



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>th</sup> JANUARY 2023 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD**

**PRESENT.**

Cllr G Boyle - Chair, L English, A Hemmings, R Dunning, J Hawkins and N Anscombe.  
In attendance: D Dunning (Clerk), Ward Cllr Ben Stokes and 1 member of public.

**PUBLIC PARTICIPATION**

The representative from the Pucklechurch Community Association (PCA) raised issues over the existing lease and the need for a new one reflecting Pucklechurch Community Association as a charity.

**2023/01/18 No 1. To Note apologies for absence**

Cllrs Molloy and Freestone. Cllr Bailey was absent.

**2023/01/18 No 2. Declarations of Interest**

None.

**2023/01/18 No 3. To Confirm the minutes of the previous meeting**

The minutes of the meeting on 7<sup>th</sup> December 2022 were confirmed as a correct record of the meeting and were duly signed by the Chair.

**2023/01/18 No 4. To receive report from district councillor(s).**

Ward Cllr Stokes provided an update on actions by South Gloucestershire Council:

- Strike action within the care provision will impact mental health services affecting the crisis team and core cover. It is noted there could be more wide-spread impact on social care if there are strikes.
- 30 venues are being used as 'welcome spaces' and 7 foodbanks are being supported. Support is still available for those who are struggling – details available online or through the One Stop Shops.
- The council is focussed on budget setting.
- Noted appeal at The Fleur.

**2023/01/18 No 5 AGENDA ITEMS TO ACTION**

**2023/01/18 5ai To consider plans for a focus group to work up an action plan with community engagement and agree any other actions as part of the next steps in progressing the community centre project - as agreed in December item 2022/12/07**

It was noted that changes in the public sector's duties towards carbon reduction and net zero obligations in relation to public buildings have occurred since the original community centre re-development plans were drawn up.

Wider engagement will be needed to gauge the views of the whole community – including parish council, PCA, user groups, sports clubs and residents – as part of a process to consider potential future plans for the community centre. Agreed to form a focus group  
**Resolved** to arrange a further zoom meeting with Pucklechurch Community Association (PCA) in February.

It was noted there are full repairing obligations under the existing lease and an independent survey will be required to ensure the premises are in a state of good repair before a further lease can be agreed. Agreed independent professional assistance should be sought.

**Resolved** Cllr Hemmings to investigate potential professional support to undertake the survey.

**Resolved** to seek fresh legal advice to progress a new lease agreement with Pucklechurch Community Association (PCA).

**2023/01/18 5b. To consider South Gloucestershire Council consultation on its Clean Air Action Plan and agree any responses.**

Agreed not to submit a council response although councillors may wish to respond as individuals.

**2023/01/18 5c. To receive report on issues with mobile phone and agree any actions.**

In addition to the phone report, it was noted (as reported in the clerk's report) that the parish computer and printer are at the end of their productive lives.

**Resolved** to approve up to £1000.00 spending to replace essential office equipment and a new android phone.

**2023/01/18 6. AGENDA ITEMS TO NOTE**

**2023/01/18 6a To note any updates from the chair of council.**

Update on housing needs assessment and design support for the Neighbourhood plan was noted.

**2023/01/18 6b To note public meeting on the Neighbourhood plan has been deferred to 22<sup>nd</sup> March 2023**

Noted.

**2023/01/18 NO.7 PLANNING**

**2023/01/18 7a Planning applications**

None at the time of the agenda.

Response noted to the application below received after the agenda issued.

**2023/01/18 7ai P23/00116/TCA Pucklechurch Social Club Village Hall Abson Road Pucklechurch South Gloucestershire**

Works to 1no. Wild Cherry to cut back from building to give 2m clearance, Works to 1no. Horse Chestnut to remove split branch situated in the Pucklechurch Conservation Area.

**Deferred to tree officer.**

**2023/01/18 7b. Planning decisions**

All decisions were noted.

**2023/01/18 7bi P22/02382/LB.15 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB**

Internal and external alterations to include the installation of 4no. new rooflights and the removal and replacement of 2no.existing rooflights. Removal and replacement of 1no. window and 1no. set of French doors in the east-facing elevation and 3no. windows on the south-facing elevation. Repair works to external wall. **Approved with conditions.**

**2023/01/18 7bii P22/02688/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA**

Partial change of use of public house/restaurant/expanded food provision (Sui Generis), to 2no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), to include parking and associated works. **Approved with Conditions.**

**2023/01/18 7biii. P22/04010/HH 25 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN**

Erection of a single storey side extension to form double garage. **Withdrawn.**

**2023/01/18 7c. Planning enforcement and any other actions.**

**2023/01/18 7ci. COM/23/0004/BOC Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA**

Breach of Condition 3 (Landscaping) attached to planning permission P22/03985/RVC  
**Noted.**

To note submission of an appeal since the agenda was issued.

