



## PUCKLECHURCH PARISH COUNCIL

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 16<sup>TH</sup> APRIL 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

#### **PRESENT.**

Cllrs G Boyle (chair), H Parker, S Reid, J Hawkins, T Symons, M Pibworth, D Freestone and R Dunning.

In attendance: Clerk D Dunning & Ward Councillor Palmer

#### **Public Participation.**

None

#### **2025/04/16 No 1. To receive apologies for absence.**

Cllr Hemmings (stuck on motorway) & Ward Cllr Stokes

#### **2025/04/16 No 2. Declarations of interest (if any) and dispensations.**

Non-pecuniary declarations by Cllr Freestone in 5a & b as chair of Pucklechurch Cricket and Cllr Symons in 5a as PCA trustee. Cllr Dunning declared an interest in 9b and took no part in the discussions.

#### **2025/04/16 No 3. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of 19<sup>th</sup> March and 3<sup>rd</sup> April 2025. Minutes were duly signed by the chair of council.

#### **2025/04/16 No 4. To receive report from ward councillor(s).**

Ward Cllr Palmer

- Raised concerns over the timescale in determining the Shortwood Road planning application.

#### **2025/04/16 NO 5 AGENDA ITEMS TO ACTION.**

#### **2025/04/16 No 5a. To receive any updates and agree any actions relating to:**

##### **i. the Community Centre**

Work ongoing. Experiencing difficulties in obtaining quotes for electrical works. Alternative suppliers being sought.

##### **ii. the Scout hut.**

No updates.

#### **2025/04/16 No 5b. To receive any updates on projects and agree any actions including:**

##### **i. Recreation ground improvements project.**

Too dry for additional works on pitches so waiting until end of the football season.

##### **ii. St Aldams Active Play project**

Pre-meeting with Proludic at St Aldams on 9<sup>th</sup> April. Anticipated delivery date for equipment is w/c 5<sup>th</sup> May. Installation planned for 12<sup>th</sup> – 23<sup>rd</sup> May.

##### **iii. Leigh Farm woodland project**

Update noted and agreed to proceed with further meetings.

iv. **Football goal at Parkfield.**

**Resolved** to accept quotation to install one football post.

**2025/04/16 No 5c. To receive notification of the consultation to potentially remove the payphone in Pucklechurch and agree any actions. Box is listed and will not be removed.**

Some concerns were raised that some lack of use may have stemmed from the box door being painted closed so it could not be opened for a period.

**Resolved** to object to the removal of the telephone which should be retained due to:

- Rural location
- Elderly population
- Not all residents have access to a mobile phone
- Proximity to two defibrillators – need for emergency use.

**2025/04/16 No 5d. To approve adopting statutory changes to Financial Regulations and Standing Orders related to procurement.**

**Resolved** to approve adoption of statutory changes.

**2025/04/16 No 5e. To consider and agree following financial matters:**

- **Approve application for Hinckley and Rugby Building Society savings account and determine amount of deposit**

**Resolved** to invest £75,000.00

- **Option to open an instant savings account with Unity Trust Bank and determine amount of deposit.**

**Resolved** to open instant access savings account and invest accordingly based on funds in current account.

**2025/04/16 No 5f. To receive quotation for annual insurance due on 1<sup>st</sup> June 2025 from Zurich and agree any actions. Further quotations have been requested.**

It was noted two further quotations have been requested.

**Resolved** to defer to May meeting.

**2025/04/16 No 5g. To receive advice from South Gloucestershire council on potential location and costs for a dual-purpose bin around Shortwood Hill and agree any actions.**

After careful consideration agreed that while a new bin would most likely be used, it would not address the identified litter problems towards Shortwood.

**Resolved** installing a litter bin would not be the best use of public money.

**2025/04/16 No 5h. To receive any addition to the Councillor training log/activity.**

Cllr Reid - Essential Councillor 22/4/25. Cllr Boyle provides training for ALCA and GAPTC on planning – Planning in plain English and NPPF - the Impact of reforms on Local Councils.

Standing order 3m was suspended to agree that item 5k be considered at the end of the meeting.

**2025/04/16 No 6. AGENDA ITEMS TO NOTE.**

**2025/04/16 No 6a. To note items of correspondence:**

- St Peters Hospice
- Sharesy venue hire – deemed spam.

**Noted.**

**2025/04/16 No 7. PLANNING.**

**2025/04/16 No 7a. Planning applications.**

**2025/04/16 No 7ai P25/00732/HH Blackberry Cottage 21 Main Road Mangotsfield South Gloucestershire BS16 9NH.**

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

**No objections**

**2025/04/16 No 7aii P25/00842/HH 5 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.**

Removal of existing double roman profile roof tiles and replacement with slate tiles.

**No objections** but noted adjoining property appears to have retained double roman roof tiles.

**2025/04/16 No 7aiii. P25/00847/HH 2 Edmund Court Pucklechurch South Gloucestershire BS16 9PW**

Erection of front porch. Installation of 2no. front dormers. Erection of single storey rear extension to form additional living accommodation with rear raised patio.

**No objections.**

**2025/04/16 7aiv. P25/00841/CLP 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.**

Installation of rear dormer and partial hip to gable conversion.

Application for a Certificate of Lawfulness in respect of proposed use.

**No comments.**

To note submitted comments under delegated powers

**2025/04/16 7av P25/00756/TRE The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL.**

Works to 1no Sycamore Tree to reduce 2no limbs by 2m covered by Tree Preservation Order SGTPO 09/03 dated 11<sup>th</sup> November 2003. Defer to Tree Officer.

