



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH MAY 2022 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL CAR PARK

PRESENT.

Cllrs G Boyle (GB) chair, L English (LE), A Hemming (AH), R Dunning (RD), J Bailey (JB) and D Molloy (DM)

In attendance: 1 member of public and D Dunning (Clerk)

Public Participation

None.

2022/05/18 No 1. To elect the chair of council and receive signed declaration of acceptance of office.

Resolved to appoint Cllr Boyle as chair of the council. The declaration of office was duly signed and witnessed by the Clerk.

2022/05/18 No 2. To elect the vice chair of council.

Resolved to appoint Cllr English as vice chair of the council.

2022/05/18 No 3. To Note apologies for absence

Ward Cllrs Reade and Stokes.

It was noted that Cllr Phillips had resigned. Councillors extended their thanks to Cllr Phillips for her work as a parish councillor since 2017.

2022/05/18 No 4. Declarations of Interest

None.

2022/05/18 No 5 Minutes

Resolved to approve the minutes of the meeting on 20th April 2022.

2022/05/18 No 6, To receive Report from Ward Councillor(s).

None

2022/05/18 NO 7 AGENDA ITEMS TO ACTION

2022/05/18 7a. To review and adopt the following policies with changes:

Resolved to defer to next meeting,

2022/05/18 7b. To review and re-adopt policies with no changes

Resolved to re-adopt the following policies unchanged:

- Complaints procedure.
- Environmental.
- Filming and Recording.
- Health and safety.
- Memorial bench.
- Mobile phone.
- Press and Media.
- Publication scheme.
- Safeguarding.
- Social Media.
- Training and development.

2022/05/18 7c. To review and approve Risk Assessment and appoint Cllr Hemmings to undertake Allotment risk assessment.

Resolved to approve reviewed risk assessment and appoint Cllr Hemmings to undertake allotment risk assessment.

2022/05/18 7d. To review and confirm arrangements for insurance cover in respect of all insured risks as per RFO report.

Resolved to accept recommendations from BHIB and appoint Aviva under a three-year agreement.

2022/05/18 7e. To review and appoint working groups and councillor representatives and outside bodies and committees.

Deferred.

2022/05/18 7f. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2021/22.

Resolved the council complies with GDPR, there were no data breaches during 21/22 and to re-adopt the following policies

- Information and Data.
- Privacy.
- Document retention.
- Consent form.

2022/05/18 7g. To review Freedom of Information requirements, consider policies and note if any FOI/SAR requests received for 2021/22.

Resolved the council complies with freedom of information requirement, there were no FOI/SAR requests for 21/22 and to re-adopt the following policies

- Subject access request.
- Data breach.

2022/05/18 7h. To agree schedule of public meetings for the current year to be held on third Wednesday of each month.

Agreed

2022/05/18 NO 8. FINANCE

2022/05/18 8a To receive figures for Q4 (deferred from last meeting).

Noted.

2022/05/18 8b. To receive and note the Annual Internal Audit Report for year end 31/03/22 accompanied by the report from the RFO addressing all actions raised.

Reports and actions noted and approved.

2022/05/18 8c. To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/22

The Governance statement was considered and affirmative answers agreed for each statement.

Resolved to approve the signing of the Annual Governance statement by the Chair of council and Clerk on behalf to the council.

2022/05/18 8d, To consider and approve the Accounting Statements (Section 2) for year end 31/03/22 noting the end of year reconciliations, explanation of variances and agree end of year report.

Considered and agreed all end of year paperwork. **Resolved** to approve the Accounting Statements which were duly signed by the chair of council on behalf of the council. The

council's own end of year report was approved and duly signed by the Chair of council and RFO.

2022/05/18 8e. To note the period for the exercise of public rights is set from Wednesday 1st June 2022 and ending on Thursday 14th July 2022

Noted.

2022/05/18 8f. To agree payment of contractual or other obligations.

Name	Description	Net	Expenses	VAT	Total	Chq No	
D Dunning	May salary	£1,307.35	£39.05	£0.00	£1,346.40	3111	LGA1972 S112
D Dunning	stamps	£32.50	£0.00	£0.00	£32.50	3111	LGA1972 S111
HMRC	May tax	£364.23	£0.00	£0.00	£364.23	3113	LGA1972 S112
HMRC	replacement for period 10 21/22) chq 3061 (lost)	£334.69	£0.00	£0.00	£334.69	3114	LGA1972 S112
Primrose Gardening	Monthly maintenance contract INV 26	£1,470.83	£0.00	£0.00	£1,470.83	3115	open spaces act 1906 ss9&10
Primrose Gardening	Barrels and compost for Parkfield triangle as approved council INV 27	£135.00	£0.00	£0.00	£135.00	3115	open spaces act 1906 ss9&10
Pucklechurch primary school	replacement for lost cheques 3014, 3022 & 3075 (21/22)	£150.00	£0.00	£0.00	£150.00	3116	LGA1972 S112
Auditing Solutions	completion of 21/22 internal audit	£110.00	£0.00	£22.00	£132.00	3117	Local Audit and Accountability Act 2014 s7
BHIB	Insurance 22/23	£746.81	£0.00	£0.00	£746.81	3118	LGA 1972 s143
SLCC	Subscription	£135.72	£0.00	£0.00	£135.72	3119	LGA 1972 s143
Anna Chelmicka	litter May 22	£350.00	£0.00	£0.00	£350.00	3120	open spaces act 1906 ss9&10
G Boyle	Zoom subscription	£119.90	£0.00	£23.98	£143.88	3108 £103.88 (+ £40 cash)	LGA 1972 S111
					£0.00		
Total		£5,257.03	£39.05	£45.98	£5,342.06	£5,342.06	

Resolved to approve payments. Cheques signed by Cllr Dunning and English

Bank reconciliation for April 2022

Balance per bank statements as at 01/04/22	£
NatWest reserve account	£30,147.77
Petty cash float (if applicable)	£0.00
NatWest current account	£93,647.12
Current A/C activity for April 2022	
Less: payments for April 2022	£4,936.65
Plus: income for April 2022	£48,283.46
Balance per current A/C bank statements as at 30/04/22	£136,993.93
Total bank accounts as at 30/04/22	£167,141.70
Less: any un-presented cheques as at 30/04/22	
	3014 £50.00
	3022 £50.00
	3042 £200.00
	3061 £334.05
	3075 £50.00
	3082 £500.00
	3084 £720.00
	3096 £39.96
	3104 £667.89
	3105 £180.00
	3106 £444.00
	3107 £234.00
	£3,469.90
Add: any un-banked cash as at 30/04/22	£0.00
Net Current A/C balance as at 30/04/22	£133,524.03
Total balances all bank accounts as at 30/04/22	£163,671.80

Noted

Print screen of accounts

Balance c/fwd	133,524.03	30,147.77	0.00			
	A	B	C			
Combined balance	D	119,324.90	=A + B + C	Bank rec at 30.04.22		
				NW Current A/c	136993.93	
				NW Bus Reserve A/c	30147.77	
Balance as at 1st April 2022		119,324.90		Petty cash	0.00	
Plus: receipts in year to date		48,283.46			167141.70	
Less Payments in year to date		3,936.56		Less: uncleared chqs	3469.90	Total value of uncleared cheques at quarter end
Balance as at 30th April 2022	E	163,671.80				
				F should equal D & E	163671.80	Diff 0.00
						Detail needs to be entered in these cells

Noted.

Print screen April 2022 bank account

Date	Details	Withdrawn	Paid in	Balance
19 Apr 2022	BROUGHT FORWARD			91,235.63
20 Apr	Automated Credit			
	Cheque 003085	200.00	20.00	91,055.63
21 Apr	Direct Debit NEST IT000000793489	94.34		90,961.29
22 Apr	Credit No.100655 605114		1,060.00	92,021.29
25 Apr	Cheque 003101	30.00		
	Cheque 003102	59.99		
	Cheque 003103	1,630.83		90,300.47
28 Apr	Cheque 003108	350.00		89,950.47
29 Apr	Automated Credit			
	Automated Credit SOUTHGLOS-GENERAL 1001158		20.00	
	Automated Credit SOUTHGLOS-GENERAL 1001158		3,510.46	
	Automated Credit SOUTHGLOS-GENERAL 1001158		43,513.00	136,993.93
3 May	Direct Debit EDF ENERGY 671063327375	9.00		

Noted

2022/05/18 8g. To note award of CIL monies.

Noted £3510.46 CIL monies awarded.

2022/05/18 No 9 AGENDA ITEMS TO NOTE

2022/05/18 9a To note contract placed with HAGS for Eagle Crescent play area upgrade and S106 agreement signed with South Gloucestershire Council.

Noted

2022/05/18 9b. To receive pre-submitted reports from Councillors.

See 10ai

2022/05/18 9c. To receive report from the Clerk.

Council authorised the clerk to accept the desk top valuation quote for the Community Centre.

2022/05/18 No 10 PLANNING

2022/05/18 10a Planning applications

2022/05/18 10ai. P22/02688/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Change of use of public house/restaurant/expanded food provision (Sui Generis), to 3no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works.

Resolved to object and submit following comments.

Pucklechurch parish council (PPC) does not dispute that permission for change of use for residential purposes has been granted but does not agree that the sub-division of the property into 3 separate dwellings adequately meets the requirements of PSP 39, which

allows for the conversion or sub-division of existing residential buildings into smaller units. To do so would be prejudicial to the amenity of neighbours and provide inadequate parking space in accordance with PSP 16 (see below) and has the capacity to cause or add to existing parking problems in the locality.

Existing elevation drawings are not representative of what currently exists since demolition has occurred. Furthermore, the proposed elevations fail to demonstrate window arrangements at first floor level for Plot 3 opposite the micropub or how this relates to the roof levels in this area – there is also nothing that demonstrates that the windows to upper floor of Plot 3 will benefit from natural light levels appropriate for a habitable room. In addition to this it is likely that levels of daylight to the rear windows (upper and lower floors) of plot 2 would be detrimentally impacted by the two- storeys to the rear of plot 3 and may even sit in shadow for the vast majority of the day.

Whilst the sub-division would appear on the face of it to meet minimum national design standards and minimum amenity standards, PPC seeks clarification that the plans accurately reflect what is available to provide amenity space, especially since the currently approved plans for the PH conversion show 105sqm available and these show a total of 174sqm shared between the three plots, of which a proportion of that allocated to Plot 2 is essentially an alley way providing access to the rear of the property rather than usable amenity space. PPC acknowledges that the current planning application (P22/01548/F) for a dwelling to the rear of the PH may have yielded additional space as well as the removal of the utility room.

PPC is of the opinion that the impact on the curtilage to the rear of the property by this sub-division would be to further undermine the character of this historic building at the centre of the conservation area, by eroding its setting with a series of awkwardly shaped unnecessarily cramped enclosed gardens and alley ways that would not only be detrimental to the visual amenity but add to the further erosion of the curtilage once associated with the public house. The sub-division itself would not read in the street scene as a terrace and it would appear that the main entrance to Plot 3 sits directly opposite and shares access with the micropub and at this stage it is not clear what impact that would have on the residential amenity of the future residents of plot 3 with regard to, for example deliveries, operation and waste removal.

With regard to parking the plans provided show 7 parking spaces with no provision made for electric car charging points. It is not clear from the plans provided that these spaces concur with the minimum dimensions required by SGC for off-road car parking. 2 spaces are required for the micropub provision and the remaining 5 would be shared by three properties, yet the provision of these 5 would appear to be shown at the expense of a collection point designated for refuse and recycling on collection day, as specified in and required to be delivered for the approved application for 6 dwellings to the rear that are currently under construction (P20/23558/F). Since data suggest that almost half of all households in South Gloucestershire have 2 or more cars, 5 spaces for three separate dwellings (with just 3 between 2) without allocation for visitor parking is woefully inadequate and will lead to additional parking on street on an already well-documented congested and busy corner to the detriment of local residents and businesses.

The proposal also provides no environmental benefit to the local area in terms of green landscaping.

Condition 4 of the extant permission (P21/00127/F) requires the Fleur De Lys public house signage on the front and side elevations as indicated on plans 19.016 - 059 (proposed rear and side elevations) and 19.016 - 058 (proposed front elevation) as received by the Council on the 8th January 2021 to be retained in the positions as indicated and not be removed or altered without prior written consent from the Local Planning Authority, yet this is not referenced and should remain a condition. Also PPC is concerned that the removal of the

wooden gates to the front would lead to further erosion of the character and appearance of the 'commercial core' of the Pucklechurch Conservation Area, and therefore in conflict with Policy CS9 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013 and the National Planning Policy Framework.

2022/05/18 10aii To receive response to query raised regarding P22/00423/F following change of description from *Proposed conversion of existing stable block and small extension to make habitable 2 bedroom property to Erection of 1No. residential dwelling and associated works.*

Noted

2022/05/18 10aiii To note submission of agreed comments for P22/02382/LB 15 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB

Internal and external alterations to include the installation of 3no. rooflights to Southern roof slope and 3 no. rooflights to Western roof slope. Removal and replacement of 2 no. existing roof lights. Removal and replacement of 1 no. window and 1 no. set of French doors in the Western elevation.

Agreed submission: No objection in principle and happy to defer to the Conservation Officer's assessment but Pucklechurch parish council would like to register some concern about the number of additional skylights being proposed, as although these might not be front facing or require removing original timbers, they do nevertheless contribute to the further erosion of the overall historic character of the building.

Noted

2022/05/18 10b. Planning decisions

None

2022/05/18 10c. Planning enforcement and any other actions

None

Meeting closed at 20:05

The next meeting is 15th June 2022

Signed:

Date: 15th June 2022