



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH MAY 2024 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllrs G Boyle (chair), J Bailey, R Dunning, M Pibworth, A Hemmings, D Freestone and T Symons.

In attendance: Clerk D Dunning.

Public Participation

None

2024/05/15 No. 1. To elect the chair of council and receive signed declaration of acceptance of office.

Resolved to elect Gail Boyle the chair of council. Declaration of acceptance of office was duly signed and witnessed.

2024/05/15 No. 2. To elect the vice chair of council.

Resolved to elect Richard Dunning the vice chair of council. Declaration of acceptance of office was duly signed and witnessed.

2024/05/15 No. 3. Apologies

Cllrs Hawkins. Ward Cllrs Palmer and Stokes.

2024/05/15 No. 4. Declarations of interest (if any) and dispensations

Cllr Freestone – 7k chair of Pucklechurch cricket club. Cllr Symons 7g Pucklechurch Community Association Trustee.

2024/05/15 No. 5 Minutes

Resolved to approve the minutes of the meetings on 10th April 2024 as a true record. Minutes were duly signed by the chair of council.

2024/05/15 No. 6. To receive report from ward councillor(s).

None

2024/05/15 No. 7. Agenda items to action.

2024/05/15 7a. To review and adopt the following policies in accordance with Standing Order 5j:

- Standing Orders
- Financial Regulations – **new 2024 version**
- Code of Conduct
- Scheme of delegation.

Agreed to incorporate preferred terminology of chair (vice chair) of council rather than chairman/vice chairman where legislation permits within standing orders.

Query raised over reference to code of conduct training by local authority in 8.1. Amended to read

8.1 I undertake relevant Code of Conduct training provided by the sector / local authority.

Resolved to approve and adopt the above policies.

2024/05/15 7b. To agree a programme of review of all other policies:

Resolved to review remaining policies over the next three months:

June - Complaints procedure, Dignity at work, Disciplinary, Environmental and Equality and Diversity

July - Filming and Recording, Grievance, Health and safety, Investment and Memorial bench
August: Mobile phone, Safeguarding, Social Media, Training and development and Usage outdoor events

2024/05/15 7c. To review and approve the annual Risk Assessment

Resolved to approve the annual risk assessment.

2024/05/15 7d. To confirm and approve asset register following physical checks

Resolved to approve the asset register.

2024/05/15 7e. To review GDPR compliance, consider policies (no changes) and confirm if any breaches during 2023/24.

There were no breaches during 2023/24.

Resolved to approve Information and Data, Privacy and Document retention policies and Consent form.

2024/05/15 7f. To review Freedom of Information requirements, consider policies (no changes) and note if any FOI/SAR requests received for 2023/24.

There were no requests during 2023/24.

Resolved to approve Subject access request and Data breach policies

2024/05/15 7g. To review burial ground, allotment, sports, event charges and nominal rent charges and agree any actions

Resolved to maintain all charges at current levels.

2024/05/15 7h. To note Q4 and confirm earmarked and general reserves.

Resolved to agreed Q4 and approve end of year reserves as follows:

Earmarked reserves year end:

CIL	£7,892.00
Play equipment Reserve	£47,600.00
Neighbourhood Plan	£2,724.00
Village hall project reserve	£5,000.00
Woodland/ tree/ash die back	£7,500.00
Professional /legal fees	£5,000.00
Financial contingency	£45,000.00
Parkfield turning circle	£12,500.00
	£133,216.00
General reserves	£4,773.00
	£137,989.00

It was noted there is uncertainty over a further Locality grant for Neighbourhood Planning in 2024.

Resolved to allocate general reserves for use in funding the Neighbourhood plan through examination to approval as required.

2024/05/15 7i. To receive end of year accounts

(i) **To receive and note Annual Internal Audit Report for year end 31/03/24.**

Noted

(ii) **To consider and complete the external auditors BDO LLP 'conflict of interest' form.**

Resolved to confirm no conflict of interest – form signed by the Clerk and Chair of council

- (iii) **To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/24.**
Statements were read out. Statements 1- 8 were answered 'yes' and 9 N/A
Resolved to approve the Annual Governance Statement for 2023/24 which was duly signed by the clerk and chair of council.
- (iv) **To consider and approve the Accounting Statements (Section 2) for year end 31/03/24.**
Resolved to approve the Annual Accounting statement which was signed by the chair of council.
- (v) **To note the end of year reconciliations, explanation of variances and agree the parish council end of year report.**
Resolved to approved the above and the parish council end of year report was signed by the clerk and chair of council.
- (vi) **To note the period for the exercise of public rights is set from Tuesday 04 June 2024 and ending on Monday 15 July 2024.**
Noted.

