



MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21ST JULY 2021 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL

A dynamic risk assessment was made due to the increase in infection rates across the district and noting the advice from South Gloucestershire Council's Director of Public Health to postpone the SGC meeting and the meeting was held outside in the school grounds with social distancing.

PRESENT.

G Boyle (GB) Chair, N Anscombe (NA), A Hemmings (AH) and R Dunning (RD 7:32pm)

In attendance: 4 members of public, Ward Cllrs S Reade and B Stokes (8pm) and D Dunning (Clerk)

Public Participation

A member of the public raised concerns over dog mess at the Moorings, the lack of any bins and grass cutting which falls under the remit of South Gloucestershire Council. Item appears on the agenda,

Two members of the public raised their concerns over the burial ground which in their opinion is no longer well-kept and has poorly cut grass, hidden hazards and does not reflect the photo on the website. Item appears on the agenda

2021/07/21 No 1. To Note Apologies For Absence

Apologies were received from Cllrs. English and Phillips.

2021/07/21 No 2. Declarations of Interest

None.

2021/07/21 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 5th May 2021 were accepted as a correct record of the meeting and were duly signed by the Chair.

2021/07/21 No 4. AGENDA ITEMS

Standing orders were suspended to amend the order of business and item 4b was discussed.

2021/07/21 4b. Burial ground

2021/07/21 4bi) To agree actions from review of site management of the burial ground including:

- Risk assessment and risk policy.

Resolved to approve Burial ground risk management policy. As well the weekly visual checks, a recorded monthly checklist will be introduced.

Cllr Hemmings has undertaken

- a full health and safety risk assessment
- conducted hand test on all headstone
- Reports will be present to council at the next meeting.

- Approval of strimming with protection for headstones.

Resolved to allow strimming around the headstones providing the headstones are protected.

Resolved that grass cuttings and any strimming should be raked and removed from the site.

- Installation of new signage.

Noted this is on order

- Any other actions deemed necessary.

Resolved to instruct the contractor to speed up the re-installation of gate as despite notices and a personal request, some owners allow dogs to run free in the burial ground.

Resolved to instruct the contractor to cut brambles which are growing in the hedges,

2021/07/21 4bii) To consider correspondence received regarding the burial ground and agree any actions.

On receipt of the complaint the chair visited the site which was found to be in suitable condition with paths of short grass, slightly longer grass over the graves and longer grass around the perimeter to encourage bio-diversity. Photos were taken. The grass is being cut in accordance with council schedule

The site was again found to be in a suitable condition when the risk assessment was undertaken.

The council does not accept that the burial ground is poorly maintained or that grave stones were 'covered over'. There is uneven ground within the burial ground and all visitors are requested to use the clearly delineated paths.

Two members of the public left the meeting.

Standing orders were again suspended to amend the order of business and item 4g was discussed.

2021/07/21 4g. To receive correspondence regarding The Moorings

The correspondence was noted. As not a formal agenda item it was noted that any signage was likely to be the responsibility of LiveWest. Dog mess is a universal problem and occurs even where bins are provided. The lack of grass cutting should be reported to South Gloucestershire Council who are responsible.

2021/07/21 4a To consider tenders received to restore Rebekka's garden and agree any actions

Resolved to appoint Instant Landscapes to undertake restoration work.

2021/07/21 4b. see above

2021/07/21 4c. To consider quotations for additional work and agree any actions.:

i) Litter picking at Rebekka's garden.

Resolved to accept quotation for £25/litter pick. The following programme of works was approved April – October 2 litter picks/month, October – March one litter pick/month. Total cost £500.00

ii) Maintenance of planting by South Gloucestershire Council at Abson Road/Cable Close.

Resolved to pay contractor £100 to investigate condition of saplings before agreeing a maintenance programme.

iii) Millennium stone repairs – to approve.

Resolved to delegate matter to the clerk.

2021/07/21 4d. To receive update report on the speed table installation on Westerleigh Road and agree any actions.

Report noted. **Resolved** to write to South Gloucestershire Council to find out exact options and obtain new costing.

2021/07/21 4e. To receive report on allotments and agree any actions.

Report noted including termination of tenancies. **Resolved** Cllrs Dunning and Hemmings to review plot 21a.

2021/07/21 4f. To received report on delegated decisions.

