



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 20TH AUGUST 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

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

In attendance: Clerk D Dunning and Ward Councillors M Palmer and B Stokes

Public Participation.

None

2025/08/20 No 1. To receive apologies for absence.

None

2025/08/20 No 2. Declarations of interest (if any) and dispensations.

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

2025/08/20 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 16th July 2025. Minutes were duly signed by the Chair of meeting.

2025/08/20 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer:

- Useful meeting with South Gloucestershire Council regarding Leigh Farm
- 525 bus route has been extended to incorporate the 'Birds' estates in Yate
- Meadow View planning application referred to Development Management Control committee.

Ward Cllr Stokes:

- Ukrainian Independence Day celebrations 31st August between 1-4pm at The Chantry Community and Arts Centre, 52 Castle Street, Thornbury BS35 1HB
- Grimsby Farm consultation has closed and a process has begun to agree a new operator
- Emergency Bike Kits are being offered to suitable organisations.
- There is a push to encourage fostering
- Cool Ventures are offering small business support
- South Gloucestershire Council has a new App
- Ward Cllr Stokes thanked the Clerk for her correspondence detailing the measures taken to try and address concerns about road safety in Pucklechurch. Meeting agree to publish these on the website for information.

2025/08/20 No 5. AGENDA ITEMS TO ACTION.

2025/08/20 No 5a. To receive updates and agree any actions relating to the Community Centre to include:

- i) Feedback from working group meeting.
Verbal feedback noted.

- ii) Fire alarm quotations and request for financial contributions.
Quotes vary greatly in specifications.
Resolved to obtain professional advice before agreeing a contractor.
- iii) Electrical installation condition report.
Noted.

There remain issues from the fire assessment that need addressing.

Resolved that as the landlord the parish council will need to provide financial support for the above.

2025/08/20 No 5b. To receive updates on the Scout hut to include:

- i) Land registry
Resolved to register Scout Hut with Land Registry. Anticipated legal costs were noted and approved.
- ii) Feedback from working group.
Circulated report noted. Utility transfers are ongoing. All measures are temporary and will be reviewed once condition survey obtained and action plan agreed. **Resolved** to:
 - close any new casual bookings until further notice and obtain update on existing bookings
 - continue regular bookings for Guide groups and dog training with appropriate invoicing
 - offer new 6-month cleaning contract

2025/08/20 No 5c. To receive any updates and agree any actions on other projects to include:

- i) Recreation ground improvements project.
 - Work to the drainage is likely to occur in September. The contractor will be asked to ensure the working area is appropriately secured to protect the public during excavations.
 - Work on the cricket pitch is scheduled to start on 1st September. Once re-seeded the area will need to be 'out of bounds' to everyone for several months to allow successful regrowth.
 - Re-seeding of the football pitch has failed due to the extreme dry weather.
- ii) Leigh Farm woodland project to include:
 - a) feedback from meeting with South Gloucestershire Council following the parish council's clarification statement relating to the wider Leigh Farm proposals.
Circulated update noted. This was a very positive meeting where it was agreed South Gloucestershire Council will address parish council concerns in writing. Ward Cllr Palmer will ask questions on this matter at the next South Gloucestershire Council meeting in October.

2025/08/20 No 5d. To consider and agree matters relating to data controls and GDPR including:

- i. Agree and adopt revised data privacy notice
Resolved to adopt revised data privacy notice
- ii. Agree and adopt revised data retention and disposal policy
Resolved to adopt revised data retention and disposal policy
- iii. Agree and adopt a bring your own device BYOD policy
Resolved to adopt a bring your own device BYOD policy
- iv. Agree and adopt Data sharing policy

- v. **Resolved** to adopt Data sharing policy
To review check lists
Noted
- vi. To agree new email for Pucklechurch News –
pucklechurchnews@pucklechurchparishcouncil.gov.uk
Resolved to approve new email address for Pucklechurch News
- vii. To consider any other issues.
None.

2025/08/20 No 5e. To receive a request to install a bench in the burial ground and agree any actions.

Resolved that a bench can be installed at an agreed location in the burial ground. As the bench needs to be movable to allow maintenance it was agreed that it should be purchased by the parish council with a request that the resident makes a donation to cover costs. Clerk to investigate costs and options.

2025/08/20 No 6. AGENDA ITEMS TO NOTE

2025/08/20 No 6a. To note items of correspondence:

- i) Bin request via South Gloucestershire Council
Noted – no budget for additional bins.
- ii) Dog bin request for Merlin Ridge
Noted there are already bins available. No budget for additional bins
- iii) Shortwood resident enquiry regarding community planters for Main Road
Noted
- iv) Microshade has joined the Flotek Group
Noted.

