



PUCKLECHURCH PARISH COUNCIL

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

PRESENT.

Cllrs G Boyle (chair), H Parker, Su Reid, J Hawkins, A Hemmings, M Pibworth, D Freestone and R Dunning.

In attendance: Clerk D Dunning, Ward Councillors Palmer and Stokes and 1 member of the public.

Public Participation.

A member of public has queried if the Local Plan can be discussed during the purdah for the West of England mayoral elections.

A member of public noted the well-attended workshops being run by the Save our Green Spaces South Gloucestershire (SOGS-SG) group and wondered if any events were planned for Pucklechurch. It was confirmed that information on hiring the community centre had been forwarded to the group. A national newspaper has met with the group and will be publishing an article.

2025/03/19 No 1. To receive apologies for absence.

Cllr Symons.

2025/03/19 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary declarations by Cllr Freestone in 5a&c as chair of Pucklechurch cricket.

2025/03/19 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of the meeting on 19th February 2025. Minutes were duly signed by the chair of council.

2025/03/19 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer

- The Bristol Local Plan is currently undergoing public examination. Concerns have been raised by developers over the soundness of the plan and the allocation of too little housing.
- WESTLink bus services have a new provider.
- Issues at Meadow View and the proposed new site on Shortwood Road raised with Enforcement.
- Pucklechurch News - disappointed that the Pucklechurch Ladies article did not appear in the latest Edition – editor to check. Requested that a letter of thanks be sent to the long-standing existing printer of Pucklechurch News should they choose not to quote for the new tender.
- Pot holes repaired in Hill View Road.

Ward Cllr Stokes

- Queried other enforcement matter and if the council was getting responses. It was noted there are staffing issues in the team. Examples of non-responses were provided which Cllr Stokes will follow up.
- Road closures - Freezing Hill is closed Friday 21st. Feltham Road closure could be extended. M4 closed this weekend to remove Badminton Road bridge.

- South Gloucestershire is undertaking an 18-month trial with 4 Area Committees as a better way to engage with local communities rather than the current community engagement forums.
- South Gloucestershire council has launched a good neighbours initiative with Age UK South Gloucestershire which aims to tackle loneliness and help people who are struggling with the upkeep of their property.
- Fly tipping remains an issue although it is not clear if this is connected to the introduction of bookings at recycling centres. The Enviro team continue to successfully prosecute offenders.

2025/03/19 NO 5 AGENDA ITEMS TO ACTION.

2025/03/19 No 5a. To receive any updates and agree any actions relating to the Community Centre.

Cllrs Freestone and Symons were unable to attend the meeting on 12/02/25 but minutes have been circulated which show the programme of works is ongoing. Agreed a further informal discussion should be arranged with Pucklechurch Community Association representatives.

2025/03/19 No 5b. To receive any updates on the Scout hut and agree any actions.

Verbal update received from the clerk. Solicitors for both parties are in correspondence to produce the deed of surrender. A formal agreement with Pucklechurch Community Association needs to be progressed.

Resolved to form a working group of Cllrs Boyle, Pibworth, Hemmings and Hawkins.

2025/03/19 No 5c. To receive any updates on S106 funded projects and agree any actions.

Verbal update received from Cllr Freestone. The whole area has undergone the first round of verti-draining which is already improving the surface. Still awaiting final programme of works from the contractor.

It was noted that there is no lease agreement for the concrete shed at the Recreation ground.

Resolved to arrange a lease agreement with Pucklechurch Cricket.

2025/03/19 No 5d. To consider tender requirements for the litter picking contract and agree any actions.

Resolved to continue the current arrangements and reconsider requirements as part of the wider review of the maintenance contract in September/October.

2025/03/19 No 5e. To receive update on Pucklechurch News.

- To consider a review of the editorial process and timelines.

Resolved to arrange a meeting of the editorial group to review recent editions - Cllr Hawkins to facilitate.

- To note live tender – closing date 12 noon 28th March 2025.

Tender issued to 5 companies. Two have confirmed they will not tender.

2025/03/19 No 5f. To approve final quotation for St Aldams active play project following community engagement event and place order.

The council was pleased to see younger members attending the community engagement meeting. Following public feedback seating will be added to the project.

Resolved to approve revised quotation for £58,455.57 (plus £799.50 for additional groundworks if required). The order was signed and the clerk authorised to place the order.

2025/03/19 No 5g. To consider if the council wishes to respond to the WERN Community Survey and agree any responses.

It was noted the survey had been shared with Pucklechurch Community Association.
Resolved councillors invited to respond individually.

2025/03/19 No 5h. To receive any updates on South Gloucestershire's Regulation 19 consultation for the Local Plan and agree any actions.

Working day Friday 21st March Cllrs Boyle, Dunning, Parker and Freestone to attend.
Apologies received from Cllr Hemmings.
Emersons Green Town Council and other local councils have contacted the council regarding the Local Plan.

