



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH JANUARY 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

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

In attendance: Clerk D Dunning and 1 member of the public.

Public Participation.

None.

2025/01/15 No 1. To receive apologies for absence and approve reasons given.

Cllr Pibworth and Ward Cllrs Stokes and Palmer. It was noted that Cllr Bailey has resigned.

2025/01/15 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary declarations declared by Cllr Symons in 5a as a trustee of Pucklechurch Community Association and Cllr Freestone in 5c as chair of Pucklechurch cricket.

2025/01/15 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 December 2024. Minutes were duly signed by the chair of council.

2025/01/15 No 4. To receive report from ward councillor(s).

Written report from Ward Cllr Palmer noted.

2025/01/15 No 5 AGENDA ITEMS TO ACTION.

2025/01/15 No 5a. To receive any updates and agree any actions relating to the Community Centre including:

- i) Feedback from PCA meeting.

PCA is addressing matters raised in the fire risk assessment. Play area meeting can be held at the hall.

2025/01/15 No 5b. To receive any updates on the Scout hut and agree any actions including:

- i) To agree survey requirements and consider appropriate contractors.

Agreed Cllr Hemmings to provide details of a known qualified assessor to obtain professional advice.

2025/01/15 No 5c. To receive any updates on S106 funded projects and agree any actions including:

- i) To note the project management plan for the Drainage and sport field Improvement project has been submitted to access relevant s106 funding.

Noted. Once funding released, the contractor will be instructed to start works.

2025/01/15 No 5d. To receive update on WESTlocal bus service 532 project and agree any actions.

Noted. Information and publicity will be included in next edition of Pucklechurch News.

2025/01/15 No 5e. To consider the 'Jardin De Pringy' in light of no volunteers and agree any actions on future maintenance.

Resolved subject to costs to include maintenance of this garden and the two planters by the roundabout in the maintenance contract.

2025/01/15 No 5f. To review and consider requirements for Pucklechurch News in 2025 and agree any actions.

Budget set at £4000.

Resolved to tender for a re-design of Pucklechurch News as a 6-page colour newsletter published 4 times a year. Cllr Hawkins to produce tender document and specifications for approval at the February meeting.

2025/01/15 No 6. AGENDA ITEMS TO NOTE.

2025/01/15 No 6a. To note items of correspondence and agree any actions:

- i. Correspondence with South Gloucestershire council regarding flooding at Parkfield
- ii. Boyd Valley Steering Group meeting Tuesday 28th January @ Pucklechurch surgery
- iii. NatWest's request to submit further signatories to close accounts.
Meeting noted the re-submission of the form by Cllrs Boyle and Dunning has now been accepted by NatWest.
- iv. Western Gateway STB: Draft Strategic Investment Plan Consultation – closing date 2/2/25

Noted.

2025/01/15 6b. To note the new precept leaflet for 2025

Noted.

2025/01/15 No 7. PLANNING.

2025/01/15 No 7a. Planning applications.

None in the parish at time of the agenda.

Applications received after agenda issued.

2025/01/15 7ai P25/00059/RVC Landfill Site Cattybrook Road Mangotsfield

Variation of condition 1 attached to permission P24/01926/RVC to amend the wording of the condition.

Noted.

2025/01/15 No 7b. Planning decisions

None.

2025/01/15 No 7c. Planning enforcement and any other actions.

2025/01/15 No 7ci To note additional issues relating the Fleur site.

Noted.

2025/01/15 No 8. REPORTS.

2025/01/15 No 8a. To receive report from the Clerk.

- Precept request and relevant paperwork submitted
- New green bin for burial ground received following theft of previous bin
- Leak on South Gloucestershire Council land at Leigh Farm reported
- HAGS actioning repairs to play equipment at Eagle Crescent.
- Various correspondence with members of the public and WERN local agent concerning local issues.

- Cost of replacing the mini Titan seat at Eagle Crescent damaged with teeth marks is £218 – council approved spend.
- Awaiting response from Paul Jackson regarding the burial ground wall - Cllr Hemmings to follow-up.
- Casual notice for councillor vacancy submitted to South Gloucestershire council as per legal requirements.
- Email regarding issues at St Aldams Drive – requested quotation to cut hedging and reporting issues to the community Police team.

2025/01/15 No 9 FINANCE

2025/01/15 No 9a. To approve contractual and other obligations for November 2024.