2025/08/20 No 6b. To note steps have been painted in St Aldams to address H&S concerns.

Noted, the council confirmed it is very pleased with the results.

2025/08/20 No 6c. To note highway improvement request for a speed limit change to 30mph on the B4465 Shortwood Road.

Noted this has been added to the South Gloucestershire Council investigation list.

2025/08/20 No 7. PLANNING.

2025/08/20 No 7a. Planning applications.

2025/08/20 No 7ai P25/01813/RVC 2 Edmund Court Pucklechurch South Gloucestershire

Variation of condition 2 attached to permission P25/00847/HH to amend the approved plans. Erection of front porch. Installation of 2no. front dormers. Erection of single storey rear extension to form additional living accommodation with rear raised patio.

Resolved No objections

2025/08/20 No 7aii P25/01817/PIP Land To The Rear Of Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire

Permission in principle for the erection of up to 1no. dwelling.

Objection - subject to the following concerns

1. It is not clear whether the site forms part of the curtilage of Court Farmhouse which is Grade II listed and irrespective of this, what the overall impact would be on the designated heritage assets in the immediate vicinity, either singly or collectively.

2. The size of the proposed property is not in keeping with those within its vicinity and as it sits immediately adjacent to the conservation area it is not clear what the impact would be when viewed from the open countryside to its north.

3. Whilst a shared access exists to Westerleigh Road it is not clear whether the existing driveway between the properties would be capable of enabling emergency vehicles to attend, e.g. in the case of fire.

4. Whilst technical details would follow PIP, the materials and design ideally should be attentive of those described in the Design Code commissioned by Pucklechurch Parish Council as part of its emerging Neighbourhood Development Plan.

Resolved to approve submitted comments under delegated powers

Applications received after agenda issued.

2025/08/20 No 7a(iii) P25/01933/HH 52 Homefield Road Pucklechurch South Gloucestershire BS16 9QA

Demolition of existing garage and erection of detached outbuilding to form home office, gym and garden store.

Resolved to approve that the clerk responds with no objections under delegated powers

Adjacent parish

2025/08/20 No 7a(iv) P25/01931/PIP Land At The Rosary Lyde Green South Gloucestershire

Permission in principle for the erection of a minimum of 4no. and up to a maximum of 9no. dwellings.

Resolved to approve that the clerk responds with no objections under delegated powers

2025/08/20 No 7b. Planning decisions. All noted.

2025/08/20 No 7bi P25/01205/CLP Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Siting of a mobile home ancillary to the main dwelling. Approve Certificate of Lawfulness.

2025/08/20 No 7bii P25/01204/HH Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Erection of detached annexe ancillary to the main dwellinghouse. Refused.

2025/08/20 No 7biii. APPEAL REFERENCE: APP/P0119/W/25/3369680 - 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.

2025/08/20 No 7c. Planning enforcement and any other actions.

Update on COM/25/0360/HH was **noted**.

2025/08/20 No 8. REPORTS.

2025/08/20 No 8a. To receive report from the Clerk.

- Shared information on Doynton Half Marathon
- Shared information from the Town and Parish forum group on the new area committee structure
- Circulated letter of thanks from The Guides

- Playground checks are occurring next week – Gordon Inspections was appointed as they remain the most cost efficient
- Wasp nest in the burial ground is being monitored
- Submitted documentation for rate relief at the Scout hut
- New defibrillators and blood kits have been received. The blood kit dispensers are wall mounted so negotiation three cabinet mounted versions
- Update from maintenance contractor - old trim trail bridge at St Aldams has been removed as has the aged bench from the Recreation ground. New gate installed at Shortwood and bench repaired
- Pucklechurch News printing contract has been issued to HMP Ashfield
- To meet operational needs, an additional 8 hours were worked between 16-18th September.
- Submitted submissions for the Local Awards scheme. The cost will be £50 for Bronze and £65 for Silver
- Annual tree surveys due. The cost is £850.00+vat (same as last year). Council approved commissioning of this specialist service.
- Midland Forest will be asked to provide professional advice on any further works in the Pucklechurch Woodland. Council approved the commissioning of this specialist service.

2025/08/20 No 9 FINANCE

2025/08/20 No 9a. To approve contractual and other obligations for July 2025.

