



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 19th APRIL 2023 AT 7.30 PM AT THE BUNGALOW HMP ASHFIELD

PRESENT.

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

In attendance: D Dunning (Clerk) and Ward Cllrs. Steve Reade and Ben Stokes.

PUBLIC PARTICIPATION

None.

2023/04/19 No 1. To Note apologies for absence

None

2023/04/19 No 2. Declarations of Interest

None.

2023/04/19 No 3. To Confirm the minutes of the previous meeting

The minutes of the meeting on 15th March 2023 were confirmed as a correct record of the meeting and were duly signed by the Chair.

2023/04/19 No 4. To receive report from district councillor(s).

- Ukraine support scheme going really well with nearly 500 people being supported.
- Some positive feedback on the WestLink demand response service as the scheme 'beds in'.
- Guided walks in the Cotswold <https://www.cotswoldsaonb.org.uk/visiting-and-exploring/guided-walks/>
- Household support fund continuing.
- 4 ward CEF meeting did not work.

Meeting thanked both Ward Councillors for all their input.

2023/04/19 No 5 AGENDA ITEMS TO ACTION

2023/04/19 5a To receive response from South Gloucestershire Council on future youth provision and consider an invitation from youth outreach team to visit a session and arrange future discussions.

Agreed a visit may be helpful and item should be brought back to the council in June.

2023/04/19 5b. To receive update on options for the Partridge Road dog bin and agree any actions.

The report was noted.

Resolved to accept South Gloucestershire council's quote and replace the existing bin with a new dual-purpose bin. Existing bin to be retained and reused in due course.

2023/04/19 5c. To receive request for a memorial bench on the Recreation ground and agree any actions.

Resolved to approve request and potential location by Scout Hut replacing an existing damaged bench. Cllr Freestone to speak to the applicant about types of benches and suppliers.

2023/04/19 5d To review and approve updated asset register.

Review undertaken.

Resolved to approve asset register which was signed by the chair of council.

2023/04/19 5e To consider the replacement of the failed defibrillator box at the PVSSC site.

AED Locator recommend replacement due to age and improvements to locations. Likely costs of £1000+ were noted. The light at the community centre defibrillator has failed with the potential that this box too may also have issues. An electrician has been commissioned to investigate.

Resolved to delegate authority to the clerk to arrange a replacement cabinet for the PVSSC site subject to costs being as anticipated. It was further agreed that if required the community centre cabinet will also need replacing.

2023/04/19 6. AGENDA ITEMS TO NOTE

2023/04/19 6a To note end of year return for Neighbourhood Plan grant completed and unspent monies returned.

Noted

2023/04/19 6b. To note parish council elections will be held on 4th May 2023.

Noted.

2023/04/19 NO.7 PLANNING

2023/04/19 7a Planning applications

2023/04/19 7ai P23/01065/HH 25 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Erection of 1no. detached garage. Revised application.

Noted no objections submitted.

2023/04/19 7aii P23/01117/CLLB Moat House Kings Lane Pucklechurch South Gloucestershire BS16 9PP

Installation of internal, removable secondary glazing.

Noted comments submitted - Defer to South Gloucestershire Conservation Officer.

Adjacent parish

2023/04/19 7aiii P23/01180/F Land Off Westerleigh Hill Westerleigh South Gloucestershire BS37 8RD

Construction of a battery energy storage compound, with fencing, CCTV, access and associated infrastructure.

No comments.

Applications received after the agenda issued.

2023/04/19 7aiv P23/00847/F Land At 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP

Erection of 1 no. attached dwelling with associated works. Erection of single storey extension to existing dwelling to form additional living accommodation.

Resolved to object. Delegated Cllr Boyle to provide full response for submission by the clerk – Appendix 1.

2023/04/19 7b. Planning decisions – all noted

2023/04/19 7bi P23/00349/F Land At 1 Oaktree Avenue Pucklechurch South Gloucestershire BS16 9RP

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

2023/04/19 7bii P23/00487/HH 22 Hillview Road Pucklechurch South Gloucestershire BS16 9RQ

Erection of front porch. Erection of a single storey rear extension to form additional living accommodation. Erection of 1no. detached outbuilding/ garden store. Works to raise garden levels to facilitate the erection of 1 no. underground garage. **Split decision.**

2023/04/19 7c. Planning enforcement and any other actions.

7ci To note Appeal APP/P0119/D/23/3317506 29 Cedar Way Pucklechurch South Gloucestershire BS16 9RN P22/06368/HH

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

2023/04/19 No 8. REPORTS

2023/04/19 8a. To receive pre-submitted reports from Councillors.

Circulated report on council achievements over the last 4 years was noted and a news item agreed.

2023/04/19 8b. To receive report from the Clerk.

- Complaint received about pots holes in Becket Court and St Aldams Drive which are posing a danger to the less mobile and wheelchair users. Photos have been taken and concerns will be reported to South Gloucestershire Council.
- End of year requirements have commenced.

