



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 21<sup>ST</sup> MAY 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.**

**Present**

Cllrs G Boyle (Chair), A Hemmings, S Reid, J Hawkins, T Symons and R Dunning.

In attendance: Clerk D Dunning.

**Public Participation.**

None

**2025/05/21 No 1. To elect the Chair of Council and receive signed Declaration of Acceptance of Office.**

**Resolved** to elect Gail Boyle as Chair of council. Declaration of acceptance of office was signed.

**2025/05/21 No 2. To elect the Vice Chair of Council and receive signed Declaration of Acceptance of Office.**

**Resolved** to elect Richard Dunning as Vice Chair of council. Declaration of acceptance of office was signed.

**2025/05/21 No 3. To receive apologies for absence.**

Apologies were received from Cllrs Parker, Pibworth & Freestone and Ward Cllrs Palmer and Stokes

**2025/05/21 No 4. Declarations of interest (if any) and dispensations.**

Non-pecuniary declarations by Cllr Symons in 7ni as PCA trustee and Cllr Reid in 7g as an allotment holder.

**2025/05/21 No 5. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of 16th April 2025. Minutes were duly signed by the Chair of council.

**2025/05/21 No 6. To receive report from ward councillor(s).**

Written report from Ward Cllr Palmer noted.

**2025/05/21 No 7 AGENDA ITEMS TO ACTION.**

**2025/05/21 No 7a. To review and adopt the following:**

- As per Internal auditor's report, approve amendment to align financial levels of £30,000.00 for tenders in Standing Orders 14 and Financial Regulations 5.6/5.7 which were reviewed and adopted in April 2024
- Code of Conduct.
- Scheme of delegation.

**Resolved** to align Standing Orders and Financial Regulations and adopt all the above policies.

**2025/05/21 No 7b. To adopt the following new policies/protocols and agree review requirements for all other policies:**

- IT
- Appraisal
- Bio-diversity
- Co-option.
- Crime and disorder statement for the website

Subject to minor alteration to the wording around 'measurable improvements on site' in the Biodiversity policy, **resolved** to adopt policies and protocols.

Review of all other policies agreed as bi-annual unless subject to statutory changes.

**2025/05/21 No 7c. To review and approve the annual Risk Assessment.**  
**Resolved** to approve.

**2025/05/21 No 7d. To confirm and approve asset register following physical checks.**  
**Resolved** to approve.

**2025/05/21 No 7e. GDPR compliance - review policies (below) and confirm any breaches during 2024/25.**

Reviewed the following policies:

- Information and Data.
- Privacy.
- Document retention.
- Consent form.

Policies reviewed. There were no GDPR breaches during 2024/25.

**2025/05/21 No 7f. Freedom of Information - review policies (below) and note any FOI/SAR requests during 2024/25.**

Reviewed the following policies:

- Subject access request.
- Data breach.

Policies reviewed. Pucklechurch Parish council received and responded to one Freedom of Information request during 2024/25.

**2025/05/21 No 7g. To review charges for burial ground, allotment, sports, event charges and nominal rent and agree any actions.**

**Resolved** no changes to fees in 2025.

**2025/05/21 No 7h. To review and agree direct debits for 2025\_26**

**Resolved** to agree direct debit list for 2025\_26.

**2025/05/21 No 7i. To note Q4 and confirm earmarked and general reserves.**

Q4 noted. **Resolved** to approve earmarked reserves.

**2025/05/21 No 7j. To receive end of year accounts**

(i) **To receive and note Annual Internal Audit Report for year end 31/03/25.**

Noted.

(ii) **To consider and complete the external auditors BDO LLP 'conflict of interest' form.**

**Resolved** there is no conflict of interest and the form was duly signed.

(iii) **To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/25.**

Statements were read out. Statements 1- 8 were answered 'yes' and 9 'N/A'.

**Resolved** to approve the Annual Governance Statement for 2024/25 which was duly signed by the Clerk and Chair of council.

(iv) **To consider and approve the Accounting Statements (Section 2) for year end 31/03/25.**

**Resolved** to approve the Annual Accounting statement which was signed by the Chair of council.

(v) **To record the revised audit requirements as income over £200,000 and note the end of year reconciliations and explanation of variances submissions.**

Council expressed thanks for the extra work required for audit. **Resolved** to approved the above.

(vi) **To receive and agree the parish council end of year report.**

**Resolved** to approved the parish council end of year report which was signed by the Clerk and Chair of council.

(vii) **To note the period for the exercise of public rights is set from Tuesday 03 June 2025 and ending on Monday 14 July 2025.**

Noted.

