



PUCKLECHURCH PARISH COUNCIL

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

PRESENT.

Cllrs G Boyle (chair), H Parker, A Hemmings, M Pibworth, D Freestone and R Dunning.
In attendance: Clerk D Dunning and 3 members of the public.

Public Participation.

Dave Oakes Sustainability and Social Values Manager at HMP Ashfield introduced himself and provided a background to his role and how SERCO can work to support the community. He outlined the range of services offered from volunteering days, carpentry, print and bakery services and measures the prison is taking to reduce emissions and waste. He highlighted the Big Lemon bus service which connects HMP Ashfield/Pucklechurch village with Bristol Parkway Station on Fridays, Saturdays and Sundays, as well as offering local residents improved connections to Emersons Green. This is potentially a 10-year contract with a 12-month break clause but to date there have only been 2 community users.

Agreed to arrange an informal meeting with the council and consider renewing the liaison group to include other community groups.

1 member of public left the meeting

2025/02/19 No 1. To receive apologies for absence.

Cllrs Symons and Hawkins and Ward Cllrs Stokes and Palmer.

2025/02/19 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary declarations by Cllr Freestone in 5c and as of Pucklechurch cricket he took no part in approving the grant for Pucklechurch Cricket in 5j.

2025/02/19 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of the meeting on 15th January 2025. Minutes were duly signed by the chair of council.

2025/02/19 No 4. To receive report from ward councillor(s).

Written report from Ward Cllr Palmer noted.

2025/02/19 No 5 AGENDA ITEMS TO ACTION.

Standing order 3m was suspended and it was unanimously agreed to consider item 5g

2025/02/19 No 5g. To consider co-option to councillor vacancy.

Resolved to co-opt Su Reid to the role of councillor. Cllr Reid duly completed the acceptance of office declaration and was welcomed to the council.

2025/02/19 No 5a. To receive any updates and agree any actions relating to the Community Centre.

Cllr Freestone was unable to attend meeting on 12/02/25 and to date there are no minutes. It is understood that Pucklechurch Community Association (PCA) are drawing up a works programme to address matters raised in fire risk assessment.

2025/02/19 No 5b. To receive any updates on the Scout hut and agree any actions.

Legal advice and fees were noted. It was agreed the clerk needs a key and should contact the surveyors. Insurance and service payments will fall to the parish council in the short term or until there is an agreement in place with the PCA.

2025/02/19 No 5c. To receive any updates on S106 funded projects and agree any actions.

Signed S106 contract for the Recreation ground improvements received along with capital funds. The revised and agreed contract price was confirmed with the contractor, utility checks have been shared and a programme of works requested. Contractor's insurance documents received. A meeting will be arranged prior to the commencement of substantive works.

2025/02/19 No 5d To receive tender for the litter picking contract and agree any actions

Deferred to March meeting

2025/02/19 No 5e. To consider Pucklechurch News and:

i. Review and agree tender for new contract.

Resolved to approve the contract.

ii. Ratify membership of Pucklechurch News Editorial Group and approved Editorial policy.

Resolved editorial group membership of Cllrs Hawkins, Dunning and Parker and the clerk.

Resolved to approve the editorial policy.

iii. Agree any other actions.

Agreed to see if HMP Ashfield's print department is interested in tendering for the contract.

2025/02/19 No 5f. To receive updates on St Aldams active play project including:

i. Successful award of £40000.00 grant from Suez

Noted.

ii. To receive revised quotation to reflect 2025 prices

Noted and approved.

iii. To consider public event on 1st March and agree actions.

Details noted. Cllrs Freestone and Boyle to attend.

2025/02/19 No 5g. To consider co-option to councillor vacancy.

See above

2025/02/19 No 5h. To agree approach to South Gloucestershire's Regulation 19 consultation for the Local Plan and agree any actions.

Consultation is due to commence on 28th February for 6 weeks. Agreed to hold a working day to draft responses, clerk to arrange.

Cllr Dunning declared a non-pecuniary interest. He advised that Save our Green Spaces (SOGS) group were looking for financial support towards hire costs for a workshop in Pucklechurch to help people with responses to the consultation. It was noted that grant applications have closed.

2025/02/19 No 5i. To consider the option to extend the parish wide maintenance contract by one further year as per the original tender and agree any actions.

