



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH JUNE
2022 7:30PM AT PUCKLECHURCH PRIMARY SCHOOL**

PRESENT.

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

In attendance: Ward Cllr Reade & D Dunning (Clerk)

Public Participation

None

2022/06/15 No 1. To Note apologies for absence

Cllr Bailey and Ward Cllr Stokes. Cllr Molloy was absent

2022/06/15 No 2. Declarations of Interest

None.

2022/06/15 No 3. To Confirm the minutes of the previous meeting

The minutes of the meetings on 4th and 18th May 2022 were confirmed as a correct record of each meeting and were duly signed by the Chair.

1. 2022/06/15 No 4. To receive Report from District Councillor(s).

Ward Cllr Reade apologised for not being able to attend recent council meetings.

- The WECA spatial development strategy (SDS) has stalled with ongoing disagreements. PPC commented on the need for the respective councils to consider their duty of cooperation.
- South Gloucestershire is continuing with its local plan.
- White paper on levelling up noted.
- No update on Fleur enforcement issues.
- Cllr Boyle provided feedback on the shambolic planning peer review which failed to invite ALCA and was only allocated 30 minutes to hear views.

2022/06/15 No 5 AGENDA ITEMS TO ACTION

5a. To review and adopt the following policies with changes:

- Standing Orders - revised as per NALC changes on contracts (SO14f).
- Financial Regulations – amendment to FR11i.
- Code of Conduct –adopt LGA model code.
- Disciplinary - adopt NALC model policy.
- Equality and Diversity – adopt NALC model policy.
- Grievance - adopt NALC model policy.
- Revised scheme of delegation.

Resolved to approve amendments and adopt each policy.

2022/06/15 5b. To review and appoint working groups and councillor representatives and outside bodies and committees.

Resolved to appoint the following:

Cllr Boyle

Planning liaison

Staffing

Burial ground contact in absence of the clerk

Community Hall liaison
Play area working group
Representative on external bodies:
Prison liaison
Avon Local Councils Association (ALCA)
Neighbourhood Plan Steering Group
ALCA South Gloucestershire Council Strategic Partnership

Cllr English

Planning liaison
Community Hall liaison
Staffing
Representative on external bodies:
Healthwatch
Boyd Valley Community Engagement Forum

Cllr Dunning

Woodlands, open spaces, Street Care & Allotments
Representative on external bodies:
Neighbourhood Plan Steering Group
The West of England Rural Network (WERN)

Cllr Anscombe

Crime working group
Play area working group
Staffing

Representative on external bodies:
Boyd Valley Community Engagement Forum

Cllr Hemmings

Woodland, open spaces, Street Care and Allotments
Crime working group
Play area working group

Cllr Molloy

Woodlands, open spaces, Street Care & Allotments

Cllr Bailey

Play area working group

2022/06/15 5c. To receive request from Guides to hold a camp fire at their allotment and agree any actions.

Resolved to approve subject to receiving copies of the insurance and risk assessment.

2022/06/15 5d. To review progress to date on Neighbourhood Plan and agree further actions.

It was noted that Lemon Gazelle can no longer assist and no further progress has been made on the plan.

Resolved to approach another local company offering services for neighbourhood planning.

2022/06/15 6. AGENDA ITEMS TO NOTE

2022/06/15 6a To note South Gloucestershire Council is consulting on the recommissioning of Youth Activities Offer and agree if any action required.

Agreed to make this an agenda item for July.

2022/06/15 6b To note the outcome of advertising the casual vacancy

No election called and council may co-opt to post.

2022/06/15 NO.7 PLANNING

2022/09/15 7a Planning applications

2022/06/15 7ai. P22/03005/F Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2FE

Conversion and extension of existing club house.

Resolved to object

Pucklechurch parish council (PPC) fully acknowledges the principle of development and further acknowledges that the overall volume of the building is less than the total permitted. However, PPC objects to this application on the grounds that the design and the two-storey construction is more impactful on the openness of the landscape which is within the Green Belt.

2022/06/15 7aii P22/02501/F 5 Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Creation of new vehicular access on to Shortwood Road.

Resolved to object

Pucklechurch parish council objects on the basis that the site sits in the green belt. This application would introduce hard structures such as gateways which are more in keeping with an urban rather than green landscape. The proposal would harm the character of the area and further erode the green verge and associated habit. The council queries why this additional access facing onto the highway is required when an existing access is in place. Furthermore, this site is in an elevated position above the road and the proposed driveway could cause surface water run-off onto the highway yet there appear no details in the application on the proposed structures, road surfacing or drainage and measures to mitigate run-off. This proposal would introduce permanent structures associated to a site which is conditioned upon named individuals occupying it. The granting of any permission should like the rest of the site be conditional that if the named occupants leave the site, it must be fully returned to the green-belt.

