



**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY
21ST AUGUST 2024 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.**

Present.

Cllrs G Boyle (chair), R Dunning, T Symons J Bailey and A Hemmings (19:47)

In attendance: Clerk D Dunning, Ward Cllrs Palmer and Stokes and 4 members of public

Public Participation

A member of the public and author of the report in 6a reiterated that sports/recreation facilities for all ages are not great in Pucklechurch compared to Marshfield or Iron Acton. She supports the setting up of a charity to raise funds but with no land, wants to use parish council owned land.

2024/08/21 No 1. To receive apologies for absence and approve reasons given.

Cllrs Freestone. Pibworth and Hawkins.

2024/08/21 No 2. Declarations of interest (if any) and dispensations.

None.

2024/08/21 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of the meetings on 17th July 2024, 26th July 2024 and 7th August 2024 as true records. Minutes were duly signed by the chair of council.

2024/08/21 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer reported:

Local Plan - additional consultation on ensuring the adequacy of its own housing land supply and whether it can assist Bristol City Council's with its unmet housing need. Although 17 new sites have been identified of which 8 are brownfield including the Cemex site at Wick, the council will still not have the required 10% buffer so cannot assist Bristol CC. However, with the new approach to housing by the Government and its National Planning Policy Framework consultation, Bristol's housing targets may be reduced while both South Gloucestershire and Bath and North East Somerset may see their targets rise by 400 and 749 homes/year respectively over the lifetime of their local plans.

Ward Cllr Stokes reported:

Highlighted that the Deputy Prime Minister has written to local authorities regarding Green Belt reviews to meet un-met need and setting out the model for greater involvement of Mayors in overseeing the development and agreement of Spatial Development Strategies. West of England Combined Authority will have an increased role in housing targets.

As will be discussed later (item 5e), although ward members can access the Members Award Fund, awards can only amount to a few hundred pounds.

2024/08/21 No 5 AGENDA ITEMS TO ACTION

Standing Orders were suspended to approve council considers item 6a next and item 5f is moved to the last item of business. Unanimously approved.

2024/08/21 6a. To note correspondence from a member of public regarding the lack of play sporting and exercise facilities and agree any actions.

The council expressed thanks for the detailed report submitted. Aware of potential restrictions, it was agreed that to fully address the issues raised and to respond accordingly, the council would undertake its own research and report for consideration in October.

2024/08/21 No 5a To consider Local Plan Additional Regulation 18 consultation and agree any actions.

Cllr Boyle and clerk attended briefing sessions. Papers have been circulated to councillors and a working day will be needed to formulate responses. Concerns have already been raised over the site appraisal process and overall inconsistencies and a robust response will be needed.

Ward Cllr Palmers felt South Gloucestershire Council was being transparent in its willingness to engage.

Resolved Clerk to arrange a working day to consider both Local Plan and the National Planning Policy Framework consultation.

2024/08/21 No 5b. To consider consultation on revising the National Planning Policy Framework in order to achieve sustainable growth in the planning system and agree any actions

As above see 5a.

2024/08/21 5c. To consider and agree request to be co-opted to the council and approve arrangements to sign acceptance of office outside the meeting.

Candidate has signed the eligibility declaration

Resolved to co-opt Helen Parker to the council and for the clerk to arrange to witness the declaration of office before the next meeting,

2024/08/21 5d. To receive allotment report and agree any actions.

Plots 5b, 12 & 13 now vacant. Plot 1 has until September to meet tenancy regulation 9m or plot will become vacant. Allotment committee continue to support plot-holders where needed and have contributed an article to the next edition of Pucklechurch News to generate interest. Site Health and Safety report to follow. **Noted**

2024/08/21 5e. To receive and consider correspondence from Ward Cllr Stokes regarding problem parking at The Poplars.

Inappropriate parking on the unadopted land around the entrance has been causing issues and could restrict access to The Poplars by emergency vehicles. Work has been ongoing to try and find a solution and legally compliant bollards may be a pragmatic solution. The parish council has no budget to fund bollards but might be able to provide a small grant subject to the usual criteria.

Resolved to request that Cllr Stokes asks South Gloucestershire Council to provide costings for appropriate bollards to the management committee at The Poplars.

2024/08/21 6. AGENDA ITEMS TO NOTE

2024/08/21 6a. To note correspondence from a member of public regarding the lack of play sporting and exercise facilities and agree any actions.

See above

2024/08/21 6b. To note update from Revel committee on the financial loss made at this year's Revel.

Noted. Revel will be unable to make any community grants this year and is actively looking at a new funding model. Some councillors will attend the revel AGM.

2024/08/21 6c. To note correspondence with Ward Cllr Stokes regarding speed monitoring on Westerleigh Road.

Noted.

2024/08/21 6e. To note the project led by Oldland parish council in partnership with Bitton, Siston and Pucklechurch parish councils has been awarded funding for a new bus service by the West of England Mayoral Combined Authority.

Noted. To date the timetable has not been published.

20:06 two members of the public left the meeting.

2024/08/21 6f. To note Pucklechurch Neighbourhood Plan Screening Opinion has now been circulated to the three consultation bodies for feedback (Historic England, Environment Agency, Natural England).

Noted. Thanks were extended to Danny Dixon and his team at South Gloucestershire council for their helpful informal review.

2024/08/21 6g. To note tender posted on Contracts Finder for active play equipment at St Aldams play area and that grant applications have been submitted to Suez Communities and Sports England.

It was noted that a number of companies had phoned to confirm they had visited the site and would be submitting tenders. Two companies requested extensions due to their capacity issues and were informed the dates remained as agreed in the documentation.

2024/08/21 6h To note any training undertaken.

None. Cllr Bailey still to do GDPR online course.

2024/08/21 7. PLANNING

2024/08/21 7a. Planning applications.

To note comments submitted under delegated powers

2024/08/21 7ai P24/01726/F Land at Shortwood Road Pucklechurch South Gloucestershire

Change of use of land from agriculture to gypsy and traveller caravan site to facilitate the stationing of 1no. mobile home, 1no. touring caravan, the erection of 1no. day room, installation of hardstanding and associated works.

Objection on the grounds that:

- *No special circumstances have been argued.*
- *The topography of the land in question is extremely prominent from the roadside which is harmful to the visual amenity and openness of the Green Belt.*
- *Whilst the parish council understands South Gloucestershire council has a policy to intensify existing sites, this application is to extend the site which is not the same. There has been no evidence provided to show why the existing site cannot be intensified.*

Noted.

2024/08/21 7b. Planning decisions – all noted.

2024/08/21 7bi. P24/01585/TCA Brimstones 22 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to fell 1no. Box Elder tree and remove section of hedge to provide clearance to highway. Situated within the Pucklechurch Conservation Area. Approved with conditions

2024/08/21 7bii P24/01240/TRE Brimstones 22 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to fell 1no. Walnut tree and Crown reduce 2no. Walnut trees by approximately 2-3metres. Covered by Tree Preservation Order 25A, dated 30/11/1970. Approved with conditions.

2024/08/21 7biii P24/01402/HH 5 - 6 The Vale Pucklechurch South Gloucestershire BS16 9NW

Demolition of outbuilding and erection of detached 1no. studio building. Approved with conditions

2024/08/21 7biv P24/01569/TCA 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Works to 1no. Horse Chestnut to reduce back to previous points in height of about 1-2m, leaving any furnishing growth if available otherwise the top will be a pollard. The sides brought in to previous points and further where possible to bring most of the crown inside the line of the boundary hedge. To crown lift and to 3.5m situated in the Pucklechurch Conservation Area. No objection

Adjacent parish

2024/08/21 7bv. P23/01180/F Land Off Westerleigh Hill Westerleigh South Gloucestershire BS37 8RD

Construction of a battery energy storage compound, with fencing, CCTV, access and associated infrastructure. Approved with conditions.

Decisions received after agenda issued.

2024/08/21 7bvi 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. Approved with conditions.

2024/08/21 7vii P24/01496/CLP Bijou Bridge Road Mangotsfield South Gloucestershire BS16 9NG

Installation of hip to gable roof extension with rear dormer to facilitate loft conversion with new windows, doors, rendering, roof tiles and 2no. roof lights. Approved Certificate of Lawfulness.

7c. Planning enforcement and any other actions.

None

2024/08/21 No 8. REPORTS

2024/08/21 8a. To receive report from the Clerk.

- Chains for the Recreation ground swings are due for delivery in early September
- Lot of time spent on Pucklechurch News. The greater range of articles means the Autumn edition is 6 pages.

Council was informed that Cllr Hawkins has volunteered to act as editor – all agreed.

- Cover for litter picking has been agreed at 2 hrs per week at @£25/hr.
- S106 funding:
 - Application for Recreation ground drainage and pitch upgrades has been submitted for September review by South Gloucestershire Council (SGC). The S106 team was also reminded that the delays by South Gloucestershire Council in concluding their land holding review have serious implications for the Leigh Farm project for improving habitats.
 - SGC has recommended the Recreation project draws down all the capital and revenue funds and our application has been amended accordingly.

- The Recreation project contractor is very concerned that work on the cricket square will need to be deferred to the end of next season 2025 due to deteriorating weather. SGC would support a deferral.

Resolved to split the contract into two elements if required. Cllr Freestone and the clerk to liaise with the contractor.

- PCA Social club queried the situation regarding installing a lift. Clarified that planning permissions have lapsed, that accessibility is one of many issues impacting the building and currently there are no proposals, costed business plans or funding in place
- Still awaiting an outline of litter picking requirements for new contract – Cllr Symons to action.
- Ongoing support to the Pucklechurch Community Association has raised a number of issues which will be raised in September.

Councillors noted support to date. Cllr Symons declared an interest as a PCA trustee.

2024/08/21 No 9 FINANCE

2024/08/21 9a. To approve contractual and other obligations for August 2024.

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

Payee	Description	Net	VAT	Amount Paid
D Dunning	Salary	£1,886.08	£0.00	£1,886.08
HMRC	NI & tax	£639.71	£0.00	£639.71
Primrose Gardening	162 monthly contract	£1,541.67	£0.00	£1,541.67
Primrose Gardening	Litter picking w/c 29th July to w/c 26th August Inv,164	£250.00	£0.00	£250.00
Primrose Gardening	166 wet pour and playground repairs	£92.19	£0.00	£92.19
Vision ICT	SSL certificate Inv. 18909	£50.00	£10.00	£60.00
South Gloucestershire Council	Localism charges July-September 2024 Inv 3900011447	£2,097.20	£419.44	£2,516.64
Gordon Playground Inspections Ltd	Annual playground inspections inv. 0773	£325.00	£65.00	£390.00
Total		£6,881.85	£494.44	£7,376.29

Direct debits

Supplier	Frequency	Goods	Net	VAT	Total
O ₂	monthly	phone	£11.96	£2.39	£14.35
BT	monthly	broadband March	£29.95	£5.99	£35.94
NEST	monthly	Pension Contribution	£128.31	£0.00	£128.31
EDF Energy	monthly	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	monthly	Electricity Parkfield	£24.00	£0.00	£24.00
707	monthly	Monthly waste collection	£48.13	£9.63	£57.76

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

2024/08/21 9b. To receive and agree reconciliations for July 2024.
 Reconciliation checked for accuracy against bank statements – Cllr Bailey

Balance per bank statements as at 01/07/24	£
NatWest reserve account	£30,687.25
Unity Bank	£86,319.15
NatWest current account	£62,299.78
Current A/C activity for July 2024	
NatWest current account	
Less: payments for July 2024	£42.00
Plus: income for July 2024	£0.00
Balance per NatWest current A/C bank statements as at 31/07/24	£62,257.78
Unity Bank	
Less: payments for July 2024	£8,150.48
Plus: Unity income for July 2024	£775.00
Balance as at 31/07/24	£78,943.67
NatWest Reserve account	
Plus annual interest	£0.00
Balance per NatWest reserve A/C bank statements as at 31/03/24	£30,687.25
Total bank accounts as at 31/07/24	
	£171,888.70
Less: any un-presented cheques as at 31/07/24	£0.00
Add: any un-banked cash as at 31/07/24	£0.00
Net NatWest Current A/C balance as at 31/07/24	£62,257.78
Net Unity balance as at 31/07/24	£78,943.67
Net NatWest reserve A/C balance as at 31/07/24	£30,687.25
Total balances all bank accounts as at 31/07/24	£171,888.70

Figure 1 Print screen of July 2024 accounts

Total receipts	62,299.78	30,687.25	87,044.15		42.00	0.00	8,100.48
Less: payments in month	42.00	0.00	8,100.48		391.95	0.00	39,718.04
Balance c/fwd	62,257.78	30,687.25	78,943.67				
	A	B	C				
Combined balance	D	171,888.70		Bank rec at 31 7 23			
				NW Current A/c	62,257.78		
				NW Bus Reserve A/c	30687.25		
				Unity	78,943.67		
					171,888.70		
Balance as at 1st April 2024		134,805.36		Less: uncleared chqs			
Plus: receipts in year to date		77,193.33		F should equal D & E	171,888.70	Diff	0.00
Less Payments in year to date		40,109.99					
Balance as at 31st July 2024	E	171,888.70					

Figure 2 Print screen of NatWest current account balance as at 31/07/2024

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 JUN 2024	BROUGHT FORWARD			62,299.78
01 JUL	Direct Debit EDF ENERGY A-E7470400-001 INITIAL PAYMENT		24.00	62,275.78
	Direct Debit EDF ENERGY A-37F88231-001 INITIAL PAYMENT		18.00	62,257.78

Figure 3 Unity bank balance as at 31/07/2024

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
08/07/2024	Direct Debit	Direct Debit (BT GROUP PLC)	£39.73	£0.00	£86,590.07
08/07/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£639.51	£0.00	£85,950.56
08/07/2024	Credit	Credit 000014	£0.00	£400.00	£86,350.56
15/07/2024	Direct Debit	Direct Debit (707 LIMITED)	£57.76	£0.00	£86,292.80
18/07/2024	Faster Payment Debit	B/P to: David James	£240.00	£0.00	£86,052.80
18/07/2024	Faster Payment Debit	B/P to: South Glos Council	£2,516.62	£0.00	£83,536.18
18/07/2024	Faster Payment Debit	B/P to: Instant Landscapes	£750.00	£0.00	£82,786.18
18/07/2024	Faster Payment Debit	B/P to: GLOSPFA	£50.00	£0.00	£82,736.18
18/07/2024	Faster Payment Debit	B/P to: Primrose Gardening	£225.00	£0.00	£82,511.18
18/07/2024	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£80,969.51
18/07/2024	Faster Payment Debit	B/P to: Daphne Dunning	£1,897.53	£0.00	£79,071.98
19/07/2024	Direct Debit	Direct Debit (NEST)	£128.31	£0.00	£78,943.67

All approved.

2024/08/21 9c To approve closure of NatWest accounts.

Resolved to close accounts and investigate new savings options.

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 are requested to leave the meeting. Two members of the public and the ward councillors left the meeting.

2024/08/21 5f. To receive update on matters pertaining to Eagle Crescent.

Legal and insurance advice was noted and actions agreed.

Next meeting **18th September 2024**

Meeting closed at 20:50