**2025/05/821 No 7k. To receive insurance quotations for 2025 and agree supplier.**

**Resolved** to accept quotation and appoint Clear Councils as insures.

**2025/05/210 No 7l. To agree membership of working groups and representatives for outside bodies.**

**Resolved** to approve the following:

	GB	RD	DF	JH	AH	HP	MP	SR	TS
<b>Working groups</b>									
Planning liaison	X					X			
Staffing	X			X	X				
Woodlands, open spaces, Street Care & Allotments		X			X			X	X
S106 working group		X	X	X					
Health and Safety lead					X				
Scout hut working group	X			X	X		X		
Community centre working group	X		X		X				
Community hall liaison (meetings)			X						
Play area working group				X			X		X
WERN village agent led steering group						X	X		
<b>External bodies</b>									

Avon Local Councils Association (ALCA)	X								
Neighbourhood Plan Steering Group	X	X							
The West of England Rural Network (WERN)		X				X			

Community Engagement forums have been disbanded by South Gloucestershire council.

**2025/05/21 No 7m. To received Notices of Application under s.19(2)(a) Commons Act 2006 by the Open Spaces Society and Norft Ltd to amend the register of common land in respect of Lyde Green Common.**

Noted.

**2025/05/21 No 7n. To receive any updates and agree any actions relating to:**

**i. The Community Centre.**

- An electrician has been appointed to produce the EICR.
- Ongoing investigations into funding for solar and insulation.
- 'Prevent' guidance leaflet has been shared with the PCA.
- Noted national consultation on transgender issues.

**ii. Scout hut.**

- Signed Deed of Surrender returned to solicitors for action.
- Review of the building likely in early June.

**iii. Recreation ground improvements project.**

- No update.

**iv. St Aldams Active Play project**

- Work started on 19<sup>th</sup> May 2025 and is likely to continue for at least 2 weeks.

**v. Leigh Farm woodland project.**

- Awaiting dates from South Gloucestershire council for meeting.

**2025/05/21 No 8. AGENDA ITEMS TO NOTE.**

**2025/05/21 No 8a To note meeting dates for 2025\_26**

Noted.

**2025/05/21 No 8b. To note correspondence:**

Offer of free hire from Pucklechurch Primary School for one event was noted.

**2025/05/21 No 9. PLANNING.**

**2025/05/21 No 9a. Planning applications.**

**2025/05/21 No 9ai. P25/01066/HH 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG**

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

Installation of 1no rooflight to the front elevation. (retrospective).

No objections.

**2025/05/21 No 9aii P25/00996/HH Meadow View 81 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PU**

Demolition of existing garage. Erection of single storey outbuilding.  
No objections.

**Adjacent parish**

**2025/05/21 No 9aiii P25/01115/F Building At Hillcrest Abson Road Pucklechurch South Gloucestershire**

Erection of a single storey extension and associated works to facilitate change of use of a Light Industrial Forge/Barn to 1 no. self-build dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (amendment to approved scheme P22/05682/F).

No objection.

Application received after agenda issued

**2025/05/21 No 9aiv P25/01012/HH 37 Parkfield Rank, Pucklechurch, South Gloucestershire BS16 9NP**

Erection of single storey front extension to form additional living accommodation.  
Delegated power to the Clerk to respond with no objection comments.

**2025/05/21 No 9b. Planning decisions. All noted.**

**2025/05/21 No 9bi P25/00599/HH 20 Hawkrigde Drive Pucklechurch South Gloucestershire BS16 9SL**

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

**2025/05/21 No 9bii P24/02055/F Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire.**

Change of use of land to travellers' site with the erection of 1no. day room, 1no. stable block, siting of 2no. mobile homes and 2no. touring caravans, creation of hardstanding, access onto a classified highway (Class B) and associated works. Refused.

**2025/05/21 No 9biii P25/00732/HH Blackberry Cottage 21 Main Road Mangotsfield South Gloucestershire BS16 9NH.**

Demolition of existing boiler room and kitchen. Erection of single storey rear and side wrap around extension to form additional living accommodation. Approved with conditions.

**2025/05/21 No 9biv P25/00059/RVC Landfill Site Cattybrook Road Mangotsfield BS16 9NJ**

**Variation of conditions 1 and 4 attached to permission P24/01926/RVC to amend the wording of the conditions.** Approved with conditions.

