



PUCKLECHURCH PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH
FEBRUARY 2022 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL**

PRESENT.

G Boyle (GB) Chair, L English (LE), A Hemmings (AH), N Anscombe (NA), Dan Molloy (DM) and R Dunning (RD).

In attendance: D Dunning (Clerk)

Public Participation

None

2022/02/16 No 1. To Note apologies for absence

Cllr Phillips and Ward Cllrs Reade and Stokes.

2022/02/16 No 2. Declarations of Interest

None.

2022/02/16 No 3. To Confirm the minutes of the previous meeting

The minutes of the meeting on Wednesday 19th January 2022 as a correct record of the meetings and were duly signed by the Chair.

2022/02/16 No 4. PLANNING

2022/02/16 4a. Planning applications

2022/02/16 4ai P22/00423/F The Meadows Parkfield Pucklechurch South

Gloucestershire BS16 9NS Conversion of existing stable block to include single storey front and side extension to form 1 no. residential dwelling and associated works.

Resolved to object (Appendix 1)

2022/02/16 4aii P22/00504/TRE 11 Shortwood Road Pucklechurch South

Gloucestershire BS16 9PL

Works to 1 no. Oak to crown reduce by 2.5m and crown thin by 20%, as covered by tree preservation order SGTPO44/14 dated 11th May 2015

Noted deferred to tree officer

Applications received after agenda issued.

2022/02/19 4aiii P22/00696/F Land at Shortwood Hill Mangotsfield South

Gloucestershire BS16 9PE

Erection of 1 no. dwelling with access and associated works (resubmission of P20/20463/F).

Resolved to object (Appendix 1)

2022/02/16 4b. Planning decisions noted

2022/02/16 4bi P21/07619/F 68 Main Road Mangotsfield South Gloucestershire BS16 9NQ

Erection of single storey double garage (Re-submission of P21/05632/F).

Approved with conditions.

2022/02/16 4c. Planning enforcement and any other actions.

Council requested the clerk writes to Streetcare for update on removal of coffee cup advertising.

2022/02/16 No 5 REPORTS

2022/02/16 5a To receive pre-submitted reports from Councillors.

Woodland report noted.

2022/02/16 5b. To receive Report from District Councillor(s).

None

2022/02/16 5c. To receive report from the Clerk.

- S137 figure for 2022_23 is £8.82.
- Attending online Practitioners Conference 15-17th February.
- Proposal for jubilee celebrations
Council confirmed it would celebrate the jubilee in a sustainable way by providing every household in the parish with some wildflower seeds to grow as part of the jubilee celebrations whilst also benefitting nature. Cost £250.00. Clerk delegated to arrange and councillors will deliver seeds as part of community engagement.

Correspondence

- Further complaint from a member of public over poor state of fencing between Oaktree Avenue and Ministry of Justice owned land on St Aldams Drive. Martin Jones HMP Ashfield Governor has confirmed fencing has been ordered and he will update the council at its meeting in March
- Council updated on route of Ultra Running event through Pucklechurch on 5th March. Details on Council's news page.
- Request received from HMP Ashfield to use of St Aldams play area for a summer fair event for staff, families and the local people on Saturday 2nd July.
Council agreed more information required and would be subject to seeing full plans, a consultation with local residents around the site, traffic management and parking scheme and insurance.
- Request for council assistance in resolving an ongoing issue over a dropped curb.
The parish council agreed it is not the landowner, developer or the planning authority and has no powers to intervene

2022/02/16 6. FINANCE

2022/02/16 6a. To agree payment of contractual or other obligations.

Resolved to approve payments. Cheques signed by Cllrs Dunning and Boyle and replacement cheque no 3076 signed by Cllrs Dunning and English.

2021/22 pay award

Resolved to accept ALCA's considered opinion on payment.

