



## PUCKLECHURCH PARISH COUNCIL

### **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>TH</sup> JUNE 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.**

#### **PRESENT.**

Cllrs S Reid, A Hemmings, T Symons, M Pibworth, D Freestone and R Dunning.  
In attendance: Clerk D Dunning & Ward Councillors Palmer and Stokes

Cllr Dunning was appointed chair of the meeting.

#### **Public Participation.**

None

#### **2025/06/18 No 1. To receive apologies for absence.**

Cllrs Boyle, Parker and Hawkins

#### **2025/06/18 No 2. Declarations of interest (if any) and dispensations.**

Non-pecuniary declarations by Cllr Freestone in 5a & 5ci as chair of Pucklechurch Cricket and Cllr Symons in 5a as PCA trustee.

#### **2025/06/18 No 3. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of 21<sup>st</sup> May 2025. Minutes were duly signed by Cllr Dunning as chair of meeting.

#### **2025/06/18 No 4. To receive report from ward councillor(s).**

Ward Cllr Stokes:

- Ongoing action by Enforcement at Meadow View. As this remains a live investigation any further concerns should be reported.
- Both ward councillors are aware of concerns over possible plastic contamination and the condition of the manure being spread on farm land as people have reported sickness and Environmental Protection have been notified.
- Ongoing prosecution of firm in Coxgrove area for illegal disposal of waste.
- Attended Armed Forces Day. South Gloucestershire's Armed forces covenant has been raised to silver.

Ward Cllr Palmer:

- Also involved in Meadow View.
- Arranged for Streetcare to clear footpath from M4 bridge on Westerleigh Road to the village as very overgrown. Further work later in the year will be needed.

#### **2025/06/18 NO 5 AGENDA ITEMS TO ACTION.**

#### **2025/06/18 No 5a. To receive any updates and agree any actions relating to the Community Centre.**

- Work commenced on EICR
- Two quotes received for the fire alarm system are more expensive than anticipated (circa £17-19K ex vat). A further quote is being obtained before PCA approaches the parish council for possible financial assistance.

**2025/06/18 No 5b. To receive any updates on the Scout hut and agree any actions.**  
No update from solicitors. Awaiting date for surveyor visit.

**2025/06/18 No 5c. To receive any updates and agree any actions on other projects including**

- i) Recreation ground improvements project.
  - End of season football pitch repairs have been done
  - Drainage improvements delayed until September/October as ground too dry.

ii) Leigh Farm woodland project  
S106 funds for the woodland project have been approved. However the council is still waiting for details of any lease agreement which are being ratified by South Gloucestershire Cabinet in July 2025. Date for meeting with South Gloucestershire colleagues to discuss wider plans for the remaining fields is yet to be agreed.

iii) St Aldams active play project  
Very positive feedback is being received. The project is completed with the official opening on 14<sup>th</sup> June. Submitted grant request and project completion report to GrantScape for payment.

iv) Parkfield goalpost  
It is hoped the goalpost will be installed on 19<sup>th</sup> June.

**2025/06/18 No 5d. To review the latest edition of Pucklechurch News and ratify appointment of selected tenderer and award the 2 year contract to HMP Ashfield print department.**

Councillors have been really pleased with the positive feedback and expressed their thanks to Cllr Hawkins as editor. Cllrs Hawkins and Parker to meet the distribution co-ordinator to discuss issues and additional offers to help with the quarterly distribution.

**2025/06/18 No 5e. To review progress on Local Council Award Scheme Silver application and agree any actions.**  
**Noted.**

**2025/06/18 No 6. AGENDA ITEMS TO NOTE.**

**2025/06/18 No 6a. To note items of correspondence:**

- i. To note outcome of website MOT.  
**Noted.**

**2025/06/18 6b. To note consultation on South Gloucestershire Council Dementia Strategy 2025 and agree if the council wishes to respond. Closing date if 1<sup>st</sup> August.**  
Link: [Have Your Say Today - Dementia Strategy - Commonplace](#)

It was noted our local GP practice is pro-active in this area. It was also acknowledged that specialist support can at time be hard to access. Agreed that as there has been no public representation, the council will not respond but that councillors may wish to respond as individuals.

