



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>th</sup> AUGUST 2021 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL**

This meeting was held outside in the school grounds with social distancing.

**PRESENT.**

G Boyle (GB) Chair, L English (LE), N Anscombe (NA), C Phillips (CP), R Dunning (RD) and A Hemmings (AH 7.40pm)

In attendance: Ward Cllr S Reade and D Dunning (Clerk)

**Public Participation**

None

**2021/08/18 No 1. To Note Apologies For Absence**

None.

**2021/08/18 No 2. Declarations of Interest**

None.

**2021/08/18 No 3. To Confirm The Minutes Of The Previous Meeting**

The minutes of the meeting on Wednesday 21<sup>st</sup> July and 4<sup>th</sup> August 2021 were accepted as a correct record of the meetings and were duly signed by the Chair.

**2021/08/18 No 4. AGENDA ITEMS**

**2021/08/18 4a To consider programme of work for the burial ground to address risk assessment findings and agree any associated publicity.**

In the absence of Cllr Hemmings, discussions on the programme of works were deferred. It was noted the headstone of plot D93 will be staked, a new gate post has been installed, the hedges are cut, and new signs are ready for installation.

**2021/08/18 4ai. To consider adapting resources from the Wilder Churches partnership initiative between Somerset Wildlife Trust and the Diocese of Bath and Wells to complement agreed approach to burial ground maintenance.**

The council supports this initiative based in Somerset where parishes have signed up to 're-wild' their churchyards and graveyards. Councillors were encouraged to visit the 'Wilder churches' website <https://www.somersetwildlife.org/events/wilder-churches> Agreed to write to Bristol diocese to see if a similar initiative is envisaged locally.

**2021/08/18 4b. To agree the process for co-option to councillor vacancies including publicity.**

With no election called there are now three vacancies for co-option.

**Resolved** to use both Facebook posts and the revised advertising poster. Clerk to send poster for inclusion in Pucklechurch News.

**2021/08/18 4c. To re-consider quotation for additional maintenance of planting by South Gloucestershire Council as saplings are alive and agree any actions.**

Agreed maintenance is weather dependent so a fixed timescale is impractical.

Resolved to pay £100 for each watering to be arranged under delegated powers at the clerk's discretion as required.

**2021/08/18 4d. To consider tenders received for the Allotments project and appoint a contractor.**

Anonymised tenders were considered.

**Resolved** to appoint contractor B at a cost of £2550.00.

Contractor B was identified as Primrose Gardening.

**2021/08/18 4e. To receive an update on the speed table installation on Westerleigh Road and consider the impact on its road safety project if known.**

No further update from South Gloucestershire Council on the revised start date. It remains unlikely that both the speed table and wider road safety project will be undertaken at the same time. Clear guidance is still awaited.

**2021/08/18 4f. To receive results of speed data analysis at Feltham Road and consider South Gloucestershire's recommendation for this scheme.**

Speeding data and advice from South Gloucestershire Council that a reduction to 30mph is unrealistic was noted. The scheme is mid-way on the list of green schemes.

**Resolved** to proceed with the scheme but on the basis of a 40mph limit.

**2021/08/18 4g. To receive request from Sally Pattison to promote scheme to plant trees in Pucklechurch and consider encouraging community to form a Friends of Pucklechurch green spaces or similar.**

**Resolved** to support scheme which will be published in Pucklechurch News to encourage take-up.

- i) To encourage community involvement in the parish green spaces, the council will look to encouraging the community for a 'Friends of Pucklechurch green spaces', which as a community group, would be eligible to apply for grant funding for improving biodiversity and community well-being.
- ii) It is understood the Trading Estate has new owners. In light of all the recent disruption, agreed to work with Sally Pattison to approach the owners to undertake tree planting to both screen and enhance biodiversity around the village side perimeter of the trading estate.

**2021/08/18 4h. To consider offer from The Honourable Company of Gloucestershire to provide two English Oak trees in celebration of The Queen's Platinum Jubilee in 2022.**

Agreed locations could be replacing felled tree in St Aldams and on Oaktree Avenue, subject to agreement with South Gloucestershire Council.

**Resolved** to apply for two oak trees

**2021/08/18 4i To approve new memorial bench to be sited adjacent to existing benches installed by the cricket club on Recreation ground.**

**Resolved** to approve.

**2021/08/18 4j To agree responses to the Greener Places Strategy consultation.**

**Resolved** to approve circulated responses – Appendix 1

**2021/08/18 No 5 AGENDA ITEMS TO NOTE**

**2021/08/1805a. To note if councillors wish to raise any issues from the play-ground inspections.**

None.

**2021/08/18 6. PLANNING**

**2021/08/18 6a Planning Applications**

**6ai P21/05414/F Sewerage Treatment Works At 166 Westerleigh Road Pucklechurch South Gloucestershire**

No objection.

## 2021/08/18 6b Planning decisions

None.