BACS for authorisation - January payments

Payee	Description	Net	VAT	Total
D Dunning	salary	£1,945.70	£0.00	£1,945.70
HMRC	Tax & NI	£675.94	£0.00	£675.94
HP Ink (refund G Boyle)	Subscription April - Dec 2024	£99.90	£20.00	£119.90
Primrose Gardening	Litter 194	£250.00	£0.00	£250.00
Primrose Gardening	Monthly contract 193	£1,541.67	£0.00	£1,541.67
Vision ICT	website hosting 19546	£65.00	£13.00	£78.00
Andrea Pellegram Ltd	Neighbourhood plan SI-330	£539.42	£107.88	£647.30
Instant Landscapes	Oct/Nov grass cutting and hornet nest removal 1648	£682.80	£0.00	£682.80
South Gloucestershire Council	Localism Jan-Mar 2025 (awaiting invoice)	£2,097.18	£419.44	£2,516.62
Total		£7,897.61	£560.32	£8,457.93

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

Resolved to approve payments. Cllrs Boyle, Dunning 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	£134.42	£0.00	£134.42
EDF Energy	monthly	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	monthly	Electricity Parkfield	£24.00	£0.00	£24.00
Clickwaste/Reconomy Connect	monthly	Monthly waste collection	£48.13	£9.63	£57.76

Noted. Invoices checked for accuracy against direct debit list – Cllr Hawkins.

2025/01/15 No 9b. To receive and agree reconciliations for December 2024.

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

Balance per bank statements as at 01/12/24	£
NatWest reserve account	£30,687.25
Unity Bank	£102,029.43

NatWest current account	£62,257.78
Current A/C activity for December 2024	
NatWest current account	
Less: payments for December 2024	£0.00
Plus: income for December 2024	£0.00
Balance per NatWest current A/C bank statements as at 31/12/24	£62,257.78
Unity Bank	
Less: payments for December 2024	£11,468.36
Plus: Unity income for December 2024	£300.00
Balance as at 31/12/24	£90,861.07
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 31/12/24	£183,806.10
Less: any unpresented cheques as at 31/12/24	£0.00
Add: any un-banked cash as at 31/12/24	£0.00
Net NatWest Current A/C balance as at 31/12/24	£62,257.78
Net Unity balance as at 31/12/24	£90,861.07
Net NatWest reserve A/C balance as at 31/12/24	£30,687.25
Total balances all bank accounts as at 31/12/24	£183,806.10

Figure 1 Print screen of December 2024 accounts.

Balance c/fwd	62,257.78	30,687.25	90,861.07		
	A	B	C		
Combined balance	D	183,806.10		Bank rec at 31 12 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	90,861.07
Plus: receipts in year to date		157,183.74			183,806.10
Less Payments in year to date		108,183.00		Less: uncleared chqs	0.00
Balance as at 31st December 2024	E	183,806.10		F should equal D & E	183,806.10

Figure 2 Print screen of NatWest current account balance – no transactions since July 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 31/12/2024.

24/12/2024	Faster Payment Debit	B/P to: Ensign Print	£415.00	£0.00	£97,542.77
24/12/2024	Faster Payment Debit	B/P to: Primrose Gardening	£1,541.67	£0.00	£96,001.10
24/12/2024	Faster Payment Debit	B/P to: Primrose Gardening	£200.00	£0.00	£95,801.10
24/12/2024	Faster Payment Debit	B/P to: Midland Forestry	£1,896.00	£0.00	£93,905.10
24/12/2024	Faster Payment Debit	B/P to: ALCA	£45.00	£0.00	£93,860.10
24/12/2024	Faster Payment Debit	B/P to: Microshade	£515.81	£0.00	£93,344.29
24/12/2024	Faster Payment Debit	B/P to: PATA UK	£54.45	£0.00	£93,289.84
24/12/2024	Faster Payment Debit	B/P to: Daphne Dunning	£2,420.22	£0.00	£90,869.62
31/12/2024	Fee	Manual Credit Handling Charge	£0.30	£0.00	£90,869.32
31/12/2024	Fee	Service Charge	£8.25	£0.00	£90,861.07

All approved.

Next meeting 19th February 2025.

