



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 20TH MARCH 2024 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllrs G Boyle (chair), J Bailey, L English, R Dunning, M Pibworth, D Freestone and A Hemmings (19.38).

In attendance: Clerk D Dunning

Public Participation

None

2024/03/20 No. 1. To receive apologies for absence.

Cllrs Symons and Hawkins. Ward Cllrs Palmer and Stokes.

2024/03/20 No. 2. Declarations of interest

Cllr Hemmings in 6e - son requested volunteering work

2024/03/20 No. 3. Minutes

Resolved to approve the minutes of the meetings on 21st February 2024 as a true record. Minutes were duly signed by the chair of council.

2024/03/20 No. 4. To receive report from ward councillor(s).

Update from Ward Cllr Stokes requested if the councillors could consider any road safety schemes they might want discussed or brought forward in the parish which Marilyn and I can discuss with the Streetcare area 'Assess and Decide' engineer when we meet next month.

Councillors raised Shortwood Road as crossing this road to access the medical practice remains problematic especially for the more elderly or less infirm, of growing importance in light of the new strategy on age-friendly communities strategy. The council acknowledges there is a lack of recorded accidents to suggest need and that there are technical challenges but would request South Gloucestershire council undertakes a review to ascertain what options are available.

Report from War Cllr Palmer (see appendix 1)

- Approval for revised masterplan for Brabazon
- Pucklechurch Shortwood shared path.

Noted

2024/03/20 No. 5 Agenda items to action

2024/03/20 5a. To consider updates relating to the Community Centre and adjacent Recreation ground and agree any actions.

Cllr Boyle updated the council on the informal meeting with members of Pucklechurch Community Association (PCA) on 18th March. Although it appears 4 volunteers have agreed to join the committee it is unclear that they are aware they will be trustees. There remains the risk that PCA could still fold and the community centre close. This will be raised at the annual parish assembly and PCA members will speak.

The productive meeting with the flood team from South Gloucestershire Council (SGC) and Ward Cllr Palmer regarding water issues that appear to be affecting one area on Hillview Road was noted. Concerns over rising water and possible run-off from the Recreation ground were raised back in 2013/14 and investigated by SGC with remedial actions taken. The parish council received no further complaints. SGC will undertake further investigations.

Resolved to commission suitable professionals to advise on drainage and potential pitch improvements.

Boundary wall issues were noted.

2024/03/20 5b. To receive an update on legal matters. Including:

Advice and guidance from Wellers Law group was noted.

Resolved to progress matters relating to the Recreation and burial grounds.

The council considered in detail issues affecting the land at St Aldams Drives. There remains uncertainty over exactly what land is available and there are extensive legal costs associated with this transfer. It is now evident that the impact caused by the orientation of the garages and need for vehicular access, together with areas of marked resident parking all negatively impact any options for the council to make this a useable community space which is cost effective, safe and accessible.

Resolved to decline the offer of the land. The council agreed to request that the owner takes measures to tidy and protect the site to reduce the occurrences of anti-social behaviour.

2024/03/20 5c. To consider update on the options for the various stands of S106 funding and agree any actions.

The information from the S106 Officer was noted.

Resolved to request payment of the remaining funds for:

- 'allotments' to fund improvements to the trackway
- 'provision for children and young people' to purchase accessible roundabout at the Recreation ground

Resolved to approach Sportfields Ltd for specialist advice on the drainage issues on the Recreation ground so a project plan can be raised to access s106 funds for 'Outdoor sports facilities.

Information supplied by the SGC Nature team was noted. The draft proposal for using 'natural and semi-natural open spaces' s106 funds for a new woodland were considered in detail. It was noted that the parish council had previously planted a new woodland adjacent to its allotments.

Resolved to approve the proposal for new woodland on SGC land at Leigh Farm and formally write to South Gloucestershire Property Services.

2024/03/20 5d. To review quotations and agree the appointment of a contractor to provide a replacement accessible roundabout at the Recreation play area

Council undertook a considered review of the four quotations received.