Resolved to extend the maintenance contract with Primrose Gardening for a further year at a cost of £19,020.00 a 2% increase and inclusion of additional works around the Millennium Green.

1 member of public left the meeting.

2025/02/19 No 5j. To review and approve grant applications for 2025.

Grant requests amounted to double the budget. The application by Pucklechurch Sports AFC did not meet the grant criteria.

Resolved to approve the following grants

Name of Applicant	Purpose of grant	Grant applied for	Amount agreed
Citizens Advice	Support for outreach service in Cadbury Heath	£1,000.00	£283.00
Green Transport	Upgrade computers	£525.00	£350.00
Pucklechurch cricket club	Training nets	£900.00	£500.00
Tower playgroup	Pre-school insurance	£500.00	£500.00
1st Pucklechurch Guide	Support for guides to attend Kent International Jamboree	£500.00	£500.00
Revel	Banners, event shelter and children's entertainment	£546.75	£546.75
Pucklechurch playgroup	Increasing play resources especially to benefit SEND children	£477.46	£477.46
St Peters Hospice	Support for 24hr Hospice Advice Line	£1,000.00	£500.00
PCA Social Club	75-inch TV to support Sky TV and attract more members	£600.00	£300.00
Pucklechurch Primary School	Support to take 16 children to visit Parliament	£250.00	£250.00
Pucklechurch Sports AFC	Improve the changing room facilities by installing newer plumbing, increase hygiene and make it a cleaner environment.	£2,000.00	£0.00
Total		£8,299.21	£4,207.21

Resolved to review the grant application process. Agreed Cllrs Parker and Boyle to re-evaluate the effectiveness of the current scheme and present proposal to council for consideration.

2025/02/19 No 6. AGENDA ITEMS TO NOTE.

2025/02/19 No 6a. To note items of correspondence and agree any actions:

- i. Correspondence with South Gloucestershire council regarding orienteering event on 22nd March 2025
- ii. Concerns over zebra crossing safety on Abson Road
- iii. Concern over parking in Homefield Road
- iv. Correspondence from member of the public relating to A432 bridge replacement
- v. Safety of Lithium-ion Batteries Campaign.

Noted.

2025/02/19 6b. To note Regulation 14 consultation for draft Neighbourhood plan and agree any actions

Noted.

2025/02/19 No 7. PLANNING.

2025/02/19 No 7a. Planning applications.

2025/02/19 No 7ai P25/00177/HH 16 Becket Court Pucklechurch South Gloucestershire BS16 9QG

Erection of single storey front and rear extensions to form additional living accommodation. **No objections.**

2025/02/19 No 7aii P25/00141/RVC Land At Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Variation of condition 2 (list of plans) to planning permission P22/06238/F -F - To amend the plans to accommodate the needs of the new owners - Conversion of existing stables to form 1no dwelling and associated works. **No objections.**

Item received after agenda issued

2025/02/19 No 7aiii P25/00162/TCA The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire

Works to 1no Sycamore Tree (T1) to crown reduce lateral spread by 2-3m and 1-2m in height. Works to 1no Cut Leaved Beech Tree (T2) and 1no Copper Beech Tree (T3) to reduce lateral spread by 1-2m. Works to 1no Sycamore Tree (T4) to reduce shape back by reducing 2 limbs by 2m, all within Pucklechurch Conservation Area. **Defer to tree and conservation officers.**

2025/02/19 No 7b. Planning decisions. All noted.

2025/02/19 No 7bi. P24/02446/RVC Pucklechurch House 35 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Variation of condition 6 attached to P22/06458/HH to substitute plan numbers 260-P-101 Rev B, 260-P-102 Rev A 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. **Approved with conditions.**

2025/02/19 no 7bij P24/02783/F 188 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PG

Change of use from bed and breakfast (Class C1) to existing dwelling house (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

Approved with conditions.

7biii P24/02049/O Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Erection of 2no. self-build dwellings (outline) with access to be determined, all other matters reserved. **Approved with Conditions**

It was noted that the evidence-based objections by the council were based on the policies at the time of the application. During the 5-months to decide the application, the NPPF has been revised and while Government guidance is still awaited on the new 'grey belt', policies were interpreted against the new NPPF.

2025/02/19 No 7c. Planning enforcement and any other actions.

Adjacent parish

7ci To note appeal APP/P0119/W/24/3351774 relating to P24/00131/RVC

Appeal on the 29th January 2025 was postponed and further hearing arranged for 12th March 2025. **Noted**

2025/02/19 No 8. REPORTS.

2025/02/19 No 8a. To receive report from the Clerk.

- Organised Regulation 14 consultation for the Neighbourhood Plan
 - New swing seat for Eagle Crescent purchased and received as agreed
 - Commissioned Black Sheep Stonework of Mangotsfield to repair burial ground wall at a cost of £375.00
 - Circulated response from South Gloucestershire Planning Enforcement that there are no breaches of planning control at the Fleur site.
 - Arranged and promoted the drop-in events at the community centre on Saturday 1st March 10-12noon including
 - Event with Proludic for the St Aldams active play project to get feedback on the design – Social media and Guides have been invited
 - Regulation 14 event for the Neighbourhood Plan Lee Searles and committee members will be in attendance.
 - Provided information to Linda Tanner for an article about the successful grant from Suez Community Fund in Emersons Green Voice
 - Purchased a replacement for the expired battery for Old Dairy defibrillator. Still awaiting advice on a replacement lock for the cabinet
 - Interim internal audit by Auditing Solutions arranged for early March 2025
 - Circulated 2025 prices for grass cutting and ancillary works at the Recreation ground, St Aldams and Eagle Crescent by Instant Landscapes.
 - Agreed works at St Aldams Drive - pruning shrubs to open up memorial garden £240 and cutting roadside conifer trees£480.
 - It is recommended the conifers along St Aldams Drive need reducing in height. Costs have been circulated.
- Resolved** to approve cost of work which will be undertaken later in the year.

2025/02/19 No 9 FINANCE

2025/02/19 No 9a. To approve contractual and other obligations for February 2025.

To note contractual payment authorised under delegated powers
23rd January 2025

Payee	Description	Net	VAT	Total
Pucklechurch Community Association	Hall booking for NP and Play area public meeting	£68.50	£0.00	£68.50

Cllrs Hemmings and Dunning authorised

29th January 2025

Payee	Description	Net	VAT	Total
Actionprint	Printing material for Draft Neighbourhood Plan Regulation 14 consultation	£203.00	£0.00	£203.00

Cllrs Hemmings and Dunning authorised

6th February 2025

Payee	Description	Net	VAT	Total
SLCC	bio diversity net gain training	£30.00	£6.00	£36.00

Cllrs Hemmings and Boyle authorised

BACS for authorisation - February payments

Payee	Description	Net	VAT	Total	
D Dunning	salary	£1,977.23	£0.00	£1,977.23	
D Dunning	Stamps (£51) & stationery (£21.77)	£69.14	£3.63	£72.77	
Defib Supplies (D Dunning refund)	Replacement battery for Old Diary defib	£99.95	£19.99	£119.94	
Viking Direct (D Dunning refund)	stationery	£58.87	£11.77	£70.64	£2,240.58
HMRC	Tax & NI	£676.14	£0.00	£676.14	
HAGS	Swing seat Eagle Crescent In 100948	£218.00	£43.60	£261.60	
Primrose Gardening	Litter 203	£200.00	£0.00	£200.00	
Primrose Gardening	Monthly contract 202	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	2 months costs Millennium green garden and £75 for commissioning locksmith Old Diary defib box 202	£100.00	£0.00	£100.00	
Primrose Gardening	Plants and soil for stone planters Shortwood Road 204	£75.00	£0.00	£75.00	£1,716.67
Emma Venn	Refund of memorial fees paid twice	£50.00	£0.00	£50.00	
J L Thorne	Refund burial plot F175	£55.00	£0.00	£55.00	
GrantScape	Contributing third party donation	£4,465.00	£0.00	£4,465.00	
Vision ICT Ltd	website hosting 25/26	£175.00	£35.00	£210.00	
Andrea Pellegram	Preparation for Neighbourhood Plan Reg 14	£423.83	£84.77	£508.60	
South Gloucestershire Council	Utilities check St Aldams invoice awaited	£190.00	£0.00	£190.00	
South Gloucestershire Council	Localism Jan-Mar 2025 3900026483	£2,097.18	£419.44	£2,516.62	
Total		£12,472.01	£618.20	£13,090.21	£13,090.21

All invoices checked and confirmed for accuracy against payment list - Cllr Freestone
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	£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	£44.26	£8.86	£53.12
ICO	annual March	Data Protection £5 DD discount	£47.00	£0.00	£47.00

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

2025/02/19 No 9b. To receive and agree reconciliations for December 2024.

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

Balance per bank statements as at 01/01/25	£
NatWest reserve account	£31,021.36
Unity Bank	£90,861.07
NatWest current account	£62,257.78
Current A/C activity for January 2025 Account now closed	
NatWest current account	
Less: payments for January 2025	£62,257.78
Plus: income for January 2025	£0.00
Balance per NatWest current A/C bank statements as at 31/01/25	£0.00
Unity Bank	
Less: payments for January 2025	£6,605.88
Plus: Unity income for January 2025	£93,522.50
Balance as at 31/01/25	£177,777.69
NatWest Reserve account now closed	
Less: payments for January 2025	£31,039.72
Plus interest	£18.36
Balance per NatWest reserve A/C bank statements as at 31/03/24	£0.00
Total bank accounts as at 31/01/25	
Less: any un-presented cheques as at 31/01/25	£0.00
Add: any un-banked cash as at 31/01/25	£0.00
Net NatWest Current A/C balance as at 31/01/25	£0.00
Net Unity balance as at 31/01/25	£177,777.69

Net NatWest reserve A/C balance as at 31/01/25	£0.00
Total balances all bank accounts as at 31/01/25	£177,777.69

Figure 1 Print screen of January 2025 accounts.

Balance c/fwd	0.00	0.00	177,777.69		
	A	B	C		
Combined balance	D	177,777.69		Bank rec at 31/01/25	
				NW Current A/c	0.00
				NW Bus Reserve A/c	0.00
Balance as at 1st April 2024		134,805.36		Unity Bank	177,777.69
Plus: receipts in year to date		157,761.21			177,777.69
Less Payments in year to date		114,788.88		Less: uncleared chqs	
Balance as at 31st January 2025	E	177,777.69		F should equal D & E	177,777.69
					Diff
					0.00

Figure 2 Print screen of NatWest current account

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(£)
04 JAN 2025	BROUGHT FORWARD			62,257.78
16 JAN	Transfer TRANSFER TO CLOSE		62,257.78	0.00

Figure 3 Print screen NatWest Business Reserve account

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.
Interest paid for this account during TAX year 2023/24 was Gross interest £406.87

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAR 2024	BROUGHT FORWARD			30,687.25
30 APR	Interest 30APR GRS 25234021	40.23		30,727.48
31 MAY	Interest 31MAY GRS 25234021	37.84		30,765.32
28 JUN	Interest 28JUN GRS 25234021	34.22		30,799.54
31 JUL	Interest 31JUL GRS 25234021	40.38		30,839.92
30 AUG	Interest 30AUG GRS 25234021	36.75		30,876.67
30 SEP	Interest 30SEP GRS 25234021	38.02		30,914.69
31 OCT	Interest 31OCT GRS 25234021	36.80		30,951.49
29 NOV	Interest 29NOV GRS 25234021	33.20		30,984.69
31 DEC	Interest 31DEC GRS 25234021	36.67		31,021.36
16 JAN 2025	Interest 25234021/GRS/CLOSE	18.36		31,039.72
	Transfer TRANSFER TO CLOSE		31,039.72	0.00

Figure 4 Print screen Unity Bank statement January 2025

21/01/2025	Direct Debit	Direct Debit (NEST)	£183.30	£0.00	£177,679.89
22/01/2025	Credit	WW MEMORIALS LTD	£0.00	£50.00	£177,729.89
24/01/2025	Credit	JEFFERIES HJ LTD	£0.00	£50.00	£177,779.89
24/01/2025	Credit	Credit 000017	£0.00	£75.00	£177,854.89
27/01/2025	Faster Payment Debit	B/P to: PCA	£68.50	£0.00	£177,786.39
31/01/2025	Fee	Service Charge	£8.70	£0.00	£177,777.69

All approved.

2025/02/19 No 9c. To receive figures for Q3.

Noted and approved Appendix 1.

9d. To note submission of VAT return for April to December 2024

Noted. Refund received 13th February.

Next meeting 19th March 2025.