Report noted. Gordon Playgrounds has been appointed to undertake annual play inspections for 2021. Inspections may take place next week.

2021/07/21 4g. see above

2021/07/21 No 5 AGENDA ITEMS TO NOTE

2021/07/2105a. To note further public consultation for the Yate Town Improvement Masterplan
Consultation runs until **23:59 on Monday 13th September 2021**. Further information is available from <https://yatefuture.com/index.php>

Noted

5b. To note requests for quotations for tree work issued to four tree surgeons.

Noted

2021/07/21 6. PLANNING

2021/07/21 6a Planning Applications

None

2021/07/21 6ai To note delegated decisions.

a. P21/04588/F 29 Cedar Way Pucklechurch South Gloucestershire BS16 9RN Installation of side dormer to facilitate loft conversion.

No objection.

b. P21/04471/TCA 1 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to fell 1no. Cupressus cashmeriana within Pucklechurch Conservation Area.

Deferred to tree officer.

c. P21/01962/F17 Parkfield Rank Parkfield Road Pucklechurch South Gloucestershire BS16 9NP

Demolition of existing buildings. Erection of 1 no. detached dwelling and associated works.

Submitted response:

Pucklechurch parish council objects due to lack of clarity within the application.

On paper the proposal reduces the impact of what currently exists – by volume and in traffic terms. It qualifies as previously developed land.

Queries that arise from this:

1. The agent says that it should be stressed that the intention is to remove all equestrian buildings and thus the associated land will no longer be used for the keeping of horses in connection with any existing on-site stables etc.

What area is meant by the associated land?

There is no guarantee here that new stables will not be built – but we cannot surmise this will happen we can only deal with this application – however we can query the status of the land associated with the property and whether or not it will still benefit from being able to be used for equestrian purposes.

2. What permitted development rights will remain – will the proposed property be able to be extended beyond the volume of the original stables?

1. What arrangements will be put in place to accommodate waste removal?

4. No information has been supplied about its position relative to a high-risk coal mining area

2. Parkfield Rank is a linear development – this would add a layer of depth to the built settlement that does not currently exist

2021/07/21 6b Planning decisions to note.

2021/07/21 6bi P21/00127/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Change of use of public house/restaurant/expanded food provision, to 1no. residential dwellinghouse (Class C1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works. (re-submission of P20/18181/F).

Approve with Conditions.

2021/07/21 6bii P21/02949/RVC Units 1-6 Pucklechurch Estate Pucklechurch

Variation of condition 2 attached to permission PK18/4218/RVC (originally PK18/2104/F) to amend the approved plans. Erection of 6 no units for Class B1C, B2 & B8 uses with car parking, service areas, landscaping and associated works.
Approved with conditions.

2021/07/21 6biii P21/00142/RVC Grove Farm Coxgrove Hill Pucklechurch South Gloucestershire BS16 9NL

Variation of condition 6 of PK18/4120/F to substitute plans to make minor amendments to houses on plots 2-6.
Approved with conditions.

2021/07/21 6biv P21/01862/O Land Off Abson Road Abson Road Pucklechurch South Gloucestershire BS16 9SD

Erection of 12no. Affordable Housing units (Outline) with all matters reserved (resubmission of P19/18222/O)
Refusal.

2021/07/21 6v P20/04024/RVC 82A Parkfield Road Pucklechurch South Gloucestershire BS16 9PS

Variation of condition 7 attached to permission PK18/4012/RVC to allow up to 1 no. mobile homes and 1 no. caravans on the site.
Approved with conditions

2021/07/21 6vi P20/21228/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Demolition of single storey rear extension to Fleur de Lys. Erection of 6no. dwellings with associated works (resubmission of P20/02814/F).
Approved with conditions

2021/07/21 6vii P20/24082/F 68 Main Road Mangotsfield South Gloucestershire BS16 9NQ

Retrospective planning permission for a loft conversion to provide additional living accommodation, including the installation of roof lights and a side dormer.
Approve with Conditions.

2021/07/21 6viii P21/02867/F Communications Mast Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Replacement of existing monopole with new 17.2m monopole accommodating 6no. antennas, the installation of ERS units, alterations to the existing cabin with minor ancillary works.
Approved with Conditions.

2021/07/21 6c Planning Enforcement and other actions
None

2021/07/21 NO.7 REPORTS

2021/07/21 7a To receive pre-submitted reports from Councillors.

