the erection of a day room and fencing.

Adjacent parish

9cii. APP/P0119/C/26/3378284 Land Adjacent To Orchard Farm Cottage Pomphrey Hill Mangotsfield South Gloucestershire

COM/25/0204/OD/1 Appeal against without planning permission, the change of use of land to a residential caravan site and associated operational development including the importation and laying of hardcore to level the site and the erection of a building.

10 REPORTS

10a To receive report from the Clerk.

11 FINANCE

11a. To approve contractual and other obligations for May 2026.

11b. To receive and agree reconciliations for April 2026.

Date of next meeting 17th June 2026