Meeting closed at 21:05

DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING

Appendix 1 Q3

Q3 2024-25

Adjusted for income and expenditure

INCOME	BUDGET	INCOME AT Q3	%
Precept	£121,896.00	£121,896.00	100.00%
Burial ground	£1,000.00	£1,700.00	170.00%
Allotments £20.00 per site x 30	£600.00	£600.00	100.00%
Grants - Neighbourhood Plan	£0.00	£7,566.00	
Football club	£470.00	£470.00	100.00%
Cricket club	£375.00	£375.00	100.00%
PCA ground rent & Scout hut	£6.00		0.00%
Wayleave (Western power distribution)	£92.95	£17.95	19.31%
Bank Interest	£0.00	£0.00	0.00%
Sub total	£124,439.95	£132,624.95	106.58%
S106 draw down	£110,000.00	£17,254.46	15.69%
CIL Payments	£0.00	£1,337.65	
Donation		£500.00	
Hire of Rec	£0.00	£250.00	
Total other Income	£234,439.95	£151,967.06	64.82%
last year's VAT			
Expenditure			
Salaries (net)	£22,500.00	£17,800.80	79.11%
Mileage & home office allowance	£400.00	£292.05	73.01%
NI & tax (employee and employer)	£7,200.00	£6,407.79	89.00%
Pension (employee and employer)	£1,450.00	£1,263.82	87.16%
Payroll PATA Costs	£160.00	£148.35	92.72%
Rent Shortwood	£360.00	£180.00	50.00%
Insurance	£950.00	£784.59	82.59%
Electricity Defib	£600.00	£378.00	63.00%
Room rental	£200.00	£50.00	25.00%
Pucklechurch news	£1,200.00	£1,094.00	91.17%
Internet	£380.00	£264.88	69.71%
Phone	£160.00	£106.68	66.68%
Audit	£1,200.00	£920.00	76.67%
professional fees consultancy	£1,000.00	£1,040.31	104.03%
Membership/subscriptions	£1,250.00	£1,333.56	106.68%
Litter picking/ Rec Village waste /dog bins	£11,200.00	£7,756.31	69.25%
Grass cutting/gardening	£8,400.00	£6,195.47	73.76%
Tree survey	£1,500.00	£750.00	50.00%
Maintenance contract	£20,000.00	£13,875.03	69.38%
Bank charges	£160.00	£82.40	51.50%

Admin general stat post print	£300.00	£234.31	78.10%
Play area maintenance/ repairs & renewals	£4,500.00	£6,449.13	143.31%
Ground maintenance	£4,000.00	£5,254.41	131.36%
Training/conferences	£500.00	£225.00	45.00%
Heartstart Defib maintenance	£2,000.00	£0.00	0.00%
Office equipment & software included email hosting. .gov domain and website and remote hosting	£1,100.00	£479.84	43.62%
Grants (s137) £8.32 x 2276 = £21212 max	£4,000.00	£0.00	0.00%
Recruitment costs	£0.00	£0.00	0.00%
Election costs	£1,000.00	£0.00	0.00%
Planned works	£0.00	£0.00	0.00%
legal		£2,000.00	
Play area s106	£0.00	£17,471.50	0.00%
CIL noticeboards	£0.00	£5,213.39	
Open spaces s106	£23,000.00	£0.00	0.00%
Sports s106	£87,000.00	£0.00	0.00%
Rebekka's memorial garden	£0.00	£0.00	0.00%
Woodland and tree work	£3,000.00	£850.00	28.33%
Parkfield turning space	£2,500.00	£0.00	0.00%
Reserves to refurbish play areas	£5,000.00	£0.00	0.00%
Refund unspent NP grant	£0.00	£0.00	0.00%
New changing rooms project	£1,270.00	£0.00	0.00%
St Aldams garages driveway	£5,000.00	£0.00	0.00%
Woodland	£5,000.00	£0.00	0.00%
Local climate and nature action plan	£5,000.00	£0.00	0.00%
Total	£234,440.00	£98,901.62	42.19%
VAT		£8,419.35	
		£107,320.97	

Earmarked reserves subject to adjustment at year end:

CIL	£1,167.00
Play equipment Reserve	£48,000.00
Neighbourhood Plan	£9,249.69
Village hall project reserve	£5,000.00
Woodland/ tree/ash die back	£4,672.50
Professional /legal fees	£4,000.00
Financial contingency	£45,000.00
Parkfield turning circle	£12,500.00
	£129,589.19

General reserves	£0.00
	£129,589.19

DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING