



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH JULY 2025 AT 18:45 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs G Boyle, H Parker, J Hawkins, S Reid, A Hemmings, M Pibworth, D Freestone and R Dunning.

In attendance: Clerk D Dunning and 3 members of the public

Public Participation.

Representatives from Lightwood Strategic/Origin3 outlined the project and gave an overview of the proposed design (Appendix 1) and rationale for the layout for 280 homes at Rock House Farm development in Shortwood. This was the same information presented in the public consultation event on 15th July at Pomphrey Hill Pavilion. Feedback from 66 attendees at the event included:

- *residents not wanting the development but many resigned to it,*
- *residents had a strong preference for a vehicular access from the B4465 rather than from Main Road/Cattybrook Road.*

Representatives advised this is South Gloucestershire council's preferred option,

- *pressure on doctors, dentists, schools and local infrastructure.*

Representative advised that while this site was too small, some of the issues would be addressed in the larger Carson Green development in the Local Plan.

Currently engaged in pre-application planning with South Gloucestershire council, the intention is to submit an outline planning application in late October/early November 2025.

Questions for clarification:

- Plans for play areas. The intention is for more natural play equipment in wood. Council pointed out that wooden play equipment was not recommended for the soil conditions as it easily rots.
- Site maintenance. A management strategy for the site had not yet been decided. South Gloucestershire council wants a stewardship arrangement for all the proposed sites at Shortwood.

The public consultation information can be found at <https://www.landatrockhousefarm.com> and comments on the proposals can be made until 22nd July 2025.

The council thanked the presenters for their time who left the meeting.
3 members of public left the meeting

19:20 3 members of public arrived

Representatives from IM Properties outlined the project and gave an overview of the proposed design (Appendix 2) and rationale for the layout for 100 homes at Marsh Farm in Pucklechurch. Access will be from Abson Road, the site masterplan aims to reflect and fit into the existing fabric of the village, 50% affordable housing with mixed tenure, no house will exceed 2 story and housing density is proposed at 37 dwellings/hectare. There are no formal sports provisions onsite as near the Recreation ground.

It is anticipated that there will be a public consultation in the near future and that an outline planning application will be submitted later in the year.

Questions for clarification:

- Public consultation – Representatives anticipated this would be online. Council requested a public event as well to ensure equitable access for all those wishing to view the plans and/or comment.

The council thanked the presenters for their time who left the meeting.

3 members of public left the meeting

2025/07/16 No 1. To receive apologies for absence.

Cllr Symons and Ward Councillors Palmer and Stokes

2025/07/16 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary interest by Cllr Freestone in 5a & 5ci as chair of Pucklechurch Cricket and 5cii as works at Science Park.

2025/07/16 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 18th June 2025. Minutes were duly signed by the Chair of meeting.

2025/07/16 No 4. To receive report from ward councillor(s).

Written reports were circulated prior to the meeting.

Noted

2025/07/16 NO 5 AGENDA ITEMS TO ACTION.

2025/07/16 No 5a. To receive any updates and agree any actions relating to the Community Centre including:

- I. Feedback from PCA meetings
No update as Cllr Freestone was unable to attend last meeting.

2025/07/16 No 5b. To receive any updates on the Scout hut.

Report noted. The Scout hut transferred to the parish council on Friday 11th July. Meter readings taken jointly by Scouts and parish council and arrangements in place to transfer all utilities to the council. Additional insurance arranged. New booking procedure including diary, invoicing and payment methods need to be developed. Housekeeping matters to be reviewed by working group.

Agreed the Scout hut working group to review housekeeping matters and investigate programme of works for consideration by council.

Resolved to approved electrical checks/PAT testing and replace fire extinguishers.

2025/07/16 No 5c. To receive any updates and agree any actions on other projects including

Recreation ground improvements project.

No work as it remains too dry. Awaiting invoice for work to date.

