



MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20TH JULY 2022 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD

PRESENT.

L English (LE) - Chair, J Bailey (JB), A Hemmings (AH), D Molloy (DM), N Anscombe (NA), and R Dunning (RD).

In attendance: D Dunning (Clerk)

Martin Jones, A/Contract Director of HMP Ashfield, welcomed the council to The Bungalow and introduced himself. He confirmed the fencing at SERCO land at St Aldams Drive will be replaced by the end of July. Mr Jones left the meeting.

Public Participation

None.

Cllr English presided as chair.

2022/07/20 No 1. To Note apologies for absence

Cllr Boyle

2022/07/20 No 2. Declarations of Interest

None.

2022/07/20 No 3. To Confirm the minutes of the previous meeting

The minutes of the meeting on 15th June 2022 was confirmed as a correct record of the meeting and were duly signed by the Chair.

2022/07/20 No 4. To receive report from district councillor(s).

Pre-submitted comments were received:

- The WECA spatial development strategy (SDS) remains stalled and South Gloucestershire Council (SGC) has taken legal advice. SGC continue to proceed with the local plan

2022/07/20 No 5 AGENDA ITEMS TO ACTION

2022/07/20 5a. To receive update on Eagle Crescent play area upgrade pre-meeting with HAGS and agree any actions.

Cllr Hemmings provided update. Cllrs Hemmings and Molloy and the clerk met with HAGS for a pre-meeting on 19th July 2022 and were fully satisfied with the Construction Phase Plan. HAGS agreed to measures to mitigate inconvenience to residents and will make good any damage to the play area surface. Very visible shrinkage/damage to the 'wetpour' surface around the multi-play will need addressing as the new surfacing will abut this equipment. Anticipated costs likely to be up to £4,000.00

Resolved to authorise the clerk to approve the quote if under £4,000.00.

2022/07/20 5b. To agree amount of transfer to Unity Bank.

Resolved to transfer £60,000.00

2022/07/20 5c. To receive notification that South Gloucestershire Council is consulting on the recommissioning of Youth Activities Offer and agree any actions.

Resolved that all councillors will bring any comments to the August meeting to finalise a council submission.

2022/07/20 5d. To receive notification that South Gloucestershire Council is currently consulting on the draft Housing Strategy 2022 to 2052 and agree any actions Resolved that all councillors will bring any comments to the August meeting to finalise a council submission.

2022/07/20 5e. To receive notification that South Gloucestershire Council, Bristol City Council and North Somerset Council are jointly consulting on their SEND provision and agree any actions

Noted. Councillors may wish to respond as individuals.

2022/07/20 5f. To receive notification that South Gloucestershire is consulting on its new draft strategy for 'Electric Vehicle Charging' and agree any actions.

Noted urban emphasis. Councillors may wish to respond as individuals.

2022/07/20 5g. To receive notification that South Gloucestershire Council is currently consulting on its Pharmaceutical Needs Assessment for 2022 – 2025

Noted.

2022/07/20 5h. To receive request from Pucklechurch Cricket club and agree any actions.

Deferred as no information received.

2022/07/22 6. AGENDA ITEMS TO NOTE

2022/07/20 6a To note information on fraud and cybercrime training and agree if any action required.

Resolved to investigate potential to offer training to the community.

2022/07/20 6b To note graffiti at Shortwood play area and that playground inspections are booked for July.

Noted.

2022/07/20 6c To note complaint and correspondence regarding the burial ground and agree if any further action required.

Noted.

2022/07/20 NO.7 PLANNING

2022/07/20 7a Planning applications

2022/07/20 7ai P22/03296/HH 37 Homefield Road Pucklechurch South Gloucestershire BS16 9QA

Erection of outbuilding to form annexe ancillary to the main dwellinghouse.

Resolved Objection

This is a proposal to build an outbuilding to form a 'granny annexe' for the existing property which sits within the development boundary of Pucklechurch village. The footprint of the proposed annexe does not occupy more than 50% of the land surrounding the original property - it has adequate parking and amenity space and is described as being for ancillary purposes. Pucklechurch parish council accepts that the principle for this kind of development is acceptable within residential curtilages. Nevertheless, Policy PSP38 requires that new development should respect the overall design and character of the street and surrounding area. While the outbuilding is proposed to be built to the rear of the property it will still be visible from the multiple public foot paths that criss-cross the fields immediately adjacent to it and in this respect a large flat-roofed annexe is not in-keeping with the built form that it would sit within and would also be contrary to the requirements of Policy CS1 of the Core Strategy.