2023/04/19 9. FINANCE

2023/04/19 9a. To agree payment of contractual or other obligations and receive monthly reconciliations.

Table 1 Payments for April 2023

Payee	Description	Net	VAT	Amount Paid	BACS	Legislation	Total
D Dunning	April salary	£1,634.33	£0.00	£1,634.33		LGA1972 S112	
	surge extension lead	£16.00	£0.00	£16.00		LGA 1972 S111	£1,650.33
HMRC	Tax April	£544.60	£0.00	£544.60	Payable 6/5/23	LGA1972 S112	
NEST	Pension April	£106.19	£0.00	£106.19	DD May		
Primrose Gardening	Monthly maintenance contract April 86	£1,541.67	£0.00	£1,541.67		open spaces act 1906 ss9&10	
ALCA	Subscription SUBS-2023-041	£722.70	£0.00	£722.70		LGA 1972 s143	
C Hall	Shortwood rent March 2023	£180.00	£0.00	£180.00		open spaces act 1906 ss9&10	
AS Hall and son	Shortwood play area maintenance 2023/PPC	£390.00	£78.00	£468.00		open spaces act 1906 ss9&10	
Anna Chelmicka	litter April 23	£350.00	£0.00	£350.00		open spaces act 1906 ss9&10	

Online Playgrounds	order SORO48057	£609.00	£121.80	£730.80	Awaiting invoice	open spaces act 1906 ss9&10	
BHIB Insurance	LCO01200	£736.06	£0.00	£736.06	payable 8/05/23	LGA 1972 s143	
SLCC subscription	MEM244059-1	£222.00	£0.00	£222.00	payable 8/05/23	LGA 1972 s143	
Total		£7,052.55	£199.80	£7,252.35	7252.35		

Direct debits for April 2023						
Supplier	Goods	Net	VAT	Total	Date	
o2	phone	£13.40	£2.68	£16.08	04/04/2023	
Plusnet	Internet access	£17.17	£3.43	£20.60	04/04/2023	
NEST (Mar)	Pension Contribution	£106.19	£0.00	£106.19	15/04/2023	
EDF Energy	Electricity Eagle Crescent	£22.00	£0.00	£22.00	01/04/2023	
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00	01/04/2023	
707	Monthly waste collection	£43.76	£8.75	£52.51	15/04/2023	

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

Table 2 Reconciliation for March 2023

Balance per bank statements as at 01/03/23	£
NatWest reserve account	£30,147.77
Unity Bank	£49,806.22
NatWest current account	£65,619.63
Current A/C activity for March 2023	
NatWest current account	
Less: payments for March 2023	£266.38
Plus: income for March 2023	£150.00
Balance per NatWest current A/C bank statements as at 31/03/23	£65,503.25
Unity Bank	
Less: payments for March 2023	£11,907.29
Plus: Unity income for March 2023	£1,220.00
Balance per Unity bank statements as at 31/03/23	£39,118.93
NatWest Reserve account	
Plus annual interest	£132.61
Balance per NatWest reserve A/C bank statements as at 31/03/23	£30,280.38
Total bank accounts as at 31/03/23	£134,902.56
Less: any unrepresented cheques as at 31/03/23	£0.00

Add: any un-banked cash as at 31/03/23	£0.00
Net NatWest Current A/C balance as at 31/03/23	£65,503.25
Net Unity balance as at 31/03/23	£39,118.93
Net NatWest reserve A/C balance as at 31/03/23	£30,280.38
Total balances all bank accounts as at 31/03/23	£134,902.56

Table 3 Print screen of Accounts

print

Payee	NW Current A/c	NW Bus Res A/c	Petty cash	Unity	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Unity	Sta pa
Balance c/fwd	65,609.44	30,280.38	0.00	84,439.26				23,476.36		17.8
	A	B	C	D						
Combined balance	E	180,329.08			Bank rec at 31 03 23			23,476.36		17.8
Balance as at 1st April 2022		119,324.90			NW Current A/c	65,503.25				
Plus: receipts in year to date		190,212.71			NW Bus Reserve A/c	30280.38				
Less Payments in year to date		174,635.05			Unity	39,118.93				
Balance as at 31st March 2023	F	134,902.56			Less: uncleared cheqs	0.00				
					© should equal E & F	134,902.56	Diff	0.00		

Table 4 NatWest current bank statement balance March 2023

Date	Details	Withdrawn	Paid in	Balance
4 Mar 2023	BROUGHT FORWARD			65,583.63
7 Mar	Direct Debit PNET1822180-1 ✓	20.60		65,563.03
8 Mar	Automated Credit EDF ENERGY 671067502741 ✓		150.00	
	Direct Debit 02			
	Direct Debit 05412111/001 ✓	16.08		65,696.95
14 Mar	Direct Debit 707 LIMITED ✓	52.51		65,644.44
	Direct Debit C-PUC001 ✓			
17 Mar	Direct Debit ICO ✓	35.00		65,609.44
	Direct Debit ZA105729 ✓			
21 Mar	Direct Debit NEST ✓	106.19		65,503.25
	Direct Debit IT000000793489 ✓			
3 Apr	Direct Debit EDF ENERGY ✓			

