



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 17TH MAY 2023 AT 7:30PM AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllr G Boyle - Chair, L English, A Hemmings, R Dunning, J Bailey (7.35), J Hawkins, D Freestone, M Pibworth and T Symons.

In attendance: D Dunning (Clerk) and Ward Cllrs. Marilyn Palmer and Ben Stokes.

Declarations of acceptance forms were signed by all councillors and witnessed in accordance with legislation.

As this was the first meeting of the new council, introductions were made.

Public Participation

None.

2023/05/17 No 1. To elect the chair of council and receive signed declaration of acceptance of office.

Cllr Boyle was proposed and seconded.

Resolved to appoint Cllr Boyle as chair of the council. The declaration of acceptance of office was duly signed and witnessed by the Clerk.

2023/05/17 No 2. To elect the vice chair of council.

Cllr English was proposed and seconded.

Resolved to appoint Cllr English as vice chair of the council. The declaration of acceptance of office was duly signed and witnessed by the Clerk.

2023/05/17 No 3. To note apologies for absence

None

2023/05/17 No 4. Declarations of interest

None.

2023/05/17 No 5 minutes

Resolved to approve the minutes of the meeting on 19th April 2023.

2023/05/17 No 6. To receive report from ward councillor(s).

Ward Cllr Palmer: Following the elections, talks are ongoing on the future working arrangements at South Gloucestershire Council (SGC). Cabinet will be appointed at the next council meeting.

Ward Cllr Stokes: Public concerns about pot holes throughout Boyd Valley. Adjusting existing budgets, SGC has committed £1M for repairs but there are insufficient funds for resurfacing. Online reporting system where photos can be submitted.

2023/05/17 No 7. Agenda items to action

2023/05/17 7a. To review and adopt the following policies in accordance with Standing Order 5j:

- Standing Orders - amended 14av & c in accordance with Action Note PPN 01/23
- Financial Regulations – 11b, c & h in accordance with Action Note PPN 01/23
- Code of Conduct
- Scheme of delegation.

Resolved to accept amendments and adopt above policies.

2023/05/17 7b. To review and re-adopt policies with no changes

- Complaints procedure
- Dignity at work
- Disciplinary
- Environmental
- Equality and Diversity
- Filming and Recording
- Grievance
- Health and safety
- Investment
- Memorial bench
- Mobile phone
- Press and Media
- Publication scheme
- Safeguarding
- Social Media
- Training and development.

Resolved to re-adopt above policies unchanged.

2023/05/17 7c. To consider that as Pucklechurch Parish Council meets the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, it resolves to adopt the General Power of Competence from 17th May 2023 until the next relevant Annual Meeting of the Council.

Resolved to approve and adopt the use of the General Power of Competence as the council meets the criteria of having more than two thirds of elected councillors and a qualified clerk.

2023/05/17 7d. To review and approve the annual Risk Assessment

Resolved to approve annual risk assessment.

2023/05/17 7e. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2022/23.

Resolved the council complies with GDPR, there were no data breaches during 22/23 and to re-adopt the following policies:

- Information and Data.
- Privacy.
- Document retention.
- Consent form.

2023/05/17 7f. To review Freedom of Information requirements, consider policies and note if any FOI/SAR requests received for 2022/23.

Resolved the council complies with freedom of information requirement, there were no FOI/SAR requests for 22/23 and to re-adopt the following policies.

- Subject access request.
- Data breach.

2023/05/17 7g. To review and confirm charges made by the parish council covering burial ground, sports and nominal rents.

Cllr Freestone declared an interest as chair of cricket club. Cllr Symons declared interest as PCA trustee.

Resolved all charges to remain unchanged for 2023/24.

2023/05/17 7h. To receive end of year accounts and note the Annual Internal Audit Report for year end 31/03/23.

Reports and actions noted and approved

2023/05/17 7i. To consider and complete the conflict of interest form requested by external auditors BDO LLP

Resolved no conflict of interest and form duly signed by clerk and chair of council.

2023/05/17 7j To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/23.

The Governance statement was considered and affirmative answers agreed for each statement.

Resolved to approve the signing of the Annual Governance statement by the Chair of council and Clerk on behalf to the council.

2023/05/17 7k To consider and approve the Accounting Statements (Section 2) for year end 31/03/23 noting the end of year reconciliations, explanation of variances and agree end of year report.

Considered and agreed all end of year paperwork.

Resolved to approve earmarked reserves as detailed.

Resolved to approve the Accounting Statements which were duly signed by the chair of council on behalf of the council. The council's own end of year report was approved and duly signed by the Chair of council and RFO.

2023/05/17 7l. To note the period for the exercise of public rights is set from Monday 05 June 2023 and ending on (d) Friday 14 July 2023

Noted.

2023/05/17 7m To receive request for Revel to use the Recreation Ground during the Pucklechurch Revel and Beer and Cider festival from Wednesday 14th (pm) until Tuesday 20th June 2023 and agree any actions.

Event booking form, risk assessment and appropriate supporting documents received.

Resolved to approved request subject to the following:

- Appropriate insurance is held to include protection against damage to underground pipes which cross the Recreation ground caused by vehicles or equipment associated with The Revel event and Revel make good any damage caused.
- The parish council retains the right to withdraw permission in the event of extremely wet/poor weather.

Cllr Freestone will liaise with Revel Chair/committee on behalf of the parish council.

2023/05/17 7n. To consider councillor training and agree actions.

Noted training arranged for Cllrs Symons – Essential Councillor 22nd May and Cllr Pibworth Essential Councillor 31st May. Cllr Hawkins to confirm availability.

Councillors were advised to send details to the clerk of any work based training undertaken relevant to their councillor role.

2023/05/17 NO 8. Agenda items to note

2023/05/17 8a To note insurance cover.

Reviewed and noted as appropriate.

2023/05/17 8b. To note correspondence raising concerns over work to extend shared path from Pucklechurch and agree any actions.

Agreed to write to resident to clarify some issues raised.

2023/05/17 8c. To note the need to develop a business plan and agree any actions.
Noted. Initial working group meeting to be arranged.

2023/05/17 No 9. Planning

2023/05/17 9a. Planning applications

2023/05/17 9ai. P20/24127/F 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Erection of single storey building to form swimming pool. Withdrawn
Noted

To note previously submitted comments

2023/05/17 9aii. P23/01138/MW Land at Shortwood Quarry Landfill Cattybrook Road North South Gloucestershire BS16 9NJ

Erection of leachate treatment tank with ancillary infrastructure and pipework. No comment.

2023/05/17 9aiii. P23/00847/F Land At 33 Partridge Road Pucklechurch South Gloucestershire BS16 9SP

Erection of 1 no. attached dwelling with associated works to include change of use from amenity land (sui generis) to residential (class C3). Erection of single storey extension to existing dwelling to form additional living accommodation.
Objection see appendix 1.

Since the above submission, it has been reported to Council that work appears to have already commenced on one of the 4 pre-existing garages, which leads to further concerns about a reduction in the number of off-road car parking spaces in an already parking congested area. **Resolved** to submit additional comments.

Application received after agenda issued:

2023/05/17 9iv. P23/01532/HH Harwood Farm Castle Road Pucklechurch South Gloucestershire BS16 9RF

Installation of 6no. solar panels to roof of existing garage.
Resolved to defer to conservation officer

2023/05/17 9b. Planning decisions

2023/05/17 9bi Pucklechurch House 35 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

P22/06458/HH Demolition of garage and erection of a single storey side extension. Erection of 1 no. detached garage. Approved with conditions.

P22/06459/LB Demolition of garage and erection of a single storey side extension. Creation of 1no. window opening and installation of window, removal and replacement of 1 no. first floor window on North East elevation. Erection of 1 no. detached garage. Approved with conditions.

Noted

Tr2023/05/17 9c. Planning enforcement and any other actions

None

2023/05/17 10. Reports

2023/05/17 10a To receive pre-submitted reports from Councillors.

None.

2023/05/17 10b To receive report from the Clerk.

- Council has been complimented on installing the larger dog bin in Partridge Road area.