2022/06/15 7aiii P22/02733/HH and P22/02734/LB Flat 2 Beech House Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to incorporate existing covered area into flat to form additional living accommodation.

Resolved to comment as follows:

Pucklechurch parish council (PPC) is unable to make best informed comments on this application without additional information. The elevation drawings provided do not consist of views that enable the impact of what is proposed to be seen relative to the whole of the listed building, of which Flat 2 forms one part. Furthermore, none of the views take account of the effect this proposal would have with regard to the immediately adjacent property. In terms of design PPC queries whether a flat roofed extension is an appropriate addition to the building.

2022/06/15 7b. Planning decisions all noted

2022/06/15 7bi P22/00423/F The Stables Adj. To 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. **Refused**

2022/06/15 7bii P22/01401/F Land At 1 Oaktree Avenue Pucklechurch South Gloucestershire BS16 9RP

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

2022/06/15 7biii P22/01832/LB Moat House Kings Lane Pucklechurch South Gloucestershire BS16 9PP

Installation of conservation roof light to enable access to the roof area to remedy water ingress and future maintenance. **Approved with conditions.**

Decisions in adjacent parish

2022/06/15 7biv P21/02144/RVC Land South Of Lyde Green Cattybrook Road Mangotsfield South Gloucestershire BS16 9NN

Variation of conditions 6, 7 and 8 attached to planning permission PK17/1112/F to regularise the ecology strategies. Erection of 115 dwellings, associated infrastructure, construction of vehicular access, parking, landscaping, allotments and public open space. **Approved with conditions.**

2022/06/15 7bv P21/03348/RM Parcel 29 Land South of Howsmoor Lane Emersons Green East

Erection of 67 no. dwellings, garages and associated works with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission P19/09100/RVC, formerly PK04/1965/O). **Approved with conditions**

Decisions received after agenda issued

2022/06/15 7bvi P22/01635/CLE 5 Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Retention of 2no. outbuildings for storage and a dayroom. **Approved** Certificate of Lawfulness

2022/06/15 7bvii P22/01991/F Land At 12 Homefield Road Pucklechurch South Gloucestershire BS16 9QD

Demolition of existing garage and erection of 1no. attached dwelling with access, parking and associated works (resubmission of P22/00090/F). **Approved with Conditions.**

2022/06/15 7c. Planning enforcement and any other actions

None

2022/06/15 No 8. REPORTS

2022/06/15 8a. To receive pre-submitted reports from Councillors.

None

2022/06/15 8b. To receive report from the Clerk.

- Reported anti-social behaviour Homefield area
- Reported obstruction to dropped curve outside the Fleur
- Complained to NatWest again regarding further charges on our account as a result of their error.
- Two plots have outstanding rent at the allotments, final letters being issued.
- Playground inspections, a comparison of three companies shows Gordon Playground Inspections offer best value at £62/site +VAT. Clerk to instruct Gordon Playground Inspections to undertake 2022 inspections.
- Letter received from PCA. The council's solicitor has been instructed to register land, address missing deeds and raise new lease agreement – there are currently long delays processing land at the Land Registry. Legal matters need to be resolved before the Community centre project resumes. The parish council is pleased to note the review of insurance by the PCA. The noticeboard at the Community Centre belongs to the parish council and is not a public noticeboard. Due to damage, it has been secured and is currently not in use. The parish council intends to source a replacement.

2022/06/15 9. FINANCE

2022/06/15 9a. To agree payment of contractual or other obligations.

Table 1 Payments for June 2022

| Payee | Description | Net | VAT | Amount Paid | Chq No | Power |
|-------------------------------|-----------------------------|------------------|----------------|------------------|---------|-----------------------------|
| D Dunning | June pay | £1,338.95 | £0.00 | £1,338.95 | 3125 | LGA 1972 s112 |
| D Dunning | Postage | £3.45 | £0.00 | £3.45 | 3125 | LGA 1972 s111 |
| HMRC | Tax NI June | £364.03 | £0.00 | £364.03 | 3126 | LGA 1972 s112 |
| Anna Chelmicka | June | £350.00 | £0.00 | £350.00 | 3127 | open spaces act 1906 ss9&10 |
| Primrose Gardening | June invoice 29 | £1,470.83 | £0.00 | £1,470.83 | 3128 | open spaces act 1906 ss9&10 |
| Ensign Print | 8469 Summer | £234.00 | £0.00 | £234.00 | 3129 | LGA 1972 s142 |
| Vision ICT | 14808 | £18.00 | £3.60 | £21.60 | 3130 | LGA 1972 s142 |
| South Gloucestershire Council | 3804977870 Localism charges | £1,725.00 | £345.00 | £2,070.00 | 3131 | open spaces act 1906 ss9&10 |
| PATA | Payroll admin April-June | £30.45 | £0.00 | £30.45 | 3132 | LGA 1972 s112 |
| Total | | £5,534.71 | £348.60 | £5,883.31 | 5883.31 | |

