



**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>th</sup> OCTOBER 2023 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.**

**Present.**

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

In attendance: Clerk D Dunning

**Public Participation**

Cllr Boyle welcomed Jon Bratt Governor of HMP Ashfield to the meeting. Introductions were made and a general discussion around the prison's desire for involvement with the local community followed. 19:45 Jon Bratt left the meeting

**2023/10/18 No 1. To receive apologies for absence and approve reasons given.**  
Cllrs English and Symons noted. Ward Cllrs Stokes and Palmer

**2023/10/18 No 2. Declarations of interest**

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

**2023/10/18 No 3. Minutes**

**Resolved** to approve the minutes of the meeting on 20<sup>th</sup> September 2023 as a true record.

**2023/10/18 No 4. To receive report from ward councillor(s).**

Pre-submitted report from Ward Cllrs noted (Appendix A)

**2023/10/18 No 5 Agenda items to action**

**2023/10/18 5a. To consider updates relating to the Community centre and adjacent Recreation ground and agree any actions.**

Minutes of the last Pucklechurch Community Association (PCA) meeting were noted. Pucklechurch parish council's letter to the community has been circulated but concerns remain that the implications of the potential closure are not fully appreciated.

**Resolved** Cllr Hawkins to prepare a timetable for parish council actions including the potential for a public meeting in January 2024.

Concerns were raised that the PCA has not made the statutory legionella report and risk assessment and recommendations available to the council. Failure to comply with any recommendations could result in the closure of the building.

**Resolved** to write to the PCA for a copy of the report and the timetable for any remedial works which must be dealt with appropriately and as a matter of urgency.

It was noted that Gloucester Archives hold various documents relating to the Recreations ground and land ownership. Cllr Boyle to visit and check these records.

Circulated information on the potential options for new changing rooms were noted. Minimum requirements would be full 2 full-sized changing rooms for up to 15 persons and 2 smaller 2-4 persons changing rooms plus storage space. Indicative costs £250K - £350K. Agreed pre-planning advice should be sought as any new provision would be in conservation area. **Resolved** that the sports clubs should use the identified consultant to find funding options – charges £350 plus 8% of any grant awarded.

**2023/10/18 5b. To consider a request from South Western English Springer Spaniel club to permit use of part of the Recreation ground as a fenced off dog show-ring. The dog show is being held in the community centre on 12<sup>th</sup> May 2024.**

**Resolved** to support in principle the request to have a show-ring on the Recreation ground. However, the Recreation ground is a public space where people walk, play and may exercise dogs off-lead. These activities will be occurring during the hire period and it is also highly likely that people will be interested in watching proceedings. Hire is therefore subject to the terms and conditions of the usage policy for outdoor events and is conditional on the following:

- The South Western English Springer Spaniel club's show-ring is described as a 'taped off area'. In hiring this space, the club agrees that the parish council cannot be held responsible for any possible interruptions or disruption caused by other users of the area.
- In line with the policy, the parish council resolved to charge £200.00 for the use of an area of the Recreation ground for the show-ring.
- A further £100.00 deposit will be required – refundable if no damage caused
- Public access to the Recreation ground from the car park and access to the burial ground from the Recreation ground must not be impeded by the show-ring.
- The show-ring area must be fully cleaned after use.

**2023/10/18 5c. To agree in principle that due to capacity issues, South Gloucestershire Council (SGC) transfers S106 money to the parish council to purchase interpretation boards for the balloon tether site.**

**Resolved** the council has the capacity and is willing to produce interpretation boards subject to:

- South Gloucestershire Council (SGC) obtaining scheduled monument consent
- SGC confirms the measures it has in place and timetable to restore and maintain the site which is in SGC land.

**2023/10/18 5d. To receive feedback on the ALCA AGM, note update from South Gloucestershire Council on Climate and Nature action planning and agree a parish wide climate change action plan.**

Update on ALCA AGM noted.

The circulated Frampton Cotterell parish council nature action plan was noted.

**Resolved** to make this an agenda item for November and to convene a working group to start to develop a parish-wide climate and nature action plan.