Meeting closed at 20.17

DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING

Appendix 1 Pucklechurch Parish Council approved three year budget 2025/26 - 2027/28

Tax base 947								
Approved 18th December 2024								
INCOME	2023/24		2024/25		2025/26	2026/27	2027/28	
	Actual	Budget 2024/25	Actual as of 30 Nov 24 adjusted for I&E	Estimated year end 2024/25	Proposal for Precept	Proposal for Precept	Proposal for Precept	
Burial ground	£2,050.00	£1,000.00	£1,400.00	£1,800.00	£1,000.00	£1,000.00	£1,000.00	
Allotments £20.00 per site x 30	£590.00	£600.00	£600.00	£600.00	£620.00	£620.00	£620.00	
Grants - Neighbourhood Plan	£7,592.00	£0.00	£7,566.00	£7,566.00	£0.00	£0.00	£0.00	
Football club	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	
Cricket club	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	
PCA ground rent & Scout hut	£7.00	£6.00	£0.00	£5.00	£5.00	£5.00	£5.00	
Wayleave (Western power distribution)	£92.95	£92.95	£17.95	£92.95	£92.95	£92.95	£92.95	
Bank Interest	£406.87	£0.00	£0.00	£50.00	£50.00	£50.00	£50.00	
Sub total	£11,583.82	£2,543.95	£10,428.95	£10,958.95	£2,612.95	£2,612.95	£2,612.95	
S106 draw down	£0.00	£110,000.00	£17,254.46	£130,943.09	£60,619.95	£0.00	£0.00	
CIL Payments	£2,060.75	£0.00	£1,337.65	£1,337.65	£0.00	£0.00	£0.00	
Compensation bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Insurance claim	£310.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Donation	£0.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00	
Hire of Rec	£0.00	£0.00	£250.00	£250.00	£200.00	£200.00	£200.00	
Total other Income	£13,955.07	£112,543.95	£29,771.06	£143,989.69	£63,432.90	£2,812.95	£2,812.95	

Expenditure	Actual	Budget 2024/25	Actual as of 30 Nov 24 adjusted for I&E	Estimated year end 2024/25		Proposal For Precept		Proposal For Precept		Proposal For Precept
Salaries (net)	£20,586	£22,500.00	£15,406.58	£23,910.00		£25,200.00		£26,300.00		£27,500.00
Mileage & home office allowance	£328	£400.00	£266.05	£400.00		£400.00		£420.00		£420.00
NI & tax (employee and employer)	£7,329	£7,200.00	£5,439.62	£8,560.00		£9,500.00		£10,500.00		£11,500.00
Pension (employee and employer)	£1,407	£1,450.00	£1,080.52	£1,720.00		£1,900.00		£2,100.00		£2,300.00
Payroll PATA Costs	£148	£160.00	£93.90	£151.00		£208.00		£220.00		£235.00
Rent Shortwood	£360	£360.00	£180.00	£360.00		£360.00		£360.00		£360.00
Insurance	£736	£950.00	£784.59	£784.59		£1,000.00		£1,150.00		£1,300.00
Electricity Defib	£647	£600.00	£336.00	£504.00		£520.00		£535.00		£550.00
Room rental	£48	£200.00	£50.00	£100.00		£100.00		£100.00		£100.00
Pucklechurch news	£1,592	£1,200.00	£679.00	£1,509.00		£4,000.00		£4,000.00		£4,000.00
Internet	£264	£380.00	£231.77	£350.34		£420.00		£440.00		£460.00
Phone	£134	£160.00	£94.72	£145.00		£165.00		£180.00		£195.00
Audit	£900	£1,200.00	£920.00	£920.00		£1,200.00		£1,250.00		£1,300.00
professional fees consultancy	£12,101	£1,000.00	£1,040.31	£1,040.31		£1,000.00		£1,000.00		£1,000.00
Membership/subscriptions	£1,066	£1,250.00	£1,333.56	£1,333.56		£1,400.00		£1,500.00		£1,600.00
Litter picking/ Rec Village waste /dog bins	£11,130	£11,200.00	£7,508.18	£10,510.00		£12,000.00		£12,250.00		£12,500.00
Grass cutting/gardening	£6,285	£8,400.00	£6,195.47	£7,695.00		£8,700.00		£8,850.00		£8,950.00
Tree survey	£0	£1,500.00	£850.00	£850.00		£1,500.00		£1,500.00		£1,500.00
Maintenance contract	£18,500	£20,000.00	£12,333.36	£18,500.00		£21,000.00		£21,000.00		£22,000.00
Bank charges	£101	£160.00	£73.85	£120.00		£150.00		£170.00		£170.00
Admin general stat post print	£202	£300.00	£234.31	£350.00		£350.00		£350.00		£350.00
Play area maintenance/ repairs & renewals	£3,676	£4,500.00	£2,999.13	£7,870.00		£5,000.00		£5,000.00		£5,000.00
Ground maintenance	£6,680	£4,000.00	£2,328.91	£4,330.00		£4,200.00		£4,400.00		£4,600.00
Training/conferences	£204	£500.00	£180.00	£300.00		£700.00		£850.00		£1,000.00