**Noted.**

**2025/04/16 No 7b. Planning decisions. All noted.**

**2025/04/16 No 7bi 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 all within Pucklechurch Conservation Area. No objections.

Received after agenda issued

**2025/04/16 7bii P25/00574/OHLE Land at Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ**

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. No objections.

**2025/04/16 No 7c. Planning enforcement and any other actions.**

**2025/04/16 7ci. To note update on COM/24/0660/OD.**

**Noted.**

## 2025/04/16 No 8. REPORTS.

### 2025/04/16 No 8a. To receive report from the Clerk.

- Local Plan Regulation 19 comments submitted and acknowledged. - Council expressed thanks.
- Issued 2025 tenancy agreements and invoices for rental of allotments.
- Resident reported the post for the green dog waste bin on The Recreation ground has broken. South Gloucestershire council removed the bin but will reinstall.
- Shared South Gloucestershire Food Partnership food growing competition with allotments committee.
- Reminder South Western English Springer Spaniel Club dog show on The Recreation ground Sunday 4<sup>th</sup> May.  
Concerns have been raised with councillors over parking for the Scarecrow Trail. It was noted the dog show has booked the Community centre with the PCA and the car park is for hall users and is not a public car park.
- Agreed revised maintenance arrangements for Parkfield play area.
- Rising barrier at the allotments damaged beyond repair. Due to road safety concerns, quotes will be obtained for a replacement barrier set further off road.

## 2025/04/16 No 9 FINANCE

### 2025/04/16 No 9a. To approve contractual and other obligations for April 2025.

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

Payments due in 2024/25 but received in April 2025

Payee	Description	Net	VAT	Total
A S Hall and Son	Shortwood play area maintenance	£510.00	£102.00	£612.00
C Hall	Shortwood play area 6 month's rent	£180.00	£0.00	£180.00
Dodington Parish council	Room hire 21/03/25	£20.00	£0.00	£20.00
Total		£710.00	£102.00	£812.00

April payments				
Payee	Description	Net	VAT	Total
D Dunning	salary	£1,972.76	£0.00	£1,759.89
HMRC	Tax & NI	£789.67	£0.00	£789.67
Primrose Gardening	Litter 213	£250.00	£0.00	£250.00
Primrose Gardening	Monthly contract 212	£1,585.00	£0.00	£1,585.00
Primrose Gardening	Wetpour cleaning 214	£135.00	£0.00	£135.00
Unity Trust	bank charges	£13.05	£0.00	£13.05
ALCA	Cllr Reid Essential councillor	£45.00	£0.00	£45.00
ALCA	Annual subscription SUBS-2025-044	£763.83	£0.00	£763.83
Total		£5,341.44	£0.00	£5,341.44
<b>TOTAL for month</b>		<b>£6,051.44</b>	<b>£102.00</b>	<b>£6,153.44</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 March	£33.11	£6.62	£39.73
NEST	Pension Contribution	£138.80	£0.00	£138.80
EDF Energy	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
Reconomy	Monthly waste collection	£48.68	£9.74	£58.42

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

**2025/04/16 No 9b. As agreed, to approve 30 hours overtime for research and to compile responses to Regulation 19 consultation.**

**Resolved** to approve payment.

**2025/04/16 9c. To receive and agree reconciliations for March 2025.**

Balance per bank statements as at 01/03/25	£
Unity Bank	£260,184.39
<b>Unity Bank</b>	
Less: payments for March 2025	£665.00
Plus: Unity income for March 2025	£16,810.54
<b>Balance as at 31/03/25</b>	<b>£244,038.85</b>

Figure 1 Print screen of March 2025 accounts.

Combined balance	D	244,038.85			
			Bank rec at 31 03.25		
Balance as at 1st April 2024		134,805.36	Unity	244,038.85	
Plus: receipts in year to date		254,119.27		244,038.85	
Less Payments in year to date		144,885.78	Less: uncleared chqs	0.00	
Balance as at 31st March 2025	E	244,038.85	F should equal D & E	244,038.85	Diff 0.00

Figure 2 Print screen Unity Bank statement March 2025

31/03/2025	Fee	Manual Credit Handling Charge	£0.60	£0.00	£243,968.15
31/03/2025	Credit	Plot 21c	£0.00	£20.00	£243,988.15
31/03/2025	Credit	Plot 13	£0.00	£20.00	£244,008.15
31/03/2025	Credit	Plot 23	£0.00	£20.00	£244,028.15
31/03/2025	Credit	Plot 18b	£0.00	£20.00	£244,048.15
31/03/2025	Fee	Service Charge	£9.30	£0.00	£244,038.85

All approved. Reconciliation checked for accuracy against bank account – Cllr Freestone

Pursuant to 1 (2) of the Public Bodies (Admission to Meeting Act 1960), it was resolved that, because of the confidential nature of the business to be transacted, the Public and Press are requested to leave the meeting.

One member of the public left the meeting.

**5i. To evaluate tenders for Pucklechurch News and appoint a preferred contractor subject to references.**

Tenders were evaluated against the published criteria.

HMP Ashfield was selected as the preferred supplier conditional on a successful trial print for June edition.

**Resolved** to appoint HMP Ashfield to produce the June edition of Pucklechurch News. If successful, the contract will be awarded.

Next meeting 21<sup>st</sup> May 2025.

Meeting closed at 20:30