



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH
NOVEMBER 2022 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD**

PRESENT.

Cllr G Boyle - Chair, L English, D Freestone, D Molloy, R Dunning J Hawkins and A Hemmings

In attendance: D Dunning (Clerk).

Public Participation

None.

2022/11/16 No 1. To Note apologies for absence

Cllrs Anscombe and Bailey. No Ward councillors were present

2022/11/16 No 2. Declarations of Interest

None

2022/11/16 No 3. To Confirm the minutes of the previous meeting

Subject to amending the date minutes signed to 16th, the minutes of the meeting on 5th October 2022 were confirmed as a correct record of the meeting and were duly signed by the Chair.

2022/11/16 No 4. To receive report from district councillor(s).

None

2022/11/16 No 5 AGENDA ITEMS TO ACTION

2022/11/16 5a To approve updated maintenance contract and agree dates for the application process.

Tender will be posted on the council website, Facebook publicity and emails sent to potential contractors.

Resolved to approve contract and agreed closing date for tenders.

Resolved Cllrs Hemming, Boyle and Hawkins (with Cllr Dunning as reserve councillor) are delegated to shortlist and appoint new contractor.

2022/11/16 5b. To consider first draft of budget for 2022-23 to include:

2022/11/16 5bi. To receive and review Q2.

Resolved to approve.

2022/11/16 5bii. To consider reports on electricity contracts and agree any actions.

Lighting supply to the millennium stone costs the parish £800 per year before any increased prices due to energy crisis. This does represent value for money. Agreed the council will support groups to find more appropriate location for the Christmas tree from 2023 and investigate solar lighting.

Resolved to commit to one-year fixed term electricity contracts for defibrillator supplies.

Resolved to cancel the lighting supply at the millennium stone from the end of January 2023.

2022/11/16 5biii To receive and consider quotation for moving to remote application hosting and agree any actions.

Resolved to accept quotation from Microshade which offers the most appropriate package and cost benefits for the council's size and staffing levels.

2022/11/16 5biv. To agree the process to develop ideas, projects and potential options for fund raising/sponsorship for council approval and any actions.

Resolved to form a working group of Cllrs Hawkins, Boyle, Malloy and Freestone to consider and present proposals to council.

After further consideration of the budget **resolved** to formally adopt the budget for 2023/24 at the December meeting.

2022/11/16 5c. To approve updated asset register.

Resolved to approve updated asset register.

2022/11/16 5d. To receive notification that South Gloucestershire Council is consulting on its amended budget proposals for 2023/24 from 6th December and agree any actions.

Noted.

2022/11/16 5e To receive notification that South Gloucestershire Council is consulting on a new Compact for South Gloucestershire and agree any actions.

Resolved to make this an agenda item for consideration in December.

2022/07/22 6. AGENDA ITEMS TO NOTE

2022/11/16 6a To note council has signed the West of England Combined Authority's Placemaking Charter as agreed.

Noted.

2022/11/16 6b To receive update on progress on re-commencing the Neighbourhood Plan

Locality has approved grant approved for consultancy support. AECOM support being arranged to assist with housing needs assessment (desk based) and design code to strengthen supporting policies. Cllr Dunning to approach former NP group members with update. Community meeting proposed for 1st February.

2022/11/16 NO.7 PLANNING

2022/11/16 7a Planning applications

2022/11/16 7ai P22/06368/HH 29 Cedar Way Pucklechurch South Gloucestershire BS16 9RN

Installation of 1no side dormer to facilitate loft conversion (retrospective). Replacement of existing flat roof with a pitched roof.

No objection.

2022/11/16 7aii P22/06238/F Land At Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Conversion of existing stables to form 1no dwelling and associated works.

A major fire at the stable was noted although the planning application does not appear to have been withdrawn.

No grounds for objection.

2022/11/16 7aiii P22/06216/TCA White Hart 1 Abson Road Pucklechurch South Gloucestershire BS16 9RH

Works to 1 no Betula pendula tree to reduce crown by 3m at top and 1m off radial spread to leave height of 8m and radial spread of 3m and 1 no. Liquidambar styraciflua crown reduce 1.5m from height and 1m radial spread to leave a height of 6m and radial spread of 2.5m situated within the Pucklechurch Conservation Area.

Deferred to tree officer.

2022/11/16 7b. Planning decisions

2022/11/16 7bi P22/05968/TCA 1 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Works to 1no. Walnut to reduce by roughly 1.5 meters in height and lateral growth and thin by 20% situated in the Pucklechurch Conservation Area. No objection.

Noted.

2022/11/16 7c. Planning enforcement and any other actions.

2022/11/16 7ci To note response from Enforcement over concerns at the Fleur site.

Noted.

2022/11/16 To note feedback from Development Management Committee meeting regarding P22/03722/F 1 Oaktree Avenue.

Refusal noted.

2022/11/16 No 8. REPORTS

2022/11/16 8a. To receive pre-submitted reports from Councillors.

None.

2022/11/16 8b. To receive report from the Clerk.