2022/07/20 7aii P22/03663/HH 80 Shortwood Road Pucklechurch South Gloucestershire BS16 9PJ

Erection of single storey rear and two storey side extension to provide additional living accommodation.

Resolved objection

Pucklechurch parish council has particular concerns about the flat-roofed area described as a patio that sits to the rear of the property at first floor level. Whilst both ends of the patio are shown with obscure 1800mm high screens, no section has been provided that demonstrates the elevation to the northeast side of the property and therefore the potential impact this would have on the residential amenity of its partner semi-detached dwelling with regard to overbearing and the potential for loss of light to lived areas.

2022/07/20 7aiii P22/03695/TCA The Barn 16 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to fell 1 no. Cedar, crown reduce 1 no. Pine to leave a height of 15m and crown lift 1 no. Yew tree to 4.5m. All trees situated within the Pucklechurch conservation area. Defer to tree officer.

Resolved no objection: defer to the Tree Officer

Applications received since agenda issued

2022/07/20 P22/03722/F Land At 1 Oaktree Avenue Pucklechurch South Gloucestershire BS16 9RP

Erection of 1 no. dwelling with parking, access and associated works (Resubmission of P22/01401/F).

Resolved Objection

As with the previously withdrawn application Pucklechurch parish council (PPC) maintains its objection to the development of the side garden to create a two-bedroom property since amongst other things it fails to meet the requirements of PSP34 with regard to the provision of private amenity space equivalent to 50sqm. Although measurements have now been provided, PPC is still of the opinion that the width of the rear garden area as shown on the plans is not an accurate reflection of the space available based on the size of the two remaining fence panels that are still in situ. There also appears to be a discrepancy between the width of the house and the width of the rear garden as presented.

The proposed dwelling is now shown as a 2 bedroomed property with a third room on the first floor described as an office/store. The National Space Standard for a 2b4p property has not been met. The smaller of the two bedrooms is only suitable for a single bed space yet this has not been clarified in the drawings supplied and if approved should be referenced appropriately as such. PPC also has concerns that the room labelled as an office/store might be interpreted by some as a small third bedroom, but this does not meet the National Space Standard that requires a floor area of at least 7.5sqm as this room measure of just 4.35sqm. Furthermore, no cross-sections have been supplied that show the proposed ceiling heights of the rooms nor an indicative layout for the bathroom.

The applicant has attempted to resolve the issue of parking spaces by removing these altogether but has included the provision of an EV charging point to the front of the property. PPC believes that EV charging cables trailed from this property across the grass verge and pavement to the roadside would cause a safety hazard and could also limit the accessibility of the footway and therefore negatively impact people with disabilities.

A bin store is shown to the front of the property which would not be in keeping with the open plan design for the locality and would be detrimental both to residential and visual amenity and would require bins to be left on Oaktree Avenue where none are currently left for collection. No cycle storage has been provided and no environmental gain demonstrated with regard to green landscaping.

2022/07/20 P22/03752/HH Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT

Erection of first floor side extension to form annexe ancillary to main dwelling house. This application was incorrectly believed to be in an adjoining parish. Delegate to the clerk in conjunction with Cllr Boyle to prepare and submit approved council response

2022/07/20 7b. Planning decisions

None.

2022/07/20 7c. Planning enforcement and any other actions

It was noted P22/01548/F has been called-in. A full list of all council responses for the Fleur development site were noted (Appendix 1).

2022/07/20 No 8. REPORTS

2022/07/20 8a. To receive pre-submitted reports from Councillors.

Community Engagement Forum meeting

Update provided by Cllr English. **Noted.**

2022/07/20 8b. To receive report from the Clerk.

- Notification from South Gloucestershire Council of the consultation on the ultra-running event 27th August 2022. 09:45 – 12:30. Potential for 200 runners and as in previous years will mainly use *Community Forest* footpaths
- Responded to residents' concerns over parking and issues at the Fleur site.
- All allotment rent for 2022 now paid.
- Correspondence received requesting approval to use the Recreation ground as a car park during a dog show.
Resolved this should be an agenda item.
- Correspondence received requesting the parish council funds and installs further bollards at the triangle on Parkfield Road.
Resolved the clerk to pass request to South Gloucestershire Council as the parish council has no legal powers to action.

