



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20TH
OCTOBER 2021 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL**

PRESENT.

G Boyle (GB) Chair, C Phillips (CP), N Anscombe (NA), A Hemmings (AH) and R Dunning (RD).

In attendance: D Dunning (Clerk)

Public Participation

None

2021/10/20 No 1. To Note Apologies For Absence

Cllr English. Ward Cllrs Stokes and Reade were absent

2021/10/20 No 2. Declarations of Interest

Cllr Dunning in confidential item.

2021/10/20 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 15th September 2021 were accepted as a correct record of the meetings and were duly signed by the Chair.

2021/10/20 No 4. AGENDA ITEMS

2021/10/20 4a To receive request to replace planters on the triangle of land at the junction of Parkfield and Westerleigh Roads and consider any actions after considering:

2021/10/20 4ai Residents appear to maintain this area of SGC land.

2021/10/20 4aii Pucklechurch parish council funded planters in 2006.

2021/10/20 4aiii Speed table works delayed to at least February 2022 and work will impact this land.

Resolved: In principle agreed to replace planters. Council will need to liaise with South Gloucestershire Council (their land) and any replacements cannot be considered until the speed table work completed – likely end February 2022.

2021/10/20 4b. To receive an update on burial ground and consider programme of works.

2021/10/20 4bi. To address risk assessment findings and agree any associated publicity.

Resolved as unable to trace any family, staked headstone to be laid flat.

Resolved discreet notices to be placed by those headstones with slight wobbles or at angles advising that whilst secure, families should make arrangements to address the issues before there is further deterioration. A public notice to be produced to advertise work required Agreed motion to consider levelling-off some areas to be included in next agenda.

2021/10/20 4bii. To consider contractor recommendations that the hedges are reduced in height and width. Quotation obtained for flailing. Alternative manual process would require chainsaw specialist.

Resolved the council do not wish mechanical flailing. Further quotes to be obtained to thin or lay hedge.

2021/10/20 4biii. To consider information on wall – if received

Indicative repair costs circa £3850. Ownership of wall needs investigation before this matter can be considered further.

2021/10/20 4biiv. To consider the planting of primroses and cowslips in the Remembrance Garden area as part of council's commitment to increase bio-diversity.

Resolved to plant primroses and cowslips with an initial purchase of 50 plants costs circa £50.

2021/10/20 4bv. To review any feedback from Pucklechurch News article.

No further feedback

2021/10/21 4bvi. To consider any other pressing issues pertaining to the burial ground

- Latch needs attention on single gate.
- Larger 'Dogs on lead' signs needed in more visible locations.
- Holly tree needs cutting back. Agreed cuttings should be offered for free at tree event.

2021/10/20 4c. To receive general update on parish council land maintenance and agree any works including request to cut hedge between Scout hut and village hall (Recreation side) and hedge by Hill View Road

Various quotations for hedge cutting considered. For transparency and best value, **Resolved** further quotations required.

Despite repeated attempts to obtain quotations for work at the woodland, only one company has been forthcoming.

Resolved council is minded to accept quotation but requires a work plan to understand the extent of work being proposed before making final decision.

There is damage to tubular fencing on the Recreation Ground alongside Lansdown Road.

Resolved to commission maintenance contractor to undertake repairs.

2021/10/20 4d. To receive recommendations from the Playground steering group.

The council wished to record that the Eagle Crescent project management plan (PMP) is the most comprehensive document ever received by the council. Thanks were extended to the clerk.

2021/10/20 4di. To consider and approve project budget decisions, rationale and details within Eagle Crescent project management plan.

In considering the recommendation on page 6, a further motion was proposed and seconded to increase the request for capital spend to £60,000.00.

Resolved to request £60,000.00 capital funding for this project and agreed all other recommendations including project budget decision (as amended), rationale and details within Eagle Crescent project management plan subject to approved minor amendments.

2021/10/20 4dii. To agree communications / marketing strategy.

Approved. Steering group to refine details.

2021/10/21 4diii. To approve details for S106 application.

Application will use the information in the approved project management plan.

Resolved to submit application subject to final check by councillors.

2021/10/20 4div. To agree content of tender pack and weighting / assessment requirements.

Resolved to follow CALC process as per appendix 3 of PMP. Anonymised tenders will be requested to ensure total transparency.

Agreed value for money, design, innovation, environment, social values and accessibility all important. Cllr Anscombe to prepare evaluation framework by 10th November for consideration next meeting.

2021/10/20 4e. To consider requirements for 2022/23 budget.

Councillors to forward ideas to the clerk by 5th November.

2021/10/20 No 5 AGENDA ITEMS TO NOTE

2021/10/20 5a To note National tree week event, where free tress will be available for residents to plant in their gardens, will take place either 4th or 5th December between 10am and noon.