To note payment approved at July meeting subject to final invoice

Payee	Description	Net	VAT	Total
Clear councils	Insurance for scout hut	£472.94	£0.00	£472.94
	Total	£472.94	£0.00	£472.94

To note payment required in advance to purchase approve defibrillators

Payee	Description	Net	VAT	Total
AED Locator (EU) Ltd	5 replacement defibrillators and 1 new cabinet	£6,522.95	£1,304.59	£7,827.54
	Total	£6,522.95	£1,304.59	£7,827.54

Payments for August 2025

Payee	Description	Net	VAT	Total
D Dunning	salary	£2,276.48	£0.00	£2,276.48
HMRC	Tax and NI	£968.52	£0.00	£968.52
SLCC BK222364-1	Training managing grant applications	£60.00	£12.00	£72.00
Primrose Gardening 237	Site maintenance - Shortwood, St Aldams & The Rec	£685.00	£0.00	£685.00
Primrose Gardening 238	Contract	£1,585.00	£0.00	£1,585.00
Primrose Gardening 239	Litter	£200.00	£0.00	£200.00

South Gloucestershire Council	Localism charges 3900040256	£2,239.11	£447.82	£2,686.93
Total		£8,014.11	£459.82	£8,473.93

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
O ₂	phone	£11.00	£2.20	£13.20
BT	broadband	£35.87	£7.17	£43.04
NEST	Pension Contribution	£167.91	£0.00	£167.91
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 July 25	£9.00	£0.00	£9.00

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

2025/08/20 No 9b. To receive and agree reconciliations for July 2025.

Balance per bank statements as at 01/07/25	£
Unity Bank current	£100,154.93
Unity Instant access savings	£50,197.26
Hinckley and Rugby BS	£75,000.00
Unity Bank current	
Less: payments for July 2025	£9,848.49
Plus: Unity income for July 2025	£405.00
Balance as at 31/07/25	£90,711.44
Unity Bank instant access savings	
Less: payments for July 2025	£0.00
Plus: Income for July	£40,000.00
Balance as at 31/07/25	£90,197.26
Hinckley and Rugby BS savings account	
Less: payments for July 2025	£0.00
Plus: income for July 2025	£0.00
Balance as at 31/07/25	£75,000.00
Balance as at 31/07/25	£255,908.70

Figure 1 Print screen of July 2025 accounts.

Less: payments in month	0.00	0.00	9,848.49		0.00	0.00	106,097.18
Balance c/fwd	75,000.00	90,197.26	50,711.44				
	A	B	C				
Combined balance	D	215,908.70		Bank rec at 31 7 25			
				Hinckley and Rugby 90 day	75,000.00		
				Unity instant access saving	90197.26		
				Unity	90,711.44		
Balance as at 1st April 2025		244,038.85					
Plus: receipts in year to date		117,967.03					
Less Payments in year to date		106,097.18		Less: uncleared chqs			
Balance as at 31st July 2025	E	255,908.70		F should equal D & E	255,908.70	Diff	0.00

Figure 2 Print screen Unity Bank current account statement July 2025

21/07/2025	Transfer	B/P to: SLCC Enterprises	£36.00	£0.00	£93,850.18
21/07/2025	Faster Payment Debit	B/P to: Proludic	£2,712.25	£0.00	£91,137.93
23/07/2025	Faster Payment Debit	B/P to: Clear Insurance	£472.94	£0.00	£90,664.99
24/07/2025	Credit	SOUTH GLOS SCHOOLS	£0.00	£50.00	£90,714.99
28/07/2025	Credit	Pucklechurch Commu	£0.00	£5.00	£90,719.99
31/07/2025	Fee	Service Charge	£8.55	£0.00	£90,711.44

Figure 3 Print Screen Unity savings account July 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/06/2025		Balance brought forward	£0.00	£0.00	£50,197.26
02/07/2025	Transfer	Transfer from 20461111	£0.00	£40,000.00	£90,197.26

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

17011058069

Available balance £75,000.00 Pending balance £75,000.00

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 Hawkins

2025/08/20 9c. To note Q1 and agree revised earmarked reserves

Q1 noted. Earmarked reserves agreed as:

Reserves:	Adjusted at 30/06/25
CIL	£0.00
Play equipment Reserve	£50,000.00
Neighbourhood Plan	£2,969.44
Village hall project reserve	£13,000.00
Woodland/ tree/ash die back	£4,622.50
Professional /legal fees	£4,000.00
Financial contingency	£45,000.00
Parkfield turning circle	£12,500.00
Recreation ground sports project S106	£87,273.71
Environmental monies	£500.00
St Aldams active play	£0.00
Scouts hut	£15,000.00
Parkfield play area	£2,261.00
Defib fund	£6,527.02
	£243,653.67
General reserves	£0.00
	£0.00
Total	£243,653.67

Date of next meeting 17th September 2025

Meeting closed at 20:45

Appendix 1 Proposal for Rock House Farm Shortwood



Appendix 2 Masterplan proposal for Marsh Farm