Table 5 NatWest Reserve statement balance March 2023

		Business Reserve Account		
Date	Details	Withdrawn	Paid in	Balance
2 Apr 2022	BROUGHT FORWARD			30,147.77
29 Apr	Interest	29APR GRS 25234021	2.10	30,149.87
31 May	Interest	31MAY GRS 25234021	2.64	30,152.51
30 Jun	Interest	30JUN GRS 25234021	2.48	30,154.99
29 Jul	Interest	29JUL GRS 25234021	2.40	30,157.39
31 Aug	Interest	31AUG GRS 25234021	2.73	30,160.12
30 Sep	Interest	30SEP GRS 25234021	5.45	30,165.57
31 Oct	Interest	31OCT GRS 25234021	9.84	30,175.41
30 Nov	Interest	30NOV GRS 25234021	17.36	30,192.77
30 Dec	Interest	30DEC GRS 25234021	19.85	30,212.62
2023				
31 Jan	Interest	31JAN GRS 25234021	21.19	30,233.81
28 Feb	Interest	28FEB GRS 25234021	20.87	30,254.68
31 Mar	Interest	31MAR GRS 25234021	25.70	30,280.38

Table 6 Unity Bank statement balance 1st March 2023

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2023		Balance brought forward	£0.00	£0.00	£49,806.22

Table 7 Unity Bank statement balance 31st March 2023

30/03/2023	Faster Payment Debit	B/P to: Groundwork UK	£2,278.16	£0.00	£43,241.48
30/03/2023	Faster Payment Debit	B/P to: Andrea Pellegram	£4,277.81	£0.00	£38,963.67
30/03/2023	Faster Payment Debit	B/P to: Daphne Dunning	£139.99	£0.00	£38,823.68
30/03/2023	Credit	HARRIS SHEP T/AS	£0.00	£300.00	£39,123.68
31/03/2023	Credit	FENNE K S	£0.00	£20.00	£39,143.68
31/03/2023	Fee	Service Charge	£24.75	£0.00	£39,118.93

Resolved to approve reconciliations.

Meeting closed at 20:18

The next meeting is 17th May 2023

Signed:

Date: 17th May 2023

Appendix 1

P23/00847/F Land At 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP

Objection

The Block plan provided appears to misrepresent the width of the amenity land that sits adjacent to the original property and Pucklechurch parish council (PPC) queries whether it incorporates the width of the public tarmacked footpath that runs alongside it. This calls in to question whether a new property could be built to the width shown on the plan, and how this also relates to the red line boundary of the curtilage associated with the original property. The latter should be accurately established to be able to properly assess the application. The land that sits adjacent to the original property does not appear to be wider than the original property as shown here by the red line and this is clearly evidenced by Google Satellite imagery (2023). This is the same amenity land that was subject to:

COM/18/0542/OD/1 | Appeal against: Change of use of amenity land to residential land facilitated by the erection of a close boarded fence enclosing the land. | 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP.

Accuracy matters here, as this also affects calculations relative to the amenity space that would be available to each of the resulting properties. PPC believes that 33 Partridge Rd has 3 bedrooms and would require 60m² of private amenity space, but it is impossible to calculate this (or for the new property) from the plans provided. NB the land to the front of the property is open-plan and may not therefore be counted as private amenity space c.f. the recent decision relating to 1 Oaktree Avenue (P23/00349/F Land At 1 Oaktree Avenue Pucklechurch South Gloucestershire BS16 9RP).

Furthermore, the Block plan suggests there are only three garages in the block that sits perpendicular to the rear of the original property when there are in fact four – this is pertinent to the parking provision suggested for both the original and the proposed properties as it is unlikely that any of these four garages meet the current internal space standards or the minimum length of a space required in front of a garage as described by PSP 16. This discrepancy is also clearly evidenced by Google Satellite imagery (2023).

33 Partridge Road sits as the bottom of a busy cul-de-sac. Aside from the garages themselves none of the on-road parking is allocated to individual properties – the cul-de-sac is also frequently congested. As referenced above, PPC believes the original property has three bedrooms – the application states that there will be no increase in the 2no. pre-existing car parking spaces, when clearly there is a requirement for additional off-road parking relative to the new property. PSP also states that where garages are provided below the minimum size requirements only 50% of them will count towards the parking standards. It is not clear from the plans provided which, if any, of the garages marked are specifically associated with the original property. PPC believes therefore that the application:

1. Fails to demonstrate that it meets the requirements of Policy PSP 16 Parking Standards
2. Fails to identify safe and secure cycle parking facilities as with the Council's standards.
3. Fails to incorporate provision for an EV car charging point.
4. Fails to identify refuse/bin storage.

PPC also queries what measure may need to be put in place to protect the mature tree that sits on the amenity land immediately adjacent to the property and whether this is covered by a TPO.