Resolved to accept the quotation and appoint Greenfields to install a new accessible roundabout at the Recreation ground play area. Greenfields were commended for their detailed review of the location and recommendations.

2024/03/20 5e. To receive notice that new editors are needed for Pucklechurch News and agree if any actions required.

Noted. The council agreed to promote this at the annual assembly meeting.

2024/03/20 5f. To agree a programme of councillor training.

As part of the civility and respect agenda, training contributes to creating safe and inclusive environments for local councils. In addition to maintain its quality level status under the local council awards scheme (LCAS), the council once again needs to demonstrate it meets the criteria which includes on-going training by councillors and officers.

Resolved that:

- councillors should advise the clerk of any work-based training undertaken that is relevant to the role of councillor.

- all councillors should commit to undertaking at least one relevant training option available from ALCA.

2024/03/20 5g To agree content of annual parish assembly on 17th April 2024.

Agreed:

- Supporting Pucklechurch Community Association to avoid the risk of the charity becoming unviable and the resultant closure of the community centre
- Neighbourhood plan
- Future of Pucklechurch News

2024/03/20 No. 6. Agenda items to note

2024/03/20 6a. To note order for three noticeboards has been placed at a total cost of £5.356.06

Noted. The community centre noticeboard will need to remain in the same location as legal documents show the newly identified location is not on parish council land.

2024/03/20 6b. To note South Gloucestershire are proceeding with the order for an interpretation board at the balloon tether site.

Noted.

2024/03/20 6c. To note correspondence with The Rose and Crown on fundraising for a bleed kit.

Noted.

2024/03/20 6d. To note issue with boundary wall at the Community Centre has been referred to Pucklechurch Community Association in accordance with lease agreement.

Noted.

2024/03/20 6e. To note the council has been unable to provide sixth-formers volunteering options and consider future approach.

A verbal update from Cllr Hemmings was noted and it was agreed any proposals should be submitted to council for consideration.

2024/03/20 No. 7. Planning

2024/03/20 7a. Planning applications

None

2024/03/20 7b. Planning decisions. All noted.

2024/03/20 7bi P24/00178/TCA 25 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to 1no. Willow to be reduce height by 3m and radial spread by 2m, Works to fell 2no. conifers situated in the Pucklechurch Conservation Area. **No objection.**

2024/03/20 7bii P24/00034/HH 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Erection of first floor rear extension to form additional living accommodation with terrace area, stairs and balustrade. **Refusal.**

2024/03/20 7biii P23/03213/CLE Land Adjacent To 150 Westerleigh Road Pucklechurch Bristol South Gloucestershire BS16 9PY

Continued use of land as residential garden land within the curtilage of and associated with the Class C3 residential dwelling at 150 Westerleigh Road. **Approve Certificate of Lawfulness.**

2024/03/20 7biv P24/00152/HH 1 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Replacement of existing stone wall. **Approved with conditions.**

Decisions received after agenda issued. All noted

2024/03/20 7bv P24/00422/TCA 79 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PU

Work to fell 1 no. Cedar Tree and fell Leylandii hedge situated within the Pucklechurch Conservation Area. **No objection**

2024/03/20 7vi P24/00440/TCA 23 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Works to crown reduce 1no. beech by 2m, as situated in Pucklechurch conversation area. **No objection**

2024/03/20 7c. Planning enforcement and any other actions

None.

2024/03/20 No. 8. Reports

2024/03/20 8a. To receive report from the Clerk.

- Received thanks for all the recipients of grants. No further correspondence has been received from the church in response to conditions for any grant for lighting
- Responded to residents' queries including lighting and the condition of some play areas
- Sorting and collating old parish documents collected from the community centre
- Attended clerk's network meeting
- Provided all documents/evidence for a partial end of year audit.
- Responded to Rose and Crown who wish to raise money for bleed kits
- Eagle Crescent warranty repairs have been done ad checked by the council contractor. Some rust spots on the benches have been 'touched up' despite PPC receiving confirmation that benches would be replaced as a good-will gesture. Ongoing correspondence with the UK Operations Manager
- Allotment tenancy agreement renewals for 2024/25 issued no change to fees
- Prints of parish field names – agreed these should be given to Revel to raise funds.