**2025/06/18 No 7. PLANNING.**

**2025/06/18 No 7a. Planning applications.**

**2025/06/18 No 7ai P25/01204/HH Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS**

Erection of detached annexe ancillary to the main dwellinghouse.

Due to timescales comments were submitted under delegated powers. These were agreed and noted:

Pucklechurch Parish council disagrees with the applicant's statement that either P25/01204/HH *Erection of an annexe for ancillary use to the main dwellinghouse* or P25/01205/CLP *Use of the land to site a mobile home for ancillary use to the main dwellinghouse* could not operate as a standalone unit of accommodation. Pucklechurch Parish council requests that this is addressed by condition to the extent that it is made clear that the annexe/mobile remains an integral part of, and incidental to the main property, unless full planning permission has been sought and subsequently granted to enable this.

**2025/06/18 No 7aii P25/01205/CLP Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS**

Siting of a mobile home ancillary to the main dwelling.

Due to timescales comments were submitted (see above) under delegated powers. These were agreed and noted.

Application received after agenda issued

**2025/06/18 No 7aiii P25/01386/RM Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY**

Erection of 2 no. self-build dwellings (outline) with appearance, landscaping, layout and scale to be determined. Approval of reserved matters to be read in conjunction with Outline permission P24/02049/O.

**Resolved** in line with delegated powers that the Clerk in conjunction with Cllr Boyle, will arrange for relevant papers to be circulated to the Councillors who should return their comments, to the Clerk for determination of the Council's response within the prescribed consultation period.

**2025/06/18 No 7b. Planning decisions. All noted.**

**2025/06/18 No 7bi P25/00841/CLP 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.**

Installation of rear dormer and partial hip to gable conversion. Approved Certificate of Lawfulness.

**2025/06/18 7bii 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. Approved with conditions.

**2025/06/18 No 7biii P25/00842/HH 5 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.**

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

**2025/06/18 No 7c. Planning enforcement and any other actions.**  
**None.**

**2025/06/18 No 8. REPORTS.**

**2025/06/18 No 8a. To receive report from the Clerk.**

- Attended Data protection training. Signed the council up for 12-months data protection support at a cost of £495.
- Presentation on Marsh Farm proposals deferred to July.
- It appears some residents have inaccurate information on who approves planning applications or authorises changes to roads. As a statutory consultee the parish council receives notification of submitted planning applications. Applications appear on the agenda and any comments the parish council submits are recorded in the minutes. However it is South Gloucestershire Council who is the Planning Authority and decides the outcome of applications. Likewise responsibility for roads lies with South Gloucestershire Council as the Highways Authority, the parish council has no legal powers for roads and cannot authorise any changes. Please see the parish council website for more information  
[https://www.pucklechurchparishcouncil.gov.uk/Planning\\_and\\_Consultations\\_33846.aspx](https://www.pucklechurchparishcouncil.gov.uk/Planning_and_Consultations_33846.aspx)
- Escalated H&S concerns with South Gloucestershire council over poor lighting of steps in St Aldams. Officers to visit site and suggest options and costs.
- Still awaiting refund from Pucklechurch Primary School
- Rock House Farm public consultation is on 15<sup>th</sup> July. Land promoters willing to meet with councillors, meeting suggested 16<sup>th</sup> July before full council – clerk to check with prison.
- No further funding for Neighbourhood Plans. There will be further costs for the parish council to get its plan made, but it is anticipated that a maximum budget of £3,500.00 should be sufficient (circa £3000.00 in earmarked reserves).
- Defibrillator box at Old Dairy not repairable, requested costs from AED. Social media post notes Allied Electrical will install for free.