Heartstart Defib maintenance	£1,178	£2,000.00	£0.00	£1,000.00		£1,300.00		£1,500.00		£1,500.00
Office equipment & software included email hosting. .gov domain and website and remote hosting	£933	£1,100.00	£50.00	£1,000.00		£2,000.00		£2,200.00		£2,400.00
Grants	£7,430	£4,000.00	£0.00	£4,000.00		£4,500.00		£5,000.00		£5,000.00
Recruitment costs	£0	£0.00	£0.00	£0.00		£0.00		£0.00		£1,000.00
Election costs	£3,910	£1,000.00	£0.00	£0.00		£1,000.00		£1,000.00		£1,000.00
Legal			£2,000.00	£4,000.00		£2,000.00		£2,000.00		£2,000.00
Play area s106	£0.00	£0.00	£17,471.50	£17,471.50		£0.00		£0.00		£0.00
CIL	£0.00	£0.00	£5,213.39	£5,213.39		£0.00		£0.00		£0.00
Open spaces s106	£0.00	£23,000.00	£0.00	£0.00		£60,619.95		£0.00		£0.00
Sports s106	£0.00	£87,000.00	£175.50	£0.00		£0.00		£0.00		£0.00
Woodland and tree work	£0.00	£3,000.00	£1,920.00	£4,000.00		£2,000.00		£4,000.00		£5,000.00
Parkfield turning space	£0.00	£2,500.00	£0.00	£0.00		£1,000.00		£1,000.00		£1,000.00
Reserves to refurbish play areas	£0.00	£5,000.00	£0.00	£0.00		£15,000.00		£15,000.00		£15,000.00
Refund unspent NP grant	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00		£0.00
Neighbourhood plan consultancy fees		£0.00	£0.00	£7,566.00		£0.00		£0.00		£0.00
New changing rooms project		£1,270.00	£0.00	£0.00		£0.00		£0.00		£0.00
St Aldams garages driveway		£5,000.00	£0.00	£0.00		£0.00		£0.00		£0.00
Woodland		£5,000.00	£0.00	£0.00		£0.00		£0.00		£0.00
Local climate and nature action plan		£5,000.00	£0.00	£0.00		£0.00		£0.00		£0.00
Scout hut						£10,000.00		£5,000.00		£5,000.00
Parkfield football						£2,000.00		£0.00		£0.00
Community centre						£8,000.00		£2,500.00		£2,500.00
Total	£107,876	£234,440	£87,470	£136,564		£210,392.95		£143,625.00		£150,290.00

PRECEPT REQUIREMENT	£96,896	£121,896	£121,896	£121,896		£146,960		£140,812		£147,477
Income Precept	£96,896	£121,896	£121,896	£121,896		£146,960		£140,812		£147,477

Other Income	£13,955	£112,544	£29,771	£143,990		£63,433		£2,813		£2,613
Total Income	£110,851	£234,440	£151,667	£265,886		£210,393		£143,625		£150,090
Total expenditure	£107,876	£234,440	£87,470	£136,564		£210,393		£143,625		£150,290
DIFF	£2,975	£0	£64,197	£129,322		£0		£0		£0.00
Precept agreed 24/25		£121,896.00								
Precept 2025/26		£146,960.05								
Increase for 2025/26		£25,064								
Band D tax base 947	947	£155.18								
increase from previous year £		£26.19								
Increase per week		£0.50								
Potential Reserves at year end:	24/25									
CIL	£1,167.00									
Play equipment Reserve	£60,000.00*									
Neighbourhood Plan	£1,683.69									
Village hall project reserve	£6,000.00									
Woodland/ tree/ash die back	£6,500.00									
Professional /legal fees	£5,000.00									
Election costs	£1,000.00									
Financial contingency	£46,000.00									
Parkfield turning circle	£12,500.00									
Scouts hut	£3,270.00									
Climate action plan	£2,000.00									
	£145,120.69									
General reserves	£880.00									
	£146,000.69**									

*£25K committed to St Aldams project. ** anticipate circa £146K at year end