2024/05/15 7j. To receive request for Revel to use the Recreation Ground during the Pucklechurch Revel and Beer and Cider festival from Thursday 13th until Monday 17th June 2024 and agree any actions.

Resolved to approve use of the Recreation Ground on the above dates for the Pucklechurch Revel and Beer and Cider festival subject to normal controls on preventing car parking over the underground water pipes.

2024/05/15 7k. To consider proposal and consider quotation for drainage and other works on the Recreation ground and agree further actions.

Concerns were raised over costs and whether the impact of the drainage work would necessitate the installation of a watering system.

It was noted that to-date an approach to a known contractor had not elicited a response
Agreed that further quotations should be obtained within the next three weeks and that councillors would forward any contact details to the clerk.

2024/05/15 7l. To consider issues relating to play areas and agree any actions including:

(i) **vandalism at St Aldams**

It was noted £644.70 for the bin and £1795 for repairs to the slide has been spent under delegated powers. Councillors were pleased with the repairs to the vandalised slide.

(ii) **progress in commissioning new equipment for the Recreation ground play area.**

Whilst there has been approval by South Gloucestershire Council at Director level to re-allocate and release the remaining S106 funds for children and young people, it still needs Ward Councillors and the Cabinet member to approve before funds are released. Ward Cllr Stokes has confirmed his support.

Agreed a working group of Cllrs Symons, Bailey and Pibworth would produce a wish list and costed programme including fundraising ideas for new play equipment at the Recreation ground, St Aldams and Parkfield.

2024/05/15 7m. To consider invitation to join with other local councils in a WESTlocal funding bid for community transport and agree any actions.

Report noted. There are no costs to the council, the only commitment is to have representation on the steering group

Resolved to accept the invitation to join with other local councils in a WESTlocal funding bid for community transport. Approved Cllr Dunning to represent Pucklechurch parish council on steering group.

2024/05/15 7n. To consider if the parish council wishes a stand at Revel and agree any actions.

Resolved to have a presence at the Revel on 15th June between 12-2pm. with Cllrs Hemming, Dunning, Symons and Pibworth in attendance.

2024/05/15 No 8. AGENDA ITEMS TO NOTE

2024/05/15 8a To note insurance cover and agree renewal.

Council reviewed the levels of insurance.

Resolved to accept and renew the policy.

2024/05/15 8b. To note response to safety concerns raised over the final element of shared path from Pucklechurch.

The council noted the response but safety concerns remain.

Resolved to formally request an extension to the 30mph to include this section of the shared path.

2024/05/15 8c To note ESET protection status report from Microshade.

Noted.

2024/05/15 No 9 PLANNING

2024/05/15 9a. Planning applications

2024/05/15 9ai. P24/01082/HH 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Erection of a first-floor rear extension to form domestic store.

Resolved to object (appendix 1)

2024/05/15 9aia P24/01101/HH 25 Eagle Crescent Pucklechurch South Gloucestershire BS16 9SE

Erection of a single storey rear extension to form additional living accommodation, with rear raised decking.

Resolved no objections

To note comments submitted under delegated powers

2024/05/15 9aiii P24/01026/HH 35 Homefield Road Pucklechurch South Gloucestershire BS16 9QD

Erection of single storey front and single storey rear extensions to form additional living accommodation.

Submitted comments: *The parish council supports this application in principle but notes that the former garage is now referred to as a store in the plans. The council would request that checks are made for reassurance that there remains sufficient car parking to meeting required parking standards.*

2024/05/15 9aiv P24/00787/F Land Adjacent To 28 Becket Court Pucklechurch South Gloucestershire BS16 9QG

Erection of 1no. attached dwelling with parking and associated works. *Submitted comments no objections*

2024/05/15 9b. Planning decisions – all noted

9bi P24/00415/HH 5 St Aldams Drive Pucklechurch South Gloucestershire BS16 9QQ

Erection of two storey side and single storey rear extension to form additional living accommodation. **Approved with conditions.**

Decisions received after agenda issued.

Adjacent parish

2024/05/15 9bii P24/00690/F 7 Grove Paddock Pucklechurch South Gloucestershire BS16 9AT

Regularise removal of rear gable replaced with sloping roof and inclusion of single storey attached garage read in conjunction with application P21/00345/RVC (retrospective).

Approved with conditions

2024/05/15 9c. Planning enforcement and any other actions

Appeal for 33 Partridge Road was noted.

2024/05/15 10 REPORTS

2024/05/15 10a To receive report from the Clerk.