- The Rose and Crown is holding a free community festival on the 4th-6th August to raise money for the primary school and have asked if they can place their banners in places used by the Revel?
The council will not permit banners on Recreation ground railings but other areas used by Revel are not council land. Rose and Crown to be advised that if using private land permission is needed and to note that SGC will remove banners on their land/property.
- Councillors reminded that they must return election expenses even if Nil and declarations of interest where appropriate.
- Website updated with councillor photos and contact details
- Former councillors will be removed from Unity Bank mandate and any required additional payees added.
Agreed to add Cllrs Hawkins and Symons
- Membership of working groups will be included on June agenda.
- Youth provision will be on June agenda as requested but councillors are encouraged to visit the Urbie bus to view provision prior to discussions.
- New chains are required for swings to use replacement D rings at cost of £50-£70/swing.
Resolved to delegate replacement programme to clerk
- New defibrillator box arrived for PVSSC site. Allied Electrical to fit but need contact at club. Cllr Hemmings to action.

2023/05/17 11. Finance

2023/05/17 11a. To agree payment of contractual or other obligations.

Name	Description	Net	VAT	Total		
D Dunning	May salary	£1,608.33	£0.00	£1,608.33		LGA1972 S112
	home working	£26.00	£0.00	£26.00	£1,634.33	
HMRC	May tax & NI	£544.60	£0.00	£544.60		LGA1972 S112
Primrose Gardening	Monthly maintenance contract Inv. 90	£1,541.67	£0.00	£1,541.67		open spaces act 1906 ss9&10
Ensign Print	Spring - Pucklechurch News inv 8520	£234.00	£0.00	£234.00		LGA1972 S111
Auditing Solutions	Internal Audit y/e 31/03/23 Inv. A7981	£480.00	£96.00	£576.00		Local Audit and Accountability Act 2014 s7
Anna Chelmicka	litter May	£350.00	£0.00	£350.00		open spaces act 1906 ss9&10
G Boyle	Zoom subscription	£119.90	£23.98	£143.88		LGA 1972 S111
	HP Ink subscription	£16.64	£3.34	£19.98	£163.86	LGA 1972 S111
ALCA	Training Cllr Symons Inv-22128	£40.00	£0.00	£40.00		LGA1972 S111
ALCA	Training Cllr Pibworth Inv-22129	£40.00	£0.00	£40.00		LGA1972 S111
Total		£5,001.14	£123.32	£5,124.46	£5,124.46	

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

Direct debits for May2023

Supplier	Goods	Net	Vat	Total
o2	phone	£10.21	£2.04	£12.25
Plusnet	Internet access	£17.17	£3.43	£20.60

NEST	Pension Contribution	£106.19	£0.00	£106.19
EDF Energy	Electricity Eagle Crescent	£22.00	£0.00	£22.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
707	Monthly waste collection	£43.76	£8.75	£52.51

Noted

Payments with prior approval made before meeting

Name	Description	Net	VAT	Total	
AED Locator (EU) Ltd	Defib box Inv.04879	£965.95	£190.00	£1,155.95	Public Health Act 1936, s234
Microshade	PC security Inv. 17627	£21.00	£4.20	£25.20	LGA 1972 s111
South Gloucestershire Council	New dog bin Inv. 3505251362	£618.50	£123.70	£742.20	open spaces act 1906 ss9&10
Total		£1,605.45	£317.90	£1,923.35	£1,923.35

Noted

Table 1 April 2023 bank reconciliation

Balance per bank statements as at 01/04/23	£
NatWest reserve account	£30,280.38
Unity Bank	£39,118.93
NatWest current account	£65,503.25
Current A/C activity for April 2023	
NatWest current account	
Less: payments for April 2023	£243.34
Plus: income for April 2023	£0.00
Balance NatWest current A/C bank statements as at 30/04/23	£65,259.91
Unity Bank	
Less: payments for April 2023	£5,434.90
Plus: Unity income for April 2023	£50,608.76
Balance per Unity bank statements as at 30/04/23	£84,292.79
NatWest Reserve account	
Plus: annual interest	
Balance NatWest reserve A/C bank statements as at 30/04/23	£30,280.38
Total bank accounts as at 30/04/23	£179,833.08
Less: any un-presented cheques as at 30/04/23	£0.00
Add: any un-banked cash as at 30/04/23	£0.00
Net NatWest Current A/C balance as at 30/04/23	£65,259.91
Net Unity balance as at 30/04/23	£84,292.79
Net NatWest reserve A/C balance as at 30/04/23	£30,280.38
Total balances all bank accounts as at 30/04/23	£179,833.08

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.