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

Table 2 Direct debit payents June 2022

| Direct debits for June 2022 | | | | |
|-----------------------------|----------------------------|--------|-------|--------|
| Supplier | Goods | Net | VAT | Total |
| o2 | phone | £13.40 | £2.68 | £16.08 |
| Plusnet | Internet access | £18.49 | £3.70 | £22.19 |
| NEST | Pension Contributions | £74.85 | £0.00 | £74.85 |
| EDF Energy | Electricity Eagle Crescent | £9.00 | £0.00 | £9.00 |
| EDF Energy | Electricity Parkfield | £9.00 | £0.00 | £9.00 |
| 707 | June | £39.78 | £7.96 | £47.74 |

Table 3 Bank reconciliation May 2022

| Balance per bank statements as at 01/05/22 | £ |
|--|-------------|
| NatWest reserve account | £30,147.77 |
| Petty cash float (if applicable) | £0.00 |
| NatWest current account | £136,993.93 |
| Current A/C activity for May 2022 | |
| Less: payments for May 2022 | £9,238.66 |

| | | |
|---|------|--------------------|
| Plus: income for May 2022 | | £680.00 |
| Balance per current A/C bank statements as at 31/05/22 | | £128,435.27 |
| Total bank accounts as at 31/05/22 | | £158,583.04 |
| Less: any un-presented cheques as at 31/05/22 | | |
| | 3042 | £200.00 |
| | 3096 | £39.96 |
| | 3113 | £364.23 |
| | 3116 | £150.00 |
| | 3117 | £132.00 |
| | 3119 | £135.72 |
| | 3121 | £103.88 |
| | | £1,125.79 |
| Add: any un-banked cash as at 31/05/22 | | £0.00 |
| Net Current A/C balance as at 31/05/22 | | £127,309.48 |
| Total balances all bank accounts as at 31/05/22 | | £157,457.25 |

Table 4 Print screen of accounts

| | | | | | | |
|--------------------------------|---|------------|----------------------|------------|---|---|
| Combined balance | D | 157,417.25 | Bank rec at 31 5 21 | | | |
| | | | NW Current A/c | 128,435.27 | Enter bank statement balance here | |
| | | | NW Bus Reserve A/c | 30147.77 | Enter bank statement balance here | |
| Balance as at 1st April 2021 | | 119,324.90 | Petty cash | 0.00 | | |
| Plus: receipts in year to date | | 49,003.46 | | 158,583.04 | | |
| Less Payments in year to date | | 10,871.11 | Less: uncleared chqs | 1,125.79 | Total value of uncleared cheques at quarter end | |
| Balance as at 31st May 2021 | E | 157,457.25 | F should equal D & E | 157,457.25 | Diff | 0.00 |
| | | | | | | Detail needs to be entered in these cells |

Table 5 Bank statement May 2022

| Date | Details | Withdrawn | Paid in | Balance |
|-------------|-------------------------------------|------------|----------|------------|
| 24 May 2022 | BROUGHT FORWARD | | | 131,002.60 |
| | Cheque 003115 | 1,605.83 ✓ | | 129,396.77 |
| 25 May | OnLine Transaction [REDACTED] | | | |
| | Cheque 003114 | 334.69 ✓ | 20.00 | |
| | Cheque 003118 | 746.81 ✓ | | 128,335.27 |
| 26 May | Cheque 003122 | 150.00 ✓ | | 128,185.27 |
| 27 May | Transfer COMPENSATION | | 300.00 ✓ | |
| | Transfer COMPENSATION | | 200.00 ✓ | |
| | Cheque 003120 | 350.00 ✓ | | 128,335.27 |
| 31 May | Automated Credit JEFFERIES HJ LTD M | | 100.00 ✓ | 128,435.27 |

9b. To note compensation received from NatWest bank for the issues it caused with the business profile.

Noted

Meeting closed at 20:50

The next meeting is 20th July 2022

Signed:

Date: 20th July 2022