Leigh Farm woodland project

Concerns were raised over the misinformation at the South Gloucestershire council Cabinet meeting. To clarify:

- Pucklechurch Parish has been in contact with South Gloucestershire council for a number of years to try and develop a woodland project on land at Leigh Farm (south of M4).

- At no point has the parish council been approached or been informed about the proposal for wind turbines to the north of M4.
- The parish council's engagement with the proposed Gypsy and Traveller and Show persons sites has been by submitting comments as part of Regulations 18 & 19 of South Gloucestershire Council's Local Plan.

The Cabinet discussions conflated both projects when discussing the proposal to build up a business case for the wind turbine project and incorrectly implied Pucklechurch Parish council was involved in discussions and supported the wind turbine project which is inaccurate.

It was noted that South Gloucestershire Council Cabinet agreed to lease one field in Leigh Farm (south of M4) to the parish council, its terms to be agreed by the Director of Property Services - [Decisions 14th-Jul-2025 14.00 Cabinet.pdf](#). To date the parish council has not been informed of said terms.

It was further noted that South Gloucestershire Council has issued a press release on their proposal for wind power project in Pucklechurch [Wind power project for Pucklechurch to be explored in detail as part of programme to help make South Glos energy cleaner and greener | Newsroom](#)

There has been no local consultation with the parish council who have received no details or information around potential community pay-back.

Resolved to issue a public statement.

2025/07/16 No 5d. Local Council Award Scheme

- I. To consider and approve council action plan.

Resolved to approve.

- II. To consider and approve the community engagement and customer care policies.

Resolved to approve Community Engagement policy and approve the Customer Care policy subject to the inclusion in point 1 of 'Pucklechurch Parish council is a Civility and Respect Pledge council'.

- III. To confirm that all the required documents, information and conditions are in place and published on the council's website where applicable to enable the parish council to formally apply for the Bronze and Silver awards.

Resolved to affirm the above and formally apply for the Bronze and Silver awards.

2025/07/16 No 5e. To receive report on parish wide defibrillators. Agree purchase of a replacement cabinet at the Old Dairy and agree any other actions.

Report noted.

Resolved to purchase replacement cabinet at the old Dairy at a cost of £749.00 + vat.

Resolved to purchase 5 x Reanibex 100 AED semi-automatic defibrillators to replace identified existing units at a cost of circa £1150.00/defibrillator, total £5750.00 + vat. RFO to review reserves and report back on proposed budget alternations to accommodate this unbudgeted but necessary spending.

2025/07/16 5f. Improving biodiversity. To consider installing bug hotels at agreed locations and approve the purchase of bug hotels from HMP Ashfield subject to agreement on design and costs.

Agreed to get costing for large bug hotels similar to the one in the Bungalow car park.

2025/07/16 5g. To agree updated and revised Asset register.

Resolved to agree updated Asset register which was duly signed.

2025/07/16 5h. To consider and agree proposal for H&S improvements to the steps at St Aldams.

Noted and approved the painting of steps. Agreed to investigate any risks/liabilities associated with possible installation of an additional solar light.

Noted indicative costs to replace the fencing/hand rails along the steps.

Resolved to approve replacement fencing as a H&S issue and to delegate responsibility to the Clerk to obtain further quotes and arrange work.

2025/07/16 No 6. AGENDA ITEMS TO NOTE

2025/07/16 No 6a. To note items of correspondence:

- i. Correspondence from Parkfield residents regarding mini goal.

Noted.

- ii. Request for a skate park.

The council wished to record that it appreciated the thoughtful request from this young community member but regrettably as it does not own any suitable land, it is not able to consider a skate park.

2025/07/16 6b. To note any feedback from delivery team on new Pucklechurch News.

Noted. Councillors have all received very positive feedback on the new look Pucklechurch News.

2025/07/16 No 7. PLANNING.

2025/07/16 No 7a. Planning applications.