**2023/01/18 7cii. APP/PO119/W/22/3309174 Land at the rear of Fleur de Lys, Shortwood Road, Pucklechurch BS16 9RA**

Erection of 1 no detached dwelling and associated works P22/01548F

**2023/01/18 No 8. REPORTS**

**2023/01/18 8a.** To receive pre-submitted reports from Councillors.  
None.

**2023/01/18 8b.** To receive report from the Clerk.

- Precept request submitted and acknowledged.
- Remote application hosting is now installed and live.
- Council's computer and printer are coming to the end of their productive lives – purchased sometime prior to 2017. The computer is now experiencing a weekly 'emergency' failure and shut down and the printer no longer prints in colour despite remedial actions.
- In response to the council's query over an orchard at Ashfield prison, South Gloucestershire Council has stated trees at Ashfield were planted in partnership with the project [An Orchard in Every Prison](#) with the charity [The Orchard Trust](#). The information has been forwarded to the prison Governor for comment.
- New 'no camping' sign installed at Parkfield
- Following correspondence with Luke Hall MP and Ward Cllr Reade, a Westerleigh resident has contacted the council to consider dog bins on a section of Dramway that passes through Pucklechurch, Westerleigh and Emersons Green parishes. As noted in August 2022 meeting, this is South Gloucestershire Council land – their 'Dramway path' leaflet states – "The Public Rights of Way Team in South Gloucestershire Council look after the Dramway path". Link <https://oneyou.southglos.gov.uk/wp-content/uploads/sites/414/2019/03/The-Dramway-Path.pdf>
- Election information is being added to the 'Your Council' webpage as part of the publicity campaign for the forthcoming elections.

## 2023/01/18 9. FINANCE

### 2023/01/18 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Table 1 Payments for January 2023

Payee	Description	Net	VAT	Amount Paid	Chq No / BACS	Power
D Dunning	Salary Jan 23	£1,656.73	£0.00	£1,656.73	BACS	LGA 1972 s112
D Dunning (The Defib Pad)	Refund for defib batteries	£187.98	£37.60	£225.58	BACS	LGA 1972 s111
HMRC	tax & NI Jan 23 Due 6/2/23	£522.20	£0.00	£522.20	BACS	LGA 1972 s112
Anna Chelmicka	litter picking Jan	£350.00	£0.00	£350.00	BACS	Open Spaces Act 1906 ss9&10
Microshade	Set-up fee and annual remote hosting	£467.00	£93.40	£560.40	BACS	Open Spaces Act 1906 ss9&11
Primrose Gardening	Monthly maintenance contract Jan	£1,492.83	£0.00	£1,492.83	BACS	Open Spaces Act 1906 ss9&10
Vision ICT	.gov.uk domain biannual fee	£65.00	£13.00	£78.00	BACS	Open Spaces Act 1906 ss9&11
Midland Forestry	Approved tree works St Aldams	£280.00	£56.00	£336.00	BACS	Open Spaces Act 1906 ss9&11
Ensign Print	Pucklechurch News Dec 22	£234.00	£0.00	£234.00	BACS	LGA 1972 s111
<b>Total</b>		<b>£5,255.74</b>	<b>£200.00</b>	<b>£5,455.74</b>	<b>£5,455.74</b>	-

Direct debits for Jan 2023 - noted						
Supplier	Goods	Net	VAT	Total	Date	
o2	phone	£13.40	£2.68	£16.08	04/01/2023	
Plusnet	Internet access	£17.17	£3.43	£20.60	04/01/2023	
NEST	Pension Contribution	£166.86	£0.00	£166.86	15/01/2023	
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00	01/01/2023	



Table 4 NatWest bank statement December 2022

00659919 00057 0001/0001		NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance		
6 Dec 2022	BROUGHT FORWARD			66,356.87		
7 Dec	Direct Debit 02 05412111/001	22.08 ✓		66,334.79		
14 Dec	Direct Debit 707 LIMITED C-PUC001	47.74 ✓		66,287.05		
21 Dec	Direct Debit NEST IT000000793469	74.85 ✓		66,212.20		
2023						
3 Jan	Direct Debit EDF ENERGY 671063327375	6.00		66,197.20		
	Direct Debit EDF ENERGY 671067502741	9.00		66,197.20		
5 Jan	Direct Debit PNET1822180-1	20.60		66,197.20		
	Direct Debit 02 05412111/001	16.08		66,160.52		

Table 5 Unity Bank December 2022 statement

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
04/12/2022		Balance brought forward	£0.00	£0.00	£60,248.26
19/12/2022	Faster Payment Debit	B/P to: Andrea Pellegram	£1,609.85	£0.00	£58,638.41
19/12/2022	Faster Payment Debit	B/P to: WH Bence	£288.00	£0.00	£58,350.41
19/12/2022	Faster Payment Debit	B/P to: Primrose Gardening	£330.00	£0.00	£58,020.41

Bank with us.  
Bank on us.

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Statement number 009

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
19/12/2022	Faster Payment Debit	B/P to: Daphne Dunning	£2,211.30	£0.00	£55,809.11
19/12/2022	Faster Payment Debit	B/P to: Primrose Gardening	£1,492.83	£0.00	£54,316.28
19/12/2022	Faster Payment Debit	B/P to: Instant Landscapes	£1,268.00	£0.00	£53,048.28
19/12/2022	Faster Payment Debit	B/P to: HMRC Cumbernauld	£317.28	£0.00	£52,731.02
19/12/2022	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£52,381.02
19/12/2022	Faster Payment Debit	B/P to: PATA UK	£35.45	£0.00	£52,345.57
31/12/2022	Fee	Service Charge	£18.75	£0.00	£52,326.82

Resolved to approve reconciliations.

**2023/01/18 9b. To receive and approve Q3 figures**

**Resolved** to accept and approve Q3 figures (appendix 1).

Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960), meeting resolved that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting. Public and ward councillors left the meeting.

**2023/01/18 10. To evaluate tenders received for the parish-wide maintenance contract and agree any actions.**

Council undertook a full evaluation of anonymised tenders received against the published evaluation criteria and scoring matrix.

**Resolved** to award the new maintenance contract to company A.

Company A was revealed as Primrose Gardening. Cost of contract £18,500.00 for both years.

**Meeting closed at 20:50**

The next meeting is 15<sup>th</sup> February 2023

**Signed:**

**Date: 15<sup>th</sup> February 2023**

DRAFT MINUTES SUBJECT TO APPROVAL NEXT MEETING

Appendix 1 Q3 2022/23

INCOME	BUDGET	INCOME AT Q3	%	COMMENTS
Precept	£87,026	£87,026.00	100.00%	
Cemetary (Burial ground £200.00 per burial)	£200.00	£2,150.00	1075.00%	
Allotments £20.00 per site 21 plots	£400.00	£440.00	110.00%	
Grants	£0.00	£5,843.00	0.00%	Neighbourhood plan
Recreation Hire	£0.00	£0.00	0.00%	
Football club	£470.00	£470.00	100.00%	
Cricket club	£375.00	£375.00	100.00%	
PCA ground rent & Scout hut	£6.00	£6.00	100.00%	
Wayleave (Western power distribution)	£92.95	£17.95	19.31%	
Bank Interest	£0.00	£0.00	0.00%	
Misc	£0.00	£8,591.00		£500 bank compensation £8091 play donation
<i>Sub total</i>	<i>£88,569.95</i>	<i>£104,918.95</i>	<i>118.46%</i>	
S106 draw down	£60,000.00	£60,000.00	100.00%	
CIL Payments	£0.00	£3,510.46		
<b>Total Income</b>	<b>£148,569.95</b>	<b>£168,429.41</b>	<b>113.37%</b>	
Expenditure	BUDGET	SPEND AT Q3	%	COMMENTS
Advertising	£0.00	£0.00	0.00%	
Salaries (net)	£15,250.00	£12,800.56	83.94%	
Expenses mileage, home office allowance and other claims that cannot be invoiced	£400.00	£282.20	70.55%	
NI & tax (employee and employer)	£4,300.00	£2,747.63	63.90%	
Pension (employee and employer)	£775.00	£693.14	89.44%	
Payroll PATA Costs	£145.00	£96.35	66.45%	
Bank charges	£0.00	£36.48		



Rent Shortwood	£720.00	£360.00	50.00%	Should not include maintenance
Insurance	£750.00	£746.81	99.57%	
Electricity memorial light & Defibs	£700.00	£618.43	88.35%	
Room rental	£650.00	£200.00	30.77%	
Pucklechurch news	£1,300.00	£702.00	54.00%	
Internet connection	£180.00	£154.39	85.77%	
Phone	£200.00	£124.20	62.10%	
Audit	£800.00	£410.00	51.25%	
Professional fees consultancy	£1,000.00	£3,557.54	355.75%	legal and costs for hall £2216.00 Neighbourhood Plan (from reserves) £1341.54
Membership/subscriptions	£1,100.00	£889.61	80.87%	
Litter picking/ Rec Village waste /dog bins	£9,800.00	£7,224.75	73.72%	
Tree survey	£1,400.00	£750.00	53.57%	
Grass cutting/gardening	£7,700.00	£4,964.27	64.47%	
Maintenance contract	£18,000.00	£13,281.47	73.79%	
Admin general stat post print	£300.00	£95.33	31.78%	
Play area maintenance/ repairs	£4,500.00	£1,101.00	24.47%	
Ground maintenance	£3,000.00	£1,252.00	41.73%	
Training/conferences	£500.00	£65.00	13.00%	
Heartstart Defib maintenance	£500.00	£1,239.95	247.99%	
Office equipment	£400.00	£265.49	66.37%	includes website
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£4,000.00	£500.00	12.50%	
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	£62,525.00	104.21%	

Rebekka's Garden project		£0.00	£2,100.00	0.00%	
CIL			£6,535.00		Westerleigh/Castle Roads
Open spaces		£0.00	£0.00	0.00%	
website		£200.00	£0.00	0.00%	in office equipment
Allotments project			£420.00		
To reserves		£10,000.00	£0.00		
<b>Total</b>		<b>£148,570.00</b>	<b>£126,738.60</b>	85.31%	
<i>vat paid to date</i>			<i>£16,270.62</i>		
			<i>£143,009.22</i>		

DRAFT MINUTES SUBJECT TO APPROVAL NEXT MEETING