



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 19th JULY 2023 AT 7:30 PM AT THE BUNGALOW HMP ASHFIELD.

Present.

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

In attendance Clerk D Dunning & Ward Cllrs Ben Stokes and Marilyn Palmer

Public Participation

None.

2023/09/20 No 1. To receive apologies for absence and approve reasons given.

None

2023/09/20 No 2. Declarations of interest

Cllr Freestone declared an interest in 5ai as chair of Pucklechurch Cricket club.

Cllr Bailey declared an interest in 5ai as knows the company.

Cllr Symons declared an interest in item 5a as Trustee of PCA. Council approved that Cllr Symons could contribute to the discussions but would take no part in voting if required.

2023/09/20 No 3.Minutes

Resolved to approve the minutes of the meeting on 19th July 2023 as a true record.

2023/09/20No 4. To receive report from ward councillor(s).

Pre-submitted report from Ward Cllr Palmer noted (appendix 1). Any proposal for steps on South Gloucestershire council (SGC) land needs to be directed to that council

Items raised by Ward Cllr Stokes:

- Confirmed compulsory purchase is likely for multi-use path and may take at least 6 months to complete.
- 5-year land review for gypsy and traveller sites and recent legal rulings may make temporary sites more vulnerable to becoming permanent due to lack of required provision in the area.
The parish council reiterated the issues caused by the lack of a formal SGC policy.
- Community interest in renewable energy
- Active travel grant
- Community policing. Mark Shelford Avon & Somerset Police Commissioner is holding a public meeting at Old Sodbury 29th September 5-7pm

2023/09/20No 5 Agenda items to action

2023/09/20 5a. To consider updates relating to the Community centre and adjacent Recreation ground and agree any actions:

2023/09/20 5ai. To receive quotations for replacing the garage/store roof at the Recreation ground and agree any actions.

Resolved to accept quotation for £2850.00 and appoint Matthews Roofing to undertake the repairs.

2023/09/20 5aii. To review lease agreement for the Scout Hut and agree any actions.

Resolved to instruct solicitor to undertake land registration and draw up a new lease agreement.

2023/09/20 5aiii. To receive an update on position with PCA charity and agree any actions.

Concerns were raised over the lack of clarity in the messages being issued by the PCA. If the lease is terminated the hall will close.

Resolved to make a public statement and write to all user groups to outline the consequences if the PCA charity becomes unviable and elects to close.

2023/09/20 5aiv. To receive verbal updates on other issues pertaining to the community centre including S106 and building inspection requirements.

Cllr Hemmings to provide list of inspection required for the community centre prior to the council instructing a surveyor,

Cllr Freestone confirmed a basic quote is being raised to provide an initial ball-park figure for new changing rooms.

2023/09/20 5b. To consider information on replacement notice boards and agree actions.

Resolved to have low-maintenance 'man-made timber' noticeboards across the parish

Resolved to purchase a 2-bay 9xA4 noticeboard costing £2412.62 (net) for the Community centre and that it should be installed at a safer location at the community centre.

Resolved to purchase a 2-bay 6xA4 noticeboard costing £1951.56 (net) for Parkfield

Resolved to seek permission from South Gloucestershire council to install a new noticeboard near the community garden on Main Road as the current noticeboard is on chapel land.

Subject to obtaining approval **resolved** to purchase a 2-bay 9xA4 noticeboard costing £2412.62 (net) for Shortwood or return matter to council for further consideration.

It was noted there will be delivery and installation costs.

2023/09/20 5c. To consider options for Christmas lighting and agree any actions.

Resolved to purchase a solar led Christmas light system at a cost of £599.00 (net) subject to permission from South Gloucestershire Council to install necessary fittings on the Millennium green.

2023/09/20 5d. 5d. To consider issues arising from the 2023 playground inspection report and agree any actions.

Insurance claim for zip-wire has been settled

HAGS claim for Eagle Crescent has been registered, acknowledge but with not response a further complaint over poor customer service has been raised.