**2025/06/18 No 9 FINANCE****2025/06/18 No 9a. To approve contractual and other obligations for June 2025.**

Payee	Description	Net	VAT	Total	
Vision ICT	MOT website 20243	£145.00	£29.00	£174.00	
CPRE	Annual membership	£36.00	£0.00	£36.00	
Dijiprints	Pucklechurch News Summer	£358.88	£0.00	£358.88	
Instant Landscapes	Grass cutting April-June (Rec, St Aldams and Eagle Crescent)	£2,016.00	£0.00	£2,016.00	
HMRC	Tax and NI	£1,037.35	£0.00	£1,037.35	
Breakthrough Communications	Data Protection compliance toolkit subscription INV-20211263	£495.00	£99.00	£594.00	
Primrose Gardening	Contract 225	£1,585.00	£0.00	£1,585.00	
Primrose Gardening	Litter May 226	£200.00	£0.00	£200.00	
Primrose Gardening	Repairs at Parkfield 227	£70.00	£0.00	£70.00	£1,855.00
Proludic	St Aldams active play SIN010929	£58,455.56	£11,691.11	£70,146.67	

D Dunning	Salary with additional hours	£2,387.62	£0.00	£2,387.62	
D Dunning (Viking)	headphones, mouse and stationery 5940693	£65.63	£13.13	£78.76	£2,466.38
PATA	Payroll services	£47.46	£0.00	£47.46	
		<b>£66,899.50</b>	<b>£11,832.24</b>	<b>£78,731.74</b>	

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

**Resolved** to approve payments. Cllrs 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	£179.12	£0.00	£179.12
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 Reid.

**2025/06/18 9b. To receive and agree reconciliations for May 2025.**

Balance per bank statements as at 01/05/25	£
Unity Bank current	£263,253.76
Unity Instant access savings	£50,000.00
Hinckley and Rugby BS	£0.00
<b>Unity Bank current</b>	
Less: payments for May 2025	£11,272.78
Plus: Unity income for May 2025	£1,608.16
Less: transfer to Hinckley and Rugby BS account	-£75,000.00
<b>Balance as at 31/05/25</b>	<b>£178,589.14</b>
<b>Unity Bank instant access savings</b>	
Less: payments for May 2025	£0.00
Plus: Unity income for May 2025 (internal transfer)	£0.00
<b>Balance as at 31/05/25</b>	<b>£50,000.00</b>
<b>Hinckley and Rugby BS savings account</b>	
Less: payments for May 2025	£0.00
Plus: income for May 2025 (internal transfer)	£75,000.00
<b>Balance as at 31/05/25</b>	<b>£75,000.00</b>
<b>Balance as at 31/05/25</b>	<b>£303,589.14</b>

Figure 1 Print screen of May 2025 accounts.

Total receipts	75,000.00	50,000.00	189,861.92		0.00	0.00	11,272.78
Less: payments in month	0.00	0.00	11,272.78		0.00	0.00	17,814.48
Balance c/fwd	75,000.00	50,000.00	178,589.14				
	A	B	C				
Combined balance	D	303,589.14		Bank rec at 31 5 25			
				Hinkley and Rugby 90	75,000.00		
				Unity instant access sa	50000.00		
				Unity	178,589.14		
Balance as at 1st April 2025		244,038.85			303,589.14		
Plus: receipts in year to date		77,364.77					
Less Payments in year to date		17,814.48		Less: uncleared chqs			
Balance as at 31st May 2025	E	303,589.14		F should equal D & E	303,589.14	Diff	0.00

Figure 2 Print screen Unity Bank current account statement May 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/04/2025		Balance brought forward	£0.00	£0.00	£50,000.00

Figure 3 Print Screen Hinkley and Rugby BS savings account May 2025

https://online.hbs.co.uk/consumer/corporateAccountSummary/acb2975a-53dd-4a84-99b6-e6deb12de6e8

**H&R**  
Building Society

**Savings Accounts Summary**

PAYMENTS MANAGE ACCOUNT

Year  
2025

Date	Description	Amount	Balance
22/05/2025	Receipt	£74,000.00	£75,000.00
01/05/2025	Receipt	£1,000.00	£1,000.00

All approved. Reconciliation checked for accuracy against bank accounts – Cllr Reid

Next meeting 16<sup>th</sup> July 2025.

Meeting closed at 20:15