2025/07/16 No 7ai P25/01549/HH 4 Partridge Road Pucklechurch South Gloucestershire

Erection of single storey and two storey front extension to form additional living accommodation.

No objections

2025/07/16 No 7aii To note comments submitted for P25/01386/RM Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY under delegated powers.

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.

Pucklechurch Parish Council wishes to make the following observations:

As noted by the Planning Officer's report written in response to outline application, "the designs and supporting text indicate that both proposed dwellings would be single storey and architecturally similar to the existing property to the south at 150 Westerleigh Road." However one of the proposed homes is designed with two storeys albeit described as a "1.5-storey structure" and although it does not appear to be taller than the adjacent property, it would now create a greater massing within the street scene.

Since this property is described as 1.5 storeys, confirmation is sought that ceiling heights meet the minimum requirements as no cross-section elevation drawings appear to have been provided.

Noted.

2025/07/16 No 7b. Planning decisions. All noted.

2025/07/16 No 7bi P25/00996/HH Meadow View 81 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PU

Demolition of existing garage. Erection of single storey outbuilding. **Approved with conditions.**

2025/07/16 7bii P25/01012/HH 37 Parkfield Rank Parkfield Road Pucklechurch South Gloucestershire BS16 9NP

Erection of single storey front extension to form additional living accommodation. **Approved with conditions.**

2025/07/16 No 7c. Planning enforcement and any other actions.

Updates on COM/25/0361/BOC and COM/25/0360/HH were **noted.**

2025/07/16 No 8. REPORTS.

2025/07/16 No 8a. To receive report from the Clerk.

- Resident reported possible wasps next in oak tree on the Recreation ground – being investigated.
- Suez Community Fund grant received.
- HAGS replaced element for Swingo but chased then again regarding the balance bar which appears unresolved.
- Responded to a Staple Hill councillor regarding a missing bench on Dramway.
- Responded to resident regarding Eagle Crescent defibrillator maintenance.
- Agreed programme of works for play areas with contractor.
- Necessary additional play area maintenance costs for the removal of bridge at St Aldams, replacement of gate and post plus repairs to the bench at Shortwood and the removal of damaged bench on Recreation ground were noted and approved.

2025/07/16 No 9 FINANCE

2025/07/16 No 9a. To approve contractual and other obligations for July 2025.

To note payments approved at June meeting but paid in July

Payee	Description	Net	VAT	Total
SERCO	Pucklechurch News	£358.88	£71.78	£430.66
Internal transfer	Current T2 to Instant access savings	£40,000.00	£0.00	£40,000.00
Total		£40,358.88	£71.78	£40,430.66

Authorised by Cllrs Dunning and Boyle

Payee	Description	Net	VAT	Total
Proludic SIN010954	Mini goal Parkfield	£2,260.21	£452.04	£2,712.25
Gloucestershire Playing Fields Association	Annual subscription	£50.00	£0.00	£50.00
D Dunning	salary	£1,972.76	£0.00	£1,972.76
HMRC	Tax and NI	£789.67	£0.00	£789.67
Wellers Law Group 835218	Professional services for Scout hut transfer	£750.00	£150.00	£900.00

SLCC BK222155-1	Training Asset transfer	£30.00	£6.00	£36.00
Primrose Gardening 233	Playground repairs	£108.00	£0.00	£108.00
Primrose Gardening 231	Contract	£1,585.00	£0.00	£1,585.00
Primrose Gardening 232	Litter	£250.00	£0.00	£250.00
South Gloucestershire Council	Line painting St Aldams steps (commissioned under delegated powers)	£402.95	£80.59	£483.54
Clear councils	Insurance for scout hut	£457.84	£0.00	£457.84
Total		£8,656.43	£688.63	£9,345.06

All invoices checked and confirmed for accuracy against payment list - Cllr Hawkins.
Resolved to approve payments. Cllrs Boyle and Hemmings to authorise.

Direct debits

Supplier	Goods	Net	VAT	Total
o2	phone	£10.03	£2.01	£12.04
BT	broadband	£36.17	£7.23	£43.40
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
Unity Bank	charges June 25	£8.56	£0.00	£8.56

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

2025/07/16 9b. To receive and agree reconciliations for June 2025.

Balance per bank statements as at 01/06/25	£
Unity Bank current	£178,589.14
Unity Instant access savings	£50,000.00
Hinckley and Rugby BS	£75,000.00
Unity Bank current	
Less: payments for June 2025	£78,434.21
Plus: Unity income for June 2025	£0.00
Balance as at 30/06/25	£100,154.93
Unity Bank instant access savings	
Less: payments for June 2025	£0.00
Plus: Income for June (interest)	£197.26
Balance as at 30/06/25	£50,197.26
Hinckley and Rugby BS savings account	
Less: payments for June 2025	£0.00

Plus: income for June 2025	£0.00
Balance as at 30/06/25	£75,000.00
Total balance as at 30/06/25	£225,352.19

Figure 1 Print screen of June 2025 accounts.

Total receipts	75,000.00	50,197.26	178,589.14		0.00	0.00	78,434.21
Less: payments in month	0.00	0.00	78,434.21		0.00	0.00	96,248.69
Balance c/fwd	75,000.00	50,197.26	100,154.93				
	A	B	C				
Combined balance	D	225,352.19		Bank rec at 30 6 25			
				Hinckley and Rugby 90 day	75,000.00		
				Unity instant access savings	50197.26		
				Unity	100,154.93		
Balance as at 1st April 2025		244,038.85			225,352.19		
Plus: receipts in year to date		77,562.03		Less: uncleared chqs			
Less Payments in year to date		96,248.69		F should equal D & E	225,352.19	Diff	0.00
Balance as at 30th June 2025	E	225,352.19					

Figure 2 Print screen Unity Bank current account statement June 2025

20/06/2025	Faster Payment Debit	B/P to: VisionICT	£174.00	£0.00	£104,678.74
20/06/2025	Faster Payment Debit	B/P to: Instant Landscapes	£2,016.00	£0.00	£102,662.74
20/06/2025	Faster Payment Debit	B/P to: Primrose Gardening	£1,585.00	£0.00	£101,077.74
20/06/2025	Faster Payment Debit	B/P to: Breakthrough	£594.00	£0.00	£100,483.74
20/06/2025	Faster Payment Debit	B/P to: PATA UK	£47.46	£0.00	£100,436.28
20/06/2025	Faster Payment Debit	B/P to: Primrose Gardening	£70.00	£0.00	£100,366.28
20/06/2025	Faster Payment Debit	B/P to: Primrose Gardening	£200.00	£0.00	£100,166.28
30/06/2025	Fee	Manual Credit Handling Charge	£1.00	£0.00	£100,165.28
30/06/2025	Fee	Service Charge	£10.35	£0.00	£100,154.93

Figure 3 Print Screen Unity savings account June 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£50,000.00
30/06/2025	Credit Interest	Credit Interest	£0.00	£197.26	£50,197.26

Figure 4 Print Screen Hinkley and Rugby BS savings account June 2025

The screenshot shows the 'Savings Accounts Summary' page for H&R Building Society. The account is for 'Pucklechurch Parish Council' and is a 'Local Council 90 Day Notice' account with an interest rate of 3.15 % and account number 17011058069. The available balance is £75,000.00 and the pending balance is £75,000.00. There are buttons for 'PAYMENTS' and 'MANAGE ACCOUNT'. Below this, there is a 'Year' dropdown menu set to '2025'. At the bottom, a table shows a transaction on 22/05/2025 with a description of 'Receipt', an amount of £74,000.00, and a balance of £75,000.00.

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

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

Date of next meeting 20th August 2025
Meeting closed at 20:36

Appendix 1 Proposal for Rock House Farm Shortwood



Appendix 2 Masterplan proposal for Marsh Farm