**2023/10/18 5e. To consider preliminary ideas for 2024/25 budget.**

Local Action plan £5K

St Aldams garages £5K

Parkfield turning circle £2.5K minimum

Changing rooms project £20K

Play areas £5K

Ideas for memorial/dedication area.

Agreed councillors should forward any further ideas to the clerk by the start of November.

## **2023/10/18 No 6. Agenda items to note**

**2023/10/18 6a To note tree work commissioned as per 2023 report and to clear lighting in St Aldams park.**

Noted.

**2023/10/18 6b. To note overnight camping at Parkfield turning circle.**

Noted.

## **2023/10/18 No 7. Planning**

### **2023/10/18 7a. Planning applications**

**2023/10/18 7ai. P23/02729/HH 52 Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9SF**

Demolition of existing conservatory. Erection of two and single storey rear extension to provide additional living accommodation. Erection of front attached garage. Resolved no objections.

### **2023/10/18 7b. Planning decisions**

Decisions received after agenda issued.

**2023/10/18 7bi. P23/02223/MW Shortwood Quarry Landfill Cattybrook Road North Mangotsfield South Gloucestershire BS16 9NJ**

Erection of leachate treatment tank with ancillary infrastructure and pipework. Approved with conditions. Noted

**2023/10/18 7bii P23/02245/RVC Shortwood Quarry Landfill Cattybrook Road North Shortwood Pucklechurch Bristol**

Variation of condition 1 (works cessation and site restoration date) attached to planning permission - (Variation of condition no. 25 attached to planning permission PK03/1545/F) to allow an additional 18 months, until 31st March 2025, to complete the approved restoration of the landfill at the former Shortwood Quarry. Approved with conditions. Noted

### **2023/10/18 7c. Planning enforcement and any other actions**

The untaxed car on the mixed-use path has gone.

Correspondence received after agenda issued.

**2023/10/18 7ci COM/23/0810/OD Pucklechurch Post Office 3 Shortwood Road Pucklechurch Bristol South Gloucestershire**

Erection of first floor rear extension. Noted

## 2023/10/18 NO 8. Reports

### 2023/10/18 8a To receive pre-submitted reports from Councillors.

None.

### 2023/10/18 8b To receive report from the Clerk.

- South Gloucestershire Council (SGC) is still seeking ways to get an agreement to secure the land needed to complete the mixed-use path. Work is due to start at the end of the month to undertake the planting to provide the hedging and trees along the side of the path that is already built.
- Utilities checks have been commissioned for the Millennium Green to ensure safe siting of the solar panel post subject to license agreement which has been requested.
- Weather permitting replacement fencing at The Recreation ground is due at the ned of the week.
- Burial ground bulbs and primroses planted.
- BT engineer was due to visit the Community Centre on 18<sup>th</sup> to sort out new internet connections. Currently fibre is not available. Only option available is via telephone line which is more expensive than fibre at £29.95/month.
- Working with SGC to get license agreement for Shortwood notice board – boards not yet ordered.
- Awaiting Cllr Symons to sign bank mandate to be able to add signatories.
- Tree works commissioned including clearing foliage from light by steps in St Adams.
- Accepted Matthew roofing quote and provided contact details.
- Followed up Feltham Road speed reduction.
- PSCO feedback received following complaint on overnight sleeping at Parkfield turning circle.
- Chased Neighbourhood plan consultant.
- Jenny Barr at HAGS investigating PPC claim – no update
- To note in advance of budget discussions increase in charges by SGC for special expensive up just over 7%.
- One Planet matters has contacted the council to update it on its plans for the village green. PPC will be kept informed of any developments.
- Damage to trellis at Rebekka's Garden. Contractor to ensure planting trimmed back to keep site more open
- Ordered gates for allotments.
- Updated Revel on council choice of solar lights.