2025/03/19 No 5i. To agree date and format of the annual parish assembly.

Agreed to book the School hall in May. This meeting is not a parish council meeting.
Agreed Cllr Boyle will provide an informative presentation on engaging with Heritage.
NB Post meeting provisional date 7th May 2025 7-9pm.

2025/03/19 No 5j. To receive any addition to the Councillor training log/activity.

Cllr Reid booked to do Essential Councillor and An introduction to Local Councils. It was noted that the council will be aiming to achieve the new Silver award this year.

2025/03/19 No 6. AGENDA ITEMS TO NOTE.

2025/03/19 No 6a. To note items of correspondence and agree any actions:

- i. Request for an additional litter bin on Shortwood Hill.
It was noted that most litter in this area is from passing vehicles. Finding a suitable bin location may also be an issue. However, agreed to investigate further and obtain costs
- ii. Request to develop a trail highlighting the new trees planted in Pucklechurch by South Gloucestershire council. New labels were noted
- iii. LPW and youth provision. Noted
- iv. Emails of thanks for recent grants. Noted

2025/03/19 6b. To note feedback from Regulation 14 consultation event for draft Neighbourhood plan.

The consultation has closed. All the feedback and paperwork is with the consultant to produce a report. South Gloucestershire council has requested a meeting – Cllrs Dunning, Boyle and Parker to attend as required.

2025/03/19 No 7. PLANNING.

2025/03/19 No 7a. Planning applications.

2025/03/19 No 7ai P25/00599/HH 20 HawkrIDGE Drive Pucklechurch South Gloucestershire BS16 9SL

Erection of a single storey rear and side wrap around extension to form additional living accommodation.

Resolved no objections.

2025/03/19 No 7aii P25/00574/OHLE Land At Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ by Meadow View

Application for consent under Section 37 of the Electricity Act 1989 to introduce new single wood pole in the adopted verge at Shortwood Road, Pucklechurch. The application is made under section 3(a) of The Overhead Lines (Exemption) (England and Wales) Regulations 2009 - Planning Act 2008.

Resolved no objections but noted this pole appears to have already been installed.

Item received after agenda issued. Adjacent parish

2025/03/19 No 7a.iii P25/00377/F Land At Oakley Green Farm Oakleigh Green Farm Lane Westerleigh South Gloucestershire

Construction of a solar farm with associated works, equipment and infrastructure.

This application appears to be identified in the Local Plan.

Resolved to delegate submission of any response to the clerk.

2025/03/19 No 7b. Planning decisions. All noted.

2025/03/19 No P24/02805/LB Flat 2 Beech House Westerleigh Road Pucklechurch South Gloucestershire

Removal of conservatory roof and replacement with tiled roof. Approved with conditions.

2025/03/19 No 7b.ii P25/00177/HH 16 Becket Court Pucklechurch South Gloucestershire BS16 9QG

Demolition of existing conservatory and front porch. Erection of single storey front and rear extensions to form additional living accommodation. Approved with conditions.

2025/03/19 No 7b.iii P25/00141/RVC Land At Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Variation of conditions 2, 5 and 9 to planning permission P22/06238/F - To amend/update the list of plans and documents, to remove the requirement to submit further landscaping and ecological plans/details - Conversion of existing stables to form 1 no dwelling and associated works. Approved with conditions

2025/03/19 No 7b.iv P25/00358/OHLE Land At Churchmead Farm Hodden Lane Pucklechurch South Gloucestershire

Application for consent under Section 37 of the Electricity Act 1989 to remove and replace leaning poles. The application is made under section 5(2) of The Overhead Lines (Exemption) (England and Wales) Regulations 2009 - Planning Act 2008. No objection.

2025/03/19 No 7c. Planning enforcement and any other actions.

None.

2025/03/19 No 8. REPORTS.

2025/03/19 No 8a. To receive report from the Clerk.

- Circulated pre-election period guidance in relation to the upcoming Combined Authority Mayoral Election.
- Attended the visioning workshop facilitated through ALCA to help improve working relations between South Gloucestershire and town and parish councils.
- Circulated photos of refreshed planters on Shortwood Road
- Notified all grant recipients of their awards.
- Written to surveyor regarding the Scouts hut but no response to date. Cllr Hemmings confirmed this will be in April.
- Utilities check at St Aldams arranged
- Submitted return for unspent grant for the Neighbourhood Plan
- Co-ordinated interim internal audit.
- Written to Governor of HMP Ashfield regarding land at St Aldams Drive.
- Confirmed to Grantscape that third party donation made.
- Submitted required quarterly S106 monitoring reports.
- Responded to PATA for end of year closure.

Received a request from Stantec on behalf of IM Land to meet and receive an overview of their plans for Marsh Farm.

Council agreed to forward an invitation to speak in public participation allowing 10 minutes. It was noted a formal engagement policy is needed and this will be brought to the next meeting.

Updated the council on the positive meeting with Property Services & S106 Officer on 17th March to better understand our proposal for land at Leigh Farm. Further meetings within South Gloucestershire council have now been arranged to investigate options and hopefully find a suitable way forward.

Insurance quotations are now required due to the end of the current three-year agreement. Various anomalies have been identified in the existing schedule and the proposed actions and insurance values by the Responsible Financial Officer were agreed by council.

2025/03/19 No 9 FINANCE

2025/03/19 No 9a. To approve contractual and other obligations for March 2025.

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

Payee	Description	Net	VAT	Total
Pucklechurch Primary School	Grant towards Year 6 trip to Parliament	£250.00	£0.00	£250.00
Pucklechurch Community Association Sports Club	Grant towards TV to attract more members	£300.00	£0.00	£300.00
Tower playgroup	Grant towards insurance	£500.00	£0.00	£500.00
Pucklechurch Playgroup	Grant towards new play equipment	£477.46	£0.00	£477.46
Pucklechurch 1st Guides	Grant towards attendance at International jamboree	£500.00	£0.00	£500.00
Pucklechurch Revel	Grant towards banners, shelter and entertainment	£546.75	£0.00	£546.75
St Peters Hospice	Grant towards Advice line	£500.00	£0.00	£500.00
Citizens Advice South Gloucestershire	Grant towards outreach service at Cadbury Heath	£283.00	£0.00	£283.00
Pucklechurch cricket club	Grant towards training nets	£500.00	£0.00	£500.00
Green Community Travel	Grant towards IT equipment	£350.00	£0.00	£350.00
Vision ICT	Hosting 9 email accounts	£180.00	£36.00	£216.00
Vision ICT	Hosting new cllr email account	£25.00	£5.00	£30.00
Ensign Print	Pucklechurch News Spring edition	£415.00	£0.00	£415.00
HMRC	Tax and NI	£676.14	£0.00	£676.14
D Dunning	Salary	£1,945.50	£0.00	£1,945.50
PATA	Payroll service Jan-Mar	£47.46	£0.00	£47.46
Primrose Gardening	Maintenance contract inv 209	£1,554.17	£0.00	£1,554.17
Primrose Gardening	litter inv 210	£200.00	£0.00	£200.00
Andrea Pelligram	Neighbourhood plan consultancy	£2,928.28	£585.66	£3,513.94

ALCA	Finance for councillors Cllr Parker	£35.00	£0.00	£35.00
Groundworks	Neighbourhood plan grant refund NPG-13885	£3,351.97	£0.00	£3,351.97
		£15,565.73	£626.66	£16,192.39

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	Every 2 weeks	waste collection 2/4-30/4	£73.02	£14.61	£87.63
Unity Trust Bank	monthly	Bank charges	£9.30	£0.00	£9.30

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

2025/03/19 No 9b. To receive and agree reconciliations for February 2025.

Balance per bank statements as at 01/02/25	£
Unity Bank	£177,777.69
Unity Bank	
Less: payments for February 2025	£13,286.36
Plus: Unity income for February 2025	£95,693.06
Balance as at 28/02/25	£260,184.39

Figure 1 Print screen of February 2025 accounts.

Payee	NW Current A/c	NW Bus Res A/c	Unity	VAT No.	NW Current A/c	NW Bus Res A/c	Unity
	A	B	C				
Combined balance	D	260,184.39					
Balance as at 1st April 2023		134,805.36	Unity		260,184.39		
Plus: receipts in year to date		253,454.27			260,184.39		
Less Payments in year to date		128,075.24	Less: uncleared chqs		0.00		
Balance as at 28 February 2024	E	260,184.39	F should equal D & E		260,184.39	Diff	0.00

Figure 2 Print screen Unity Bank statement February 2025

26/02/2025	Faster Payment Debit	B/P to: Primrose Gardening	£1,641.67	£0.00	£262,895.42
26/02/2025	Faster Payment Debit	B/P to: Primrose Gardening	£200.00	£0.00	£262,695.42
26/02/2025	Faster Payment Debit	B/P to: HACS	£261.60	£0.00	£262,433.82
26/02/2025	Faster Payment Debit	B/P to: Daphne Dunning	£70.64	£0.00	£262,363.18
26/02/2025	Faster Payment Debit	B/P to: Daphne Dunning	£72.77	£0.00	£262,290.41
26/02/2025	Faster Payment Debit	B/P to: Daphne Dunning	£119.94	£0.00	£262,170.47
26/02/2025	Faster Payment Debit	B/P to: Daphne Dunning	£1,977.23	£0.00	£260,193.24
28/02/2025	Fee	Service Charge	£8.85	£0.00	£260,184.39

All approved.

Next meeting 16th April 2025.

Meeting closed at 20:55

APPROVED MINUTES SIGNED VERSION HELD BY