



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 15th NOVEMBER 2023 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllr G Boyle - Chair, A Hemmings, D Freestone, L English, J Bailey, R Dunning, M Pibworth and T Symons (19:52.)

In attendance: Clerk D Dunning, Ward Cllr Palmer, 1 member of public

Public Participation

Cllr Boyle welcomed SGC Cabinet member Chris Willmore who outlined the rationale for the new Local Plan. Brown field sites are 'maxed out', infill is 'maxed out', capacity issues at M5 Junction 14 has profoundly limited potential development in that area (as well as impacting the Stroud Local Plan) while the Severn Beach area is discounted due to flood risks. She reiterated that no decisions have been made but claimed there is now no other option than to claim exceptional circumstances and build on the current green belt on the eastern fringes. The proposed preferred option will have profound impacts on Shortwood and further re-delineation of the green belt is possible in future local plans. A public meeting in Pucklechurch is being arranged.

Member of public confirmed he was the chair of the Siston neighbourhood plan and that he was working with other local parishes. He will liaise with the chair of Pucklechurch neighbourhood plan.

Chris Willmore left the meeting at 19:45

2023/11/15 No 1. To receive apologies for absence and approve reasons given.

Cllr Hawkins and Ward Cllr Stokes. Cllr Symons was noted as absent but arrived later in the meeting.

2023/11/15 No 2. Declarations of interest

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

2023/11/15 No 3. Minutes

Resolved to approve the minutes of the meeting on 18th October 2023 as a true record. Minutes were duly signed by the chair of council.

2023/11/15 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer

- Local plan
- Accident on Parkfield Road and Coxgrove Hill being used as a 'rat-run' – liaising with Highways. Question raised over the timetable for the approved closure of Coxgrove Hill.
- Resident raised concerns over inconsiderate parking in the bus lay-by in Shortwood.

Circulated report from Ward Cllr Stokes was noted.

Ward Cllr Palmer left the meeting 19:50

2023/11/15 No 5 Agenda items to action

2023/11/15 5a. To consider updates relating to the Community centre and adjacent Recreation ground and agree any actions including:

Review of legionella report.

Cllr Hemmings presented his report and highlighted how any issues coded red need immediate actions. It was noted that maintaining a record book of flushing and maintenance actions as identified is essential not optional.

Other issues impacting the community centre

Having attended a SLCC webinar on managing village halls by Wellers Hedleys (15/11/23), the clerk presented a verbal report which highlighted legal responsibilities of both parties and financial implications if Pucklechurch Community Association (PCA) closes. Agreed notes will be circulated to all councillors and the Executive committee of PCA.

Cllr Symons arrived and declared an interest in 5a as Trustee of Pucklechurch Community Association and took no part in the discussions.

Feedback from PCA meetings.

The response to suggestions of scaremongering was noted. The public letter shared with the PCA presented clear facts, encouraged people to come forward and did not pressurise trustees to remain. Concerns remain that despite this letter, the PCA minutes of 8th November continue to show a lack of understanding of how the parish council operates and what it is permitted to do.

The council is aware that many in the community are still unaware of the situation and will use Pucklechurch News to encourage volunteers. A public meeting may be necessary.

2023/11/15 5b. To approve production of a parish wide climate change and nature action plan and agree membership of the working group.

Resolved to produce a parish wide climate change and nature action plan.

2023/11/15 5c. To consider and agree grant process for 2023/24.

Resolved to approve the paperwork and open the grant application process – closing date 28th January 2024.

2023/11/15 5d. To receive update on youth provision and agree any approach to Wick and Abson parish council.

Resolved to contact Wick and Abson parish council to discuss potential options.

2023/11/15 5e. To review funding for Pucklechurch News and agree any actions

Report noted. Whilst the editorial control is completely independent, Pucklechurch parish council funds the newsletter, has a finite budget and content must adhere to the code of recommended practice on local authority publicity 2011. **Resolved** to

write to ward councillors and Pucklechurch News to ensure more concise joint articles in future.

2023/11/15 5f. To receive notification of the South Gloucestershire Council's consultation on its budget

<https://consultations.southglos.gov.uk/budget2024/consultationHome> and agree any council response.