- Contacted new Pucklechurch Community Association chair and raised issue with trees at the community centre interfering with adjacent resident's phone lines
- Submitted request to Unity bank to remove Cllr English as signatory and email has been closed
- South Gloucestershire Council has confirmed no election for the councillor vacancy. Council may now co-opt
- Signed formal request to instruct Wellers to act for the council for the legal work at The Recreation ground.
- Submitted the finalised draft neighbourhood plan to South Gloucestershire council to obtain their considered opinion prior to instigating the start of the formal approval process
- Lots of updates on news page and via social media
- Attended SGC/clerks meeting at Stoke Gifford parish council
- Advised Downend and Bromley Health parish council that no PPC councillors are available to assist with a stall to promote local nature plans at the Mangotsfield Village Festival and Climate & Nature
- Reported fallen tree blocking Kings Lane footpath
- Raised concerns with South Gloucestershire council over the impact of silage cutting on larks in the parish during the nesting season which is contrary to Section 1 Wildlife and Countryside Act 1981. RSPB advice is *that skylarks can nest successfully in late-cut hay meadows, or silage fields which are not cut before late May and subsequent cuts are at least seven weeks apart*
- Requested timescales for estates review as it impacts the council's proposal for woodland on Leigh Farm land. Response received:
"An initial phase of the Estates Strategy was completed by Easter. That was the mapping of all assets and individually providing unique reference numbers to every parcel. That work has enabled the strategy to progress by being able to record information against each land parcel. Nearly 6,000 land interests have been recorded and it will take time to fully review and consult on all of the ownerships. Separate projects have commenced to assist with the review of specific asset types, one being the smallholdings review. The work is ongoing with this review which is on target to be completed over the summer, and anticipated that consultation on these assets can commence in August/September. The consultation with Parish Councils is also due to commence soon, which will assist in the review of our assets so that representations can be considered as part of the ongoing process."
- May Police report circulated and posted to website under Community/crime. 19 incidents in the parish
- Spare struts for benches - Cllr Hemmings volunteered to store

- Cllrs reminded to provide details of any relevant training undertaken – Cllrs Bailey and Dunning to do GDPR training

2024/05/15 11 FINANCE

2024/05/15 11a To agree payment of contractual or other obligations for month and note authorising councillors.

Cllr Freestone undertook checks of all the associated invoices for payment in May 2024

Payee	Description	Net	VAT	Total	
D Dunning	salary and back pay follow pay award	£2,545.26	£0.00	£2,545.26	
South Gloucestershire Council	Green bin subscription (paid by clerk)	£60.00	£0.00	£60.00	£2,605.26
Greenfields	Repairs to Recreation slides	£1,795.00	£359.00	£2,154.00	
HMRC	Tax & NI	£1,040.18	£0.00	£1,040.18	
Clear Councils	Annual insurance	£784.59	£0.00	£784.59	
Pucklechurch primary school	Hire of hall annual parish assembly	£50.00	£0.00	£50.00	
Auditing Solutions	Annual internal audit	£500.00	£100.00	£600.00	
South Gloucestershire Council	New bin St Aldams Inv: 3900001797	£644.70	£128.94	£773.64	
ALCA	Trust and charity law training	£50.00	£0.00	£50.00	
ALCA	Cyber security	£15.00	£0.00	£15.00	
Anna Chelmicka	Litter	£350.00	£0.00	£350.00	
Primrose Gardening	Monthly contract 145	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	Disposal costs	£170.00	£0.00	£170.00	£1,711.67
Andrea Pellegram Ltd	SI 264	£1,040.31	£208.06	£1,248.37	
Zoom (Paid G Boyle)	annual subscription	£129.90	£25.98	£155.88	
South Western Springer Spaniel	Refund of deposit	£100.00	£0.00	£100.00	
Total		£10,816.61	£821.98	£11,638.59	£11,638.59

Cllrs Hemmings, Boyle and Dunning to authorise.

The list of direct debits for the year was received and approved - signed by Cllr Hemmings. All direct debits with NatWest are being moved to Unity. Fresh ICO direct debit mandate completed and signed by two councillors.

Direct debits for May

Supplier	Goods	Net	VAT	Total
o2	phone	£11.96	£2.39	£14.35
BT	broadband March	£29.95	£5.99	£35.94
NEST	Pension Contribution	£195.37	£0.00	£195.37
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

2024/05/15 11b. To review and confirm bank reconciliations for April 2024.

Cllr Pibworth reviewed and agreed the reconciliation to the bank statements.

Balance per bank statements as at 01/04/24	£
NatWest reserve account	£30,687.25
Unity Bank	£41,468.38
NatWest current account	£62,649.73
Current A/C activity for April 2024	
NatWest current account	
Less: payments for April 2024	£251.60
Plus: income for April 2024	£0.00
Balance per NatWest current A/C bank statements as at 30/04/24	£62,398.13
Unity Bank	
Less: payments for April 2024	£6,683.87
Plus: Unity income for April 2024	£61,308.00
Balance as at 30/04/24	£96,092.51
NatWest Reserve account	
Plus annual interest	£0.00
Balance per NatWest reserve A/C bank statements as at 30/04/24	£30,687.25
Total bank accounts as at 30/4/24	
Less: any un-presented cheques as at 30/04/24	£0.00
Add: any un-banked cash as at 30/04/24	£0.00
Net NatWest Current A/C balance as at 30/04/24	£62,398.13
Net Unity balance as at 30/04/24	£96,092.51
Net NatWest reserve A/C balance as at 30/04/24	£30,687.25
Total balances all bank accounts as at 30/04/24	£189,177.89

Figure 1 Print screen of April accounts balance as at 30/4/24

Balance c/fwd	62,398.13	30,687.25	96,092.51		
	A	B	C		
Combined balance	D	189,177.89	=A + B + C	Bank rec at 30.04.24	
				NW Current A/c	62398.13
				NW Bus Reserve A/c	30687.25
Balance as at 1st April 2024		134,805.36		Unity	96092.51
Plus: receipts in year to date		61,308.00			189177.89
Less Payments in year to date		6,935.47		Less: uncleared chqs	
Balance as at 30th April 2024	E	189,177.89			
				F should equal D & E	189177.89


Figure 2 Print screen NatWest current account balance as at 30/4/24

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.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 APR 2024	BROUGHT FORWARD			62,594.53
15 APR	Direct Debit 707 LIMITED C-PUC001		57.76	62,536.77 ✓
19 APR	Direct Debit NEST IT000000793489		138.64	62,398.13 ✓
01 MAY	Direct Debit EDF ENERGY 671063327375		18.00	62,380.13

Figure 3 Print screen Unity bank balance as at 30/4/24



Pucklechurch Parish Council
Current T2
 60-83-01 • 20461111

Balance	Available
£ 96,192.51	£ 96,192.51

Balances are correct as of 10:56 on 02 May 2024.

↓ Date	Description	Paid in	Paid out	Balance
01/05/24	South Western Engl • DEPOSIT	100.00		96,192.51
30/04/24	SOUTH GLOC COUNCIL • TVN00028587-563725	60,948.00		96,092.51
24/04/24	Credit • 12 <i>Cash payment £18+14</i>	40.00		35,144.51

There being no further business the meeting closed at 20:43

Signed:

Date:

P24/01082/HH 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Objection:

This is a proposal for the “Erection of a first-floor rear extension to form domestic store.” This is described as a resubmission (albeit with revision) of the previously refused application 24/00034/HH. Documentation provided in support of the application is confused and lacks detail over particular elements such as the balustrade and terrace that still appear on the proposed elevations. The terraced area would still extend up to the shared boundary with the neighbouring property to the north at 1 Shortwood Road and would still allow significant overlooking into the rear garden and rear/side windows of that property and an unacceptable impact on its residential amenity. NB the terrace provides the only means of access to the proposed store as shown. Pucklechurch parish council (PPC) also believes that insufficient information has been provided to show that the current single-storey flat roofed extension is capable of supporting the proposed store, which would now be significantly more substantial in weight than that which was previously proposed (resulting from the new roof structure and materials) without additional structural intervention. Equally the pitch of the roof adjacent to the driveway sits oddly with the main building since the rear extension wall is not perpendicular to it. The opportunity to address the existing harm the rear extension has already caused to the visual amenity of the conservation area has been missed. No explanation has been provided as to why the pre-existing accommodation requires additional storage space. Nevertheless, should permission be granted for this proposal, PPC would request a condition limiting its use for ancillary domestic purposes only since if the proposed extension was to be used in connection with the existing shop there would likely be additional residential amenity concerns. Equally if the proposed extension was to be used as an additional bedroom this could potentially affect the amount of on-site parking required.

The RDK Civil Engineering Limited ‘Statement of Significance’ describes the proposal as “for the erection of a store proposed that is intended for domestic use” and stresses that this is not for habitable purposes. However, the RDK Civil Engineering Limited ‘Planning Statement’ is at odds with what is being described as a store, as it refers to “sustainable housing development” which “Provides an important contribution to the housing stock and provides much needed accommodation, Brings back into useful use the now vacant site.” This cannot be read as an accurate description of the non-habitable store being proposed. N.B. Large portions of this statement appear have been taken directly from the Pucklechurch Conservation Area SPD (2010) without amending descriptions relating to the local street scene that are no longer accurate in light of recent developments (e.g. at the site of the former congregational chapel).