



**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY
21st JUNE 2023 AT 7:30PM AT THE BUNGALOW HMP ASHFIELD.**

PRESENT.

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

In attendance: D Dunning (Clerk) and Ward Cllr Ben Stokes.

Public Participation

None.

2023/06/21 No 1. To note apologies for absence

Cllr Hawkins and Ward Cllr Palmer.

2023/06/21 No 2. Declarations of interest

Cllr Symons declared an interest in item 5ci as trustee of PCA and although allowed to speak took no part in any discussions or votes in accordance with the approved code of conduct item 6

Cllr Freestone declared an interest in 5cii as chair of Pucklechurch cricket club.

2023/06/21 No 3. Minutes

Resolved to approve the minutes of the meeting on 17th May 2023.

2023/06/21 No 4. To receive report from ward councillor(s).

Update from Ward Cllr Stokes

- Noted and will feed back problems associated with Shortwood Road closure
- First meeting of new SGC Cabinet on 19th June. Highlights:
 - Review of waste and recycling contract. Concerns that up to half the waste in black bins remains food waste. Considering extending black bin collections to 3-4 weeks noting difficulties for those using nappies or incontinence pads. Public consultation to follow in the summer
 - Veterans support service – has helped 87 users in last year - details on SGC website
- Water voles being introduced in Severnside
- Will feedback concerns that advertised 'cool packs' aimed at helping the more vulnerable as part of SGC costs of living initiatives were not prioritised and ran out within 24 hours with no date for further supplies.

Submitted report from Ward Cllr Palmer:

- Met PCSOs to discuss issues including Speedwatch. Details of how to set the team up and training will follow.
- Positive response to 'ShoutOut Pucklechurch' request for volunteers - Mike Pibworth and four other people are willing to help.
- Further updates will be posted on ShoutOut alongside request for more volunteers. Mobile speed enforcement cameras on Westerleigh Road have been requested.

2023/06/21 No 5 Agenda items to action

2023/06/21 5a To review and appoint working groups and councillor representatives and outside bodies and committees.

Resolved to appoint the following:

Working groups

- Woodland, open spaces, StreetCare and Allotments- Cllrs Hemmings, Dunning and Pibworth
- Health and safety lead Cllr Hemmings
- Play areas - Cllrs Bailey, Hemmings and Freestone
- Prison liaison - Cllr Boyle
- Planning liaison - Cllrs Boyle and English
- S106 projects - Cllrs Hawkins, Boyle and Freestone
- Staffing - Cllrs Boyle and English
- Neighbourhood Plan Steering Group - Cllrs Boyle and Dunning
- Crime - Cllr Symons

Representatives on external bodies

- PCA representative - Cllr Freestone
- The West of England Rural Network (WERN) - Cllr Dunning
- Boyd Valley Community Engagement Forum - Cllrs English & Symons
- Avon Local Councils Association (ALCA) - Cllr Boyle
- ALCA Post - South Gloucestershire Council Strategic Partnership - Cllr Boyle

2023/06/21 5b. As agreed 2023/04/19 5a, to consider and agree next steps on youth provision and respond to offer from youth outreach team to attend a council meeting. Specific issues associated with rural areas accessing youth provision were noted as was the suggestion of approaching other local councils to form a joint rural parish group to consider youth provision.

Resolved to arrange a Zoom meeting with LPW to find out more about what is on offer and what the parish might get.

2023/06/21 5c. To consider matters relating to the Community centre and adjacent Recreation ground and agree any actions:

Different options will need to be considered over the short to medium term to safeguard the long-term sustainability of the community centre.

2023/06/21 5ci. To note pre-submitted report by Councillor Symons

See approved dispensation above for Cllr Symons.

The report was noted.

The centre is currently leased to the PCA charity who provide a range of activities. Cllr Symons confirmed that out of the seven trustees, the chairman, secretary, treasurer, booking secretary and maintenance manager are stepping down as Trustees from May 2024. It was noted that the Pucklechurch News article did not highlight the implications this has for both the PCA as a charity and the activities the PCA organises at the community centre.

2023/06/21 5cii. To receive updated report on S106 funding for adult sports

Options for spending were considered. It was clarified that refurbishment or replacement of storage facilities do not meet the eligibility criteria.

Resolved to authorise Cllr Freestone to undertake scoping work to outline options, plans and potential costs for a new build changing room facility.

2023/06/21 5cii. To receive update from Cllr Hemmings on community centre survey

The scale and purpose of any survey was considered and noted.

Resolved to obtain costs for a full condition survey.

2023/06/21 5ciii. To note withdrawal of business broadband by Plusnet and consider options for future broadband at venue

Report was noted. Cllr Symons to liaise with Mike Reynold to consider options.

2023/06/21 5d. To consider pre-submitted report from Councillor Dunning and agree any actions.

Resolved to adopts proposal as a position paper/policy and to encourage South Gloucestershire Council (SGC) to protect and use Leigh Farm 1 to help address its commitment to climate change through the development of its wildflower/hay meadows and by creating a woodland to provide a wildlife haven.

2023/06/21 5e. To note pre-submitted report from Councillor Pibworth and agree any actions.

Road crossing patrol and speeding matters were noted. Request for a path across the Recreation Ground between the community centre and Lansdown Road to be an agenda item in July.

2023/06/21 5f. To consider condition of parish wide noticeboards, review costs for potential replacements and agree any action.

It was noted planning permission may be required depending on size of noticeboard Resolved the Chair of council and clerk to provide a detailed breakdown of options.

2023/06/21 No 6. Agenda items to note

2023/06/21 6a To note an error on the internal audit report relating to the calculation of dates for the exercise of public rights in 2022. An amended report and audit certificate have been received.

Noted

2023/06/21 6b. To note date of next Boyd Valley CEF meeting is Tuesday 11 July 2023 at 7pm

Noted Cllrs English and Symons to attend

2023/06/21 6c To note the next Town and parish forum meeting is on Thursday 27/7/23 at 10am at the Bradley Stoke activity centre.

Noted – no attendees due to time of meeting.

2023/06/21 6d. To note South Gloucestershire Council is consulting on its (Licensing Service) Street trading fees for 2023/24

Noted

2023/06/21 No 7. Planning

2023/06/21 7a. Planning applications

2023/06/21 7a. P23/01678/HH Brooklyn Cottage Feltham Road Pucklechurch South Gloucestershire BS16 9SH

Erection of second storey extension to existing garage to form additional living accommodation. Installation of proposed balcony to the rear.

Resolved to object.

To note previously submitted comments

2023/06/21 7a.ii P23/01692/CLP Coxgrove Lodge Coxgrove Hill Pucklechurch South Gloucestershire BS16 9NL

Erection of 1no. pool room building

Objection

This property sits entirely within the green belt and has benefited from being extended well-beyond that which originally existed (the latest permission being PK15/2268/F | Alterations to existing roof line on rear elevation (Re-submission of PK14/4831/F).)

It is impossible to gauge from the documents provided how this building appears relative to the topography of the land and the main-dwelling house. Nevertheless, the pool room appears to be a substantial building in its own right and therefore harmful to the openness of the green belt. **Noted**

7aiii P23/01653/F 5 Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Demolition of existing building. Erection of family day room.

Objection

This site sits wholly within designated green belt. The proposed dayroom has the appearance and plan of a large four-bedroomed bungalow and would sit in a prominently visible position within the site itself and local rural landscape to such an extent that it is harmful to the visual amenity and openness of the green belt. No special circumstances that would override the permanent harm that would be done to the green belt have been offered in support of the proposal. **Noted**

7aiv 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

Despite the provision of new plans, PPC's objection to the proposal stands. It is not clear that either the original 3 bed property, or the proposed 2 bedroomed property will have sufficient private amenity space available to them in accordance with SGC amenity space standards. Similarly, the proposal still fails to meet the required number of parking spaces in accordance with SGC parking standards. **Noted**

Adjacent parish

7av P23/01744/HH 1 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT

Erection of 4 no. single storey detached storage garages No comments. **Noted**

Application received after the agenda issued

7avi P23/01445/F Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT

Erection of 4 no. B8 buildings with associated works. **Noted**

2023/06/21 7b. Planning decisions

2023/06/21 7bi P23/01065/HH 25 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Erection of 1no. detached garage. Approved with conditions. **Noted**

2023/06/21 7bii P23/01117/CLLB Moat House Kings Lane Pucklechurch South Gloucestershire BS16 9PP

Installation of internal, removable secondary glazing. Split decision. **Noted**

Adjacent parish

2023/06/21 7bii P19/16524/F Land at Lyde Green Emersons Green Bristol South Gloucestershire BS16 7NT

Construction of a 7m access road into the Lyde Green development site with associated changes in the priority of Lyde Green Road. The widening of Lyde Green Road north to Road 5 to 7m and installation a 3m multi-user path, with provision of street lighting and planting. Re-surfacing of existing public right of way. Approved with conditions. **Noted**

2023/06/21 7c. Planning enforcement and any other actions

None

2023/06/21 NO 8. Reports

2023/06/21 8a To receive pre-submitted reports from Councillors.

Councillors were reminded that all public questions should be directed to the clerk in the first instance.

Pre-submitted reports by councillors to council will appear on the agenda under items to note. If the council then decides a matter needs further consideration, in the interest of public transparency, it will then appear as an agenda item the following month.

2023/06/21 8b To receive report from the Clerk.

- New barrier at the allotment site should be installed next week
- New defibrillator box installed at PVSSC site.
- Responded to complaints about the burial ground condition and the missing swing and safer surfacing at Shortwood play area
- Spent many hours trying to sort out the impact of B4465 road closure on bus services. SGC has been made aware that the Shortwood Road surface dressing will impact buses
- PCA has been made aware that the council has no contractor for road repairs – PCA looking for further quotes for the community centre car park

9. FINANCE

2023/06/21 9a To agree payment of contractual or other obligations.

June 2023 payments

Name	Description	Net	VAT	Total	
D Dunning	salary	£1,608.33	£0.00	£1,608.33	
	home working	£26.00	£0.00	£26.00	£1,634.33
HMRC	tax & NI	£544.60	£0.00	£544.60	
Primrose Gardening	Monthly contract inv. 93	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	wet pour repairs inv. 94	£120.00	£0.00	£120.00	£1,661.67
PATA (UK)	payroll charges 22/1191/PPS	£32.85	£0.00	£32.85	
Anna Chelmicka	litter	£350.00	£0.00	£350.00	
Allied Electrical	Defib box installation PVSSC	£165.00	£33.00	£198.00	
CPRE	subscription	£36.00	£0.00	£36.00	
Total		£4,424.45	£33.00	£4,457.45	£4,457.45

Direct debits for June 2023				
Supplier	Goods	Net	Vat	Total
o2	phone	£11.00	£2.20	£13.20

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

Payments made before meeting

Name	Description	Net	VAT	Total
South Gloucestershire Council	3805253111 Localism charges April - June 23	£2,012.82	£402.56	£2,415.38
Total		£2,012.82	£402.56	£2,415.38

Resolved to approved payments. Cllrs English and Hemmings to authorise

2023/06/21 9b. To receive relevant updates and approve reconciliations for May 2023.

Balance per bank statements as at 01/05/23	£
NatWest reserve account	£30,280.38
Unity Bank	£84,292.79
NatWest current account	£65,259.91
Current A/C activity for May 2023	
NatWest current account	
Less: payments for May 2023	£237.55
Plus: income for May 2023	£0.00
Balance per NatWest current A/C bank statements as at 31/05/23	£65,022.36
Unity Bank	
Less: payments for May 2023	£8,776.67
Plus: Unity income for May 2023	£2,080.13
Balance per Unity bank statements as at 31/05/23	£77,596.25
NatWest Reserve account	
Plus annual interest	
Balance per NatWest reserve A/C bank statements as at 31/05/23	£30,280.38
Total bank accounts as at 31/05/23	£172,898.99
Less: any unrepresented cheques as at 31/05/23	£0.00

Add: any un-banked cash as at 31/05/23	£0.00
Net NatWest Current A/C balance as at 31/05/23	£65,022.36
Net Unity balance as at 31/05/23	£77,596.25
Net NatWest reserve A/C balance as at 31/05/23	£30,280.38
Total balances all bank accounts as at 31/05/23	£172,898.99

Figure 1 Print screen of May accounts

						4,341.07	
						1,634.33	
Total receipts	65,259.91	30,280.38		237.55	0.00	0.00	8,776.67
Less: payments in month	237.55	0.00		480.89	0.00	0.00	14,211.57
Balance c/fwd	65,022.36	30,280.38					
	A	B					
Combined balance	E	172,898.99	Bank rec at 31 5 23				
			NW Current A/c	65,022.36	Enter bank statement balance here		
			NW Bus Reserve A/c	30,280.38	Enter bank statement balance here		
Balance as at 1st April 2023		134,902.56	Unity	77,596.25			
Plus: receipts in year to date		52,688.89		172,898.99			
Less: Payments in year to date		14,692.46	Less: uncleared chqs		Total value of uncleared cheques at quarter end		
Balance as at 31st May 2023	F	172,898.99	G should equal E & F	172,898.99	Diff	0.00	
							Detail needs to be entered in these cells

Figure 2 NatWest bank balance May 2023

Welcome to your new look NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 MAY 2023	BROUGHT FORWARD			65,201.66
09 MAY	Direct Debit PNET1822180-1		20.60	65,181.06
15 MAY	Direct Debit 707 LIMITED C-PLC001		52.51	65,128.55
19 MAY	Direct Debit NEST IT00000079348?		106.19	65,022.36

Figure 3 Unity Bank balance May 2023

22/05/2023	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£80,926.25
22/05/2023	Faster Payment Debit	B/P to: Ensign Print	£234.00	£0.00	£80,692.25
22/05/2023	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£79,150.58
22/05/2023	Faster Payment Debit	B/P to: Daphne Dunning	£1,634.33	£0.00	£77,516.25
22/05/2023	Credit	E Venn	£0.00	£20.00	£77,536.25
22/05/2023	Credit	Credit 000005	£0.00	£40.00	£77,576.25
26/05/2023	Credit	MACLEOD LJ	£0.00	£20.00	£77,596.25

Resolved to accept and approve bank reconciliations

The next meeting is 19th July 2023

Meeting closed at 20:45

Signed:

Date: 19th July 2023

APPROVED MINUTES SIGNED VERSION HELD