Circulated correspondence was noted and will be an agenda item at the next advisory meeting.

2021/07/21 7b To receive report from District Councillor(s).

Ward Cllr Reade:

- The West of England Combined Authority (**WECA**) is proceeding with the Spatial Development Strategy (SDS) a broad scoping process to “build up strategies and methodologies suitable for identifying potential locations for development”. This is separate from the South Gloucestershire Council process of identifying sites through the local plan. WECA will be arranging a public consultation likely end of 2021 with Government requiring implementation by end of 2022.
- South Gloucestershire is also developing its local plan and Cllr Reade will keep the council informed of all issues that can be made public.

- The closure plans for Henfield Road and Coxgrove Hill have been agreed in principle and feedback is requested from the parish council as to whether implementation should be sooner or later – 2 years to implement.
Resolved to collate views and discuss the matter at the next advisory meeting. Response to follow.

Ward Cllr Stokes:

- Requested if the parish council has expressed a position on the constituency review? Cllr Stokes agreed to circulate their position paper for a South Gloucestershire East constituency to replace Yate and Thornbury.
Resolved to discuss at next advisory meeting

2021/07/21 7c To receive report from the clerk.

- Received request to hold a birthday party on the Recreation Ground
Resolved that the council is unable to allow private events on The Recreation ground.
 - Feedback from Town and Parish forum meeting on 19th July.
 - Lots of complaints about planning, some councils unable to get applications called in. Concerns at the lack of engagement with the forum by Brian Glasson.
 - Greener places consultation – Rowena Kenny
Vision - 'greener places where people and nature thrive'
Plan - to improve the environment and green infrastructure.
- Key area
- Protect and restore nature
 - Greater resilience to climate change
 - Valued healthy landscapes
 - Sustainable and local food production.

Webpage link with simplified information

<https://beta.southglos.gov.uk/publications/greener-places/draft-green-infrastructure-strategy/>

- Autumn – new scheme Solar Together, a group buying scheme.
- Request for more councils to declare climate emergencies and or take action.
- A whole council including officers is having to isolate following public meeting due to Covid.
- Other matters
 - Cllr Alford has resigned due to work commitments.
 - Eagle crescent bench appears beyond repair - recommend new bench.
 - Responded to a member of the public regarding plastic recycling.
 - Responded to two members of the public regarding noise from a public house.
 - Written to PCSO over anti-social behaviour.
 - Responded to member of public regarding overgrown pavements.

2021/07/21 NO. 8. FINANCE

2021/07/21 8a To agree payment of contractual or other obligations.

Payee	Description	Net	VAT	Amount Paid	Chq Number	Power
D Dunning	Salary July 21	£1,209.20	£0.00	£1,209.20	3008	LGA 1972 s112
D Dunning	stamps	£17.00	£0.00	£17.00	3008	LGA 1972 s111
HMRC	tax & NI July21	£249.98	£0.00	£249.98	3009	LGA 1972 s112
Anna Chelmicka	litter picking July	£350.00	£0.00	£350.00	3010	Open Spaces Act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract July	£1,420.83	£0.00	£1,420.83	3011	Open Spaces Act 1906 ss9&10

£1,226.20

Primrose Gardening	clearing memorial garden	£100.00	£0.00	£100.00	3011	Open Spaces Act 1906 ss9&11	£1,520.83
Silverback	Tree surveys S1415	£800.00	£160.00	£960.00	3012	Open Spaces Act 1906 ss9&11	
Glos. Playing Fields Assoc.	Subscription	£50.00	£0.00	£50.00	3013	Local Govt (Misc Provisions) Act 1976 s 19	
Pucklechurch Primary school	Room hire 2021/01	£50.00	£0.00	£50.00	3014	LGA 1972 s111	
ALCA	Finance training Cllr Anscombe	£30.00	£0.00	£30.00	3015	LGA 1972 s111	
Ensign Print	Pucklechurch News	£180.00	£0.00	£180.00	3016	LGA 1972 s142	
Total		£4,457.01	£160.00	£4,617.01	-	-	

