



**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 20<sup>TH</sup> NOVEMBER AT 19:30 AT THE BUNGALOW HMP ASHFIELD.**

**Present.**

Cllrs G Boyle (chair), M Pibworth, T Symons, D Freestone, J Hawkins, A Hemmings and H Parker.

In attendance: Clerk D Dunning, Ward Cllr Stokes and 2 members of public.

**Public Participation.**

A member of the public wished to be assured that the scout hut which is so suitable for guides needs would still be available to the guides if ownership changes. Concerns were also raised about the condition of the toilets. It was agreed that Cllr Hemmings could look at the toilets this week.

**2024/11/20 No 1. To receive apologies for absence and approve reasons given.**

Cllr Dunning and Ward Cllrs Palmer. Cllr Bailey was absent.

**2024/11/20 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(i) as chair of Pucklechurch cricket.

**2024/11/20 No 3. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of the meeting on 16<sup>th</sup> October 2024. Minutes were duly signed by the chair of council.

**2024/11/20 No 4. To receive report from ward councillor(s).**

Written report from Ward Cllr Palmer.

South Gloucestershire Council budget consultation for 2025/26 has been launched and runs until 8 January.

Report from Ward Cllr Stokes.

South Gloucestershire issues:

- Kingswood Park is undergoing refurbishment.
- Budget consultation open.
- Consultation on parking charges has produced some useful responses.
- Successful prosecutions for fly tipping.
- Age UK and Warm and Well are offering a number of schemes to help residents keep warm this winter including:
  - Community welcome spaces
  - Help for pensioners including free gas boiler servicing
  - Warm packs.

Visit <https://beta.southglos.gov.uk/seasonal-support/>

- Smoking cessation.
- Carers event.
- M4 bridge repairs ahead of schedule – next closure March 2025.
- WECA still offering a free month's bus travel.

Local issues:

Requests to South Gloucestershire council (SGC) for speed monitoring have been turned down as not view as priorities. Ongoing investigations into other possible options although it was noted that as well as being costly, ANPR cameras may not be supported by Avon and Somerset police.

SGC do not view bollards at the entrance of The Poplars as acceptable so discussions are ongoing on possible solutions. It was noted bollards would not impede access to the pavement as suggested.

Councillors expressed their disappointment with South Gloucestershire council's response and feel parish residents who are already paying for road safety do not get any benefits. While acknowledging finances are limited it was agreed there needs to be more transparency on where the money is spent which often appears to be focussed in urban areas.

#### **2024/11/20 No 5 AGENDA ITEMS TO ACTION.**

In accordance with standing order 3m it was agreed to consider item 5b.

#### **2024/11/20 No 5b. To consider the written notification that the Scouts wish to relinquish and formally handover the Scout hut and agree any actions.**

Dean Ashpole-Chapman representing the Scouts confirmed that the local Scout group currently still exists to enable the on-going use by the Guides and others.

The council agreed this is an important community facility that needs to be retained. Potential costs include legal, a buildings survey due to concern particularly around the roof and toilets, repairs/upgrades to bring the building up to a reasonable standard and running costs.

Dean Ashpole-Chapman will provide a breakdown of annual costs. Discussions with Pucklechurch Community Association (PCA) will also be required to consider the management of the facility.

**Resolved** that in principle Pucklechurch parish council is minded to take over responsibility for the Scout hut subject to legal advice and pending the outcome of any surveys and discussions with the PCA.

#### **2024/11/20 No 5a. To consider any updates and agree any actions relating to the Community Centre and adjacent Recreation ground.**

Cllrs Symons and Freestone provided an update including:

- Agreed date for the fire assessment
- Licensing between PCA and the Social club
- CCTV
- Fly tipping problems.

Cllr Symons to update the Trustees on the ongoing Scout hut discussions.

#### **2024/11/20 No 5c. To approve the appointment of Auditing Solutions Limited as internal auditors for the current year.**

**Resolved** to appoint Auditing Solutions Limited as internal auditors for 2024/25.

#### **2024/11/20 No 5d. To receive updates on any S106 funding and agree any actions including:**

##### **I. Drainage project.**

Utilities checks completed. South Gloucestershire council's Conservation officer will require details to give approval. Awaiting updated breakdown of costs and revised timescales from the contractor to complete and submit the project management plan which will trigger the transfer of S106 funds. Cllr Freestone to chase.

## **II. Response to tree planting project on South Gloucestershire land at Leigh Farm.**

The parish council expressed disappointment at the response. The ongoing delays by South Gloucestershire council could jeopardise the S106 funds for this project which helps connect areas of woodland and grassland to create biodiverse networks to benefit nature and the community. Ward Cllr Stokes agreed to raise the matter.

### **2024/11/20 No 5e. To consider any matters relating to play areas and agree any actions.**

It was noted that the Suez grant application has been submitted. Agreed to arrange a St Adams active play community event during February 2025 half term.

### **2024/11/20 No 5f. To receive update on any replacement tree planting at Eagle Crescent and agree any actions.**

Delegated to Cllrs Dunning/Symons & Hemmings to resolve.