**2025/05/21 No 9bv 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 11th November 2003. Approved with conditions.

**2025/05/21 No 9c. Planning enforcement and any other actions.**

**None**

## 2025/05/21 No 10. REPORTS.

### 2025/05/21 No 10a. To receive report from the Clerk.

- Provided feedback to companies considered for the tender for Pucklechurch News
- Submitted feedback to South Gloucestershire council on their further proposal for a EV charging point in the conservation area and suggested other locations.
- Joined HMP Ashfield visit on 25<sup>th</sup> April for tour and visit to printing services.
- No response to correspondence via prison requesting confirmation that prison land at St Aldams Drive has been sold to a private buyer.
- Internal audit successfully completed.
- Updated South Gloucestershire council and the member of public who requested a litter bin at Shortwood.
- Shared latest planning guide from CPRE/NALC with councillors.
- Attended a very positive Neighbourhood Plan TEAMS meeting with South Gloucestershire council on 28<sup>th</sup> April.
- Awaiting dates for catch up meeting with PCA working group.
- Arranged website MOT to check accessibility compliance.
- Two allotment plots remain unpaid and plot holders chased. Currently 2 vacant plots and one person on wating list.

## 2025/05/21 No 11 FINANCE

### 2025/05/21 No 11a. To agree payment of contractual or other obligations for month and note authorising councillors.

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

To note payment already made. Authorised Cllrs Boyle and Dunning

Payee	Description	Net	VAT	Total
Pucklechurch primary school	Annual assembly meeting 07/05/25	£50.00	£0.00	£50.00

### Payments for May 2025

Payee	Description	Net	VAT	Total
HP Ink (G Boyle)	Ink subscription	£41.21	£8.25	£49.46
Zoom (G Boyle)	Subscription	£129.90	£25.98	£155.88
Vision ICT	SSL certificate	£50.00	£10.00	£60.00
Mike Cosford (Black Sheep stonework)		£650.00	£0.00	£650.00
SLCC	Professional membership	£295.00	£0.00	£295.00
Auditing Solutions	Internal audit	£510.00	£102.00	£612.00
Instant Landscapes	Garden works at St Aldams 1651	£720.00	£0.00	£720.00
South Western English Springer Spaniel	Refund of deposit	£100.00	£0.00	£100.00
Jennifer Punter	Refund of allotment rental	£20.00	£0.00	£20.00
HMRC	Tax and NI	£789.67	£0.00	£789.67

South Gloucestershire Council	Localism charges 3900033941	£2,239.11	£447.82	£2,686.93
Primrose Gardening	Contract 220	£1,585.00	£0.00	£1,585.00
Primrose Gardening	Litter 221	£200.00	£0.00	£200.00
Hinckley and Rugby BS	Transfer of agreed balance to Hinckley and Rugby savings account	£74,000.00	£0.00	£74,000.00
D Dunning	Salary	£1,972.76	£0.00	£1,972.76
D Dunning	Postage	£8.75	£0.00	£8.75
D Dunning	Green bin subscription burial ground	£63.00	£0.00	£63.00
		<b>£83,374.40</b>	<b>£594.05</b>	<b>£83,968.45</b>
Unity	service charges	£10.35	£0.00	£10.35

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

Direct debits.

Supplier	Goods	Net	VAT	Total
o2	phone	£12.85	£2.57	£15.42
BT	broadband	£35.87	£7.17	£43.04
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 Hawkins

**2025/05/21 11b. To receive and agree reconciliations for April 2025.**

Balance per bank statements as at 01/04/25	£
Unity Bank current	£244,038.85
Unity Instant access savings	£0.00
<b>Unity Bank current</b>	
Less: payments for April 2025	£6,541.70
Plus: Unity income for April 2025	£75,756.61
Less: transfer to savings account	-£50,000.00
<b>Balance as at 30/04/25</b>	<b>£263,253.76</b>
<b>Unity Bank instant access savings</b>	
Less: payments for April 2025	£0.00
Plus: Unity income for April 2025 (internal transfer)	£50,000.00
<b>Balance as at 30/04/25</b>	<b>£50,000.00</b>
<b>Balance as at 30/04/25</b>	<b>£313,253.76</b>

[illegible]

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/04/2025	Faster Payment Debit	B/P to: ALCA	£45.00	£0.00	£237,930.20
28/04/2025	Transfer	Transfer to 20529914	£50,000.00	£0.00	£187,930.20
30/04/2025	Credit	SOUTH GLOC COUNCIL	£0.00	£75,336.61	£263,266.81
30/04/2025	Fee	Service Charge	£13.05	£0.00	£263,253.76

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
25/04/2025		Balance brought forward	£0.00	£0.00	£0.00
28/04/2025	Transfer	Transfer from 20461111	£0.00	£50,000.00	£50,000.00

Next meeting 18<sup>th</sup> June 2025.  
Meeting closed at 20:28