Resolved to request Pucklechurch event on 4th December. Suggestion to approach St Adams Nursery as a potential location.

2021/10/20 6. PLANNING/

2021/10/20 6a Planning Applications

2021/10/20 P21/06187/RM Parcel 30 Land at Emersons Green East South Gloucestershire (adjoining parish)

Erection of 68 no. dwellings and associated works with appearance, landscaping, layout and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission P19/09100/RVC formerly PK04/1965/O).

Noted adjacent parish.

2021/10/20 P21/05730/TRE 11 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Works to crown reduce 1 no. beech to leave a height of 15 m and a radial spread of 4 m, as covered by tree preservation order SGTPO44/14 dated 11th May 2015.

Noted this has now been approved.

2021/10/20 6b Planning decisions all noted.

2021/10/20 P21/05911/TCA Pucklechurch Social Club Village Hall Abson Road Pucklechurch South Gloucestershire

Works to crown lift 1no Cherry Tree to 5.2 metres. Works to crown lift 1no Sycamore Tree and 1no Beech Tree to 3 metres. Trees covered by Pucklechurch Conservation Area.

No objection

2021/10/20 6bii P21/03502/TCA 7 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB

Works to 1 no. Ailanthus tree to crown reduce to previous reduction points. Tree situated within the Pucklechurch Conservation Area.

No objection

2021/10/20 6biii P21/06118/TCA Crump House 30 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Works to crown reduce by 2.5m to 1 no. Ash tree situated within the Pucklechurch Conservation Area.

No objection

2021/10/20 6biv P21/00849/F Land Adjacent To 19 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE

Erection of 1no detached dwelling with access, parking and associated works.

Refusal

2021/10/20 6c Planning Enforcement and other actions
2021/10/20 6ci To note Planning Enforcement is investigating land opposite 200 Westerleigh Road.
Noted,

2021/10/20 NO.7 REPORTS

2021/10/20 7a To receive pre-submitted reports from Councillors.
None.

2021/10/20 7b To receive report from District Councillor(s).
None.

2021/10/20 7c To receive report from the clerk.

- Anti-social behaviour reported to local PCSO.
- Sally Pattison to check position on SGC land at Westerleigh Road/Castle Road before scheme finally approved minutes 2021/09/15 4A.
- One allotment plot remaining to rent and one non-payment requiring eviction as no response to any contact. Allotment review required by councillors.
- Biodiversity group met and visited Westerleigh side of Leigh Farm. The group is aware of the site and will survey it next spring and summer for wildlife interest. In the meantime, if any residents have wildlife sightings, please ensure they go to www.brerc.org.uk
- Utilities check at eagle Crescent commissioned cost £140.70.
- 2 new swings required plus a range of other materials for maintenance authorised including Hammerite paint and wetpour.
- Excellent repairs to slide at Parkfield.
- Roundabout repaired Friday.
- Maintenance contractor has renewed his inspection qualification in line with RoSPA standards.
- Request to enforcement over approval for advertising within conservation area.
- Audit Solutions retained as Internal Auditor cost for year £460 + vat.
- Wasps nest dealt with in burial ground.
- Feedback from Town and Parish Forum –
 - WECA is slowly releasing Spatial Development Strategy information which will eventually identify areas for development likely £105K houses shared between Bristol, BANES and SGC (not N Somerset so more than JSP). Looking for planned growth in smaller settlements eg rural areas so settlement boundaries may be reviewed again. The unallocated numbers for housing will be targeted at these areas.
 - Some disagreement with SGC who claim parish councils are involved when developers provide facilities such as play areas in new developments.
 - Parish boundary review consultation will take place shortly until to first week in Jan. Includes 2 non-parished areas, Charlton Hayes and Stoke Park & Chiswick plus range of small-scale changes. Affected residents will get a leaflet. Committee meets end of January and produces an interim report. Any supported small-scale decisions will be closed for final sign off by SGC council. Other matters will go out to second consultation Feb – April with final report May 22. All changes will occur before 2023 elections
 - Presentation by YTL on the Brabazon development at Filton.

2021/10/20 NO. 8. FINANCE

2021/10/20 8a To agree payment of contractual or other obligations.

Payee	Description	Net	VAT	Amount Paid	Chq No	Power	
D Dunning	Salary Oct 21	£1,209.00	£0.00	£1,209.00	3034	LGA 1972 s112	
D Dunning	Wreath	£34.00	£0.00	£34.00	3034	LGA s137	£1,243.00
HMRC	tax & NI Oct 21	£250.18	£0.00	£250.18	3035	LGA 1972 s112	
Anna Chelmicka	litter picking Oct	£350.00	£0.00	£350.00	3036	Open Spaces Act 1906 ss9&10	
Primrose Gardening	Monthly maintenance contract Oct + agreed litter picking	£1,470.83	£0.00	£1,470.83	3037	Open Spaces Act 1906 ss9&10	
Primrose Gardening	Welding	£400.00	£0.00	£400.00	3037	Open Spaces Act 1906 ss9&11	
Primrose Gardening	Materials as discussed with Clerk	£543.00	£0.00	£543.00	3037	Open Spaces Act 1906 ss9&11	£2,413.83
C Hall	Rent Shortwood Play area	£180.00	£0.00	£180.00	3038	Open Spaces Act 1906 ss9&11	
Pucklechurch Primary School	Room hire October	£50.00	£0.00	£50.00	3039	LGA 1972 s111	
South Gloucestershire Council	Wasps nest in burial ground	£82.50	£16.50	£99.00	3040	Open Spaces Act 1906 ss9&11	
South Gloucestershire Council	Utilities search at Eagle Crescent play area	£140.70	£0.00	£140.70	3040	Open Spaces Act 1906 ss9&11	£239.70
Midland Forestry Limited	Tree works as per quote 83614	£1,586.00	£317.20	£1,903.20	3041	Open Spaces Act 1906 ss9&11	
Total		£6,296.21	£333.70	£6,629.91	6629.91	-	

Resolved to approve payments.

Cheques signed by Cllrs Dunning and Boyle

Direct debits for Oct 2021

Supplier	Goods	Net	VAT	Total	Date
o2	phone	£12.00	£2.40	£14.40	06/10/2021
Plusnet	Internet access	£15.71	£3.14	£18.85	07/10/2021
707	Oct	£36.17	£7.23	£43.40	20/10/2021
NEST (Aug)	Pension Contributions	£60.13	£0.00	£60.13	21/10/2021
EDF Energy	Eagle Crescent	£9.00	£0.00	£9.00	01/10/2021
EDF Energy	Parkfield	£9.00	£0.00	£9.00	01/10/2021

2021/10/20 8b. To receive bank and accounts reconciliations.
Table 1 September 2021 bank reconciliation

Balance per bank statements as at 31/08/21	£
NatWest reserve account	£30,144.75
Petty cash float (if applicable)	£0.00
NatWest current account	£97,027.99
Current A/C activity for September 2021	
Less: payments for Sept 2021	£7,960.72
Plus: income for Sept 2021	£42,605.95
Balance per current A/C bank statements as at 30/09/21	£131,673.22
Total bank accounts as at 30/09/21	£161,817.97
Less: any un-presented cheques as at 30/09/21	
	3014 £50.00
	3022 £50.00
	3025 £39.96
	3029 249.98
	3030 £350.00
	3032 £30.45
	3033 £50.00
	<u>£820.39</u>
Add: any un-banked cash as at 30/09/21	£0.00
Net Current A/C balance as at 30/09/21	£130,852.83
Total balances all bank accounts as at 30/09/21	<u>£160,997.58</u>

Table 2 September 2021 accounts

Printscreen of Sept accounts

Combined balance	D	160,997.62	Bank rec at 30 9 21		
			NW Current A/c	131,673.22	Enter bank statement balance here
			NW Bus Reserve A/c	30144.75	Enter bank statement balance here
			Petty cash	161,817.97	
Balance as at 1st April 2021		109,468.71	Less: uncleared cheqs	820.39	Total value of uncleared cheques at qua
Plus: receipts in year to date		91,560.69			
Less Payments in year to date		40,031.82	F should equal D & E	160,997.58	Diff 0.00
Balance as at 30th September 2021	E	160,997.58			
					Detail needs to be entered in these cells

Table 3 Bank Statement September 2021

Date	Details	Withdrawn	Paid in	Balance
3 Sep 2021	BROUGHT FORWARD			95,532.81
6 Sep	Direct Debit 02 05412111/001	14.40		95,518.41
7 Sep	Direct Debit FNET1822180*1	18.85		95,299.56
9 Sep	Cheque 003018	249.98		95,049.58
18 Sep	Cheque 003026	360.00		94,689.58
18 Sep	Credit No.100599 605114		167.95	94,857.53
29 Sep	Direct Debit 707 LIMITED C-PUC001	43.40		94,814.13
	Cheque 805851	4,115.83		90,698.30
21 Sep	Direct Debit WEST IT006098795409	68.13		90,630.17
23 Sep	Credit No.180688 686134		200.00	90,830.17
24 Sep	Cheque 003028	1,552.95		89,277.22
28 Sep	Cheque 003013	50.00		89,227.22
30 Sep	Automated Credit SOUTHGLOS-GENERAL 1001158		42,286.00	131,513.22
1 Oct	Cheque 003052	30.45		131,482.77
	Direct Debit EDF ENERGY			131,673.22

Noted and approved

2021/10/20 8c To received Q2 figures and agree any actions.
 Noted Appendix 1.

2021/10/20 9 Future agenda items.
 Budget and tender.

Cllr Dunning and the clerk left the meeting 9pm.

2021/10/20 10. Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act) 1960, resolve that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

No press or public were present.

Resolved to accept the recommendations of the staffing review. Clerk to move to fixed point SCP23 with effect from 1st October 2021

An advisory meeting may be held on 3rd November by Zoom.

Date of next meeting 17th November 2021

Meeting closed at 9.05pm

Signed:

Date: 17th November 2021

APPROVED MINUTES SIGNED VERSION HELD BY CLERK

Appendix 1 Q2 2021/22

INCOME	BUDGET	INCOME AT Q2	%
Precept	£84,476	£84,476.00	100.00%
Cemetery (Burial ground £200.00 per burial)	£200.00	£1,000.00	500.00%
Allotments £20.00 per site 21 plots	£420.00	£360.00	85.71%
Grants	£0.00	£3,005.55	0.00%
Recreation Hire	£0.00	£0.00	0.00%
Football club	£235.00	£0.00	0.00%
Cricket club	£375.00	£375.00	100.00%
PCA ground rent & Scout hut	£6.00	£5.00	83.33%
Compensation/insurance claims	£0.00	£0.00	0.00%
Wayleave (Western power distribution)	£92.95	£17.95	19.31%
Bank Interest	£0.00	£0.00	0.00%
Misc	£0.00	£15.51	0.00%
Sub total	£85,804.95	£89,255.01	104.02%
S106 draw down	£50,000.00	£0.00	0.00%
CIL Payments	£0.00	£0.00	0.00%
Sub total including S106/CIL/grants	£50,000.00	£0.00	0.00%
VAT refund		£2,305.68	
Total Income	£135,804.95	£91,560.69	67.42%
Expenditure	BUDGET	SPEND AT Q2	%
Advertising	£0.00	£0.00	0.00%
Salaries (net) SPC 17	£13,100.00	£7,113.83	54.30%
Personal expenses mileage, home office allowance and other claims that cannot be invoiced	£350.00	£156.00	44.57%
NI & tax (employee and employer)	£4,300.00	£1,499.88	34.88%
Pension (employee and employer)	£750.00	£360.78	48.10%
Expenses councillors	£0.00	£0.00	
Payroll PATA Costs	£135.00	£60.90	45.11%
Rent Shortwood	£720.00	£180.00	25.00%
Insurance	£750.00	£676.85	90.25%
Electricity memorial light & Defibs	£600.00	£351.56	58.59%
Room rental	£620.00	£150.00	24.19%
Pucklechurch news	£1,300.00	£342.00	26.31%
Internet connection	£180.00	£89.94	49.97%
Phone	£200.00	£77.48	38.74%
Audit	£800.00	£745.00	93.13%

professional fees consultancy	£1,500.00	£0.00	0.00%
Membership / subscriptions	£1,000.00	£1,058.89	105.89%
Litter picking/ Rec Village waste /dog bins	£9,800.00	£4,808.31	49.06%
Tree survey	£1,400.00	£0.00	0.00%
Grass cutting/gardening	£7,700.00	£3,645.14	47.34%
Maintenance contract	£18,000.00	£8,624.98	47.92%
Admin general stat post print	£300.00	£172.27	57.42%
Play area maintenance/ repairs	£4,500.00	1787.75	39.73%
Ground maintenance	£2,000.00	£2,307.90	115.40%
Training / conferences	£500.00	£30.00	6.00%
Heartstart Defib maintenance	£700.00	£72.50	10.36%
Office equipment	£400.00	£1,104.00	276.00%
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£1,000.00	£300.00	30.00%
Recruitment costs	£0.00	£0.00	0.00%
Election costs	£0.00	£0.00	0.00%
Woodlands (in grants)	£0.00	£0.00	0.00%
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)	£39,646.66	£2,550.00	6.43%
Road safety project	£0.00	£0.00	0.00%
Open spaces	£10,353.34	£0.00	0.00%
website	£200.00	£0.00	0.00%
Total	£122,805.00	£38,265.96	31.16%
<i>vat paid to date</i>		<i>£1,765.86</i>	
		<i>£40,031.82</i>	<i>as per accounts</i>
Earmarked reserves:			
mobile SID	£5,000.00		
CIL money Castle/Westerleigh Road safety	£8,900.00		
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	

APPROVED MINUTES SIGNED VERSION HELD BY CLERK