2022/07/20 9. FINANCE

2022/07/20 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Table 1 Payments for July 2022

Payee	Description	Net	VAT	Amount Paid	Chq No	Power
D Dunning	Pay July	£1,369.92	£0.00	£1,369.92	3133	LGA 1972 S112
HMRC	Tax July	£334.41	£0.00	£334.41	3134	LGA 1972 S112
Anna Chelmicka	Litter picking July	£350.00	£0.00	£350.00	3135	open spaces act 1906 ss9&10
Primrose Gardening	Invoice 36 monthly contract	£1,470.83	£0.00	£1,470.83	3136	open spaces act 1906 ss9&10
Primrose Gardening	Invoice 37 Hill View hedge	£100.00	£0.00	£100.00	3136	open spaces act 1906 ss9&10
South Gloucestershire Council	Invoice 3805001363 bollards	£6,535.00	£1,307.00	£7,842.00	3137	Local Govt Rating Act 1997

Glos. Playing Fields Assoc.	2022 subscription	£50.00	£0.00	£50.00	3138	Local Govt (Misc Provisions) Act 1976 s 19
CPRE	2022 Membership	£36.00	£0.00	£36.00	3139	Natural Environment and Rural Communities Act 2006
Pucklechurch parish council	transfer to Unity Bank	£60,000.00	£0.00	£60,000.00	3141	Accounts and Audit Regulations 2015 R3
Total		£70,246.16	£1,307.00	£71,553.16		

cheque 3140 cancelled

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

Table 2 Direct debit payments July 2022

Supplier	Goods	Net	VAT	Total
o2	phone	£13.40	£2.68	£16.08
Plusnet	Internet access	£17.17	£3.43	£20.60
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
EDF Energy	Millennium stone	£191.57	£9.58	£201.15

Table 3 Bank reconciliation June 2022

Balance per bank statements as at 01/06/22	£
NatWest reserve account	£30,147.77
Petty cash float (if applicable)	£0.00
NatWest current account	£128,435.27
Current A/C activity for June 2022	
Less: payments for June 2022	£7,176.78
Plus: income for June 2022	£60.00
Balance per current A/C bank statements as at 30/06/22	£121,318.49
Total bank accounts as at 30/06/22	£151,466.26
Less: any un-presented cheques as at 30/06/22	
	3042 £200.00
	3096 £39.96
	3116 £150.00
	1326 £364.03
	3129 £234.00
	3130 £21.60
	£1,009.59
Add: any un-banked cash as at 30/06/22	£0.00
Net Current A/C balance as at 30/06/22	£120,308.90

Total balances all bank accounts as at 30/06/22

£150,456.67

Table 4 Print screen of accounts

Combined balance	D	150,416.67	Bank rec at 30 6 22			
			NW Current A/c	121,318.49	Enter bank statement balance here	
			NW Bus Reserve A/c	30147.77	Enter bank statement balance here	
Balance as at 1st April 2022		119,324.90	Petty cash	0.00		
Plus: receipts in year to date		49,063.46		151,466.26		
Less Payments in year to date		17,931.69	Less: uncleared chqs	1,009.59	Total value of uncleared cheques at quarter end	
Balance as at 30th June 2022	E	150,456.67	F should equal D & E	150,456.67	Diff	0.00
						Detail needs to be entered in these cells

Table 5 Bank statement June 2022

Date	Details	Withdrawn	Paid in	Balance
28 Jun 2022	BROUGHT FORWARD			122,366.49
30 Jun	Charges	48.00		121,318.49
	UNPAID ITEM FEE	1,000.00		
	01JUN A/C 13244884			
	003124			
1 Jul	Cheque			
	Direct Debit	9.00		121,300.49
	EDF ENERGY			
	671063327375			
	Direct Debit	9.00		
	EDF ENERGY			
	671067502741			
5 Jul	Direct Debit	20.60		121,045.89
	PNET1822180-1			
	Cheque	234.00		
	003129			

2022/07/20 9b To note Q1 and agree any actions.