Balance per bank statements as at 01/01/22	£
NatWest reserve account	£30,144.75
Petty cash float (if applicable)	£0.00
NatWest current account	£113,709.55
Current A/C activity for January 2022	
Less: payments for Jan 2022	£5,441.17
Plus: income for Jan 2022	£0.00
Balance per current A/C bank statements as at 31/01/22	£108,268.38
Total bank accounts as at 31/01/22	£138,413.13
Less: any unrepresented cheques as at 31/01/22	
	3014 £50.00
	3022 £50.00

3025	£39.96
3042	£200.00
3061	£334.05
	<u>£674.01</u>
	£0.00
	<u>£107,594.37</u>
	<u>£137,739.12</u>

Add: any un-banked cash as at 31/01/22

Net Current A/C balance as at 31/01/22

Total balances all bank accounts as at 31/01/22

Print screen of accounts to 31/01/22

Balance c/fwd	107,594.41	30,144.75			
	A	B			
Combined balance	D	137,739.16	Bank rec at 31/01/22		
			NW Current A/c	108,268.38	Enter bank statement balance here
			NW Bus Reserve A/c	30144.75	Enter bank statement balance here
Balance as at 1st April 2021		109,468.71	Petty cash		
Plus: receipts in year to date		92,910.69		138,413.13	
Less Payments in year to date		64,640.28	Less: uncleared chqs	674.01	Total value of uncleared cheques at quarter end
Balance as at 31st January 2022	E	137,739.12	F should equal D & E	137,739.12	Diff 0.00
					Detail needs to be entered in these cells

Print screen of bank statement

Date	Details	Withdrawn	Paid in	Balance
6 Jan 2022	BROUGHT FORWARD			113,457.55
	Direct Debit PNET1822180-1	18.85 ✓		
	Direct Debit 02			
	05412111/001	14.40 ✓		113,429.30
12 Jan	Cheque 003056	30.45 ✓		113,393.85
14 Jan	Direct Debit 707 LIMITED			
	C-PUC001	43.40 ✓		113,350.45
17 Jan	Cheque 005054	334.05 ✓		113,016.40
21 Jan	Direct Debit NEST			
	IT000000795489	72.96 ✓		112,943.44
24 Jan	Cheque 003060	1,326.28 ✓		111,617.16
25 Jan	Cheque 003064	1,523.82 ✓		110,093.34
27 Jan	Cheque 003065	234.00 ✓		109,859.34
31 Jan	Cheque 003062	350.00 ✓		
	Cheque 003063	1,060.00 ✓		
	Direct Debit EDFENERGY CUST PLC			
	9431333333	180.96 ✓		108,268.38
1 Feb	Direct Debit EDF ENERGY			

2022/02/16 6b To receive figures for Q3 and agree any actions including a review of earmarked reserves.

Q3 figures noted (Appendix 2).

Reviewed and approved anticipated earmarked reserves

Earmarked reserves:	Potential at year end
mobile SID	£5,000.00
CIL money	£2,365.00
Play equipment Reserve	£35,000.00
Neighbourhood Plan	£7,372.00
Village hall project reserve	£5,000.00
Woodland tree works	£5,000.00
Rebekka's garden	£0.00
Signage for play equipment	£0.00

Professional /legal feed	£4,000.00
Additional funding maintenance contract	£1,500.00
Parkfield turning circle	£2,000.00
Tree inspections and works	£3,000.00
Financial contingency	£30,000.00
	£100,237.00

2022/02/16 NO.7 AGENDA ITEMS TO NOTE

2022/02/16 7a. To note response to SGC biodiversity group on council farms and biodiversity.

Noted.

2022/02/16 7b. To note potential dates for Pucklechurch 10K.

Noted. Council will need full details.

2022/02/16 7c To note response from South Gloucestershire Council regarding HGV's following concerns raised by Dyrham and Hinton parish council.

South Gloucestershire Council (SGC) provided statistical information suggesting issues are not caused by HGV traffic from the Pucklechurch trading estate. Ward Cllr Stokes has raised further issues with SGC.

2022/02/16 NO 8. AGENDA ITEMS TO ACTION

2022/02/16 8a. To receive complaint regarding no dogs allowed at Shortwood play area and agree any actions.

Council confirmed there is no blanket ban on dogs in the field at the Shortwood play area but as with all play parks in the parish requests that dogs are no allowed in the play area.

2022/02/16 8b. To receive request for a Jubilee celebration event on Parkfield play area.

Cllr Dunning declared a non-pecuniary interest as a resident of Parkfield Rank.

Organisers will need to follow the advice on '*planning for voluntary and community events*' available on the South Gloucestershire council website and the Governments 'can do' guide to ensure participants safety <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events#part-6-do-i-need-insurance>

Any event on council land requires a detailed event plan including any marquees/tents, timings including clearance of the site, evidence of public liability insurance and a risk assessment and list of attendees.