## 9. Finance

### 2023/10/18 9a To agree payment of contractual or other obligations for October.

BACS already authorised 5/10/23

Payee	Description	Net	VAT	Total
Ensign Print	Pucklechurch news Autumn	£415.00	£0.00	£415.00
Primrose Gardening	Inv 116 removal of damaged trim trail	£420.00	£0.00	£420.00

Chris Hall	Shortwood rent	£180.00	£0.00	£180.00
ALCA	Inv 22276 Cllr training	£30.00	£0.00	£30.00
Boston Seeds	1035491 bulbs/plants for burial ground	£99.16	£19.83	£118.99
<b>Total</b>		<b>£1,144.16</b>	<b>£19.83</b>	<b>£1,163.99</b>

BACS for authorisation 18/10/23

Payee	Description	Net	VAT	Total
D Dunning	salary	£1,634.33	£0.00	£1,634.33
Wickes	3 x gates for allotments	£152.50	£30.50	£183.00
HMRC	Tax & NI	£544.60	£0.00	£544.60
Anna Chelmicka	Litter	£350.00	£0.00	£350.00
Primrose Gardening	Monthly contract 119	£1,541.67	£0.00	£1,541.67
South Gloucestershire Council	Utilities search 3805390692	£161.00	£0.00	£161.00
<b>Total</b>		<b>£4,384.10</b>	<b>£30.50</b>	<b>£4,414.60</b>

Direct debits

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 Hemmings and Boyle to authorise.

**2023/10/18 9b. To receive and agree reconciliations for September 2023.**



Figure 1 September reconciliation

Balance per bank statements as at 01/0923	£
NatWest reserve account	£30,280.38
Unity Bank	£66,924.96
NatWest current account	£64,359.86
<b>Current A/C activity for September 2023</b>	
NatWest current account	
Less: payments for September 2023	£239.50
Plus: income for September 2023	£0.00
Balance per Natwest current A/C bank statements as at 30/09/23	£64,120.36
<b>Unity Bank</b>	
Less: payments for September 2023	£8,006.33
Plus:Unity income for September 2023	£49,159.50
Balance per Unity bank statements as at 30/09/23	£108,078.13
<b>NatWest Reserve account</b>	
Plus annual interest	
Balance per Natwest reserve A/C bank statements as at 30/09/23	£30,280.38
<b>Total bank accounts as at 30/09/23</b>	
	£202,478.87
Less: any unpresented cheques as at 30/09/23	£0.00
<b>Add: any un-banked cash as at 30/09/23</b>	
	£0.00
<b>Net NatWest Current A/C balance as at 30/09/23</b>	<b>£64,120.36</b>
<b>Net Unity balance as at 30/09/23</b>	<b>£108,078.13</b>
<b>Net NatWest reserve A/C balance as at 30/09/23</b>	<b>£30,280.38</b>
<b>Total balances all bank accounts as at 30/09/23</b>	<b>£202,478.87</b>

Figure 2 Print screen of September 2023 accounts

Balance c/fwd	64,120.36	30,280.38	108,079.13		43,664.08	
	A	B	C			
Combined balance	D	202,479.87		Bank rec at 30 09 23		
				NW Current A/c	64,120.36	Enter bank statement bal
				NW Bus Reserve A/c	30280.38	Enter bank statement bal
				Unity	108,078.13	
Balance as at 1st April 2023		134,902.56				
Plus: receipts in year to date		111,241.59				
Less Payments in year to date		43,665.08		Less: uncleared chqs	0.00	Total value of uncleared ch
Balance as at 30th September 2023	E	202,478.87		F should equal D & E	202,478.87	Diff
						0.00

Figure 3 NatWest bank balance September 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](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 SEP 2023	BROUGHT FORWARD			64,292.26
	Direct Debit O2 05412111/001		13.20	64,279.06
14 SEP	Direct Debit 707 LIMITED C-PUC001		52.51	64,226.55
21 SEP	Direct Debit NEST IT000000793489		106.19	64,120.36
02 OCT	Direct Debit EDF ENERGY 671063327375		23.00	64,097.36

Figure 4 Unity Bank balance September 2023

Date	Type	Details	Payments Out	Payments In	Balance
21/09/2023	Credit	AVIVA	£0.00	£310.50	£64,172.48
22/09/2023	Faster Payment Debit	B/P to: PATA UK	£32.85	£0.00	£64,139.63
22/09/2023	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£63,789.63
22/09/2023	Faster Payment Debit	B/P to: Daphne Dunning	£1,634.13	£0.00	£62,155.50
22/09/2023	Faster Payment Debit	B/P to: Silverback Arbor	£960.00	£0.00	£61,195.50
22/09/2023	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£59,653.83
29/09/2023	Fee	Manual Credit Handling Charge	£1.20	£0.00	£59,652.63
29/09/2023	Credit	SOUTHGLOSGENERAL	£0.00	£48,448.00	£108,100.63
30/09/2023	Fee	Service Charge	£22.50	£0.00	£108,078.13