- Rough sleepers – noted someone camped in a van at Parkfield.
Resolved clerk to purchase signage stating camping is not permitted at any time.
- Increased litter noted at Eagle Crescent. Agreed moving bin may not resolve the issue. Cllr Hemmings to monitor.
- Request to fast-track land registration at the Community centre submitted and outcome awaited.
- 2022/23 pay rise agreed and back pay will be included in December pay in accordance with contract of employment.
- Member of public raised concerns over static caravan.
- Cllr Freestone attended essential councillor training.
- Cllrs Molloy and Hawkins to attend Finance training.
- Concerns reported over condition of cycleway by the prison and along Shortwood Road.
- Agreed to fund a one-off emergency clearance of brambles from the fire exit route at the Scout hut as this posed a health and safety risk although this should be the responsibility of the property owners.
- Damaged fencing at St Aldams is being replaced and tree works by Midland is sue soon.
- Information on S106 funding circulated.
- Correspondence received from Pucklechurch Community Association over energy price concerns and installation of solar panels.
Agreed the clerk sends a holding letter as discussions will need to be part of the project to develop the centre which is in the conservation area.
- Cllr Freestone will act as council representative at meetings of Pucklechurch Community Association.

2022/11/16 9. FINANCE

2022/11/16 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Figure 1 November payments

Payee	Description	Net	VAT	Amount Paid	Chq No	Power	
D Dunning	Salary Nov 22 & Mileage	£1,373.98	£0.00	£1,373.98	online	LGA 1972 s112	
D Dunning	stamps	£32.60	£0.00	£32.60	online	LGA 1972 s111	£1,406.58
HMRC	tax & NI Nov 22	£317.26	£0.00	£317.26	3176	LGA 1972 s112	
Anna Chelmicka	litter picking Nov	£350.00	£0.00	£350.00	3177	Open Spaces Act 1906 ss9&10	
Primrose Gardening	Monthly maintenance contract Nov	£1,492.83	£0.00	£1,492.83	online	Open Spaces Act 1906 ss9&10	
Primrose Gardening	Wood for fencing replacement at St Aldams	£400.00	£0.00	£400.00	online	Open Spaces Act 1906 ss9&11	£1,892.83
South Glos. Council	Localism fees Oct - Dec 22	£1,725.00	£345.00	£2,070.00	online	Open Spaces Act 1906 ss9&11	
SLCC	Disability event	£25.00	£5.00	£30.00	online	LGA 1972 S111	
Beaufort Montague Harris	Legal fess	£986.00	£191.60	£1,177.60	online	Local Govt (Misc provision) Act 1976 S19	
Total		£6,702.67	£541.60	£7,244.27	£7,244.27	-	

Approved. Cllrs English and Dunning signed cheques. Cllrs Boyle and English to authorise online payments.

Figure 2 October 2022 reconciliation

	£
Balance per bank statements as at 01/10/22	
NatWest reserve account	£30,147.77
Unity Bank	£60,982.27
NatWest current account	£76,064.98
Current A/C activity for October 2022	
NatWest current account	
Less: payments for October 2022	£7,889.23
Plus: income for October 2022	£475.00
Balance per NatWest current A/C bank statements as at 31/10/22	£68,650.75
Unity Bank	
Less: payments for October 2022	£0.00
Plus: Unity income for October 2022	£0.00
Balance per Unity bank statements as at 31/10/22	£60,982.27
Total bank accounts as at 31/10/22	£159,780.79
Less: any unrepresented cheques as at 31/10/22	
3138	£50.00
3165	£334.41
3168	£21.60
3170	£450.00
3171	£40.00

3172	£500.00
3173	£180.00
	£1,576.01
Add: any un-banked cash as at 31/10/22	£0.00
Net NatWest Current A/C balance as at 31/10/22	£67,074.74
Net Unity balance as at 31/10/22	£60,982.27
Total balances all bank accounts as at 31/10/22	£158,204.78

Figure 2 Accounts print screen

Combined balance	E	158,204.78	Bank rec at 31 10 22				
			NW Current A/c	68,650.75	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	Unity	60,982.27			
Plus: receipts in year to date		227,148.11		159,780.79			
Less Payments in year to date		188,268.23	Less: uncleared chqs	1,576.01	Total value of uncleared cheques at quarter end		
Balance as at 31st October 2022	F	158,204.78	G should equal E & F	158,204.78	Diff	0.00	

Figure 3 NatWest bank statement October

01996 0001/0002

NatWest Current Account

Date	Details	Withdrawn	Paid in	Balance
6 Oct 2022	BROUGHT FORWARD			76,013.30
14 Oct	Cheque 003155	1,371.92 ✓		74,641.38
	Direct Debit 707 LIMITED C-FUC001	47.74 ✓		
17 Oct	Cheque 003156	334.21 ✓		74,259.43
	Direct Debit EDFENERGY CUST PLC 9451333333	183.49 ✓		
21 Oct	Automated Credit JEFFERIES HJ LTD M		50.00 ✓	74,075.94
	Direct Debit NEST IT000000793489	74.85 ✓		
25 Oct	Cheque 003163	1,105.00 ✓		74,051.09
	Cheque 003169	1,169.94 ✓		
26 Oct	Cheque 003166	350.00 ✓		71,776.15
	Cheque 003167	1,492.83 ✓		
28 Oct	Automated Credit JEFFERIES HJ LTD H		50.00 ✓	69,933.32
31 Oct	Automated Credit PUCKLECHURCH CRICK CRICKET CLUB 2022 FP 30/10/22 0837 50000001022536643		50.00 ✓	69,983.32
	Cheque 003152	200.00 ✓	375.00 ✓	
1 Nov	Cheque 003164	1,507.57 ✓		
	Cheque 003170	450.00 ✓		
	Direct Debit EDF ENERGY			68,650.75

Figure 4 Unity bank statement October

Date: 31/10/2022

Account Name: Pucklechurch Parish Council

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/09/2022		Balance brought forward	£0.00	£0.00	£60,982.27

Meeting closed at 20:50

The next meeting is 7th December 2022

Signed:

Date: 7th December 2022

DRAFT MINUTES SUBJECT TO APPROVAL NEXT MEETING