Resolved to approve payments. Cheques signed by Cllrs Dunning and Boyle

Direct debits July 2021

Supplier	Goods	Net	VAT	Total	Date
o2	phone	£12.00	£2.40	£14.40	04/07/2021
Plusnet	Internet access	£15.00	£3.00	£18.00	04/07/2021
NEST (June)	Pension Contributions	£60.13	£0.00	£60.13	15/07/2021
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00	01/07/2021
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00	01/07/2021
EDF Energy	Millennium Green	£92.25	£4.61	£96.86	15/07/2021
707	July	£36.17	£7.23	£43.40	15/07/2021

June 2021 bank reconciliation

Balance per bank statements as at 30/06/21		£
NatWest reserve account		£30,144.75
Petty cash float (if applicable)		£0.00
NatWest current account		£112,816.45
Current A/C activity for June 2021		
Less: payments for June 2021		£5,580.17
Plus: income for June 2021		£2,345.68
Balance per current A/C bank statements as at 30/06/21		£109,581.96
Total bank accounts as at 30/06/21		£139,726.71
Less: any unpresented cheques as at 30/06/21		
	2995	£350.00
	3001	£1,405.40
	3002	£249.98
	3003	£350.00
	3005	£36.00

	3007	£30.45
		£2,421.83
Add: any un-banked cash as at 30/06/20		£0.00
Net Current A/C balance as at 30/06/21		£107,160.13
Total balances all bank accounts as at 30/06/21		£137,304.88

June 2021 accounts

Date	PIS ref	Payee	NW Current A/c	NW Bus Res A/c	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Staff pay	Tax&N
30-Jun		Balance c/fwd	107,160.13	30,144.75						
			A	B						
		Combined balance	D	137,304.88	Bank rec at 30 6 21					
					NW Current A/c	109,581.96				<i>Enter bank statement balance here</i>
					NW Bus Reserve A/c	30144.75				<i>Enter bank statement balance here</i>
		Balance as at 1st April 2021		109,468.71	Petty cash	0.00				
		Plus: receipts in year to date		45,258.68		139,726.71				
		Less Payments in year to date		17,422.51	Less: uncleared chqs	2,421.83				<i>Total value of uncleared cheques at quarter end</i>
		Balance as at 30th June 2021	E	137,304.88	F should equal D & E	137,304.88		Diff	0.00	
										<i>Detail needs to be entered in these cells</i>

Bank Statement June 2021

Date	Details	Withdrawn	Paid in	Balance
4 Jun 2021	BROUGHT FORWARD			112,767.57
7 Jun	Direct Debit FNET1822180-1	18.00 ✓		112,769.57
14 Jun	Direct Debit 707 LIMITED	43.59 ✓		
	Cheque C-FUC001	249.98 ✓		112,476.00
15 Jun	Automated Credit 002994			
	PLOT 21B PHELLIPS			
	FP 15/06/21 1659			
	300000000774747935			
	OnLine Transaction		20.00 ✓	
	PLOT NUMBER 19B			
	VIA MOBILE - LVP			
	Automated Credit HMRC VTR		20.00 ✓	
21 Jun	Direct Debit XYV126000101827		2,305.68 ✓	114,821.68
	NEST			
	IT000000795489	60.15 ✓		114,761.55
22 Jun	Cheque 005004	1,825.83 ✓		112,935.72
24 Jun	Cheque 002999	2,028.96 ✓		110,906.76
28 Jun	Cheque 005000	1,152.00 ✓		
	Cheque 005006	172.80 ✓		109,581.96
1 Jul	Credit No.100595		300.00	

2021/07/21 8b. To receive Q1 report and agree any actions.
Noted (appendix 1)

2021/07/21 9 Future agenda items.
Co-option

2021/07/21 10. To note date of the next advisory meeting 4th August 2021 by Zoom

Meeting closed at 8.30pm

Signed:

Date: 18th August 2021

Appendix 1 Q1

INCOME	BUDGET	INCOME AT Q1	%	BALANCE
Precept	£84,476	£42,238.00	50.00%	£42,238.00
Cemetery (Burial ground £200.00 per burial)	£200.00	£0.00	0.00%	£200.00
Allotments £20.00 per site 21 plots	£420.00	£340.00	80.95%	£80.00
Grants	£0.00	£0.00	0.00%	£0.00
Recreation Hire	£0.00	£0.00	0.00%	£0.00
Football club	£235.00	£0.00	0.00%	£235.00
Cricket club	£375.00	£375.00	100.00%	£0.00
PCA ground rent & Scout hut	£6.00	£0.00	0.00%	£6.00
Compensation/insurance claims	£0.00	£0.00	0.00%	£0.00
Wayleave (Western power distribution)	£92.95	£0.00	0.00%	£92.95
Bank Interest	£0.00	£0.00	0.00%	£0.00
Misc	£0.00	£2,305.68	0.00%	£0.00
Sub total	£85,804.95	£45,258.68	0.00%	£42,851.95
S106 draw down	£50,000.00	£0.00	0.00%	£50,000.00
CIL Payments	£0.00	£0.00	0.00%	£0.00
Sub total including S106/CIL/grants	£50,000.00	£0.00	0.00%	£50,000.00
Total Income	£135,804.95	£45,258.68	33.33%	£90,546.27
Expenditure	BUDGET	SPEND AT Q1	%	BALANCE
Advertising	£0.00	£0.00	0.00%	£0.00
Salaries (net) SPC 17	£13,100.00	£3,553.43	27.13%	£9,546.57
Personal expenses, mileage, home office allowance and other claims that cannot be invoiced	£350.00	£78.00	22.29%	£272.00
NI & tax (employee and employer)	£4,300.00	£749.94	17.44%	£3,550.06
Pension (employee and employer)	£750.00	£180.39	24.05%	£569.61
Expenses: councillors	£0.00	£0.00	0.00%	£0.00
Payroll PATA Costs	£135.00	£30.45	22.56%	£104.55
Rent Shortwood	£720.00	£530.00	73.61%	£190.00
Insurance	£750.00	£676.85	90.25%	£73.15
Electricity memorial light & Defibs	£600.00	£134.36	22.39%	£465.64
Room rental	£620.00	£0.00	0.00%	£620.00
Pucklechurch news	£1,300.00	£162.00	12.46%	£1,138.00
Internet connection	£180.00	£45.00	25.00%	£135.00
Phone	£200.00	£41.48	20.74%	£158.52
Audit	£800.00	£445.00	55.63%	£355.00
professional fees consultancy	£1,500.00	£0.00	0.00%	£1,500.00
Membership/subscriptions	£1,000.00	£1,008.89	100.89%	-£8.89
Litter picking/ Rec Village waste /dog bins	£9,800.00	£2,311.56	23.59%	£7,488.44
Tree survey	£1,400.00	£0.00	0.00%	£1,400.00
Grass cutting/gardening	£7,700.00	£465.57	6.05%	£7,234.43

Maintenance contract	£18,000.00	£4,262.49	23.68%	£13,737.51
Admin general stat post print	£300.00	£104.99	35.00%	£195.01
Play area maintenance/ repairs	£4,500.00	£0.00	0.00%	£4,500.00
Ground maintenance	£2,000.00	£405.00	20.25%	£1,595.00
Training/conferences	£500.00	£0.00	0.00%	£500.00
Heartstart Defib maintenance	£700.00	£36.50	5.21%	£663.50
Office equipment	£400.00	£1,104.00	276.00%	£-704.00
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£1,000.00	£300.00	30.00%	£700.00
Recruitment costs	£0.00	£0.00	0.00%	£0.00
Election costs	£0.00	£0.00	0.00%	£0.00
Woodlands (in grants)	£0.00	£0.00	0.00%	£0.00
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)	£39,646.66	£0.00	0.00%	£39,646.66
Road safety project	£0.00	£0.00	0.00%	£0.00
Open spaces	£10,353.34	£0.00	0.00%	£10,353.34
website	£200.00	£0.00	0.00%	£200.00
Total	£122,805.00	£16,625.90	13.54%	£106,179.10

vat paid to date

£796.61

£17,422.51

as per accounts

Earmarked reserves:

mobile SID	5000	
CIL money Castle/Westerleigh Road safety	# 8900	
Play equipment Reserve	£30,000.00	
Neighbourhood Plan	£7,372.00	
Village hall project reserve	£5,000.00	
Woodland tree works	£5,000.00	
Rebekka's garden	£2,500.00	
Signage for play equipment	£2,000.00	
Professional /legal feed	£4,000.00	
Additional funding maintenance contract	£1,500.00	
Financial contingency	£30,000.00	
	£101,272.00	£101,272.00
General reserves	£9,165.00	£9,165.00
		£110,437.00