



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 10TH APRIL 2024 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllrs G Boyle (chair), J Bailey, L English and R Dunning.

In attendance: Clerk D Dunning, Ward Cllr Stokes and 1 member of public.

Public Participation

None

2024/04/10 No. 1. To receive apologies for absence.

Cllrs Hawkins, Pibworth, Freestone and Hemmings. Ward Cllrs Palmer. Absent Cllr Symons

2024/04/10 No. 2. Declarations of interest

Cllr Dunning in 5e – personal interest.

2024/04/10 No. 3. Minutes

Resolved to approve the minutes of the meetings on 20th March 2024 as a true record. Minutes were duly signed by the chair of council.

2024/04/10 No. 4. To receive report from ward councillor(s).

Update from Ward Cllr Palmer was noted.

Ward Cllr Stokes reported:

- Increase in fly tipping but also an increase in prosecutions
- Work has started on shared path
- WESTlink has updated information on zones – available on the parish council news page
- New farming and rural communities' task and finish group looking at issues

Councillors raised growing public concern around new housing development and the growing number of recent site investigations. Anecdotal evidence also suggests developers are approaching people and implying the Lyde Green north site is '90% approved'. Councillors suggested South Gloucestershire Council should re-iterate key messages on process to counter the growth of mis-information.

2024/04/10 No. 5 Agenda items to action

2024/04/10 5a. To consider any updates relating to the Community Centre and adjacent Recreation ground and agree any actions.

Drainage meeting arranged for Friday.

2024/04/10 5b. To receive any updates on legal matters and agree any actions.

Correspondence with agents of Pucklechurch Custodial Services confirming that due to the complexity of issues the parish council was declining the offer of land at St Aldams Drive was noted.

Still awaiting confirmation from Beaufort Montague Harris of any legal documents held.

Wellers to progress land registration and Scout lease as agreed.

2024/04/10 5c. To consider any update on S106 funding and agree any actions.

Request to release funding for 'allotments' and 'provision for children and young people' noted.

Formal request to South Gloucestershire Property Services proposing the use of S106 funds for a new woodland on SGC land noted.

Recreation ground drainage issues as noted in 5a.

2024/04/10 5d. To consider taking a stand at Revel on 15th June 2024.

Deferred to next meeting.

2024/04/10 5e. To received update on grading review and agree any actions

Agreed to defer this item to the end of the agenda.

2024/04/10 No. 6. Agenda items to note

2024/04/10 6a. To note correspondence from One Planet Matters on the new community orchard.

Noted, although there appears some misunderstanding as the village green does not belong to the parish council.

2024/04/10 6b. To note repairs undertaken by HAGS and their confirmation that they will honour the good-will gesture and replace the benches later this month.

Noted.

2024/04/10 6c. To note training undertaken.

Cllr Boyle – online courses emotional intelligence and leadership in challenging situations.
All councillors issued with stress reduction guide from the Stress Management Society.

2024/04/10 6d. To note dates of meetings for 2024/25.

Agreed as

15th May 2024

19th June 2024

17th July 2024

21st August 2024

18th September 2024

16th October 2024

20th November 2024

11th December 2024

15th January 2025

19th February 2025

19th March 2025

16th April 2025

2024/04/10 No. 7. Planning

2024/04/10 7a. Planning applications

2024/01/10 7ai P24/00688/HH Brimstones 22 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Erection of a single and two storey side extension to form additional living accommodation.
Erection of front extension to form porch.

Resolved no reasons to object and happy to defer to the Conservation Officer.

To note responses under delegated powers

2024/01/10 7aii P24/00801/TCA Fern Cottage Bed and Breakfast 188 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PG

Works to crown reduce 1no. Lime tree by 3 metres situated within Siston Conservation Area. Defer to tree officer. **Noted**

2024/04/10 7b. Planning decisions. All noted.

2024/04/10 7bi P23/03381/F Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire

Change of use of previously approved Micro Pub to 2no. self-contained flats (C3), and manager's accommodation to a dwelling house. **Refused**

Adjacent parish.