2024/03/20 No. 9 Finance

2024/03/20 9a. To agree payment of contractual or other obligations for February 2024

Circulated authorisations approved for payment. It was noted that further invoices will be payable before year end.

Cllrs English and Hemmings to authorise.

| Payee | Description | Net | VAT | Total | |
|--------------------|--|-----------|-------|-----------|-----------|
| D Dunning | salary | £1,968.48 | £0.00 | £1,968.48 | |
| HMRC | Tax & NI | £727.71 | £0.00 | £727.71 | |
| Anna Chelmicka | Litter | £350.00 | £0.00 | £350.00 | |
| Primrose Gardening | Monthly contract 140 | £1,541.67 | £0.00 | £1,541.67 | |
| Primrose Gardening | headstone repairs | £120.00 | £0.00 | £120.00 | £1,661.67 |
| HP Ink | subscription 19/10/23-18/3/24 paid G Boyle | £43.27 | £8.68 | £51.95 | |

| | | | | | |
|-----------------|--------------------------|------------------|----------------|------------------|------------------|
| PATA | Payroll admin | £39.45 | £0.00 | £39.45 | |
| Vision ICT | 17983 email hosting | £180.00 | £36.00 | £216.00 | |
| Andre Pellegram | SI-244 technical support | £693.54 | £138.71 | £832.25 | |
| Total | | £5,664.12 | £183.39 | £5,847.51 | £5,847.51 |

Direct debit payments

| Supplier | Goods | Net | VAT | Total |
|------------|----------------------------|---------|-------|---------|
| o2 | phone | £11.00 | £2.20 | £13.20 |
| BT | broadband | £29.95 | £5.99 | £35.94 |
| NEST | Pension Contribution | £138.64 | £0.00 | £138.64 |
| 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 | £48.13 | £9.63 | £57.76 |
| ICO | Subscription | £35.00 | £0.00 | £35.00 |

2024/03/20 9b. To receive and agree reconciliations for February 2024

Reconciliation and bank statements checked and ratified by Cllr Freestone

| Balance per bank statements as at 01/02/24 | £ |
|--|--------------------|
| NatWest reserve account | £30,280.38 |
| Unity Bank | £66,140.62 |
| NatWest current account | £63,080.35 |
| | |
| Current A/C activity for February 2024 | |
| NatWest current account | |
| Less: payments for February 2024 | £217.37 |
| Plus: income for February 2024 | £50.00 |
| Balance per NatWest current A/C bank statements as at 29/02/24 | £62,912.98 |
| Unity Bank | |
| Less: payments for February 2024 | £14,322.57 |
| Plus: Unity income for February 2024 | £75.00 |
| Balance as at 29/02/24 | £51,893.05 |
| | |
| NatWest Reserve account | |
| Plus: annual interest | |
| Balance per NatWest reserve A/C bank statements as at 31/01/24 | £30,280.38 |
| | |
| Total bank accounts as at 31/12/23 | £145,086.41 |
| Less: any un-presented cheques as at 29/02/24 | £0.00 |
| | |
| Add: any un-banked cash as at 29/02/24 | £0.00 |
| Net NatWest Current A/C balance as at 29/02/24 | £62,912.98 |
| Net Unity balance as at 29/02/24 | £51,893.05 |
| Net NatWest reserve A/C balance as at 29/02/24 | £30,280.38 |
| Total balances all bank accounts as at 29/02/24 | £145,086.41 |