## 2021/08/18 6c Planning Enforcement and other actions

None

## 2021/08/18 NO.7 REPORTS

### 2021/08/18 7a To receive pre-submitted reports from Councillors.

None.

### 2021/08/18 7b To receive report from District Councillor(s).

Ward Cllr Reade updated the council on a plot of land on Westerleigh Road and the newly erected containers which are lawful, provided the footpath is maintained. A third party is operating a business from the location.

Agree to clarify the associated permissions for the use of this land.

### 2021/08/18 7c To receive report from the clerk.

To request a decision to ensure compliance with health and safety and appoint and book the tree surgeons to undertake the identified works. Four companies were approached and two quotations received and circulated.

**Resolved** to appoint West Country Forestry at a cost of £1903.20 (inc. vat).

To request a decision on the request from Pucklechurch Football Club to reconsider pitch fees for the 2021/22 season.

Reduced numbers, including the folding of the first team, is placing a strain on funds. The parish council wishes to support continued football in Pucklechurch.

**Resolved** to reduce 2021/22 fee to £0.00 for this season only to allow the club time to rebuild its finances but will wish to know what measures the club is taking itself to raise additional funds.

- Contact details passed to contractor to arrange meeting with Cllrs Boyle and English prior to commencing work at Rebekka's garden.
- Burial ground reports and risk assessment and play area report posted to website.
- Request for sign writer posted on social media but no response. Cllr Hemmings may be able to assist.
- ALCA informed Cllrs Philips and English to attend AGM.
- The council has been made aware that the changing rooms at the community centre are deteriorating and the facilities are less suitable for girls' teams. Pucklechurch Community Association should be informed of concerns as they manage the building. Changing room improvements may be a suitable scheme for consideration for future S106 monies.

## 2021/08/18 NO. 8. FINANCE

### 2021/08/18 8a To agree payment of contractual or other obligations.

Payee	Description	Net	VAT	Amount Paid	Chq No	Power
D Dunning	Salary Aug 21 & mileage	£1,220.00	£0.00	£1,220.00	3017	LGA 1972 s112
HMRC	tax & NI Aug21	£249.98	£0.00	£249.98	3018	LGA 1972 s112
Anna Chelmicka	litter picking Aug	£350.00	£0.00	£350.00	3019	Open Spaces Act

						1906 ss9&10	
Primrose Gardening	Monthly maintenance contract Aug + agreed litter picking	£1,470.83	£0.00	£1,470.83	3020	Open Spaces Act 1906 ss9&10	
Primrose Gardening	wetpour repair kits	£260.00	£0.00	£260.00	3020	Open Spaces Act 1906 ss9&11	
Primrose Gardening	Inspection of new planting	£100.00	£0.00	£100.00	3020	Open Spaces Act 1906 ss9&11	£1,830.83
South Gloucestershire Council	Localism charges bins July-Sept 21	£1,225.23	£245.05	£1,470.28	3021	Open Spaces Act 1906 ss9&10	
South Gloucestershire Council	Localism charges grass Jul-Sept 21	£465.57	£93.11	£558.68	3021	Open Spaces Act 1906 ss9&10	£2,028.96
Pucklechurch Primary school	Room hire 2021/August	£50.00	£0.00	£50.00	3022	LGA 1972 s111	
Gordon Playground Inspections	Annual safety checks 3796	£300.00	£60.00	£360.00	3023	Open Spaces Act 1906 ss9&10	
Instant Landscapes	Grass cutting March - May 2021 Rec £834 St Aldams £420	£1,254.00	£0.00	£1,254.00	3024	Open Spaces Act 1906 ss9&10	
Instant Landscapes	Grass cutting Jun - July 2021 Rec £830 St Aldams £280 Weed control Rec £378 Removal of both logs £360	£1,848.00	£0.00	£1,848.00	3024	Open Spaces Act 1906 ss9&10	£3,102.00
G Boyle	HP Ink subscription 19/03/21-18/07/21	£33.28	£6.68	£39.96	3025	LGA 1972 s111	
<b>Total</b>		<b>£8,793.61</b>	<b>£398.16</b>	<b>£9,191.77</b>	-	-	

Payee	Description	Net	VAT	Amount Paid	Chq No	Power
PKF Littlejohn LLP	External audit	£300.00	£60.00	£360.00	3026	LGA 1972 s111

WH Bence	Playground and other signage	£1,397.65	£279.53	£1,677.18	3027	Open Spaces Act 1906 ss9&10
		<b>£1,470.83</b>	<b>£0.00</b>	<b>£1,470.83</b>		

**Resolved** to approve payments.

Cheques signed by Cllrs Dunning and Boyle expect no 3025 signed by Cllrs Dunning and English