2024/04/10 7bii P24/00131/RVC Land at Lyde Green Emersons Green Bristol South Gloucestershire BS16 7NT

Removal of condition 2 (commencement of development) and 11 (common land registration) attached to planning permission P19/16524/F - 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. **Refused**

2024/04/10 7biii P23/01445/F Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT

Erection of 4 no. B8 buildings with associated works (Retrospective). **Approved with conditions**

2024/04/10 7biv P23/02369/F Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT

Erection of 1no. B8 building and associated works. **Approved with conditions**

Decisions received after agenda issued.

2024/04/10 7bv P23/03387/HH 10 Abson Road Pucklechurch Bristol South Gloucestershire BS16 9RH

Erection of a single storey side extension to form additional living accommodation. **Approved with conditions. Noted.**

2024/04/10 7c. Planning enforcement and any other actions

Appeal received after agenda issued

2024/04/10 7ci 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. **Noted.**

2024/04/10 No. 8. Reports

2024/04/10 8a. To receive report from the Clerk.

- Request received from a non-profit TaiChi group for permission to use the Recreation ground for outside Tai-Chi during their members only workshop at Pucklechurch Community Centre on 22nd June 24. In line with the usage policy for outdoor events this request falls under the 'other types of events' which do not fit the classifications which need to be decided on a case-by-case basis.

Resolved that as the event is not open to the public a £50 fee will be payable.

- Crime report circulated and on website - 7 crimes in the parish.
- Preparing end of year accounts.

2024/04/10 No. 9 Finance

2024/04/10 9a. To agree payment of contractual or other obligations for April 2024
Agreed.

Charges due in year 2023/24 but invoices received in April 2024

Payee	Description	Net	VAT	Total
A S Hall and Son	Shortwood play area maintenance	£420.00	£84.00	£504.00
C Hall	Shortwood play area 6-month rent	£180.00	£0.00	£180.00
Ensign Print	Pucklechurch News Spring	£415.00	£0.00	£415.00
Total		£1,015.00	£84.00	£1,099.00
<i>April payments</i>				
Payee	Description	Net	VAT	Total
D Dunning	salary	£1,759.89	£0.00	£1,759.89
HMRC	Tax & NI	£561.78	£0.00	£561.78
Anna Chelmicka	Litter	£350.00	£0.00	£350.00
Primrose Gardening	Monthly contract 142	£1,636.67	£0.00	£1,636.67
SLCC	Professional membership	£284.00	£0.00	£284.00
ALCA	Annual subscription SUBS-20241-046	£758.66	£0.00	£758.66
Total		£5,351.00	£0.00	£5,351.00
TOTAL for month		£6,366.00	£84.00	£6,450.00
<i>Direct debits</i>				
Supplier	Goods	Net	VAT	Total
O ₂	phone	£11.00	£2.20	£13.20
BT	broadband March	£29.95	£5.99	£35.94
NEST	Pension Contribution	£115.29	£0.00	£115.29
EDF Energy	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
707	Monthly waste collection	£48.13	£9.63	£57.76

Payments to be authorised by Cllrs Boyle and Hemmings.

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

2024/04/10 9b. To receive and agree reconciliations for March 2024

Balance per bank statements as at 01/03/24	£
NatWest reserve account	£30,280.38
Unity Bank	£51,893.05
NatWest current account	£62,912.98
Current A/C activity for March 2024	
NatWest current account	
Less: payments for March 2024	£263.25
Plus: income for March 2024	£0.00
Balance per NatWest current A/C bank statements as at 31/03/24	£62,649.73
Unity Bank	
Less: payments for March 2024	£10,784.67
Plus: Unity income for March 2024	£360.00
Balance as at 31/03/24	£41,468.38
NatWest Reserve account	
Plus: annual interest	£406.87
Balance per NatWest reserve A/C bank statements as at 31/03/24	£30,687.25
Total bank accounts as at 31/12/23	£134,805.36
Less: any un-presented cheques as at 31/03/24	£0.00
Add: any un-banked cash as at 31/03/24	£0.00
Net NatWest Current A/C balance as at 31/03/24	£62,649.73
Net Unity balance as at 31/03/24	£41,468.38
Net NatWest reserve A/C balance as at 31/03/24	£30,687.25
Total balances all bank accounts as at 31/03/24	£134,805.36