Agreed that councillors should respond as individuals

2023/11/15 5g. To consider forthcoming consultation on the South Gloucestershire local plan and agree any actions. Link

<https://council.southglos.gov.uk/documents/g16441/Public%20reports%20pack%2013th-Nov-2023%2014.00%20Cabinet.pdf?T=10>

South Gloucestershire Council has arranged an on-line meeting on 30th November, details to be re-circulated. Agreed the December meeting is dedicated to the local plan response.

Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act) 1960 resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

Member of public left the meeting. Cllr Dunning and clerk left the meeting

2023/11/15 5h. To undertake a review of pay and agree any actions.

Meeting re-opened to the public and press. Cllr Dunning and the clerk return to the meeting.

Resolved to approve back pay.

Resolved Cllrs Boyle and English to undertake a grading review with the clerk with a view to looking at a range of grades.

The clerk was congratulated on her dissertation.

2023/11/15 5i. To consider first draft of 2024/25 budget.

Different scenarios were considered. Agreed to on-going review.

2023/11/15 No 6. Agenda items to note

2023/11/15 6a To note additional work undertaken by South Gloucestershire council's Street Care team.

Noted.

2023/11/15 6b. To note the completion of the consultation over the amended Pucklechurch neighbourhood boundary which is changed unopposed.

Noted.

2023/11/15 No 7. Planning

2023/11/15 7a. Planning applications

2023/11/15 7ai. P23/02969/HH 19 Shortwood Hill Mangotsfield Bristol South Gloucestershire BS16 9PE.

Erection of first floor rear extension, replacement side extension to form additional living accommodation and erection of detached outbuilding.

Resolved no objections.

2023/11/15 7b. Planning decisions

2023/11/15 7bi. P23/01653/F 5 Meadow View Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ.

Demolition of existing building. Erection of family day room. Approved with conditions. **Noted.**

2023/11/15 7c. Planning enforcement and any other actions

2023/11/15 7ci APP/P0119/W/23/3320556 I Oaktree Avenue Pucklechurch BS16 9RP.

The appeal is allowed and planning permission is granted for 2-bedroom 2 storey end terrace house. **Noted.**

2023/11/15 No 8. Reports

2023/11/15 8a To receive report from the Clerk.

- Utilities checks completed for the Millennium Green and license agreement signed and returned. Equipment delivered but a secure method of installation is required. Liaising with local electrical company. Cllrs Hemmings and Bailey to assist.
- Replacement fencing at The Recreation ground installed
- Letter of complaint sent to BT over broadband installation at community centre. BT has now cancelled 3 orders. Liaising with a named contact who is trying to resolve the issues.
- Land identified for Shortwood notice board is unregistered and does not need a license agreement with SGC. Utilities check needed
- Concerns by residents over someone sleeping in their vehicle at the woodland has been referred to relevant department at SGC.
- Ongoing work providing information for neighbourhood plan.
- HAGS claim – this will be undertaken in full but no date for work. Chased again 15/11/23.
- Split of allotments completed and all have new tenants. One plot remaining to let and three on waiting list
- User wishing to hire parts of the Recreation ground is unhappy with the terms and conditions of the hire agreement.
- Letters sent to cabinet members and CEO and appropriate Director regarding position statement on Leigh Farms.
- Village hall training course – report to follow
- SGC has contacted council regarding the balloon tether site.
- Rough sleepers check night of 16th November all councillors to check their areas.

9. Finance

2023/11/15 9a To agree payment of contractual or other obligations for November.

Outstanding contractual payments already approved and made for October

Payee	Description	Net	VAT	Total
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G Boyle	HP ink subscription May - Oct 23	£41.60	£8.35	£49.95	
Midland Forestry Ltd	Tree St Aldams B69727	£68.00	£13.60	£81.60	
Midland Forestry Ltd	Trees The Rec B69729	£216.00	£43.20	£259.20	£340.80
South Gloucestershire Council	Localism charges October - December 2023 38053987158	£2,012.82	£402.56	£2,415.38	
SLCC	Training	£22.50	£4.50	£27.00	
G Owens	Materials for allotments*	£196.21	£37.24	£233.45	
E Boulton	Grass and hedge cutting Parkfield	£450.00	£0.00	£450.00	
		£3,007.13	£509.45	£3,516.58	£3,516.58

*Allotment payment includes £10 for fencing materials

Payments noted and approved. **Resolved** to approve action taken relating to invoice for G Owens. **Resolved** to send letter of thanks to the allotment committee.