<b>Direct debits for Aug 2021</b>						
<b>Supplier</b>	<b>Goods</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Date</b>	
O2	phone	£12.00	£2.40	£14.40	04/08/2021	
Plusnet	Internet access	£15.00	£3.00	£18.00	04/08/2021	
NEST (July)	Pension Contributions	£60.13	£0.00	£60.13	15/08/2021	
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00	01/08/2021	
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00	01/08/2021	
707	Sept	£36.17	£7.23	£43.40	15/08/2021	

**Table 1 July 2021 bank reconciliation**

<b>Balance per bank statements as at 31/07/21</b>	<b>£</b>
NatWest reserve account	£30,144.75
Petty cash float (if applicable)	£0.00
NatWest current account	£109,581.96
<b>Current A/C activity for July 2021</b>	
Less: payments for July 2021	£6,521.87
Plus: income for July 2021	£370.00
<b>Balance per current A/C bank statements as at 31/07/21</b>	<b>£103,430.09</b>
<b>Total bank accounts as at 31/07/21</b>	<b>£133,574.84</b>
Less: any un-presented cheques as at 31/07/21	
	3005 £36.00
	3009 £249.98
	3010 £350.00
	3013 £50.00
	3014 £50.00
	3015 £30.00
	£765.98
Add: any un-banked cash as at 31/07/21	£0.00
<b>Net Current A/C balance as at 31/07/21</b>	<b>£102,664.11</b>
<b>Total balances all bank accounts as at 31/07/21</b>	<b>£132,808.86</b>

July 2021 accounts

	A	B				
Combined balance	D	132,808.86	Bank rec at 31 7 21			
			NW Current A/c	103,430.09	<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		45,628.68		133,574.84		
Less Payments in year to date		22,288.53	Less: uncleared chqs	765.98	<i>Total value of uncleared cheques at quarter end</i>	
Balance as at 31st July 2021	E	132,808.86	F should equal D & E	132,808.86	Diff	0.00

Bank Statement July 2021

Date	Details	Withdrawn	Paid in	Balance
5 Jul 2021	BROUGHT FORWARD			108,442.34
7 Jul	Direct Debit 02 05412111/001	14.40 ✓		108,427.94
14 Jul	Direct Debit 707 LIMITED C-PUC001	43.40 ✓		
	Cheque 003007	30.45 ✓		
15 Jul	Cheque 002995	350.00 ✓		108,354.09
	Cheque 003002	249.98 ✓		
	Cheque 003003	350.00 ✓		
	Direct Debit EDFENERGY CUST PLC 9431333333	96.86 ✓		107,307.25
19 Jul	Automated Credit			
			20.00 ✓	
			50.00 ✓	107,377.25
21 Jul	Credit No.100596 605114			
	Direct Debit NEST IT000000793489	60.13 ✓		107,317.12
23 Jul	Cheque 003011	1,520.83 ✓		105,796.29
27 Jul	Cheque 003012	960.00 ✓		
	Cheque 003016	180.00 ✓		104,656.29
29 Jul	Cheque 003008	1,226.20 ✓		103,430.09
2 Aug	Automated Credit SOUTHGLOS-GENERAL 9087074			
	Cheque 003005	36.00 ✓	3,005.55	
	Direct Debit EDF ENERGY 671063327374	9.00 ✓		

2021/08/18 9 Future agenda items.  
None raised.

2021/08/18 10. To note date of the next advisory meeting 1<sup>st</sup> September 2021 by Zoom  
Meeting closed at 8.30pm

Signed:

Date: 15<sup>th</sup> September 2021

## Appendix 1 Green spaces responses

Q1 all responses very important expect stronger working together marked as quite important.

Q2 very important

Q3 ok

Q4. Please explain what you liked or did not like about the content of the strategy?  
The strategy is too short on specifics. There are plenty of intentions and aspirations however no plan as to how green spaces are to be protected and usage encouraged. Indeed, the recently closed SGC 'call for sites' included areas that are both green belt land and rich in biodiversity which leads us to believe that you are unaware of the existence of such sites and how they need protection.

You have failed to categorically state the importance of green belt, not only as a buffer to the expansion of development, a haven for wildlife and biodiversity but most importantly as has been proved during the pandemic a vital resource for people to use.

The strategy fails to identify SGC owned land that may be suited either for protection (as they already have good levels of biodiversity) or as potential woodland, meadow or other carbon sink sites.

Q5 How do you rate our Greener Places Strategy in each of the following areas?  
Explaining the issue – neither good not poor  
Being clear – poor  
How we will measure – poor

Q6.

Parish councils have statutory duties under the NERC Act 2006 (Natural Environment and Rural Communities Act).

Q7. Full protection of the green belt. A plan of implementation, with timescales. A "call for sites" that asks for sites that SGC should protect or plant woodland etc. Research into the potential of sites that SGC already holds and a plan of how to improve, manage and protect the biodiversity of these sites.

Q8

An interactive map....and what is available.  
A map and information...in our area.  
Reporting issues

Q9 no responses

Q10 all important

Q11 onwards no responses as many questions are seen as N/A for a parish council which is not a reply option.