Print screen of accounts March 2024

Balance c/fwd	62,649.73	30,687.25	41,468.38			
	A	B	C			
Combined balance	D	134,805.36				
				Bank rec at 31 03.24		
1				NW Current A/c	62,649.73	Enter bank statement balance
1				NW Bus Reserve A/c	30687.25	Enter bank statement balance
Balance as at 1st April 2023		134,902.56		Unity	41,468.38	
Plus: receipts in year to date		112,601.21			134,805.36	
Less Payments in year to date		112,698.41		Less: uncleared chqs	0.00	Total value of uncleared cheques
Balance as at 31st March 2024	E	134,805.36		F should equal D & E	134,805.36	Diff 0.00

NatWest bank account March 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 MAR 2024	BROUGHT FORWARD			62,870.98
	Direct Debit O2 05412111/001		13.20	62,857.78
14 MAR	Direct Debit 707 LIMITED C-PUC001		57.76	62,800.02
15 MAR	Direct Debit ICO ZA105729		35.00	62,765.02
21 MAR	Direct Debit NEST IT000000793489		115.29	62,649.73
02 APR	Direct Debit EDF ENERGY 671063327375		18.00	62,631.73

NatWest Business reserve bank statement for 2023_24

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.
Interest paid for this account during TAX year 2022/23 was Gross interest £132.61
Interest rate: 1.45% Gross / 1.46% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 APR 2023	BROUGHT FORWARD			30,280.38
28 APR	Interest 28APR GRS 25234021	23.64		30,304.02
31 MAY	Interest 31MAY GRS 25234021	29.43		30,333.45
30 JUN	Interest 30JUN GRS 25234021	28.67		30,362.12
31 JUL	Interest 31JUL GRS 25234021	34.15		30,396.27
31 AUG	Interest 31AUG GRS 25234021	36.18		30,432.45
29 SEP	Interest 29SEP GRS 25234021	35.06		30,467.51
31 OCT	Interest 31OCT GRS 25234021	38.73		30,506.24
30 NOV	Interest 30NOV GRS 25234021	36.36		30,542.60
29 DEC	Interest 29DEC GRS 25234021	35.19		30,577.79
31 JAN 2024	Interest 31JAN GRS 25234021	40.09		30,617.88
29 FEB	Interest 29FEB GRS 25234021	35.27		30,653.15
28 MAR	Interest 28MAR GRS 25234021	34.10		30,687.25

Unity bank account March 2024

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
26/03/2024	Credit		£0.00	£20.00	£41,491.63
28/03/2024	Fee	Manual Credit Handling Charge	£0.30	£0.00	£41,491.33
31/03/2024	Fee	Service Charge	£22.95	£0.00	£41,468.38

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 and Ward Cllr Stokes left the meeting. Cllr Dunning and clerk left the meeting

2024/04/10 5e. To received update on grading review and agree any actions

Resolved:

- To re-grade the role of Clerk/Responsible Financial Officer at SPC 24-28

- Based on performance and qualifications appoint the clerk to SPC 26 back dated to 1st December 2023.
- The role now attracts an annual increment – the next annual increment will be on 1/4/2025.
- To permanently increase the hours to 30 hours per week.
- Role remains open to further re-grades as the local council sector develops.

Cllr Dunning and clerk returned to the meeting.

Cllr English formally resigned from the council in accordance with requirements. Her council email will be closed and access to bank accounts revoked in accordance with financial governance and proper practice. The chair of council and councillors present thanked Cllr English for all her contributions as a councillor over the last 13 years.

Meeting closed at 20:35.

Date of next scheduled meeting is 15th May 2024.

Signed:

Date: 15th May 2024

APPROVED MINUTED SIGNED VERSION HELD BY THE CLERK