### **2024/11/20 No 5g. To consider first draft of 2025/26 budget and associated report and agree any actions.**

After detailed discussions agreed on the further options required for the next meeting. Clerk to action.

### **2024/11/20 No 5h. To approve the community grant application process for 2024/25 and agree any actions.**

**Resolved** to approve 2024/25 grant process. Closing date is 24<sup>th</sup> January 2025 with £4000 available for community grants.

### **2024/11/20 No 5i. To approve 2024/25 pay award and authorise backpay.**

**Resolved** to approve pay award and authorise backpay.

### **2024/11/20 No 5j. To consider the Government's Open consultation 'Enabling remote attendance and proxy voting at local authority meetings' and agree a response.**

Link <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

**Resolved** that councillors should respond as individuals.

### **2024/11/20 No 5k. To agree additional works for South Gloucestershire council's street cleaning and maintenance work team to undertake in January/February.**

- Alleyway between Birch Drive/Cedar Way and Abson Road – build-up of excess leaves and water (location: what three words ///tour.vision.pepper)
- Culvert clearance - Kings Lane/Parkfield Road 9 (location: what three words ///hiking.output.hope)
- Weed clearance between curb stones and main path along the new shared path on Shortwood Road from the village (location: what three words ///float.flown.unwanted)

Councillors to provide further suggestions by the end of November.

### **2024/11/20 No 5l. To consider request for a new memorial bench on the Recreation ground and agree any actions.**

**Resolved** to approve the new memorial bench and location as outlined in the application subject to the council's term and conditions.

## **2024/11/20 No 6. AGENDA ITEMS TO NOTE.**

### **2024/11/20 No 6a. To note items of correspondence and agree any actions:**

- I. Questions relating to Pucklechurch woodland.

Noted. The parish council does not have a position on the issues raised as these have not been discussed.

- II. Email from Friends of Page Park and closer working with HMP Ashfield.  
Noted.

## **2024/11/20 No 7. PLANNING.**

### **2024/11/20 No 7a. Planning applications.**

#### **2024/11/20 No 7ai) P24/02446/RVC Pucklechurch House 35 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD.**

Variation of condition 6 attached to P22/02446/HH to substitute plan numbers 260-P-101 Rev A, 260-P-102 Rev B and 260-P-107 for 260-P-101 Rev C, 260-P-102 Rev B and 260-P-107 Rev A. Demolition of garage and erection of a single storey side extension. Erection of 1 no. detached garage.

The 'No objection, Pucklechurch parish council is happy to defer to the Conservation Officer' response made under delegated powers was noted.

### **2024/11/20 No 7b. Planning decisions – all noted.**

#### **2024/11/20 No 7bi. P24/02021/F Land at Meadow View Shortwood Road Pucklechurch South Gloucestershire.**

Erection of 1no. self-build dwelling with associated works. **Refused.**

#### **2024/11/20 No 7bii. P24/02159/TCA Castle Road Pucklechurch South Gloucestershire BS16 9RF.**

Works to Crown reduce 1no. Acer platanoides drummondii back to old pruning points leaving height of 10m and radial spread of 6m in Pucklechurch Conservation Area. **No objection.**

#### **2024/11/20 No 7biii. P24/01926/RVC Landfill Site Cattybrook Road Mangotsfield South Gloucestershire BS16 9NJ.**

Variation of conditions 4 and 10 (to allow an additional 15 years for restoration) and 24 (to extend the time to allow until 3rd July 2039) attached to permission P23/02245/RVC. (P23/02245/RVC Variation of condition 1 (works cessation and site restoration date) attached to planning permission P19/09621/RVC - (Variation of condition no. 25 attached to planning permission PK03/1545/F) to allow an additional 18 months, until 31st March 2025, to complete the approved restoration of the landfill at the former Shortwood Quarry (PK03/1545/F-Continuation of clay extraction and restoration by landfilling with residual non-hazardous waste). **Approved with conditions.**

### **2024/11/20 No 7c. Planning enforcement and any other actions.**

#### **2024/11/20 No 7ci, To note update on enforcement actions including OM/24/0593/BOC and COM/24/0748/OD.**

Noted.

## **2024/11/20 No 8. REPORTS.**

### **2024/11/20 No 8a. To receive report from the Clerk.**

- Replacement swings have been installed on the Recreation ground and social media posts issued.
- Defibrillator update - cabinets and locks are checked on a weekly basis. On advice from AED, defibrillators are tested on a monthly basis to prevent memory build-up and reports are submitted monthly. Old Diary unit is currently offline as the electronics for the lock need replacing.
- Neighbourhood plan updates will be completed by the end of November.