Resolved to approve reserves as detailed (Appendix 2).

Q1 noted.

2022/07/2 9c. To note NatWest has finalised the council's business profile and no further actions are needed.

Noted.

Meeting closed at 20:20

The next meeting is 17th August 2022

Signed:

Date: 17th August 2022

Appendix 1 The hidden work of Pucklechurch parish council (PPC) – Fleur de Lys development.

PK16/5172/ADV, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9RA, Decision: APPR, Date of Decision: **05-DEC-16**, Proposal: Display of various internally and externally illuminated and non-illuminated advertisement signs., CIL Liable:

26 documents

P19/5721/CLE, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9RA, Decision: NODETM, Date of Decision: **05-SEP-19**, Proposal: **Continued use as restaurant (Class A3)**., CIL Liable:

21 documents (went to appeal)

P19/19005/F, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire BS16 9RA , Decision: REFU, Date of Decision: **10-FEB-20**, Proposal: **Demolition of single storey rear extension to existing building; erection of 9 no. dwellings, with associated works**, CIL Liable:

53 documents – refused, went to appeal, appeal refused. 1100-word response from PPC

P20/05814/F, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA, Decision: NODETM, Date of Decision: **19-NOV-20**, Proposal: **Demolition of single storey rear extension to Fleur de Lys. Erection of 8no. dwellings with associated works** (resubmission of P19/19005/F), CIL Liable:

71 documents – went to appeal, appeal refused 1100-word response from PPC

P20/18183/F, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA, Decision: WITHDN, Date of Decision: **19-NOV-20**, Proposal: **Change of use of public house/restaurant/expanded food provision, to 1no. residential dwellinghouse (Class C3)** as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works., CIL Liable:

41 documents – withdrawn 850-word response from PPC

P20/23558/F, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA, Decision: AS106, Date of Decision: **17-NOV-21**, Proposal: **Demolition of single storey rear extension to Fleur de Lys. Erection of 6no. dwellings with associated works** (resubmission of P20/05814/F)., CIL Liable:

56 documents – application called in at request of PPC, 1200-word response, attended site visit, attended, and spoke at committee meetings

P21/00127/F, Site Address: Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA, Decision: COND, Date of Decision: **25-JUN-21**, Proposal: **Change of use of public house/restaurant/expanded food provision, to 1no. residential dwellinghouse (Class C3)** as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works. (**re-submission of P20/18183/F**)., CIL Liable:

56 documents – application called in at request of PPC, 1200-word response, attended and spoke at site visit, attended, and spoke at committee meetings

P22/01548/F | Erection of 1 no. detached dwelling and associated works. | Land To The Rear Of Fleur De Lys Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

39 documents – application called in at request of PPC, 530-word response – date of site visit and committee tbc.

P22/02688/F | 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. | Fleur De Lys
12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

22 documents – application in process but likely to be revised, 800-word response

Summary

Total 385 documents literally amounting to 1000s of pages of reading and dozens of hours of time to research appropriate and relevant policy.

Almost 7000 words submitted in response to applications for development – all of which are evidenced based against the core strategy, DPD, NPPF and appeals.

There are also all the full council meetings at which these have been discussed, multiple email exchanges and telephone calls with residents, enforcement officers and ward councillors – this is aside from the statements written and presented in person at SGC site and committee meetings.