Play area working group to review report. Clerk to work with maintenance contractor to draw up scheme of works with support from the working group.

2023/09/20 5di. To approve removal of remaining identified trim trail equipment at a cost of £420.

Resolved to approve removal for safety reasons as identified in the inspection.

2023/09/20 5dii. To approve repairs to Zip-wire at a cost of £731.50 (net) not covered by insurance claim.

Resolved to approve quotation and appoint Greenfields to undertake the work.

2023/09/20 5e. To receive Arboricultural Report for 2023 with recommendations (p8) and agree actions.

Resolved to authorise the work identified and subject to satisfactory quotation appoint Midland Forestry.

Cllr Hemmings left the meeting.

2023/09/23 5f. To receive report on configuring allotment gardens 5 & 6 and agree budget and actions.

Resolved to approve design produced by allotment committee to provide 4 small allotment gardens. Agreed to fund post, fencing and gates and to accept committees offer of assistance to progress this scheme.

2023/09/23 5g. To consider active travel grant and agree any action.

No action at the present time.

2023/09/20 No 6. Agenda items to note

2023/09/20 6a To note conclusion on annual audit.

Noted.

2023/09/20 6b. To note award of Neighbourhood Plan grant for £7592 and completion of the design code for the Neighbourhood Plan.

Noted.

2023/09/20 6c To receive a verbal feedback from WERN quarterly steering group meeting with Village Agent for Marshfield and surrounding areas

Noted. Details of Pucklechurch Good Neighbours have been forwarded. Councillors to provide details of any other suitable contacts,

2023/09/20 No 7. Planning

2023/09/20 7a. Planning applications

None

Adjacent parish

2023/09/207ai. P23/02369/F Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT.

Demolition of existing buildings and erection of 1no replacement building. No comments

Appeal notification received since agenda issued

2023/09/207aii. DOE Appeal Reference: APP/P0119/D/23/3323909 Application Number: 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. Noted

2023/09/207b. Planning decisions

2023/09/207bi P23/02036/CLLB Unit 10 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH.

Demolition of internal archive room. Approved Certificate of Lawfulness. Noted

2023/09/20 7bii P23/01995/TCA 11 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL.

Works to reduce crown of 3no. Olive trees by up to 1m and 5 no. Italian Cypress reduce crown by up to 1m trees situated within the Pucklechurch Conservation Area. No objection. Noted

2023/09/20 7biii P22/06238/F Land At Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY.

Conversion of existing stables to form 1no dwelling and associated works. Approved with conditions. Noted

Adjacent parish

2023/09/20 7biv P23/01744/HH 1 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT.

Erection of 1no. single storey four bay detached storage garage to include a change of use from nil use to residential (class C3). Approved with conditions. Noted

Decisions received after agenda issued

2023/09/20 7bv P23/01678/HH Brooklyn Cottage Feltham Road Pucklechurch South Gloucestershire BS16 9SH

Installation of proposed balcony to the rear. Approved with conditions. Noted.

2023/09/207c. Planning enforcement and any other actions

None.

2023/09/20NO 8. Reports

2023/09/208a To receive pre-submitted reports from Councillors.

No reports to note.

2023/09/208b To receive report from the Clerk.

Noted

9. Finance

2023/09/209a To agree payment of contractual or other obligations.

Contractual payments already paid

Payee	Description	Net	VAT	Total
BDO	External audit	£420.00	£84.00	£504.00
South Gloucestershire Council	Localism July - Sept 23	£2,012.82	£402.56	£2,415.38
Total		£2,432.82	£486.56	£2,919.38

BACS for authorisation 20/09/23				
Payee	Description	Net	VAT	Amount Paid
D Dunning	September pay	£1,634.13	£0.00	£1,634.13
HMRC	September tax	£544.80	£0.00	£544.80
Anna Chelmicka	September litter	£350.00	£0.00	£350.00
Primrose Gardening	111 monthly contract	£1,541.67	£0.00	£1,541.67
PATA	Payroll services	£32.85	£0.00	£32.85
Silverback	Annual tree inspections	£800.00	£160.00	£960.00
Total		£4,903.45	£160.00	£5,063.45

Direct debits for September

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	£23.00	£0.00	£23.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
707	Monthly waste collection	£43.76	£8.75	£52.51

Resolved to approved payments. Cllrs Boyle and English to authorise.

2023/09/209b. To receive and approve reconciliations for August 2023.

Balance per bank statements as at 01/08/23	£
NatWest reserve account	£30,280.38
Unity Bank	£63,722.56
NatWest current account	£64,549.36
Current A/C activity for August 2023	
NatWest current account	
Less: payments for August 2023	£239.50
Plus: income for August 2023	£50.00
Balance per NatWest current A/C bank statements as at 31/08/23	£64,359.86
Unity Bank	
Less: payments for August 2023	£4,990.60
Plus: Unity income for August 2023	£8,193.00
Balance per Unity bank statements as at 31/08/23	£66,924.96
NatWest Reserve account	
Plus: annual interest	
Balance per NatWest reserve A/C bank statements as at 31/08/23	£30,280.38
Total bank accounts as at 31/08/23	£161,565.20
Less: any un-presented cheques as at 31/08/23	£0.00
Add: any un-banked cash as at 31/08/23	£0.00
Net NatWest Current A/C balance as at 31/08/23	£64,359.86
Net Unity balance as at 31/08/23	£66,924.96
Net NatWest reserve A/C balance as at 31/08/23	£30,280.38
Total balances all bank accounts as at 31/08/23	£161,565.20

Figure 1 Print screen of August 2023 accounts

Balance c/fwd	63,815.26	30,280.38	67,470.56			
	A	B	C			
Combined balance	D	161,566.20		Bank rec at 31 08 23		
				NW Current A/c	64,359.86	Enter bank statement bala
				NW Bus Reserve A/c	30280.38	Enter bank statement bala
Balance as at 1st April 2023		134,902.56		Unity	66,924.96	
Plus: receipts in year to date		62,081.89			161,565.20	
Less Payments in year to date		35,419.25		Less: uncleared chqs	0.00	Total value of uncleared ch
Balance as at 31st August 2023	E	161,565.20		F should equal D & E	161,565.20	Diff 0.00
						Detail needs to be entered in these cells

Figure 2 NatWest bank balance August 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(£)	Balance(£)
05 AUG 2023	BROUGHT FORWARD		64,468.56
14 AUG	Direct Debit 707 LIMITED C-PUC001	52.51	64,416.05
21 AUG	Direct Debit NEST IT000000793489	106.19	64,309.86
25 AUG	Automated Credit JEFFERIES HJ LTD M [REDACTED]	50.00	64,359.86
		23.00	64,336.86

Figure 3 Unity Bank balance August 2023

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
17/08/2023	Faster Payment Debit	B/P to: Primrose Gardening	£2,071.67	£0.00	£61,316.29
17/08/2023	Faster Payment Debit	B/P to: Daphne Dunning	£1,634.33	£0.00	£59,681.96
17/08/2023	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£59,331.96
25/08/2023	Credit	GROUNDWORK UK R/C	£0.00	£7,592.00	£66,923.96
29/08/2023	Credit	ASHPOLECHAPMAN D	£0.00	£1.00	£66,924.96

Resolved to accept and approve bank reconciliations.

2023/09/209c To receive Q1 figures

Reviewed and approved (appendix 2)

Date of next meeting is 18th October

Meeting closed at 20:55

Signed:

Date: 18th October 2023

Appendix 1 Ward Cllr Palmer's report:

Speedwatch – This has been frustrating due to long delays in getting responses from the Police. However, I received a reply from the Police last week informing me “that an initial speed check was carried out on 8th August by local PCSO's. The results came back with an average speed of 28mph in a 30mph zone. Therefore, at this time, a Speedwatch has not been authorised as it did not meet our threshold. If you have any further areas in particular, or specific times of day that you would like us to try, then please let me know and I will forward it on to my team.”

I replied that these results were not credible as no-one drives at that speed on Westerleigh Road (this side of the motorway bridge) apart from funeral corteges on the way to the Crematorium .

It seems that the officer was unaware of the specific location on Westerleigh Road. “The check was carried out on Shortwood Road just past Dennisworth by other members of my team, their supervisor was present as well. We will conduct another check in the 30mph zone on Westerleigh Road, if there is a safe place to do so, and let you know in due course. We can only conduct speed checks in areas up to 30mph. 40mph and above are classed as fast roads and would therefore be unsafe.” I am awaiting an update.

Safe route to school - I have been contacted by a resident of Hodden Lane who walks her two young children to school each day, but is anxious about their safety with no pavement until the junction of Hawkridge Drive and Abson Road. There is a steep grassy bank opposite Hodden Lane and she wonders whether it might be possible to have some steps put in to make it easier to climb. I'm assuming it's highway verge, but this may not be the case, so it is may be complicated. Before I take it any further, it would be helpful to have the initial reaction from the Parish Council.

Construction of the multi-use path – fairly mature trees/hedging have been ordered and planting will be carried out when appropriate (after leaves have dropped). I have asked that if this requires temporary traffic lights, the lights will only be operational from 9.30am-3.30pm so that they do not cause huge congestion at peak times. The landowner has now been told that if he does not respond in a few weeks, a Compulsory Purchase Order will be put in process, and hopefully this will give him the motivation to finalise an agreement.

I also mentioned that there have been reports of people loitering suspiciously on the old cycle path adjacent to the prison. I repeated my request that some of the overgrown vegetation along that stretch is cut back to make it more inviting for cyclists to use, and perhaps give less cover for anyone attempting to throw anything over the prison perimeter.

HGV's ignoring the weight limit through the village. I wrote to SGC asking for clarification as lorry drivers seems to believe that the weight limits have been suspended due to the diversion following closure of the M4 overbridge at Badminton Road. I have today received this reply from Mark King at SGC:

“The weight limits have not been suspended however we are aware that some of our signage needs updating. This is an active project and we would hope to resolve the issues soon.

That said we don't want inappropriate use of the roads through these areas and to that end have trialled the CCTV camera system but it has been found to be unsuccessful. The system records all vehicles but does not identify vehicles automatically. It relies on people reporting the alleged violations giving time and place and we can interrogate the CCTV for details. Unfortunately, many of the reports received do not have specific details and when we have requested further details they haven't been forthcoming.

We have two further problems with general HGV's enforcement; firstly, most weight restriction areas have a 'except for access' so we need to be sure they are not delivering for anyone in the zone, secondly a lot of the HGV's reported are 7.5t box lorries which have the dimensions of smaller HGV's but are not classified as such. Be assured we are doing what we can with regard this issue."

DRAFT MINUTES SUBJECT TO APPROVAL AT THE NEXT MEETING

Appendix 2 Q1
Q1 2023-24

INCOME		BUDGET	INCOME AT Q1	%	COMMENTS
Precept		£96,896	£48,448.00	50.00%	
Cemetery (Burial ground £200.00 per burial)		£1,000.00	£250.00	25.00%	
Allotments £20.00 per site 21 plots		£560.00	£220.00	39.29%	£320 received in last financial year = £540
Grants		£0.00	£0.00	0.00%	
Football club		£470.00	£0.00	0.00%	
Cricket club		£375.00	£0.00	0.00%	
PCA ground rent & Scout hut		£6.00	£0.00	0.00%	
Wayleave (Western power distribution)		£92.95	£0.00	0.00%	
Bank Interest		£0.00	£0.00	0.00%	
Misc.		£0.00	£0.00		
<i>Sub total</i>		<i>£99,399.95</i>	<i>£48,918.00</i>	<i>49.21%</i>	
S106 draw down		£110,000.00	£0.00	0.00%	
CIL Payments		£0.00	£2,060.76		
Total Income		£209,399.95	£50,978.76	24.35%	
VAT from 22/23			£1,710.13		
As per accounts			£52,688.89		
Expenditure		BUDGET	SPEND AT Q1	%	COMMENTS
Advertising		£0.00	£0.00	0.00%	
Salaries (net)		£20,800.00	£4,824.99	23.20%	
Personal expenses, mileage, home office allowance and other claims that cannot be invoiced		£400.00	£78.00	19.50%	
NI & tax (employee and employer)		£5,500.00	£1,611.40	29.30%	
Pension (employee and employer)		£1,170.00	£318.57	27.23%	
Payroll PATA Costs		£155.00	£32.85	21.19%	
Rent Shortwood		£360.00	£180.00	50.00%	
Insurance		£800.00	£736.06	92.01%	
Electricity memorial light & Defibs		£2,000.00	£139.87	6.99%	
Room rental		£100.00	£0.00	0.00%	
Pucklechurch news		£1,200.00	£234.00	19.50%	

Internet connection		£200.00	£51.51	25.76%	
Phone		£200.00	£34.61	17.31%	
Audit		£960.00	£480.00	50.00%	
professional fees consultancy		£1,000.00	£0.00	0.00%	
Membership/subscriptions		£1,045.00	£1,100.60	105.32%	
Litter picking/ Rec Village waste /dog bins		£10,510.00	£3,245.33	30.88%	
Tree survey		£1,500.00	£0.00	0.00%	
Grass cutting/gardening		£8,600.00	£567.27	6.60%	
Maintenance contract		£20,000.00	£4,625.01	23.13%	
Bank charges		£160.00	£29.10	18.19%	
Admin general stat post print		£300.00	£16.64	5.55%	
Play area maintenance/ repairs		£4,500.00	£1,119.00	24.87%	
Ground maintenance		£2,500.00	£0.00	0.00%	
Training/conferences		£500.00	£120.00	24.00%	
Heartstart Defib maintenance		£240.00	£1,130.95	471.23%	new defib box
Office equipment		£1,100.00	£37.00	3.36%	
Misc. & grants		£4,000.00	£0.00	0.00%	
Recruitment costs		£0.00	£0.00	0.00%	
Election costs		£0.00	£0.00	0.00%	
Woodlands		£4,000.00	£0.00	0.00%	
Rebekka's memorial garden		£500.00	£0.00	0.00%	
Project Adult Sports (S106)		£87,000.00	£0.00	0.00%	
Project Open spaces (S106)		£23,000.00	£0.00	0.00%	
sub total		£204,300.00	£20,712.76	10.14%	
To reserves					
Parkfield turning space to reserves		£2,500.00	£0.00	0.00%	
Play areas to reserves		£2,600.00	£0.00		
Total		£209,400.00	£20,712.76	9.89%	
<i>vat paid to date</i>			£1,120.13		
			£21,832.89	<i>as per accounts</i>	

Earmarked reserves:			To add	
CIL	#	£5,832.00		£5,832.00
Play equipment Reserve		£45,000.00	£2,600.00	£47,600.00
Neighbourhood Plan		£6,500.00		£6,500.00
Village hall project reserve		£5,000.00		£5,000.00
Woodland/ tree/ash die back		£7,500.00		£7,500.00
Professional /legal feed		£5,000.00		£5,000.00
Financial contingency		£35,000.00		£35,000.00
Parkfield turning circle		£10,000.00	£2,500.00	£12,500.00
Election costs		£3,750.00		£3,750.00
		£123,582.00		£128,682.00
General reserves		£11,432.00		£11,432.00
End of year 22/23		£135,014.00	£0.00 £5,100.00	£140,114.00