**Resolved** to accept and approve bank reconciliations.

**2023/10/18 9c To receive Q2 figures**

Reviewed and approved (Appendix 2)

Date of next meeting is 15<sup>th</sup> November. **Meeting closed at 21:05**

**Signed:**

**Date: 15<sup>th</sup> November 2023**

APPROVED MIUNTES SIGNED VERSION HEL

## **Appendix A Report for Pucklechurch PC 18 October 2023**

Ward Cllr Palmer:

### **Traffic Signals – crossroad Shorthill/Westerleigh Road**

There have been some very long queues at peak times, sometimes back as far as the Crematorium. Apparently, the school buses have been leaving Pucklechurch on time but arriving late because of the queues. I suspect that this is due to the increase in traffic coming through Pucklechurch and Westerleigh because of the closure of the Badminton Road M4 overbridge.

I contacted the Head of Streetcare and asked for the signals to be assessed and adjusted. This was done last week, so I'm hoping the situation has improved.

### **Weight Limit on Westerleigh Road**

Following several complaints of lorries ignoring the weight limit, I contacted the Police and they immediately told DX (the main offender) that they must adhere to the speed limit. Drivers had claimed that due to the Badminton Road closure diversionary route the weight restriction was no longer in place. This is NOT the case. DX have said that they will track their vehicles so that they can see which routes drivers are taking. The Police said that they would rather deal with infringements in this way rather than have officers on the road flagging HGV's down. I am happy to pass on registration details etc to the Police if anyone sees HGV's using the Westerleigh Road into the village (other than for access/delivery).

### **Buses through Shortwood**

It's great that the 525 now goes through Shortwood again, but the bus stops don't have the current timetables on them. I've reported this to SGC who have passed my request on to WECA as apparently, it's their responsibility.

### **Rear of Dyrham View**

I have contacted Bromford and asked them to arrange for their Grounds team to visit and tidy up the area.

### **Multi-use path update**

Planting on the part of the path already built will be starting at the end of the month, with hedging and trees being planted along the side.

There has been some movement to ensure that we acquire the land over the last month. Also, in order to prepare for the eventually that there continues to be delays, preparations have been made to start the CPO process and this work has now commenced. It is a time-consuming process, and we continue to try to reach an agreement.

### **Budget Consultation**

Last week South Gloucestershire Council's Cabinet considered proposals for next year's budget. The papers include details of 'incredibly difficult' decisions to reduce spending and increase charges. The outline budget for 2024/25, which will be subject to formal public consultation in the autumn, does not yet propose to make new savings. It does, however, provide further details of cost-cutting that was approved by the previous Conservative administration in their 2023/24 budget, prior to this year's local elections, which are due to be implemented in the coming years.



Feedback from residents will then be presented to Cabinet ahead of final decisions on the budget in February.

Since last year's budget was approved the financial situation for SGC has deteriorated by a predicted £3 million next year (2024/25) and a further £2 million in 2025/26. It will place further stress on the SGC's budget and force the authority to consider further savings if additional funding is not provided by Government. This mirrors the pressures being experienced by other councils across England; the Local Government Association (LGA) recently published an analysis which showed that, just to keep services standing still, councils face a funding gap of almost £3 billion nationwide. The outline budget, through use of the Council's remaining reserves and assuming all of the planned-for savings are made in full, would deliver a balanced position for the coming year. Some of these savings, including changes to the Local Council Tax Reduction Scheme and income targets, will be the subject of the coming consultation process.

South Gloucestershire will be open and upfront with residents about the extent of the financial challenges and the measures that will need to be considered in order to balance the books. It is also joining other authorities in pressing government ministers to do more to protect the vital services that can be provided through local government. This includes ending competitive processes, cutting the strings from government initiatives, and moving to multi-year settlements to give local councils more flexibility in meeting local residents' needs.

Ward Cllr Stokes

Ward Cllr Stokes has requested that PPC view the consultation on waste services which includes reference to the possibility of reduced bin collections. He feels it would be helpful to know the views of the PC on this idea.

## Appendix 2 Q2 2023-24

<b>INCOME</b>	<b>BUDGET</b>	<b>INCOME AT Q2</b>	<b>%</b>	<b>COMMENTS</b>
Precept	£96,896	£96,896.00	100.00%	
Cemetery (Burial ground £200.00 per burial)	£1,000.00	£1,600.00	160.00%	
Allotments £20.00 per site 21 plots	£560.00	£220.00	39.29%	£320 received in last financial year = £540
Grants	£0.00	£7,592.00	0.00%	Neighbourhood plan grant
Football club	£470.00	£470.00	100.00%	
Cricket club	£375.00	£375.00	100.00%	
PCA ground rent & Scout hut	£6.00	£7.00	116.67%	
Wayleave (Western power distribution)	£92.95	£0.00	0.00%	
Bank Interest	£0.00	£0.00	0.00%	
Misc.	£0.00	£310.50		Insurance claim St Aldams
<i>Sub total</i>	<i>£99,399.95</i>	<i>£107,470.50</i>	<i>108.12%</i>	
S106 draw down	£110,000.00	£0.00	0.00%	
CIL Payments	£0.00	£2,060.76		
<b>Total Income</b>	<b>£209,399.95</b>	<b>£109,531.26</b>	<b>52.31%</b>	
VAT from 22/23		£1,710.13		
As per accounts		£111,241.39		
<b>Expenditure</b>	<b>BUDGET</b>	<b>SPEND AT Q2</b>	<b>%</b>	<b>COMMENTS</b>
Advertising	£0.00	£0.00	0.00%	
Salaries (net)	£20,800.00	£9,649.78	46.39%	
Personal expenses mileage, home office allowance and other claims that cannot be invoiced	£400.00	£156.00	39.00%	
NI & tax (employee and employer)	£5,500.00	£3,245.20	59.00%	
Pension (employee and employer)	£1,170.00	£637.14	54.46%	
Payroll PATA Costs	£155.00	£65.70	42.39%	
Rent Shortwood	£360.00	£180.00	50.00%	
Insurance	£800.00	£736.06	92.01%	
Electricity memorial light & Defibs	£2,000.00	£233.87	11.69%	
Room rental	£100.00	£0.00	0.00%	
Pucklechurch news	£1,200.00	£498.00	41.50%	
Internet connection	£200.00	£103.02	51.51%	
Phone	£200.00	£67.61	33.81%	
Audit	£960.00	£900.00	93.75%	

professional fees consultancy	£1,000.00	£733.30	73.33%	
Membership/subscriptions	£1,045.00	£1,150.60	110.11%	
Litter picking/ Rec Village waste /dog bins	£10,510.00	£5,872.16	55.87%	
Tree survey	£1,500.00	£800.00	53.33%	
Grass cutting/gardening	£8,600.00	£2,950.54	34.31%	
Maintenance contract	£20,000.00	£9,250.02	46.25%	
Bank charges	£160.00	£52.80	33.00%	
Admin general stat post print	£300.00	£29.84	9.95%	
Play area maintenance/ repairs	£4,500.00	£1,939.00	43.09%	
Ground maintenance	£2,500.00	£963.00	38.52%	
Training/conferences	£500.00	£120.00	24.00%	
Heartstart Defib maintenance	£240.00	£1,177.95	490.81%	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%	
<b>sub total</b>	<b>£204,300.00</b>	<b>£41,548.59</b>	20.34%	
To reserves				
Parkfield turning space to reserves	£2,500.00	£0.00	0.00%	
Play areas to reserves	£2,600.00	£0.00		
<b>Total</b>	<b>£209,400.00</b>	<b>£41,548.59</b>	19.84%	
<i>vat paid to date</i>		£2,116.49		
		£43,665.08	as per accounts	

**Earmarked reserves:**

CIL	#	£5,832.00	To add	£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

APPROVED MIUNTES SIGNED VERSION HELD BY THE CLERK