



## PUCKLECHURCH PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 15<sup>th</sup> MARCH 2023 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD

#### PRESENT.

Cllr G Boyle - Chair, L English, A Hemmings, D Molloy, R Dunning, J Bailey, D Freestone and N Anscombe.

In attendance: D Dunning (Clerk) and Ward Cllr. Steve Reade

#### PUBLIC PARTICIPATION

None.

#### 2023/03/15 No 1. To Note apologies for absence

Cllr Hawkins and Ward Cllr Stokes

#### 2023/03/15 No 2. Declarations of Interest

Cllr Freestone item 5e on S106 - chair of Pucklechurch Cricket Club.

#### 2023/03/15 No 3. To Confirm the minutes of the previous meeting

The minutes of the meeting on 15<sup>th</sup> February 2023 were confirmed as a correct record of the meeting and were duly signed by the Chair.

#### 2023/03/15 No 4. To receive report from district councillor(s).

- Elections

#### 2023/03/15 No 5 AGENDA ITEMS TO ACTION

**2023/03/15 5ai To consider proposed amendments from the Allotment Association to the allotment handbook to reflect maintenance responsibilities undertaken by the Association and agree any actions.**

**Resolved** to accept revisions to handbook and publish on website.

**2023/03/15 5b. To receive follow-up on future youth provision with feedback from the recent Town and Parish Council Networking Event and agree any actions.**

**Resolved** to write to South Gloucestershire Council. Information about youth provision was received too late in the financial cycle to be considered in the budget and deep concerns remain over the unfairness of youth provision and the suggested associated costs.

**2023/03/15 5c. To receive feedback on Neighbourhood Plan progress and agree any requirements for Annual Parish Assembly.**

The weather delayed design code meeting – re-arranged for 21<sup>st</sup> March. Housing needs assessment on-going. Meeting arrange with South Gloucestershire neighbourhood planning team on 17<sup>th</sup> April.

There will be a presentation about the neighbourhood plan at the parish assembly meeting on 22<sup>nd</sup> March at the primary school.

**2023/03/15 5d To note complaints that dog bins are not always being used and agree if any action needed.**

Complaints about overflowing bins have increased and it appears some weeks not all bins are emptied. It was confirmed that emptying the bin near Partridge Road is often overlooked. Agreed to monitor other bins for issues.

**Resolved** to complain to South Gloucestershire about the service under the localism agreement.

**2023/03/15 To consider updates on village hall including latest legal advice, costs for building inspection and potential ideas for S106 spending.**

Legal advice was considered.

**Resolved** Cllr Hemmings to follow up professional advice for a building conditions review. Cllr Boyle to update the PCA chair. Cllrs Freestone, Hemmings and Bailey to follow up suggestions related to S106 funds.

**2023/03/15 5f. To receive information on parish council elections on 4<sup>th</sup> May 2023.**

Process noted. All nominations must be received by South Gloucestershire by 4pm on 4<sup>th</sup> April.

**2023/03/15 6. AGENDA ITEMS TO NOTE**

**2023/03/15 6a To note South Gloucestershire Council's consultation on the proposed LTA investment in local tennis facilities and agree if any action required.**

**Noted.**

**2023/03/15 6b. To note second round of the WECA community pollinator fund and agree if any action required.**

**Noted.** Clerk to check timescales and see if a scheme like the jubilee seed project would be eligible.

**2023/03/15 6c. To note details of Community Engagement Forum meeting**

**Noted.** The revised format was deemed totally ineffective as it covers too wide an area resulting in too much, often irrelevant information.

**2023/03/15 NO.7 PLANNING**

**2023/03/15 7a Planning applications**

None.

**2023/03/15 7b. Planning decisions**

None.

**2023/03/15 7c. Planning enforcement and any other actions.**

Noted information from Iron Acton parish council on land supply. Noted response to complaint over caravan.

**2023/03/15 No 8. REPORTS**

**2023/03/15 8a.** To receive pre-submitted reports from Councillors.

None.

**2023/03/15 8b.** To receive report from the Clerk.

- Allotment renewals issued for 2023/24
  - Grants paid and 'thank you' card received from The Memory Café
  - Reminder of Assembly meeting on Wednesday 22<sup>nd</sup> March 2023 at 7pm
  - Interim internal audit undertaken
  - Attended neurodiversity training
  - Updated council of recent difficulties associated with inadequate record keeping in the past for the burial ground
- Resolved** to develop appropriate protocol.

## 2023/03/15 9. FINANCE

### 2023/03/15 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Table 1 Payments for March 2023

Cheques for authorisation 15/03/23						
Payee	Description	Net	VAT	Amount Paid	BACS	Power
D Dunning	Salary Mar 23	£1,656.73	£0.00	£1,656.73	BACS	LGA 1972 s112
D Dunning	Burial ground green bin subscription	£30.00	£0.00	£30.00	BACS	LGA 1972 s111
HMRC	tax & NI Mar 23	£522.20	£0.00	£522.20	BACS	LGA 1972 s112
Anna Chelmicka	litter picking Mar	£350.00	£0.00	£350.00	BACS	Open Spaces Act 1906 ss9&10
Vision ICT	Email hosting 16256	£144.00	£28.80	£172.80	BACS	LGA 1972, s.142
Primrose Gardening	Monthly maintenance contract Mar no 78	£1,492.83	£0.00	£1,492.83	BACS	Open Spaces Act 1906 ss9&10
Primrose Gardening	waste removal St Aldams hedge Birch Drive	£70.00	£0.00	£70.00	BACS	Open Spaces Act 1906 ss9&10
Primrose Gardening	Signage Parkfield turning circle	£35.00	£0.00	£35.00	BACS	Open Spaces Act 1906 ss9&10
Pucklechurch primary school	hall booking PUC00 2023/06 Assembly meeting 22/03/23	£50.00	£0.00	£50.00	BACS	LGA 1972 s111
PATA	Payroll 22/0833/PPS	£32.85	£0.00	£32.85	BACS	LGA 1972 s112
ALCA	Finance course Cllr Molloy	£30.00	£0.00	£30.00	BACS	LGA 1972 s111
<b>Total</b>		<b>£4,413.61</b>	<b>£28.80</b>	<b>£4,442.41</b>	<b>£4,442.41</b>	-

£1,686.73

£1,597.83

BACS payments approved - to be authorised by Cllrs Hemmings and English.

Table 2 Reconciliation for February 2023

Balance per bank statements as at 01/02/23	£
NatWest reserve account	£30,147.77
Unity Bank	£46,474.08
NatWest current account	£65,660.02
<b>Current A/C activity for February 2023</b>	
<b>NatWest current account</b>	

Less: payments for February 2023	£240.39
Plus: income for February 2023	£200.00
Balance per NatWest current A/C bank statements as at 28/02/23	£65,619.63
Unity Bank	
Less: payments for February 2023	£13,061.85
Plus: Unity income for February 2023	£16,393.99
Balance per Unity bank statements as at 28/02/23	£49,806.22
<b>Total bank accounts as at 28/02/23</b>	<b>£145,573.62</b>
Less: any un-presented cheques as at 28/02/23	£0.00
Add: any un-banked cash as at 28/02/23	£0.00
<b>Net NatWest Current A/C balance as at 28/02/23</b>	<b>£65,619.63</b>
<b>Net Unity balance as at 28/02/23</b>	<b>£49,806.22</b>
<b>Total balances all bank accounts as at 28/02/23</b>	<b>£145,573.62</b>

Table 3 Print screen of Accounts

Balance c/fwd	65,619.63	30,147.77	0.00	83,219.26		
	A	B	C	D		
Combined balance	E	178,986.66				
Balance as at 1st April 2022		119,324.90			NW Current A/c	65,619.63 Enter bank statement balance here
Plus: receipts in year to date		188,860.10			NW Bus Reserve A/c	30147.77 Enter bank statement balance here
Less: Payments in year to date		162,611.38			Unity	49,806.22
Balance as at 28 February 2023	F	145,573.62				145,573.62
					Less: uncleared chqs	0.00 Total value of uncleared cheques at quarter end
						D should equal E & F
						145,573.62 0.00 0.00
						Detail needs to be entered in these cells

Table 4 NatWest bank statement balance February 2023

Date	Details	Withdrawn	Paid in	Balance
4 Feb 2023	BROUGHT FORWARD		200.00	65,624.02
6 Feb	Credit No. 100662 605114	20.60		65,787.34
	Direct Debit PNET1822180-1			
	Direct Debit 02	16.08		65,725.82
14 Feb	Direct Debit 05412111/001			
	Direct Debit 707 LIMITED	61.52		65,619.63
	Direct Debit C-PUC001			
21 Feb	Direct Debit NEST	106.19		
	Direct Debit IT000000793489			
1 Mar	Direct Debit EDF ENERGY	18.00		
	Direct Debit 671063327375			

Table 5 Unity Bank statement balance February 2023

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/01/2023		Balance brought forward	£0.00	£0.00	£46,474.08
22/02/2023	Faster Payment Debit	B/P to: PCA	£1,000.00	£0.00	£50,730.42
22/02/2023	Faster Payment Debit	B/P to: Green Comm Travel	£194.20	£0.00	£50,536.22
22/02/2023	Faster Payment Debit	B/P to: Memory Cafe	£480.00	£0.00	£50,056.22
22/02/2023	Faster Payment Debit	B/P to: 1st Pchurch Scouts	£250.00	£0.00	£49,806.22

**Resolved** to approve reconciliations.

**Meeting closed at 21:05**

The next meeting is 19<sup>th</sup> April 2023

**Signed:**

**Date: 19<sup>th</sup> April 2023**

APPROVED MINUTES SIGNED COPY HELD BY T...