Print screen of accounts February 2024

| | | | | | | |
|--------------------------------|-----------|------------|-----------|----------------------|------------|-----------------------------|
| Balance c/fwd | 62,912.98 | 30,280.38 | 51,893.05 | | | |
| | A | B | C | | | |
| Combined balance | D | 145,086.41 | | | | |
| | | | | NW Current A/c | 62,912.98 | Enter bank statement bal |
| | | | | NW Bus Reserve A/c | 30280.38 | Enter bank statement bal |
| Balance as at 1st April 2023 | | 134,902.56 | | Unity | 51,893.05 | |
| Plus: receipts in year to date | | 111,834.34 | | | 145,086.41 | |
| Less Payments in year to date | | 101,650.49 | | Less: uncleared chqs | 0.00 | Total value of uncleared cl |
| Balance as at 28 February 2024 | E | 145,086.41 | | F should equal D & E | 145,086.41 | Diff 0.00 |

NatWest bank account February 2024

Welcome to your 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 FEB 2024 | BROUGHT FORWARD | | | 63,043.98 |
| | Direct Debit O2 05412111/001 | | 13.20 | 63,030.78 |
| 09 FEB | Automated Credit JEFFERIES HJ LTD M | 50.00 | | 63,080.78 |
| 19 FEB | Direct Debit 707 LIMITED C-PUC001 | | 52.51 | 63,028.27 |
| 21 FEB | Direct Debit NEST IT000000793489 | | 115.29 | 62,912.98 |

Unity bank account February 2024

Your Current T2 account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|----------------------|----------------------------|--------------|-------------|------------|
| 28/02/2024 | Faster Payment Debit | B/P to: Pucklechurch Revel | £1,000.00 | £0.00 | £57,323.01 |
| 28/02/2024 | Faster Payment Debit | B/P to: Rainbows | £260.00 | £0.00 | £57,063.01 |
| 28/02/2024 | Faster Payment Debit | B/P to: Tower Playgroup | £500.00 | £0.00 | £56,563.01 |
| 28/02/2024 | Faster Payment Debit | B/P to: Allotment Assoc | £600.00 | £0.00 | £55,963.01 |
| 28/02/2024 | Faster Payment Debit | B/P to: Pchurch Cricket | £900.00 | £0.00 | £55,063.01 |
| 28/02/2024 | Faster Payment Debit | B/P to: Green Comm Travel | £169.96 | £0.00 | £54,893.05 |
| 28/02/2024 | Faster Payment Debit | B/P to: Air Ambulance | £2,000.00 | £0.00 | £52,893.05 |
| 28/02/2024 | Faster Payment Debit | B/P to: Citizens Advice | £1,000.00 | £0.00 | £51,893.05 |

2024/03/20 9c. To note interim internal audit has been undertaken

Noted. Internal auditor recommended a physical check of assets
Agreed Cllrs Hemmings and Freestone.

Meeting closed at 21:00.

Date of next scheduled meeting is 10th April 2024.

Signed:

Date: 10th April 2024

Appendix 1

Report form Ward Councillor Palmer

On 29th February South Gloucestershire Council's Strategic Sites Delivery Committee granted planning approval for the revised masterplan for Brabazon (the new neighbourhood being built by YTL Developments on the historic former Filton Airfield). The approved plans should see Brabazon grow to over 6,000 new homes of every type of tenure. The proposed increase in housing density adds security to South Gloucestershire Council's current Housing Land Supply figure and potentially reduces the number of new properties the new Local Plan must allocate elsewhere (including within the Green Belt).

Pucklechurch Shortwood shared path.

The legal documents have been signed and exchanged with the final formalities regarding registering the land now taking place. It has been a very challenging arrangement to conclude.

Work is expected to start on Monday 15th April and could last for up to three months. Traffic lights will be in place 24 hours a day, seven days a week. In anticipation of this, it was necessary to undertake some advance works to clear the remaining section of hedging so that the work can proceed without interfering with nesting birds.

I hope that once this 'missing link' has been completed, the shared path will prove popular with cyclists and walkers.

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK