



MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH OCTOBER AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllrs G Boyle (chair), R Dunning, T Symons, D Freestone, J Bailey (19:47), J Hawkins, A Hemmings and H Parker.

In attendance: Clerk D Dunning, and 12 members of public.

Public Participation.

A representative from the Scouts at 'County' level spoke . He confirmed that although local Scouts had closed due to a lack of volunteers, there was a new approach to attracting volunteers and 'County' would wish to be involved in any discussion over the future of the Scout hut.

The 'district' representative of Scouts confirmed that the lease had lapsed and with no functioning unit, 'District' has no resources to maintain the Scout hut. He confirmed that it would be for 'County' to make the final decision.

A member of the public spoke on behalf of Rainbow and Brownies and their concerns about where they could meet if access to the Scout hut ceased.

A member of the public spoke in support of a multi-use games area (MUGA) on council land. Raised his disagreements with the council's published paper, and would like to actively support the council in developing plans.

A member of the public spoke about her request to the council to provide land for a MUGA. She outlined her disagreements with the published paper and reiterated her view that the MUGA provides value for money which outweighs any potential objections.

6 members of public left the meeting.

2024/10/16 No 1. To receive apologies for absence and approve reasons given.

Cllr Pibworth. The council sent their best wishes. Ward Cllrs Palmer and Stokes.

2024/10/16 No 2. Declarations of interest (if any) and dispensations.

Cllr Symons in 5a as a trustee of Pucklechurch Community Association. Cllr Freestone in 5a, 5d & 5h as chair of Pucklechurch cricket.

Cllr Bailey and 1 member of public arrived.

2024/10/16 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of the meeting on 18th September 2024. Minutes were duly signed by the chair of council.

2024/10/16 No 4. To receive report from ward councillor(s).

Written report from Ward Cllr Stokes:

- Enforcement has been notified that work has started on the site opposite Meadow View.
- Reminder of Mangotsfield Sort-it site closure for essential repairs and maintenance from Monday 21 October to 25 November. Residents with registered vehicles can use other Sort It centres in South Gloucestershire but recycling options and access vary.

No report from received from Ward Cllr Palmer.

2024/10/16 No 5 AGENDA ITEMS TO ACTION.

2024/10/16 No 5a To consider matters relating to the community centre and agree any actions including:

Fire risk assessment.

PCA has arranged a visit from Avon and Somerset Fire Brigade – post meeting research confirmed they do not do fire risk assessments.

Resolved to appoint Fire Compliance Southwest to undertake a full risk assessment at a cost of £345.00. Cllr Symons to provide contact details for a community centre representative to accompany the assessor.

Update on ongoing support.

Cllr Symons provided feedback from last PCA meeting. PCA contact details have been shared with CVS so it can provide information on their energy advice scheme.

2024/10/16 No 5b. To consider the written notification that the Scouts wish to relinquish and formally handover the Scout hut and agree any actions.

Resolved to defer the matter until the Scouts at District and County levels have decided on their preferred course of action. Clerk to write to both representatives.

2024/10/16 5c. To finalise the bulb planting event on Saturday 19th October and agree any actions.

Risk assessment and event paperwork approved. The clerk provided an update. Some tools will be available although attendees are asked to bring their own. Meet at The Star entrance of The Recreation ground at 10am. Cllr Hemmings to provide Hi-Viz waistcoats.

2024/10/16 5d. To receive update on S106 funding and agree any actions.

£87,273.71 capitol and £26419.92 revenue has been awarded for drainage and sports field improvements. A project management plan (PMP) is required to access funds and there are 2 years to complete the project. Input from our preferred contractor is required for the PMP, Cllr Freestone to liaise.

Woodland and habitat improvement project. The S106 team has again been notified that there remain delays in South Gloucestershire Council (SGC) considering our Leigh Farm based project for improving habitats. The Director of Property Services Catrin Mathias has indicated SGC will respond this week.

2024/10/16 5e. To consider next stages in the St Aldams active play project and agree any actions including:

Community engagement event.

Agreed an indoor event required ideally at the Community centre on a Saturday. Clerk to progress with Proludic.

Youth group.

It was proposed that for this and other projects the parish council should consider encouraging the formation of a youth group to get the views of younger community members. Resolved to form a working group of Cllrs. Symons, Boyle and Freestone to progress.

Quotations to remove non-viable equipment at St Aldams.

Resolved to accept the quotation from Primrose Gardening at a cost of £3450.00

It was noted that seven trees need to be felled at St Aldams. Potential replacement costs were received and a decision on any replacement programme will be needed.

2024/10/16 5f. To consider options for replacement tree planting in Eagle Crescent and agree any actions.

Resolved to delegate responsibility to the Woodland group to decide on species and location of trees at Eagle Crescent and to order trees from South Gloucestershire council.

2024/10/16 5g. To receive report on Jardin De Pringy and agree any actions.

Cllr Parker presented her report and confirmed that the garden is now unattended. It was noted this is South Gloucestershire council (SGC) owned land.

Resolved to check licensing agreement with SGC and to approach the community for volunteers before making a final decision.

2024/10/16 5h. As per minutes 2024/08/21 6a, to consider the council's research finding in response to the request from a member of the public and agree any actions.

The parish council stressed it applauded the residents' ambitions to improve sporting facilities in the village through the provision of a multi-use game area (MUGA).

Councillors expressed thanks for the detailed and referenced report while noting that all distances are recommendations. Any improvement in sporting and recreational facilities would benefit the community but comparisons with other parishes are not straightforward.

Councillors were reminded that the motion was to decide whether the council could allocate an area of its land for a MUGA and nothing else. Careful consideration was given to each council owned site at The Recreation Ground, St Aldams and Eagle Crescent and detailed discussions followed.

Resolved that regrettably the parish council does not have suitable land to allocate for a MUGA. If suitable land can be found elsewhere, the council would be happy to consider any further proposals.

2024/10/16 5i. To receive proposal for future litter picking and agree any actions.

Cllr Symons apologised for not being able to progress this. It was noted the maintenance contractor is happy to continue litter picking until a new contractor is appointed.

Resolved to defer this matter to January.

4 members of public left the meeting 20:40

2024/10/16 5j. To consider key objectives for the next financial year and agree outline requirements for inclusion in the 2025/26 budget.

Budget proposals to be sent to the clerk by the end of October.

2024/10/16 6. AGENDA ITEMS TO NOTE.

2024/10/16 6a. To note latest reports:

- Tree inspections.
Cost to essential works £1580 plus VAT. Noted and approved.
- Allotments – H&S and update on condition of gardens.
Noted overall improvements across the site. Currently 3 vacant plots and 2 potential allotment holders.
- Burial ground.
Noted gates are often left open and would benefit from appropriate 'please close' signage. Grass cuttings are not removed making graves look very untidy. It will investigate as may not be a requirement of the maintenance contract.

2024/10/16 6b. To note South Gloucestershire council's Post-16 Home to School Transport Consultation and agree if any actions required.

Consultation closes 1st December 2024. Full details can be found at:

<https://schooltransport.commonplace.is/>

Noted.

2024/10/16 6c. To note request for goal posts at Parkfield play area and agree any actions.

Agreed the play area group should investigate and submit a proposal for the budget discussions.

2024/10/16 7. PLANNING.

2024/10/16 7a. Planning applications.

2024/10/16 7ai P24/02055/F Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire.

Change of use of land to travellers site with the erection of 1no. day room, 1no. stable block, siting of 2no. mobile homes and 2no. touring caravans, creation of hardstanding, access onto a classified highway (Class B) and associated works.

Link: <https://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SIXF7COK0DZ00>

Resolved to object - appendix 1.

2024/10/16 7aii P24/02259/RVC Land At Westerleigh Road Pucklechurch South Gloucestershire.

Variation of conditions 2 (to amend the approved plans) and 5 (to amend the landscape and planting details) attached to permission P22/06238/F. Conversion of existing stables to form 1no dwelling and associated works.

Link: <https://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SKBQ94OKFLV00>

Resolved to object – appendix 2.

2024/10/16 7b. Planning decisions – all noted.

2024/10/16 7bi. P24/01644/CLE Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA.

Use of part of building as a public house/restaurant/expanded food provision (Sui Generis), with ancillary residential accommodation at first floor level. **Refused** certificate of lawfulness.

2024/10/16 7bii. P24/01618/HH Bijou Bridge Road Mangotsfield South Gloucestershire BS16 9NG.

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

2024/10/16 7biii. 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, the replacement of 9no. individual timber casements, stone repairs, and the replacement of existing single glazing within 1no. door with Fineo Vacuum glazing units. **Approved** with conditions.

2024/10/16 7biv. P24/01494/F Churchmead Farm Hodden Lane Pucklechurch South Gloucestershire BS16 9SG.

Erection of rear extension to facilitate change of use of agricultural building into 1no. dwelling (class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). **Approved** with conditions.

7c. Planning enforcement and any other actions.

2024/10/16 7ci COM/24/0593/BOC Land To The Rear Of Fleur De Lys Shortwood Road Pucklechurch South Gloucestershire BS16 9RA.

Noted ongoing.

2024/10/16 No 8. REPORTS

2024/10/16 8a. To receive report from the Clerk.

- Manufacturer is having difficulties sourcing the long swing chains for the Recreation ground but claim they will be delivered w/c 4/11/24.
- Informed successful and unsuccessful companies for St Aldams active play tender. Updated Contract Finder.
- Contractor should start hedge cutting next week subject to the weather.
- Responded to resident regarding Abson Road and speeding.
- Chased the updated version of the Neighbourhood Plan following informal review by SGC.
- Many social media posts produced to update our community.
- Requested promised donation of £500 from insurers for bio-diversity measures following felling of trees.
- Allotments. Eviction on Allotment 1 for non-compliance with regulations.
- Multiple email queries and requests from a resident.
- Crime report circulated and on website. Parish recorded 9 crimes in August.
- Hornet nests being treated today/tomorrow.

2024/10/16 No 9 FINANCE

2024/10/16 9a. To approve contractual and other obligations for October 2024.

All invoices were checked and confirmed for accuracy against payment list - Cllr Hawkins.

To note BACS authorised on 3/10/24.

Payee	Description	Net	VAT	Total
Greenfields	Zip wire inspection INV 5240	£199.00	£39.80	£238.80
C Hall	Shortwood play area half-yearly rental	£180.00	£0.00	£180.00
Instant Landscapes 1641	Grass cutting 25/5/24-31/7/24	£1,128.40	£0.00	£1,128.40
Instant Landscapes 1643	Grass cutting Rec August plus Eagle Crescent and St Aldams May-Aug	£1,164.20	£0.00	£1,164.20
Silverback	Annual tree inspections	£850.00	£170.00	£1,020.00
Total		£3,521.60	£209.80	£3,731.40

BACS for authorisation 16/10/24.

Payee	Description	Net	VAT	Total
D Dunning	Salary	£1,860.08	£0.00	£1,860.08

D Dunning	mileage/homeworking	£26.00	£0.00	£26.00	£1,886.08
HMRC	Tax & NI	£639.71	£0.00	£639.71	
Primrose Gardening	Litter Inv. 174	£250.00	£0.00	£250.00	
Primrose Gardening	Gateway repairs/clearance Recreation ground Inv. 175	£175.00	£0.00	£175.00	
Primrose Gardening	monthly contract Inv. 173	£1,541.67	£0.00	£1,541.67	£1,966.67
ALCA	Canva training 25/10/24 Inv. 22655	£32.00	£0.00	£32.00	
Total		£4,524.46	£0.00	£4,524.46	

To approve quotation for tree works by preferred supplier.

Midland Forestry	Tree works as per inspection report	£1,580.00	£316.00	£1,896.00
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Resolved to approve payments. Cllrs Boyle and Hemmings to authorise.

Direct debits.

Supplier	Frequency	Goods	Net	VAT	Total
o2	monthly	phone	£11.96	£2.39	£14.35
BT	monthly	broadband	£33.11	£6.62	£39.73
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

Noted

2024/10/16 9b. To receive and agree reconciliations for September 2024.

Reconciliation checked for accuracy against bank statements and duly signed by Cllr Parker

Balance per bank statements as at 01/09/24	£
NatWest reserve account	£30,687.25
Unity Bank	£65,173.91
NatWest current account	£62,257.78
Current A/C activity for September 2024	
NatWest current account	
Less: payments for September 2024	£0.00
Plus: income for September 2024	£0.00
Balance per NatWest current A/C bank statements as at 30/09/24	£62,257.78
Unity Bank	
Less: payments for September 2024	£8,789.69
Plus: Unity income for September 2024	£61,935.95

Balance as at 30/09/24	£118,320.17
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 30/09/24	£211,265.20
Less: any unrepresented cheques as at 30/09/24	£0.00
Add: any un-banked cash as at 30/09/24	£0.00
Net NatWest Current A/C balance as at 30/09/24	£62,257.78
Net Unity balance as at 30/09/24	£118,320.17
Net NatWest reserve A/C balance as at 30/09/24	£30,687.25
Total balances all bank accounts as at 30/09/24	£211,265.20

Figure 1 Print screen of September 2024 accounts.

Total receipts	62,257.78	30,687.25	127,109.86		0.00	0.00	8,789.69
Less: payments in month	0.00	0.00	8,789.69		391.95	0.00	79,531.95
Balance c/fwd	62,257.78	30,687.25	118,320.17	79,923.90			
	A	B	C				
Combined balance	D	211,265.20		Bank rec at 30 09 24			
				NW Current A/c	62,257.78		
				NW Bus Reserve A/c	30687.25		
Balance as at 1st April 2024		134,805.36		Unity	118,320.17		
Plus: receipts in year to date		156,383.74			211,265.20		
Less Payments in year to date		79,923.90		Less: uncleared chqs	0.00		
Balance as at 30th September 2024	E	211,265.20		F should equal D & E	211,265.20	Diff	0.00

Figure 2 Print screen of NatWest current account balance as at 30/09/2024.

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 Print screen Unity bank balance as at 30/09/2024.

20/09/2024	Credit	Pucklechurch Sport	£0.00	£470.00	£60,908.81
26/09/2024	Faster Payment Debit	B/P to: Boston Seeds	£182.99	£0.00	£60,725.82
26/09/2024	Faster Payment Debit	B/P to: Midland Forestry	£2,304.00	£0.00	£58,421.82
26/09/2024	Faster Payment Debit	B/P to: Edward Boulton	£625.00	£0.00	£57,796.82
26/09/2024	Faster Payment Debit	B/P to: Ensign Print	£415.00	£0.00	£57,381.82
27/09/2024	Credit	Credit 000015	£0.00	£17.95	£57,399.77
30/09/2024	Fee	Manual Credit Handling Charge	£0.90	£0.00	£57,398.87
30/09/2024	Credit	SOUTH GLOC COUNCIL	£0.00	£60,948.00	£118,346.87
30/09/2024	Fee	Service Charge	£26.70	£0.00	£118,320.17

All approved.

2024/10/16 9c. To receive Q2 figures.

Noted. **Resolved** to approve revised earmarked reserves.

2024/10/160 9d. To note PATA monthly payroll administration fees will rise from £12.45 to £15.82 from January 2025

Noted.

Meeting closed at 20.59

DRAFT MINUTES SUBJECT TO APPROVAL AT THE MEETING

Appendix 1

P24/02055/F Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire

Objection as it is at odds with the following planning policies

1. The application site lies outside of a settlement boundary in open countryside within the Green Belt. Irrespective of appeal decisions that have determined that the Council's settlement boundaries are out of date, the proposal must still be tested against Green Belt policy. What is proposed does not conform to any of the types of development considered to be appropriate within the Green Belt as described in South Gloucestershire Local Plan Core Strategy Policy CS 34 Rural Areas, and Core Strategy Policy CS 5 Location of Development which sets out exceptions to Green Belt policy. It is not clear why the site should be provided with a stable block, when none of the site plan appears to be allocated to grazing. No special circumstances have been offered that would override the permanent harm to the openness and visual amenity of the Green Belt that would arise from the construction of these dwellings, and substantial weight needs to be given to that harm so that development should not be approved except in very special circumstances.
2. This is not an identified safe-guarded Gypsy & Traveller site and cannot be considered as either an intensification or extension as such. It does not appear to have been offered as a new site for assessment as part of the recent call for sites process and has not therefore been considered through the Housing and Economic Land Availability Assessment (HELAA) process for its suitability for potential allocation through the Local Plan.
3. The site lies on the southern side of Shortwood Road, well to the east of the built-up area of Pucklechurch. This road has a distinctly rural character. Whilst there are a small number of dwellings located along the road, these are well-spaced apart, and the site is surrounded almost entirely by agricultural farmland in isolation of other properties. It also sits within the Pucklechurch Ridge and Boyd Valley LCA of which the "Cotswold Scarp is a prominent backdrop and skyline, dominating and enclosing views beyond the area to the east. Internal long-distance views are possible over the rolling landscape and across the area from the Cotswold Scarp". The site would be highly visible from the Cotswold National Landscape delineated by the scarp. Chapter 4 of the LCA 2023 update specifies within its Landscape Strategy that landscape management should ensure that the special qualities of the CNL are conserved and enhanced, and that the rural setting and foreground of views towards the Cotswolds Scarp should also be protected. This proposal would harm those views.
4. Furthermore, the Landscape Strategy also "supports the objectives set out in Conservation Area SPD and Advice Notes in terms of protecting the landscape setting of Conservation Areas, views towards key landmark features, and reflecting the use of traditional building materials as appropriate". This proposal would cause harm to the landscape setting of a Conservation Area. The application site is situated within the Siston Conservation Area boundary and must therefore be assessed against the adopted SPD which states that the boundary "generally follows existing field hedges linking the high points of the surrounding landscape in recognition of the importance of the landscape setting and views within the hamlet." This site would sit at the highest point of the boundary along the Shortwood Road and highly visible within it from the hamlet itself but also from the Cotswold Scarp. It would neither preserve or enhance the character or appearance of the conservation area and its setting. A key element of the Conservation Area is its rural and undeveloped setting, and such this area plays an important role as part of its preservation and enhancement strategy.
5. The Siston Conservation Area SPD specifically states that "the subdivision of fields and the erection of new stables will be resisted where such development would harm the existing rural character and setting of the hamlet." PPC believes this would be the case, especially as it sits within a character area comprising of former parkland, fields and woodlands (associated with Siston Court) and Siston Brook.

6. The hard standing referenced was in use by the Highways Department to enable the construction of the extension of the multi-use path completed in 2024 – see P20/02701/R3F. It is not clear whether the hard standing should have been reinstated to its original green state after these works were completed, nor how it accords with the comprehensive management plan put in place to ensure a satisfactory standard of external appearance in the Siston Conservation Area and the Bristol/Bath Green Belt, and to accord with and Policy CS1 and CS9 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013; Policy PSP1 and PSP7 of the Policies Sites and Places Plan (Adopted) 2017 and the National Planning Policy Framework.
7. Although vehicular access exists to the hard standing, it has been used only an infrequent basis by highway engineers and not to the same regular extent as would be the case should the site be used for residential purposes. It is not clear whether its visibility splays are appropriate, nor what the level of danger to users of the newly completed multi-use path that this would be.

DRAFT MINUTES SUBJECT TO APPROVAL AT THE NEXT MEETING

Appendix 2

P24/02259/RVC Variation of conditions 2 (to amend the approved plans) and 5 (to amend the landscape and planting details) attached to permission P22/06238/F. Conversion of existing stables to form 1no dwelling and associated works.

Land At Westerleigh Road Pucklechurch South Gloucestershire Objection

The application site lies outside of a settlement boundary in open countryside within the Green Belt. Irrespective of appeal decisions that have determined that the Council's settlement boundaries are out of date, the proposal must still be tested against Green Belt policy. Parish council appreciates this is a previously developed property that sits within the Green Belt and that the principle of re-development has already been established, but also believes that the revisions proposed will do more harm to the local visual amenity and openness than that which was allowed under the previously approved application P22/06238/F.

This application seeks to add an additional floor across part of the property such that it would lead to a much higher roof line and building mass and as a consequence would not preserve the openness of the Green Belt. The resulting building would be much higher than the pre-existing hedge that currently screens the property from the road. With regard to the design the proposed external changes to facilitate the conversion can no longer be considered limited. PPC also notes that the previously approved landscape plans included new hawthorn hedging along the line of the fence and post rail that now appear to have been omitted as part of the new plan and believe this omission should be resisted since the hedge would mitigate the impact on the local landscape and ecology.

DRAFT MINUTES SUBJECT TO APPROVAL AT THE NEXT MEETING