Appendix 2 Q4 2022/23

INCOME	BUDGET	INCOME AT Q4	%
Precept	£87,026	£87,026.00	100.00%
Cemetery	£200.00	£3,250.00	1625.00%
Allotments	£400.00	£560.00	140.00%
Grants	£0.00	£5,843.00	0.00%
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	£92.95	100.00%
Bank Interest	£0.00	£132.61	
Bank compensation		£500.00	
Donation	£0.00	£8,091.00	
<i>Sub total</i>	<i>£88,569.95</i>	<i>£106,346.56</i>	<i>120.07%</i>
S106 draw down	£60,000.00	£60,000.00	100.00%
CIL Payments	£0.00	£3,510.46	
Total Income	£148,569.95	£169,857.02	114.33%
vat repaid in year		£20,155.69	
Expenditure	BUDGET	SPEND AT Q4	%
Advertising	£0.00	£0.00	0.00%
Salaries (net)	£15,250.00	£17,692.55	116.02%
Expenses mileage, home office allowance and other claims that cannot be invoiced	£400.00	£360.20	90.05%
NI & tax (employee and employer)	£4,300.00	£5,233.63	121.71%
Pension (employee and employer)	£775.00	£1,084.23	139.90%
Payroll PATA Costs	£145.00	£129.20	89.10%
Bank charges	£0.00	£61.23	
Rent Shortwood	£720.00	£360.00	50.00%
Insurance	£750.00	£746.81	99.57%
Electricity memorial light & Defibs	£700.00	£517.16	73.88%
Room rental	£650.00	£250.00	38.46%
Pucklechurch news	£1,300.00	£702.00	54.00%
Internet connection	£180.00	£205.90	114.39%
Phone	£200.00	£281.06	140.53%
Audit	£800.00	£410.00	51.25%
Professional fees consultancy	£1,000.00	£7,122.38	712.24%
Membership/subscriptions	£1,100.00	£954.61	86.78%
Litter picking/ Rec Village waste /dog bins	£9,800.00	£9,648.46	98.45%
Tree survey	£1,400.00	£750.00	53.57%
Grass cutting/gardening	£7,700.00	£5,520.36	71.69%
Maintenance contract	£18,000.00	£17,759.96	98.67%
Admin general stat post print	£300.00	£216.21	72.07%
Play area maintenance/ repairs	£4,500.00	£1,121.00	24.91%

Ground maintenance	£3,000.00	£1,927.00	64.23%
Training/conferences	£500.00	£140.00	28.00%
Heartstart Defib maintenance	£500.00	£1,463.93	292.79%
Office equipment	£400.00	£1,736.46	434.12%
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£4,000.00	£6,029.20	150.73%
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	
Open spaces	£0.00	£0.00	0.00%
website	£200.00	£0.00	0.00%
Allotments project		£420.00	
To reserves	£10,000.00	£0.00	
Refund of unspent Locality grant		£2,278.16	
St Thomas a Becket grant under LGA1972 s143		£600.00	
Total	£148,570.00	£156,881.70	105.59%
<i>vat for year</i>		<i>£17,904.12</i>	
		<i>£174,785.82</i>	

Earmarked reserves:

CIL money	£5,832.00
Play equipment Reserve	£45,000.00
Neighbourhood Plan	£6,500.00
Village hall project reserve	£5,000.00
Tree works	£7,500.00
Professional /legal fees	£5,000.00
Financial contingency	£35,000.00
Parkfield turning circle	£10,000.00
Election	£3,750.00
	£123,582.00
General reserves	£11,432.00
End of year 22/23	£135,014.00