



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

Present.

Cllrs G Boyle (chair), J Bailey, R Dunning, M Pibworth, A Hemmings (19:42), J Hawkins, D Freestone and T Symons.

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

Public Participation

None.

2024/06/19 No 1. To receive apologies for absence and approve reasons given.

Ward Cllr Palmer.

2024/06/19 No 2. Declarations of interest (if any) and dispensations.

None.

2024/06/19 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of the meetings on 15th May 2024 as a true record. Minutes were duly signed by the chair of council.

2024/06/19 No 4. To receive report from ward councillor(s).

Ward Cllr Stokes updated the council on the following:

- He attended a meeting with Three Shires Medical Practice and others in light of their recently publicised challenging financial situation. The practice is now working with the Integrated Care Board but needs to develop a clear forward-thinking plan so it can engage with partners and the community to find ways to address some of the issues and move forward.

It was noted that the practice benefits financially from support of its prescribing service by the community.

- Safety concerns raised with South Gloucestershire council by the parish council around the new multi-use path have been noted. The council raised further worries relating to the new chevron signage and its desire to request that the 30mph speed limit is extended to beyond the bend. Ward Cllr Stokes confirmed he would support a formal request to reduce the speed limit (Ward Cllr Palmer has also offered support). The parish council will write to David Crawford and Marc Cashmore to raise these further concerns and to get the date of the safety audit.
- Visited "The Poplars" where safety concerns around parking on surrounding verges have been raised as parking is impacting access to the car park including by emergency vehicles. This matter has been raised with Rob Wiltsher at South Gloucestershire Council and it is hoped that this can be addressed informally.

2024/06/19 No 5 AGENDA ITEMS TO ACTION

2024/06/19 No 5a. To consider any updates and agree any actions relating to the Community Centre and adjacent Recreation ground including:

Drainage proposals

Cllr Freestone has met with another company at the site and a quotation is awaited.

Approaches to a third company have not been successful.

It was noted that an extra-ordinary meeting may be required to consider and accept a quotation for the work so a project plan can be submitted to South Gloucestershire Council within the tight timescales.

Update on new committee at Pucklechurch Community Association

The latest minutes from the new PCA committee were noted and the positive desire to re-set the relationship between the PCA and council. Cllr Symons confirmed she remains a trustee.

An informal meeting between representatives of the PCA and parish council (GB, AH & clerk) has been arranged for 23rd June.

2024/06/19 No 5b. To receive any updates on legal matters and agree any actions.

St Aldams

Cllr Boyle updated the meeting. Following the parish council rejecting the offer of the land at St Aldams in its current state, representatives of Pucklechurch Custodial Services have indicated they may be willing to adjust the terms of the transfer. The parish council is awaiting written notification of any proposals.

Scout hut.

Correspondence from the Scouts Association over options for the future of the Scouts hut was noted. Legal advice has confirmed that "if the Scout Hut is fixed to the land and cannot be moved, then it forms part of the Land and belongs to the landowner."

Resolved to arrange an informal meeting with the Scouts – attendees Cllrs Boyle, Freestone and Hemmings.

2024/06/19 5c. To receive update on S106 funding and agree any actions.

S106 monies for 'provision for children and young people'.

South Gloucestershire council has approved use of this money at the Recreation ground for an accessible roundabout. The contractor has been notified (there may be a 6-week supply delay by the manufacturer).

S106 monies for 'allotments'.

Project approved.

Funding for both the above will be released to the parish council in due course.

S106 monies for 'outdoor sports facilities',

It is anticipated that the project to improve capacity and draining on the Recreation ground will be submitted by 9th August deadline.

S106 monies for 'natural and semi-natural open space'.

This project is totally dependent on South Gloucestershire council support. However due to the land holding review and a perceived lack of urgency, emails have been sent expressing concerns over both support and the ability for the council to submit any proposal within the timescales. Agreed to provide Ward Cllr Stokes with a copy of the project proposal.

2024/06/19 5d. To review the following policies as agreed in May:

- Complaints procedure
- Dignity at work
- Disciplinary

- Environmental
- Equality and Diversity

Resolved to re-adopt all the policies.

2024/06/19 5e. To agree membership of working groups and representation on external groups

i) Internal working groups – agreed members

- Community hall liaison – Cllr Freestone
- S106 group – Cllrs Dunning, Hawkins and Freestone
- Play area group – Cllrs Bailey, Symons and Pibworth
- Woodlands, open spaces, Street Care & Allotments – Cllrs Dunning, Symons and Hemmings
- Staffing – Cllrs Boyle, Hemmings and Hawkins

ii) Lead councillors – agreed members

- Planning liaison – Cllr Boyle
- Burial ground (in absence of the clerk) – Chair of council
- Health and safety lead – Cllr Hemmings

iii) Representatives on external bodies – agreed members

Avon Local Councils Association (ALCA) – Cllr Boyle

- Neighbourhood Plan Steering Group – Cllrs Dunning and Boyle
- The West of England Rural Network (WERN) – Cllr Dunning
- Town and Parish forum - clerk
- Boyd Valley Community Engagement forum – Cllrs Symons and Pibworth
- WERN village agent led Steering Group – Cllr Pibworth

2024/06/19 5f. To received feedback from attendance at the Revel on 15th June 2024. 'Thanks' were extended to the clerk and Cllr Hemmings for the stand and to those councillors who manned it. Useful exercise in engaging with the public on parish matters and several people expressed interest in the councillor vacancy.

With no resident volunteers for Pucklechurch News, **resolved** editing will temporarily be managed by the council - clerk and Cllr Hawkins to action.

2024/06/19 5g. To consider councillor vacancy and any applications for co-option to the council.

Resolved to advertise vacancy on social media.

2024/06/19 5h. To receive update from Play area working group

Group has met twice. Recommendations:

Priority 1 – to replace basket swing at St Aldams – clerk to obtain some quotations for a replacement.

Priority 2 – Focus on The Recreation ground and Parkfield play areas.

2024/06/19 6. AGENDA ITEMS TO NOTE

2024/06/19 6a. To note WESTlocal funding bid for community transport has been submitted.

Noted.

2024/06/19 6b. To note the council has been successful in obtaining a further grant of £7566.00 for the Neighbourhood Plan.

Noted. A programme to informally review the Pucklechurch neighbourhood plan and undertake screening options has been agreed with South Gloucestershire council.

2024/06/19 6c. To note any training undertaken.

Cllr Dunning - GDPR, Clerk - Trust and Charity law.

2024/06/19 7. PLANNING

2024/06/19 7a. Planning applications.

2024/06/19 7ai P24/01347/LB Moat House Kings Lane Pucklechurch South Gloucestershire BS16 9PP

The repair and refurbishment of 19no. windows, including the replacement of existing single glazing with Fineo vacuum glazing units, and the replacement of existing single glazing within 1no. door with Fineo Vacuum glazing units.

Resolved defer to conservation officer.

2024/06/19 7aii P24/01402/HH 5 - 6 The Vale Pucklechurch South Gloucestershire BS16 9NW

Demolition of outbuilding and erection of detached 1no. studio building.

Resolved no objection in principle but the council does have reservations on the materials selected for the replacement building.

To note responses under delegated powers

2024/06/19 7aiii P24/01174/F and P24/01146/LB Unit 10 Pucklechurch Trading Estate Pucklechurch South Gloucestershire BS16 9QH

Installation of a roof mounted solar PV system of 63.7kWp installed capacity

Submitted comments: Pucklechurch parish council is happy to defer to the conservation officer. Noted.

2024/06/19 7aiv P24/01240/TCA Brimstones 22 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to fell 1no. Walnut and 1no. Box Elder tree. Works to Crown reduce 2no. Walnut trees by approximately 2-3metres. Remove section of hedge to allow highway view. All trees situated within Pucklechurch Conservation Area.

Submitted comments: The parish council is happy to defer to the tree officer. Noted.

2024/06/19 7b. Planning decisions.

Decisions received after agenda issued

7bi 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. Approved with Conditions. Noted.

2024/06/19 7c. Planning enforcement and any other actions.

None.

2024/06/19 No 8. REPORTS

2024/06/19 8a. To receive report from the Clerk.

- Circulated new Good Councillor guide to all councillors
- New noticeboards with contractor and installation has begun.
- June police report circulated and post to website under Community/crime. 19 incidents in the parish
- Council has been notified that cover has been arranged for litter picking Council to review.

- Clarified information in PCA minutes relating to the community centre lease. Also explained process for hall hirers if they wish to request the use the recreation ground.
- Responded to resident queries and made a referral to the good neighbour team.
- Several incidents of fly tipping on parish council land including green waste and hose at St Aldams and a tyre on the recreation ground. Vandalism at the PCA social club was noted
- Submitted end of year accounts to external auditors
- Lock on the recreation ground gate will be replaced with a coded combination lock.

2024/06/19 No 9 FINANCE

2024/06/19 9a. To approve contractual and other obligations for June 2024.

All invoices were checked for accuracy against payment list - Cllr Symons

To note and confirm additional payments made in May. Authorised Cllrs Boyle and Hemmings

Payee	Description	Net	VAT	Total
Pucklechurch Revel	stand at Revel	£15.00	£0.00	£15.00
Greenbarnes	Noticeboards x 3	£4,463.39	£892.67	£5,356.06
Instant Landscaping	Grass cutting Rec & Eagle Cres /St Aldams hedge/weed control	£2,177.20	£0.00	£2,177.20

To note and confirm payment made under delegated powers. Authorised Cllrs Boyle and Dunning.

Name	Description	Net	VAT	Total
Gloucestershire CC	Charges for certified copies of legal documents	£54.00	£0.00	£54.00

Payments for June 2024.

Name	Description	Net	VAT	Total	
D Dunning	salary	£1,860.28	£0.00	£1,860.28	
	home working	£26.00	£0.00	£26.00	
	postage and stamps	£30.95	£0.00	£30.95	
	Stationery	£68.36	£13.67	£82.03	£1,999.26
HMRC	tax & NI	£639.51	£0.00	£639.51	
Primrose Gardening	Monthly contract inv 150	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	Waste disposal, benches and new lock inv 151	£308.69	£0.00	£308.69	£1,850.36

Ensign Print	Pucklechurch News Summer	£264.00	£0.00	£264.00	
Anna Chelmicka	litter	£350.00	£0.00	£350.00	
ALCA	GDPR training Cllrs Dunning iv00075 and Bailey iv00076	£28.00	£0.00	£28.00	
CPRE	subscription	£36.00	£0.00	£36.00	
PATA	Payroll admin 23/1176/PPS	£54.45	£0.00	£54.45	
Total		£5,207.91	£13.67	£5,221.58	£5,221.58

Resolved to approve payments. Cllrs Boyle and Hemmings to authorise.

2024/06/19 9b. To receive and agree reconciliations for May 2024.

Reconciliation checked for accuracy against bank statements – Cllr Pibworth

Balance per bank statements as at 01/05/24	£
NatWest reserve account	£30,687.25
Unity Bank	£96,092.51
NatWest current account	£62,398.13
Current A/C activity for May 2024	
NatWest current account	
Less: payments for May 2024	£56.35
Plus: income for May 2024	£0.00
Balance per NatWest current A/C bank statements as at 31/05/24	£62,341.78
Unity Bank	
Less: payments for May 2024	£11,372.97
Plus: Unity income for May 2024	£7,124.33
Balance as at 31/05/24	£91,843.87
NatWest Reserve account	
Plus: annual interest	£0.00
Balance per NatWest reserve A/C bank statements as at 31/01/24	£30,687.25
Total bank accounts as at 31/05/24	£184,872.90
Less: any un-presented cheques as at 31/05/24	£0.00
Add: any un-banked cash as at 31/05/24	£0.00
Net NatWest Current A/C balance as at 31/05/24	£62,341.78
Net Unity balance as at 31/05/24	£91,843.87
Net NatWest reserve A/C balance as at 31/05/24	£30,687.25
Total balances all bank accounts as at 31/05/24	£184,872.90

Figure 1 Print screen of May 2024 accounts

62,398.13	30,687.25	103,216.84		56.35	0.00	11,372.97
56.35	0.00	11,372.97		307.95	0.00	18,056.84
62,341.78	30,687.25	91,843.87				
A	B	C				
D	184,872.90		Bank rec at 31 5 24			
			NW Current A/c	62,341.78	<i>Enter bank statement balance</i>	
			NW Bus Reserve A/c	30687.25	<i>Enter bank statement balance</i>	
	134,805.36		Unity	91,843.87		
	68,432.33			184,872.90		
	18,364.79		Less: uncleared chqs			
E	184,872.90		F should equal D & E	184,872.90	Diff	0.00

Figure 2 Print screen of NatWest current account balance as at 31/05/24

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
04 MAY 2024	BROUGHT FORWARD			62,356.13
08 MAY	Direct Debit O2 05412111/001		14.35	62,341.78
03 JUN	Direct Debit EDF ENERGY 671063327375		18.00	62,323.78

Figure 3 Unity bank balance as at 31/05/24

20/05/2024	Faster Payment Debit	B/P to: SW Springer	£100.00	£0.00	£99,445.09
20/05/2024	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£99,095.09
20/05/2024	Faster Payment Debit	B/P to: Greenfields	£2,154.00	£0.00	£96,941.09
20/05/2024	Faster Payment Debit	B/P to: ALCA	£15.00	£0.00	£96,926.09
20/05/2024	Faster Payment Debit	B/P to: Primrose Gardening	£1,711.67	£0.00	£95,214.42
20/05/2024	Faster Payment Debit	B/P to: ALCA	£50.00	£0.00	£95,164.42
20/05/2024	Transfer	B/P to: Auditing Solutions	£600.00	£0.00	£94,564.42
21/05/2024	Faster Payment Debit	B/P to: Daphne Dunning	£2,605.26	£0.00	£91,959.16
23/05/2024	Direct Debit	Direct Debit (NEST)	£115.29	£0.00	£91,843.87

To note date of next meeting **17th July 2024**