2022/02/16 8c. To note the public consultation on the new Local Plan Phase 2 will run from 7 February to 21 March 2022 and agree actions.

All councillors requested to send individual responses to the clerk by the end of February for further discussions early March.

2022/02/16 8d. To consider all received grant applications and agree allocation of funds including request for unused VE Day grant to be used for Jubilee celebrations.

Grant requests far exceeded budget. Several grants were referred back for clarification.

Resolved in accordance with its powers under section 137 of the Local Government Act 1972 to approve the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure detailed

Organisation	Request	Amount approved
Girl Guides	Craft materials	£20.00

Pucklechurch playgroup / Pucklechurch Stay & play	Sustainable wooden play equipment	£500.00
Tower playgroup	External storage box, toy kitchen and stereo	£500.00
Pucklechurch sports football club	Roller aerator	£200.00
Pucklechurch cricket club	Nets	£720.00
	Sub total	£1940.00
Citizens Advice Bureau (payable under LGA 1972 s142(2A))	Advice and support	£650.00
		£2,590.00

Resolved to approve that the grant awarded to the Revel committee for the subsequently cancelled VE Day celebrations, can be used for jubilee celebrations.

2022/02/16 8e To consider quotation of £950.00 plus vat for legal services in connection with the community centre and approve appointment of Beaufort Montague Harris

Resolved to accept quotation and appoint Beaufort Montague Harris.

2022/02/16 8ei To agree to obtain formal valuation of the community centre for land registry purposes

Resolved to obtain formal valuation.

Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960, it was un-necessary to resolve that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting.

2022/02/16 No 9. To consider tenders received for the Eagle Crescent play area

Tenders were independently evaluated by each councillor with the results considered by the council. Company D was unanimously selected as the preferred supplier subject to usual checks.

The next meeting is 16th March 2022

Meeting closed at 9.10pm

Signed:

Date: 20th April 2022

Appendix 1 Planning comments

P22/00423/F | Conversion of existing stable block to include single storey front and side extension to form 1 no. residential dwelling and associated works | The Meadows Parkfield Pucklechurch South Gloucestershire BS16 9NS

Recommendation: Objection

The application site is located within the Green Belt and open countryside to the west of Parkfield. The site is accessed via a rough track (Pit Lane) off Parkfield Road. PPC objects to this proposal in so much as it considers it to be inappropriate development within the Green Belt in open countryside that would cause a significant permanent loss of spatial openness and therefore be harmful to it. It conflicts with SGC's locational development strategy and does not comprise of any of the limited forms of residential development considered acceptable outside of defined settlement boundaries. South Gloucestershire Council is also able to demonstrate that it has five-year supply of deliverable housing sites. No special circumstances have been offered that would outweigh the harm that would be done to the Green Belt and the NPPF also states that the fundamental purpose of the Green Belt is to preserve its openness.

It is PPC's opinion harm will be done to the open quality of the Green Belt whether you can see the development or not. In a recent Supreme Court case, Lord Carnworth provided clarity as to the interpretation of the openness of the Green Belt and the issue of 'visual impact', in so much as the underlying aim of Green Belt policy is "to prevent urban sprawl by keeping land permanently open" and that openness is the counterpart of urban sprawl and not necessarily a statement about the visual qualities of the land. Whether or not you agree with the landscape officer's assessment that these proposals will have little visual impact on the openness of the Green Belt, the introduction of permanent residential built form to agricultural land, where none currently exists, means the land is not being kept permanently open and this therefore conflicts with the fundamental purpose of the green belt.

The site is not only washed over by Bristol and Bath Green Belt but also lies outside any defined settlement boundary: in this respect PPC understands that the NPPF permits limited infilling or the partial or complete redevelopment of previously developed sites, within the green belt which would not have a greater impact on the openness of the green belt, or which would not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority. Whilst the stable itself may qualify the site as previously developed land the proposed dwelling is not identified as a dwelling that will meet any identified affordable housing need.

Policy PSP11 requires residential development to be located where there is access to safe, useable walking and cycle routes that are appropriate distances to key services and facilities. It also states that where some of these are not accessible by walking or cycling there should be appropriate public transport provision. The site is located outside of the settlement boundary and is remote from local facilities and bus services. The walking route into Pucklechurch is along a trackway, and then an unlit unadopted road and then beyond Parkfield Rank for the most part along a narrow sub-standard width footway. There is also a section of about 130m on Parkfield Road where there is no footway at all. Most of the key local facilities including the Primary School, Post Office, shops and the Pucklechurch employment area are beyond the appropriate walking distance set out in Policy PSP11 regardless of the quality of the route. The distance to the village shop is some 2km, with the nearest bus stop being a similar distance on the B4465. As such, future residents would be reliant on the private motor vehicle for day-to-day needs, which is very clearly contrary to SGC Policies CS8 and PSP11. For reference SGC's Highways team objected to application P21/03965/F (37 Parkfield Rank) for the exact same reasons and this property would be even more remote than in that case. **PPC would ask therefore for SGC's Sustainable**

Transport team to review their comments in light of this and for some consistency and accuracy to be applied. In the case of 37 Parkfield Rank, SGC's Planning Officer comments are equally valid with regard to this application, which is for a 'market housing' residential property at The Meadows: "In summary the site is quite isolated, is situated outside the nearest recognisable settlement where services and facilities to satisfy day-to-day requirements would be located. Walking without a continuous footway and where lighting is in places non-existent would be an unsafe option. It is not considered that the location is such that there would be a reduction on the reliance upon the use of the private motor car as such, the development would not accord with Policy PSP11 of the Local Plan in so far as it seeks to ensure residential development proposals are an appropriate distance to key services and facilities or an appropriate distance to a suitable bus stop."

PPC also believes that what is proposed is contrary to Local Plan Core Strategy Policy CS1 since the form and detailing of the proposed dwelling does not represent the high quality of design required to make a positive contribution of the distinctiveness of the area and would therefore have a detrimental effect on the character and visual amenity of the area, including the Green Belt.

With regard to landscaping and ecological impact – no information has been supplied and this should be rectified, as should arrangements for waste disposal.

P22/00696/F | Erection of 1 no. dwelling with access and associated works (resubmission of P20/20463/F). | Land At Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE

Recommendation: Objection

The site of the proposed development lies outside any defined settlement boundary and is washed over by Bristol and Bath Green Belt. In this respect PPC understands that the NPPF permits limited infilling or the partial or complete redevelopment of previously developed sites, within the green belt which would not have a greater impact on the openness of the green belt, or which would not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority. The applicant states that the site was previously occupied by a cottage but as per the previous application, which was refused, has supplied no details as to when that cottage last stood there nor what size the previous structure was. It is not identified as a dwelling that will meet any identified affordable housing need. In this respect SGC Planning Officer's comments in the report relative to the previously refused application (P20/20463/F) are just as valid for the resubmitted proposal in so much as the introduction of a dwelling here, even of modest size, would still cause a significant permanent loss of spatial openness and be harmful to the Green Belt:

"Historic maps indicate that Fareham Cottage was erected in the second half of 19C, but it is not clear when it was demolished. Aerial photographs indicate that as of at least 1991 the aforementioned cottage was not present on site. As such, this proposal cannot be considered a replacement dwelling, as there is nothing to replace. It is also considered that it does not fall under any other category, and no case of very special circumstances was presented for consideration.

Given the above, it is considered that this development is unacceptable in Green Belt terms, and therefore would be harmful to its openness.

PPC also believes that the proposal remains:

1. Contrary to Local Plan Core Strategy Policy CS1 - Council does not believe that the form and detailing of the proposed dwelling represents the high quality of design required to make a positive contribution of the distinctiveness of the area and would therefore have a detrimental effect on the character and visual amenity of the area, including the Green Belt.

2. Contrary to Policy PSP38 since Council does not believe the proposed dwelling respects the building form, scale, architectural style/detailing of the street and surrounding area and would lead to a loss of mature trees, hedgerows and vegetation that characterise this area.

3. Contrary to Policy PSP11 in so much as it would have unacceptable effect on highway and road safety. Please note PPC considers the traffic data supplied by the applicant to be non-indicative of normal speeds and volumes along this stretch of highway since they represent recordings taken during a two-week period at the beginning of May 2021, when England was still under Covid:19 restrictions.

Furthermore, the Design and Access statement does not make clear that this stretch of road is within a 30mph zone and the site sits on a blind bend.