BACS for authorisation 15/11/23

Payee	Description	Net	VAT	Total
D Dunning	salary and back pay follow pay award	£2,300.90	£0.00	£2,300.90
Instant Landscapes	1629 grass cutting The Rec and Eagle Crescent July - October plus agreed hedge cutting at St Aldams Drive and fencing at The Rec	£2,840.00	£0.00	£2,840.00
HMRC	Tax & NI	£1,021.49	£0.00	£1,021.49
Anna Chelmicka	Litter	£350.00	£0.00	£350.00
Primrose Gardening	Monthly contract 123	£1,541.67	£0.00	£1,541.67
South Gloucestershire Council	contested election 3805402111	£3,909.50	£0.00	£3,909.50
Andrea Pellegram Ltd	SI-196 NP technical support	£1,387.08	£277.42	£1,664.50
Total		£13,350.64	£277.42	£13,628.06

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

Direct debits noted and approved

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	£179.10	£0.00	£179.10

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

2023/11/15 9b To receive and agree reconciliations for October 2023

Balance per bank statements as at 01/10/23	£
NatWest reserve account	£30,280.38
Unity Bank	£108,078.13
NatWest current account	£64,120.36
Current A/C activity for October 2023	
NatWest current account	
Less: payments for October 2023	£239.50
Plus: income for October 2023	£0.00
Balance per NatWest current A/C bank statements as at 31/10/23	£63,880.86
Unity Bank	
Less: payments for October 2023	£10,841.36
Plus: Unity income for October 2023	£467.95
Balance per Unity bank statements as at 31/10/23	£97,704.72
NatWest Reserve account	
Plus annual interest	
Balance per NatWest reserve A/C bank statements as at 31/10/23	£30,280.38
Total bank accounts as at 31/10/23	£191,865.96
Less: any un-presented cheques as at 31/10/23	£0.00
Add: any un-banked cash as at 31/10/23	£0.00
Net NatWest Current A/C balance as at 31/10/23	£63,880.86
Net Unity balance as at 31/10/23	£97,704.72
Net NatWest reserve A/C balance as at 31/10/23	£30,280.38
Total balances all bank accounts as at 31/10/23	£191,865.96

Print screen of accounts

Balance c/fwd	63,880.86	30,280.38	97,704.72		54,745.94		
	A	B	C				
Combined balance	D	191,865.96		Bank rec at 31 10 23			
				NW Current A/c	63,880.86	Enter bank statement balance here	

				NW Bus Reserve A/c	30280.38	<i>Enter bank statement balance here</i>	
Balance as at 1st April 2023		134,902.56		Unity	97,704.72		
Plus: receipts in year to date		111,709.34			191,865.96		
Less Payments in year to date		54,745.94		Less: uncleared chqs		<i>Total value of uncleared cheques at quarter end</i>	
Balance as at 31st October 2023	E	191,865.96		F should equal D & E	191,865.96	<i>Diff</i>	0.00

NatWest bank account October 2023

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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 OCT 2023	BROUGHT FORWARD			64,039.56
16 OCT	Direct Debit 707 LIMITED C-PUC001		52.51	63,987.05
20 OCT	Direct Debit NEST IT000000793489		106.19	63,880.86
01 NOV	Direct Debit EDF ENERGY 671063327375		23.00	63,857.86

Unity bank account October 2023

24/10/2023	Faster Payment Debit	B/P to: C J G Boyle	£49.95	£0.00	£97,898.17
24/10/2023	Credit	Allotments	£0.00	£10.00	£97,908.17
25/10/2023	Credit		£0.00	£10.00	£97,918.17
27/10/2023	Faster Payment Debit	B/P to: [REDACTED]s	£233.45	£0.00	£97,684.72
30/10/2023	Credit	Credit 000010	£0.00	£10.00	£97,694.72
30/10/2023	Credit	Allotment	£0.00	£10.00	£97,704.72

Resolved to accept and approve bank reconciliations. Cllr English checked bank accounts to reconciliation.

Agreed date of next meeting is 13th December. **Meeting closed at 21:05**

Signed:

Date: 13th December 2023