DRAFT MINUTES SUBJECT TO APPROVAL NEXT MEETING

Appendix 2 Q1 2022/23

INCOME	BUDGET	INCOME AT Q1	%	COMMENTS
Precept	£87,026	£43,513.00	50.00%	
Cemetery	£200.00	£1,100.00	550.00%	over £900
Allotments	£400.00	£440.00	110.00%	over £40
Grants	£0.00	£0.00	0.00%	
Recreation Hire	£0.00	£0.00	0.00%	
Football club	£470.00	£0.00	0.00%	
Cricket club	£375.00	£0.00	0.00%	
PCA ground rent & Scout hut	£6.00	£0.00	0.00%	
Wayleave (Western power distribution)	£92.95	£0.00	0.00%	
Bank Interest	£0.00	£0.00	0.00%	
Misc	£0.00	£500.00		£500 bank compensation
<i>Sub total</i>	<i>£88,569.95</i>	<i>£45,553.00</i>	<i>51.43%</i>	
S106 draw down	£60,000.00	£0.00	0.00%	
CIL Payments	£0.00	£3,510.46		over £3510.46
Total Income	£148,569.95	£49,063.46	33.02%	
Woodland from reserves	£5,000.00			
Rebekka's garden from reserves	£500.00			
	£154,069.95			
Expenditure	BUDGET	SPEND AT Q1	%	COMMENTS
Advertising	£0.00	£0.00	0.00%	
Salaries (net) SPC 17	£15,250.00	£3,922.45	25.72%	pay point now SCP 23
Personal expenses mileage, home office allowance and other claims that cannot be invoiced	£400.00	£96.45	24.11%	
NI & tax (employee and employer)	£4,300.00	£1,092.93	25.42%	
Pension (employee and employer)	£775.00	£244.04	31.49%	
Expenses councillors	£0.00	£0.00	0.00%	
Payroll PATA Costs	£145.00	£30.45	21.00%	
Rent Shortwood	£720.00	£180.00	25.00%	
Insurance	£750.00	£746.81	99.57%	
Electricity memorial light & Defibs	£700.00	£222.11	31.73%	
Room rental	£650.00	£50.00	7.69%	
Pucklechurch news	£1,300.00	£468.00	36.00%	
Internet connection	£180.00	£51.37	28.54%	
Phone	£200.00	£38.80	19.40%	
Audit	£800.00	£110.00	13.75%	
professional fees consultancy	£1,000.00	£125.00	12.50%	
Membership/subscriptions	£1,100.00	£983.50	89.41%	
Litter picking/ Rec Village waste /dog bins	£9,800.00	£2,408.25	24.57%	

Tree survey	£1,400.00	£0.00	0.00%	
Grass cutting/gardening	£7,700.00	£486.09	6.31%	
Maintenance contract	£18,000.00	£4,412.49	24.51%	
Admin general stat post print	£300.00	£3.45	1.15%	
Play area maintenance/ repairs	£4,500.00	£385.00	8.56%	
Ground maintenance	£3,000.00	£280.00	9.33%	
Training/conferences	£500.00	£0.00	0.00%	
Heartstart Defib maintenance	£500.00	£0.00	0.00%	
Office equipment	£400.00	£50.60	12.65%	includes website
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£4,000.00	£0.00	0.00%	
Recruitment costs	£0.00	£0.00	0.00%	
Election costs	£0.00	£0.00	0.00%	
Woodlands	£0.00	£0.00	0.00%	
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)	£60,000.00	£0.00	0.00%	
Road safety project	£0.00	£0.00	0.00%	
Open spaces	£0.00	£0.00	0.00%	
website	£200.00	£0.00	0.00%	
To reserves	£10,000.00	£0.00		
deposit to Unity Bank		£1,000.00		
Total	£148,570.00	£17,387.79	11.70%	
<i>vat paid to date</i>		<i>£543.90</i>		
		<i>£17,931.69</i>	<i>as per accounts</i>	

Woodland	£5,000.00	£0.00
Rebekka's garden	£500.00	£0.00
As per agreed budget	<i>£154,070.00</i>	<i>£17,931.69</i>

Earmarked reserves:

		To withdraw	To add	Total
mobile SID	£5,000.00			£5,000.00
CIL money	£8,900.00		£3,510.00	£12,410.00
Play equipment Reserve	£40,000.00			£40,000.00
Neighbourhood Plan	£7,872.00			£7,872.00
Village hall project reserve	£5,000.00			£5,000.00
Woodland tree works	£5,000.00	-5000	£5,000.00	£5,000.00
Rebekka's garden	£2,500.00	-500		£2,000.00
Professional /legal feed	£5,000.00			£5,000.00
Additional funding maintenance contract	£1,500.00			£1,500.00
Financial contingency	£30,000.00			£30,000.00
Parkfield turning circle	£5,000.00		£5,000.00	£10,000.00
Tree surveys	£3,000.00			£3,000.00
	£118,772.00	-£5,500.00	£13,510.00	£126,782.00
General reserves	£3,266.00			£3,266.00
Anticipated at end of year 22/23	£122,038.00	-£5,500.00	£13,510.00	£130,048.00