



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 17TH
NOVEMBER 2021 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL**

PRESENT.

G Boyle (GB) Chair, L English (LE), A Hemmings (AH) and R Dunning (RD).
In attendance: Ward Cllr Stokes, one member of public and D Dunning (Clerk)

Public Participation

An outline of council business and the meeting protocol was given to member of public interested in becoming a councillor.

2021/11/17 No 1. To Note apologies for absence

Cllrs Phillips and Anscombe.

2021/11/17 No 2. Declarations of Interest

None.

2021/11/17 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.

2021/11/17 No 4. AGENDA ITEMS

2021/11/17 4a To receive costings for installing bollards as part of the road safety measures at the junction of Castle and Westerleigh Road and agree actions.

Resolved to accept quotation from South Gloucestershire Council for £6535.00 for 12 FSC certified hardwood bollards set in asphalt strip (same costs as quoted 2020).

2021/11/17 4b. To receive grant request from Girl Guides and agree any actions.

The parish council has not legal powers to provide a grant that is of benefit to an individual and therefore the grant cannot be approved.

Resolved to vire £3000.00 funding from earmarked reserves to offer grant opportunities for community groups in the parish. The application process will run throughout January 2022, terms and conditions apply. The guides are welcomed to apply for funding for eligible projects.

2021/11/17 4c. To agree final tender documentation for Eagle Crescent play area project prior to publishing tender from 1st December.

Resolved to agree tender and commence process in line with agreed project timescales which remain subject to South Gloucestershire Council approval of S106 funds.

2021/11/17 4d. To receive notice of South Gloucestershire Council's budget consultation 2022/23 and agree any actions.

Resolved individual councillors to review and bring any comments to next meeting.

Ward Cllr Stokes advised the proposed council tax rise is 3.99%, made up of 2% adult social care and 1.9% council tax focussed towards funding 'best start' for children and young people. There is against a background of £20M savings.

2021/11/17 4e. To note play 'barrel' is beyond repair and agree if frame should be removed and wet pour repaired.

Resolved to remove framework and repair wet-pour.

2021/11/17 4f. To receive update on costs of hiring a mobile crusher to complete the allotments project and agree any actions.

Resolved to approved spending for one day hire of crusher up to a maximum of £482.00. All arrangements to be made by Pucklechurch Allotment Association and the council will provide this funding to the allotment association on receipt on the relevant invoice.

2021/11/17 4g. To consider first draft of 2022/23 budget and agree any actions.

First draft shows an indicative rise of 3.02% which equates to a 5p per week rise for a band D property. Appendix 1.

Resolved all councillors to review for full consideration on 1st December meeting.

2021/11/17 No 5 AGENDA ITEMS TO NOTE

2021/11/17 5a Free tree giveaway event is arranged between 10am and noon at St Aldams Nursery on 4th December.

Cllrs Dunning and Hemmings to assist supported by the clerk.

2021/11/17 5b. To note localism charges

Charges of £6900.01 for 2022/23 noted - +2% increase.

2021/11/17 5c. To note special expenses

Charges £22154.00 noted – slight decrease on estimated costs.

2021/11/17 6. PLANNING.

2021/11/17 6a Planning Applications

2021/11/17 6ai P21/07089/F 44 Parkfield Rank Parkfield Road Pucklechurch South Gloucestershire BS16 9NP

Demolition of existing single storey rear extension and erection of a two-storey rear extension to form additional living accommodation.

Time constraints had prevented this application being fully considered prior to the meeting.

Resolved to delegate review and any response to Cllr Boyle

2021/11/17 6aii P20/24141/F Land Adjacent To Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE

Erection of 1 no. dwelling with associated works. Withdrawn.

Noted

2021/11/17 6aiii P19/18724/RVC Parcel 21B Land At Emersons Green East Land To East Of Avon Ring Road South Of M4 Motorway And North West Of Disused Railway

Approval of Reserved Matters to be read in conjunction with Outline planning permission PK04/1965/O. Erection of 35 no. dwellings with garages, parking, landscaping and associated works. Removal of condition 3 attached to PK17/4910/RM. Withdrawn.

Noted.

2021/11/17 6aiv P19/18727/RVC Parcel 27A And 28 Howsmoor Lane Emersons Green Bristol South Gloucestershire

Erection of 140no. dwellings with garages, parking, landscaping and associated works.

(Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK04/1965/O)(resubmission of PK16/5607/RM). Variation of conditions 1, 2 and 3 attached to planning permission PK18/1513/RM to allow additional occupations within the 75m remediation offset area. Withdrawn.

Noted

Application received since agenda issued.

2021/11/17 6aiv P21/02144/RVC Land South Of Lyde Green Cattybrook Road Mangotsfield South Gloucestershire BS16 9NN (Adjoining parish)

Variation of conditions 6, 7 & 8 attached to planning permission PK17/1112/F to regularise the ecology strategies.

Noted.

2021/11/17 6b Planning decisions all noted.

2021/11/17 6bi P21/05430/F 10 Maple Walk Pucklechurch South Gloucestershire BS16 9RL

Erection of a single storey rear conservatory to form additional living accommodation. Approve with Conditions.

Decisions received since agenda issued

2021/11/17 6bii P21/05414/F Sewerage Treatment Works At 166 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Removal of existing sewerage treatment works, installation of replacement sewerage treatment works.

Approve with Conditions.

2021/11/17 6biii P20/23558/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 P20/05814/F).

Approved Section 106 Signed.

2021/11/17 6c Planning Enforcement and other actions

2021/11/17 6ci COM/21/0795/OD Spar 4 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB

Display of 'Costa coffee cup' advertisement.

Enforcement has written requesting removal within fourteen days.

Noted.

2021/11/17 NO.7 REPORTS

2021/11/17 7a To receive pre-submitted reports from Councillors.

None.

2021/11/17 7b To receive report from District Councillor(s).

In addition to the budget consultation, the following consultation have now closed and are being reviewed:

- Greener places - wider impact as South Gloucestershire Council looks forward 10 years to consider climate emergency commitments.
- Learning Disabilities Strategy – need more support for younger people transitioning from school.
- Yate and Kingswood masterplans – vital there are strong bus and cycling transport options.

There are a range of training options on offer for residents – these have been posted to the website.

The parish council raised concerns over the poor bus service Y5 which is impacting residents' ability to get to school and work and has led to people being stranded in Bristol when buses cancelled at short notice.

2021/11/17 7c To receive report from the clerk.

- Instructed Maintenance contractor to lay flat the dangerous headstone works 2021/10/20 4bi

- Hedge cutting – additional quotations obtained and Instant Landscapes commissioned 2021/10/20 4bii
- New dog signs prepared and repairs to latch at burial ground 2021/10/20 4bvi
- Submitted S106 application for Eagle Crescent 2021/10/20 4di.
- Commissioned Greenfields to undertake annual safety check and raise 'seat' of zip wire) as highlighted in annual safety heck) cost £198 plus VAT
- Written in hard copy to solicitors chasing land registry, ownership and lease. Requested information on wall ownership. 2017 minutes show ownership of walls around The Recreation ground to be investigated by chairman but no trace of any actions - minutes 15/6/2017.
- No thanks to Parcelforce tracked poppy wreath to Parkfield Road.
- Replacement bin at burial ground.
- Chased fencing repairs at Lansdown Road entrance to The Recreation ground.
- Guides held a successful activity and camp fire at the Allotments – supervised and with full insurance. Following slight misunderstanding, the guide unit is aware that advanced approval by the council is required in future.
- Midland Forestry has provided update on plan of works. Happy to arrange further site visit to finalise exact requirements.
Resolved Cllr Dunning to meet and finalise requirements.
- Rough sleepers audit running overnight 18th/19th November.
Noted no evidence at usual locations.
- Correspondence from charity called Protect Earth who can assist with planting trees. Noted local connections. Clerk to respond as their services may be useful in future projects.
- Correspondence received from Pucklechurch Community Association
Letter was **noted**. The council suggested the best way forward is an informal meeting in the new year with the PCA. Clerk to arrange.

2021/11/17 NO. 8. FINANCE

2021/11/17 8a To agree payment of contractual or other obligations.

Payee	Description	Net	VAT	Amount Paid	Chq No	Power
Roy Preddy	Refund	£200.00	£0.00	£200.00	3042	LGA 1972 s111
		£200.00	£0.00	£200.00		

Payments under delegated powers. Cheques signed 28/10/21 Cllr Boyle and Dunning

D Dunning	Salary Nov 21 & Mileage	£1,448.32	£0.00	£1,448.32	3043	LGA 1972 s112
D Dunning	stamps	£30.20	£0.00	£30.20	3043	LGA 1972 s111
HMRC	tax & NI Nov 21	£418.12	£0.00	£418.12	3044	LGA 1972 s112
Anna Chelmicka	litter picking Nov	£350.00	£0.00	£350.00	3045	Open Spaces Act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract Nov + agreed litter picking	£1,470.83	£0.00	£1,470.83	3046	Open Spaces Act 1906 ss9&10

£1,478.52

Primrose Gardening	Further slats for benches The Rec	£65.00	£0.00	£65.00	3046	Open Spaces Act 1906 ss9&11	£1,535.83
South Glos. Council	Localism fees Cot - Dec 21	£1,690.80	£338.16	£2,028.96	3047	Open Spaces Act 1906 ss9&11	
Ensign Print	Pucklechurch News	£234.00	£0.00	£234.00	3048	LGA 1972 S111	
Pucklechurch Primary School	Room hire November	£50.00	£0.00	£50.00	3049	LGA 1972 s111	
Instant Landscapes	Grass cutting Rec, St Aldams & eagle Crescent	£1,332.00	£0.00	£1,332.00	3050	Open Spaces Act 1906 ss9&11	
E Boulton	Parkfield maintenance	£300.00	£0.00	£300.00	3051	Open Spaces Act 1906 ss9&11	
Pucklechurch Allotment Association	Allotment project cctv	£431.98	£0.00	£431.98	3052	Local Govt Rating Act 1997	
Total		£7,821.25	£338.16	£8,159.41	£8,159.41	-	

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

Direct debits for Nov 2021

Supplier	Goods	Net	VAT	Total	Date
o2	phone	£12.00	£2.40	£14.40	04/11/2021
Plusnet	Internet access	£15.71	£3.14	£18.85	04/11/2021
NEST (oct)	Pension Contribution	£60.13	£0.00	£60.13	15/11/2021
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00	01/11/2021
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00	01/11/2021
707	Monthly waste collection	£36.17	£7.23	£43.40	15/11/2021

2021/11/17 8b. To receive bank and accounts reconciliations.

Table 1 - October 2021 bank reconciliation

Balance per bank statements as at 01/010/21	£
NatWest reserve account	£30,144.75
Petty cash float (if applicable)	£0.00
NatWest current account	£131,673.22
Current A/C activity for October 2021	
Less: payments for Oct 2021	£6,682.76
Plus: income for Oct 2021	£1,230.00
Balance per current A/C bank statements as at 31/10/21	£126,220.46
Total bank accounts as at 31/10/21	£156,365.21
Less: any unrepresented cheques as at 31/10/21	

	3014	£50.00
	3022	£50.00
	3025	£39.96
	3033	£50.00
	3035	£250.18
	3036	£350.00
	3038	£180.00
	3039	£50.00
	3041	£200.00
		£1,220.14
Add: any un-banked cash as at 31/10/21		£0.00
Net Current A/C balance as at 31/10/21		£125,000.32
Total balances all bank accounts as at 31/10/21		£155,145.07

Table 2 – October 2021 accounts

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&NI
Balance c/fwd	125,000.36	30,144.75						
	A	B						
Combined balance	D	155,145.11	Bank rec at 31 10 21					
			NW Current A/c	126,220.46	<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		92,790.69		156,365.21				
Less Payments in year to date		47,114.33	Less: uncleared chqs	1,220.14	<i>Total value of uncleared cheques at quarter end</i>			
Balance as at 31st October 2021	E	155,145.07	F should equal D & E	155,145.07	Diff	0.00		
			<i>Detail needs to be entered in these cells</i>					

Table 3 - Bank Statement October 2021

25 Oct	Cheque	IT000000793489	60.13	132,020.19
27 Oct	Cheque	003034	1,243.00	130,777.19
27 Oct	Cheque	003037	2,413.83	
29 Oct	Cheque	003041	1,903.20	126,460.16
29 Oct	Cheque	003040	239.70	126,220.46
	CARRIED FORWARD			126,220.46

Date	Details	Withdrawn	Paid in	Balance
29 Oct 2021	BROUGHT FORWARD			126,220.46
1 Nov	Direct Debit EDF ENERGY 671063327375	9.00		
	Direct Debit EDF ENERGY 671067502741	9.00		126,202.46

Noted and approved

2021/11/17 9 Future agenda items.

Budget

Next advisory meeting 1st December by Zoom.

There will be no meeting on 15th December 2021

Meeting closed at 8.30pm

Signed:

Date: 19th January 2022

Appendix 1 Draft budget 2022/23

Pucklechurch Parish Council Draft three year budget 2022/23 - 2024/25

INCOME	2020/21	2021/22			2022/23		2023/24		2024/25
	Actual	Budget 2021/22	Actual as of Oct 21	Estimated year end 2021/22	Proposal For Precept		Proposal For Precept		Proposal For Precept
Cemetery (Burial ground £200.00 per burial)	£2,050.00	£200.00	£2,200.00	£2,200.00	£200.00		£200.00		£200.00
Allotments £20.00 per site	£480.00	£420.00	£390.00	£420.00	£400.00		£420.00		£420.00
Grants	£0.00	£0.00	£3,005.55	£3,005.55	£0.00		£0.00		£0.00
Football club	£459.00	£235.00	£0.00	£0.00	£470.00		£470.00		£470.00
Cricket club	£367.00	£375.00	£375.00	£375.00	£375.00		£375.00		£375.00
PCA ground rent & Scout hut	£6.00	£6.00	£5.00	£6.00	£6.00		£6.00		£6.00
Compensation/insurance claims	£0.00	£0.00			£0.00		£0.00		£0.00
Wayleave (Western power distribution)	£93.00	£92.95	£33.46	£92.95	£92.95		£92.95		£92.95
Bank Interest	£61.00	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00
Sub total	£3,516.00	£1,328.95	£6,009.01	£6,099.50	£1,543.95		£1,563.95		£1,563.95
S106 draw down		£50,000.00	£0.00	£0.00	£60,000.00		£91,886.00		£0.00
CIL Payments	£261.00	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00
LCTS grant	£336.00	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00
Misc	£61.00	£0.00			£0.00		£0.00		£0.00
Total other Income		£51,328.95	£6,009.01	£6,099.50	£61,543.95		£93,449.95		£1,563.95
vat			£2,305.68						
Expenditure	Actual	Budget 2021/22	Actual as of Oct 21	Estimated year end 2021/22	Proposal For Precept		Proposal For Precept		Proposal For Precept
Advertising	£145.00	£0.00	£0.00	£0.00	£0.00		£200.00		£200.00

Salaries (net) SPC 17 Gross £16549 20/21	£13,007	£13,100.00	£8,296.83	£14,225.00	£15,250.00	£15,350.00	£15,450.00
Mileage & home office allowance (£312)		£350.00	£182.00	£312.00	£400.00	£450.00	£500.00
NI & tax (employee and employer)	£3,305	£4,300.00	£1,750.06	£3,500.00	£4,300.00	£4,500.00	£4,700.00
Pension (employee and employer)	£715	£750.00	£420.91	£725.00	£775.00	£790.00	£810.00
Childcare Vouchers	£377	£0.00			£0.00	£0.00	£0.00
Payroll PATA Costs	£120	£135.00	£60.90	£122.00	£145.00	£155.00	£165.00
Rent Shortwood £360 & lease £420	£620	£720.00	£360.00	£720.00	£720.00	£720.00	£720.00
Insurance	£665	£750.00	£676.85	£676.85	£750.00	£800.00	£850.00
Electricity memorial light & Defib	£623	£600.00	£462.72	£660.00	£700.00	£730.00	£760.00
Room rental	£505	£620.00	£200.00	£500.00	£650.00	£675.00	£700.00
Pucklechurch news	£1,414	£1,300.00	£342.00	£850.00	£1,300.00	£1,300.00	£1,300.00
Internet connection	£133	£180.00	£105.65	£180.00	£180.00	£190.00	£200.00
Phone	£115	£200.00	£89.48	£155.00	£200.00	£220.00	£240.00
Audit	£730	£800.00	£745.00	£745.00	£800.00	£850.00	£900.00
professional fees consultancy	£700	£1,500.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00
Membership/subscripti ons	£944	£1,000.00	£1,058.89	£1,058.89	£1,100.00	£1,150.00	£1,200.00
Litter picking/ Rec Village waste /dog bins	£9,458	£9,800.00	£5,194.48	£9,500.00	£9,800.00	£10,000.00	£10,200.00
Grass cutting/gardening	£7,252	£7,700.00	£3,645.14	£7,500.00	£7,700.00	£7,900.00	£8,100.00
Tree survey		£1,400.00	£2,386.00	£2,386.00	£1,400.00	£800.00	£800.00

Maintenance contract	£11,752	£18,000.00	£10,095.81	£18,000.00	£18,000.00	£19,000.00	£19,000.00
Admin general stat post print	£913	£300.00	£172.27	£295.32	£300.00	£350.00	£400.00
Play area maintenance/ repairs & renewals	£1,020	£4,500.00	£2,664.45	£4,500.00	£4,500.00	£4,500.00	£4,500.00
Ground maintenance	£1,161	£2,000.00	£1,797.40	£2,500.00	£3,000.00	£3,000.00	£3,000.00
Training/conferences	£120	£500.00	£30.00	£330.00	£500.00	£600.00	£700.00
Heartstart Defib maintenance	£123	£700.00	£72.50	£125.00	£500.00	£700.00	£700.00
Office equipment	£325	£400.00	£0.00	£0.00	£400.00	£500.00	£500.00
Grants (s137) £8.32 x 2276 = £21212 max	£9,816	£1,000.00	£334.00	£3,334.00	£4,000.00	£4,000.00	£4,000.00
Recruitment costs	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Election costs	£175	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Planned works	£2,306	£0.00	£2,550.00	£4,000.00	£0.00	£0.00	£0.00
Play grounds s106	£0.00	£39,646.66	£0.00	£0.00	£60,000.00	£0.00	£0.00
Road safety (CIL)	£0.00	£0.00	£0.00	£6,535.00	£0.00	£0.00	£0.00
Open spaces s106	£0.00	£10,353.34	£0.00	£0.00	£0.00	£0.00	£0.00
Sports s106	£0.00	£0.00	£0.00	£0.00	£0.00	£91,886.00	£0.00
Website hosting £175 every 2yrs, .gov domain £50 every 2 yrs Email £18 x 9 per year = £162	£0.00	£200.00	£1,104.00	£1,104.00	£200.00	£400.00	£200.00
misc refund burial			£200.00	£200.00			
Rebekka's memorial garden				£2,500.00	£500.00	£500.00	£500.00
Woodland				£3,500.00	£5,000.00	£3,000.00	£3,000.00
Total	£68,539	£122,805	£44,997	£90,739	£138,570.00	£176,216.00	£85,295.00
vat			£2,116.99	£4,233.98			
			£47,114.33	£94,973.04			
Additional annual requirements							

Parkfield turning space	£2,000.00				£5,000.00	£3,000.00	£3,000.00
Woodland refurbishment	£3,000.00			in accounts			
Reserves to refurbish play areas	£2,000.00				£5,000.00	£5,000.00	£5,000.00
Tree work 2019 report suggests little of the identified work undertaken. Could mean extra tree work for 2021/22	£3,000.00			in accounts			
Ash die back	£3,000.00			in accounts			
	£13,000.00				£10,000.00	£8,000.00	£8,000.00
	£135,805.00				£148,570.00	£184,216.00	£93,295.00
PRECEPT REQUIREMENT	£70,891	£84,476	£84,476	£84,476	£87,026	£90,766	£91,731
						3.02 %	
Income Precept	£70,891.00	£84,476.05	£84,476.00	£84,476.00	£87,026.05	£90,766.05	£91,731.05
Other Income	£4,174	£51,329	£6,009	£6,100	£61,544	£93,450	£1,563.95
Total Income	£75,065	£135,805	£90,485	£90,576	£148,570	£184,216	£93,295.00
Total expenditure	£68,539	£135,805	£44,997	£90,739	£148,570	£184,216	£93,295.00
DIFF	£6,526	£0	£45,488	-£164	£0	£0	£0.00

Reserves: **21/22** estimate year end

SID £5,000.00

CIL £2,365.00

Financial policy reserve (+4 months)	£30,000.00	
Play equipment Reserve	£30,000.00	
Neighbourhood Plan	£7,872.00	
Village hall project reserve	£5,000.00	
Woodland	£5,000.00	
Professional fees/legal	£4,000.00	
Parkfield road repairs	£5,000.00	
Earmarked sub total	£94,237.00	
General reserves	£15,763.00	
	£110,000	Estimate

2021/22 Precept. Potential impact on band D		
Precept agreed 21/22		£84,476.06
proposed increase for 2022/23	3.02%	£2,553.96
Provisional precept 2022/23		£87,030
Band D tax base 951 Provisional	951	£91.51
increase of per year		£2.69
Increase per week		£0.05

DRAFT MINUTES SUBJECT TO APPROVAL