- Problem fly tipping at the Community centre car park is increasing waste disposal costs.
- Request from South Western English Springer Spaniel Club for a dog show on 4<sup>th</sup> May 2024.  
Agreed Cllr Freestone to liaise with the football teams prior to this item being an agenda item in December.
- Tree works at St Aldams should be happening over the next few weeks.
- Big thankyou from the Commons and Biodiversity Team at South Gloucestershire council for the bulb planting.
- Attended the 2024 Civility & Respect Summit.
- Chased payment following subsidence claim at Eagle Crescent and advised payment is being arranged.
- Informed the village agent that Pucklechurch has a bleed kit at the community centre.
- Application for the last allotment plot.

## 2024/11/20 No 9 FINANCE

### 2024/11/20 No 9a. To approve contractual and other obligations for November 2024.

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

#### BACS for authorisation.

D Dunning	salary	£1,886.28	£0.00	£1,886.28	
HMRC	Tax & NI	£639.51	£0.00	£639.51	
Primrose Gardening	Monthly contract 179	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	litter 180	£200.00	£0.00	£200.00	
Primrose Gardening	Moss clear and swing parts 181	£134.50	£0.00	£134.50	£1,876.17
Sutcliffe Play	Chains and seats 7324	£453.44	£90.69	£544.13	
South Gloucestershire council	localism charges Oct - Dec 24 3900018218	£2,097.18	£419.44	£2,516.62	
<b>Total</b>		<b>£6,952.58</b>	<b>£510.13</b>	<b>£7,462.71</b>	<b>£7,462.71</b>

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

#### Direct debits.

Supplier	Goods	Net	VAT	Total
o2	phone	£11.96	£2.39	£14.35
BT	broadband	£33.11	£6.62	£39.73
NEST	Pension Contribution	£128.31	£0.00	£128.31
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
707	unscheduled service Sept (fly tipping)	£3.43	£0.69	£4.12

**Noted.** All invoices except EDF checked and confirmed for accuracy against direct debit list – Cllr Freestone.

**2024/11/20 No 9b. To receive and agree reconciliations for October 2024.**

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

Balance per bank statements as at 01/10/24	£
NatWest reserve account	£30,687.25
Unity Bank	£118,320.17
NatWest current account	£62,257.78
<b>Current A/C activity for October 2024</b>	
<b>NatWest current account</b>	
Less: payments for October 2024	£0.00
Plus: income for October 2024	£0.00
Balance per NatWest current A/C bank statements as at 31/10/24	£62,257.78
<b>Unity Bank</b>	
Less: payments for October 2024	£8,787.71
Plus: Unity income for October 2024	£100.00
Balance as at 31/10/24	£109,632.46
<b>NatWest Reserve account</b>	
Plus annual interest	£0.00
Balance per NatWest reserve A/C bank statements as at 31/03/24	£30,687.25
<b>Total bank accounts as at 31/10/24</b>	£202,577.49
Less: any un-presented cheques as at 31/10/24	£0.00
Add: any un-banked cash as at 31/10/24	£0.00
<b>Net NatWest Current A/C balance as at 31/10/24</b>	£62,257.78
<b>Net Unity balance as at 31/10/24</b>	£109,632.46
<b>Net NatWest reserve A/C balance as at 31/10/24</b>	£30,687.25
<b>Total balances all bank accounts as at 31/10/24</b>	<b>£202,577.49</b>

Figure 1 Print screen of October 2024 accounts.

Balance c/fwd	62,257.78	30,687.25		88,711.61		
	A	B				
Combined balance	D	202,577.49	Bank rec at 31 10 24			
			NW Current A/c	62,257.78		
			NW Bus Reserve A/c	30687.25		
Balance as at 1st April 2023		134,805.36	Unity	109,632.46		
Plus: receipts in year to date		156,483.74		202,577.49		
Less Payments in year to date		88,711.61	Less: uncleared chqs			
Balance as at 31st October 2023	E	202,577.49	F should equal D & E	202,577.49	Diff	0.00



Figure 2 Print screen of NatWest current account balance as at 10/10/2024.

Welcome to your NatWest Statement				
Why file and store your statements when we can do it for you? Manage your statements online at <a href="http://www.natwest.com">www.natwest.com</a>				
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 31/10/2024.

22/10/2024	Faster Payment Debit	B/P to: Daphne Dunning	£1,886.08	£0.00	£111,881.03
22/10/2024	Faster Payment Debit	B/P to: Primrose Gardening	£250.00	£0.00	£111,631.03
22/10/2024	Faster Payment Debit	B/P to: Primrose Gardening	£175.00	£0.00	£111,456.03
22/10/2024	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£109,914.36
22/10/2024	Faster Payment Debit	B/P to: ALCA	£32.00	£0.00	£109,882.36
25/10/2024	Transfer	B/P to: SLCC	£39.00	£0.00	£109,843.36
25/10/2024	Faster Payment Debit	B/P to: South Glos Council	£175.50	£0.00	£109,667.86
25/10/2024	Transfer	B/P to: SLCC Enterprises	£27.00	£0.00	£109,640.86
31/10/2024	Fee	Service Charge	£8.40	£0.00	£109,632.46

All approved.

**2024/11/20 No 9c. To note CIL returns.**

December meeting 18<sup>th</sup> December 2024.

Meeting closed at 21.03.