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK

Appendix 2 Q3

Q3 2021/22					
INCOME		BUDGET	INCOME AT Q3	%	NOTES
Precept		£84,476	£84,476.00	100.00%	
Cemetery (Burial ground £200.00 per burial)		£200.00	£2,300.00	1150.00%	
Allotments £20.00 per site 21 plots		£420.00	£410.00	97.62%	
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	£90,605.01	105.59%	
S106 draw down		£50,000.00	£0.00	0.00%	Now £60K
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	£92,910.69	68.41%	
Expenditure		BUDGET	SPEND AT Q3	%	Estimate remaining spend
Advertising		£0.00	£0.00	0.00%	£0.00

Salaries (net) SPC 17	£13,100.00	£11,014.48	84.08%	£3,700.00
Personal expenses mileage, home office allowance and other claims that cannot be invoiced	£350.00	£243.00	69.43%	£81.00
NI & tax (employee and employer)	£4,300.00	£2,502.23	58.19%	£835.00
Pension (employee and employer)	£750.00	£566.81	75.57%	£190.00
Expenses councillors	£0.00	£0.00		£0.00
Payroll PATA Costs	£135.00	£91.35	67.67%	£30.45
Rent Shortwood	£720.00	£360.00	50.00%	£420.00
Insurance	£750.00	£676.85	90.25%	£0.00
Electricity memorial light & Defibs	£600.00	£480.72	80.12%	£170.00
Room rental	£620.00	£250.00	40.32%	£100.00
Pucklechurch news	£1,300.00	£576.00	44.31%	£500.00
Internet connection	£180.00	£137.07	76.15%	£46.00
Phone	£200.00	£113.48	56.74%	£38.00
Audit	£800.00	£745.00	93.13%	£0.00
professional fees consultancy	£1,500.00	£0.00	0.00%	£0.00
Membership/subscriptions	£1,000.00	£1,058.89	105.89%	£0.00
Litter picking/ Rec Village waste /dog bins	£9,800.00	£7,192.05	73.39%	£2,850.00
Tree survey	£1,400.00	£0.00	0.00%	£0.00
Grass cutting/gardening	£7,700.00	£5,742.71	74.58%	£2,000.00
Maintenance contract	£18,000.00	£13,037.47	72.43%	£4,500.00
Admin general stat post print	£300.00	£235.75	78.58%	£79.00
Cemetery refund		£200.00		
Play area maintenance/ repairs	£4,500.00	2859.45	63.54%	£1,500.00
Ground maintenance	£2,000.00	£4,313.40	215.67%	£1,500.00
Training/conferences	£500.00	£30.00	6.00%	£0.00
Heartstart Defib maintenance	£700.00	£90.50	12.93%	£0.00
Office equipment	£400.00	£1,104.00	276.00%	£368.00

Misc. & grants (s137) £8.12 x 2195 = £17823 max		£1,000.00	£334.00	33.40%	£4,000.00
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%	£4,000.00
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)		£39,646.66	£2,981.98	7.52%	£360.00
Road safety project		£0.00	£0.00	0.00%	£6,535.00
Open spaces		£10,353.34	£0.00	0.00%	£1,000.00
website		£200.00	£0.00	0.00%	£0.00
cemetery					£4,000.00
Rebekka's garden					£2,500.00
Total		£122,805.00	£56,937.19	46.36%	£41,302.45
<i>vat paid to date</i>			£2,526.37		
			£59,463.56	<i>as per accounts</i>	

Earmarked reserves:			Potential at year end
mobile SID		£5,000.00	£5,000.00
CIL money	#	£8,900.00	£2,365.00
Play equipment Reserve		£30,000.00	£35,000.00
Neighbourhood Plan		£7,372.00	£7,372.00
Village hall project reserve		£5,000.00	£5,000.00
Woodland tree works		£5,000.00	£5,000.00
Rebekka's garden		£2,500.00	£0.00
Signage for play equipment		£2,000.00	£0.00
Professional /legal feed		£4,000.00	£4,000.00
Additional funding maintenance contract		£1,500.00	£1,500.00
Parkfield turning circle			£2,000.00
Tree inspections and works			£3,000.00

Financial contingency		£30,000.00	£30,000.00
		£101,272.00	£100,237.00
General reserves		£9,165.00	£1,300.00
		£110,437.00	£101,537.00

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK