



## PUCKLECHURCH PARISH COUNCIL

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 17<sup>TH</sup> SEPTEMBER 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

#### **PRESENT.**

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

In attendance: Clerk D Dunning

#### **Public Participation.**

None

#### **2025/09/17 No 1. To receive apologies for absence.**

Cllr Hemmings and Ward Councillors Palmer and Stokes.

#### **2025/09/17 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.

#### **2025/09/17 No 3. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of 20<sup>th</sup> August 2025. Minutes were duly signed by the Chair of meeting.

#### **2025/09/17 No 4. To receive report from ward councillor(s).**

Written report from Ward Cllr Palmer noted.

#### **2025/09/17 No 5. AGENDA ITEMS TO ACTION.**

##### **2025/09/17 No 5a. To receive updates and agree any actions relating to the Community Centre to include:**

- **To approve the commissioning of specialist services for structural surveys and agree costs.**  
**Resolved** to approve quotation for structural surveys at a cost of £3500.00 plus VAT. Provisional dates for work 28<sup>th</sup> October.
- **Update on H&S issues.**  
Cllr Symons provided a verbal update. Some ongoing works approved and quotes requested for fire doors. Currently unable to access grants as lease does not reference the charity name. This will be reviewed as part of future planning based on above findings.

##### **2025/09/17 No 5b. To receive updates on the Scout hut to include:**

- **Annual electrical checks.**  
Completed alongside PAT testing.
- **Invoicing and administrative issues**  
Cleaning contractor required, meeting agreed the parish council should liaise with Pucklechurch Community Association (PCA). The clerk is arranging the return of any paperwork and key from the former cleaner.  
With the exception of one existing booking, the decision not to accept any further casual bookings has been added to the website and posted on social media.  
EDF billing is incorrect since the transfer of the building. The matter has been discussed at length with EDF who hold the correct readings at transfer and have now

been provided with current readings. New 1-year fixed term contract agreed at much reduced costs.

- Updated legal advice  
Noted.

**2025/09/17 No 5c. To receive any updates and agree any actions on other projects to include:**

**i) Recreation ground improvements project.**

Cllr Freestone confirmed the cricket square renovation and re-seeding has been completed as is the drainage works adjacent to Hill View Road. Further Vertical-drain work has been done on football pitch which is looking in better condition. Apologies have been given to PCA for any disruption and the lack of updates

**ii) Leigh Farm woodland project to include:**

- a) Verbal update on South Gloucestershire masterplan for the woodland project  
Cllr Dunning provided an update on the masterplan and proposal for parish council contributions. Pucklechurch Parish Council is pleased to be supporting South Gloucestershire Council's project to plant a new woodland at Leigh Farm south where it can use allocated S106 funds from the Oaktree Avenue developments for trees and habitat developments. Planting will begin this November and volunteers are needed. It is hoped to set up a 'Friends of Pucklechurch woodland' group to support the project.

**Resolved** to approve spending as outline above

- b) Agree PMP for parish element of project.

**Resolved** to agree project management plan for submission to South Gloucestershire Council.

**2025/09/17 No 5d. To consider and agree revised Grants process.**

**Resolved** to approve new grant process, criteria and paperwork. Agree an information campaign.

**2025/09/17 No 5e. To receive annual playground inspections and agree any actions**

Reports noted.

**Resolved** to approve additional fencing at Parkfield play area as outlined in report.

Agreed that with aging play equipment, the playground working group should review the reports and produce recommendations for a new plan for future replacements.

**2025/09/17 No 5f. To agree contractor to replace wooden handrails along steps at St Adams**

**Resolved** to accept quote A and appoint Instant Landscapes.

**2025/09/17 No 5g. To received latest ALCA advise on training requirements for councillors and staff.**

Agreed all councillors should undertake the online courses on Data Protection and Freedom of information. Cllrs Freestone, Pibworth and Reid to be enrolled for data protection and all councillors on freedom of information.

**2025/09/17 No 6. AGENDA ITEMS TO NOTE**

**2025/09/17 No 6a. To note items of correspondence:**

- PCA complaint  
Noted.
- Complaint over edited article in Pucklechurch News  
Noted.
- Completion of new street lighting dimming in Pucklechurch parish  
Noted

**2025/09/17 No 6b. To note conclusion of audit and consider any recommendations.**  
The conclusion of audit was noted. Internal audit recommendations have already been actioned.

**2025/09/17 No 6c. To note successful award of Bronze under the Local Councils Award Scheme.**

Noted. The parish council has subsequently achieved the Silver award.

**2025/09/17 No 7. PLANNING.**

**2025/09/17 No 7a. Planning applications.**

**2025/09/17 No 7ai P25/00374/F 114 Westerleigh Road Pucklechurch South Gloucestershire**

Extension of existing vehicular access.  
No objections.

**2025/09/17 No 7aii P25/02078/RVC Churchmead Farm Hodden Lane Pucklechurch South Gloucestershire BS16 9SG**

Variation of condition 2 attached to P24/01494/F to substitute the approved plans A201 Rev D and A200 Rev A with A201 Rev E and A200 Rev C.

Cllr Boyle to prepared a response and for the Clerk to submit agreed comments under delegated powers.

Adjacent parish

**2025/09/17 No 7aiii. P19/1275/F Land At Lyde Green Farm Emersons Green South Gloucestershire**

Erection of 393 no. dwellings, including 139 affordable housing units. Alteration of existing vehicular access off Henfield Road. Provision of public open space, landscaping, sustainable urban drainage and related infrastructure and engineering works.

Noted.

**7aiv P25/01996/F Fleur De Lys 12 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA**

Change of use of part of building to 1no dwelling (Use class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

To note comments submitted under delegated powers

*It is clear that work required for the conversion of this space to a dwelling has already been completed. This is well evidenced by South Gloucestershire Council's (SGC) appeal statement (P24/01644/CLE, Planning Inspectorate Reference: APP/P0119/X/24/3353280). Pucklechurch Parish Council (PPC) and residents raised this as an issue with SGC's enforcement team when the work was being undertaken.*

*The main question to be resolved is how the approval of this application would trip the requirement for affordable housing contribution. PPC does not have the expertise to analyse the veracity of the Financial Viability Assessment which it notes values the site on a retrospective basis. In this regard, we note that the values supplied for the 2 commercial units show a value for one currently being marketed for £140,000 as opposed to the £120,000 shown in the table.*

*Since there have been multiple plans for the site as a whole, PPC would like to ensure that allocated parking space is available for this properties sole use.*

**2025/09/17 No 7b. Planning decisions. All noted.**

**2025/09/17 No 7bi 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. **Refused.**

**2025/09/17 No 7bii P24/01726/F Land At Shortwood Road Pucklechurch South Gloucestershire**

Change of use of land from agriculture to gypsy and traveller caravan site to facilitate the stationing of 1no. mobile home, 1no. touring caravan, the erection of 1no. day room, installation of hardstanding and associated works. **Approved with conditions.**

Cllr Boyle provided an update from South Gloucestershire Council Development Management committee

**2025/09/17 No 7biii. P25/01549/HH 4 Partridge Road Pucklechurch South Gloucestershire BS16 9SR**

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

Notification received after agenda issued

**2025/09/27 No 7biv. 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. **Approved with conditions**

**2025/09/17 No 7c. Planning enforcement and any other actions.**

**2025/09/17 No 7ci. Appeal 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.

Noted.

## **2025/09/17 No 8. REPORTS.**

**2025/09/17 No 8a. To receive report from the Clerk.**

- Annual tree surveys commissioned.
- LI25/6360/PREMIS license application for 4 Westerleigh Road - noted
- Donation received for bench in burial ground and bench ordered
- Old Diary defibrillator box replaced and expired defibrillators are being replaced and recorded on The Circuit.
- Dedicated email for Pucklechurch News set up  
[pucklechurchnews@pucklechurchparishcouncil.gov.uk](mailto:pucklechurchnews@pucklechurchparishcouncil.gov.uk)
- Reminder to councillors to update their registers of interest
- A councillor is required to represent the parish council at the Remembrance Day service and lay the wreath – Cllr Pibworth
- Working group required to review the maintenance contract - Cllrs Simmons, Reid and Parker
- Liaising with South Gloucestershire Council over concerns around a flooding risk at Parkfield
- Attended Clerks networking meeting with South Gloucestershire Council – key point noted.
- Date needed for Bristol Energy Network meeting - agreed 9<sup>th</sup> October (20<sup>th</sup> as backup).

**2025/09/17 No 9 FINANCE****2025/09/17 No 9a. To approve contractual and other obligations for September 2025.**

Payee	Description	Net	VAT	Total
D Dunning	salary	£2,026.73	£0.00	£2,026.73
HMRC	Tax and NI	£823.96	£0.00	£823.96
Vision ICT	Pucklechurch News email	£15.00	£3.00	£18.00
Gordon playground inspections Ltd	Annual inspections	£330.00	£66.00	£396.00
M Boulton	Grass cutting & maintenance Parkfield	£500.00	£0.00	£500.00
Allied electrical services	Electrical and PAT testing Scout hut	£324.99	£65.00	£389.99
ALCA	INV00121 Cllr Boyle Data protection training	£14.00	£0.00	£14.00
PATA	Payroll services	£62.46	£0.00	£62.46
South Gloucestershire council	3900044463 Line painting St Aldams	£297.86	£59.57	£357.43
Primrose Gardening 2	Contract	£1,585.00	£0.00	£1,585.00
Primrose Gardening 2	Litter	£200.00	£0.00	£200.00
<b>Total</b>		<b>£6,180.00</b>	<b>£193.57</b>	<b>£6,373.57</b>

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

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

Payments due for payment before next meeting but invoices not yet received

Payee	Description	Net	VAT	Total
ALCA	LCAS Bronze	£50.00	£0.00	£50.00
ALCA	LCAS Silver	£65.00	£0.00	£65.00
ALCA	Cllr Parker Data protection training	£14.00	£0.00	£14.00
Instant Landscapes	Bramble clearance Recreation Ground	£300.00	£0.00	£300.00
SERCO	Pucklechurch News	£358.88	£71.78	£430.66
Prestige Grounds	cricket square	£29,346.00	£5,869.20	£35,215.20
Prestige Grounds	Drainage	£14,173.00	£2,834.60	£17,007.60
Prestige Grounds	Football pitch first third	£11,000.00	£2,200.00	£13,200.00
Silverback Arboricultural consultancy Ltd	2025 tree surveys	£850.00	£170.00	£1,020.00
		<b>£56,156.88</b>	<b>£11,145.58</b>	<b>£67,302.46</b>

All noted and approved in principle.

**Direct debits**

Supplier	Goods	Net	VAT	Total
o2	phone	£11.00	£2.20	£13.20
BT	broadband	£35.87	£7.17	£43.04
NEST	Pension Contribution	£144.37	£0.00	£144.37
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	£73.02	£14.60	£87.62
Unity Bank	charges	£8.55	£0.00	£8.55

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

**2025/09/17 No 9b. To receive and agree reconciliations for August 2025.**

<b>Balance per bank statements as at 01/08/25</b>	<b>£</b>
Unity Bank current	£90,711.44
Unity Instant access savings	£90,197.26
Hinckley and Rugby BS	£75,000.00
<b>Unity Bank current</b>	
Less: payments for August 2025	£17,183.08
Plus: Unity income for August 2025	£890.00
<b>Balance as at 31/08/25</b>	<b>£74,418.36</b>
<b>Unity Bank instant access savings</b>	
Less: payments for August 2025	£0.00
Plus: Income for August	£0.00
<b>Balance as at 31/08/25</b>	<b>£90,197.26</b>
<b>Hinckley and Rugby BS savings account</b>	
Less: payments for August 2025	£0.00
Plus: income for August 2025	£0.00
<b>Balance as at 31/08/25</b>	<b>£75,000.00</b>
<b>Balance as at 31/08/25</b>	<b>£239,615.62</b>

**Figure 1 Print screen of August 2025 accounts.**

Balance c/fwd	75,000.00	90,197.26	74,418.36				
	A	B	C				
Combined balance	D	239,615.62		Bank rec at 31 08 25			
				Hinckley and Rugby 90	75,000.00		
				Unity instant access sav	90197.26		
				Unity	74,418.36		
Balance as at 1st April 2025		244,038.85			239,615.62		
Plus: receipts in year to date		118,857.03		Less: uncleared chqs	0.00		
Less Payments in year to date		123,280.26		<b>F should equal D &amp; E</b>	239,615.62		
Balance as at 31st August 2025	E	239,615.62		Diff	0.00		

**Figure 2 Print screen Unity Bank current account statement August 2025**

22/08/2025	Faster Payment Debit	B/P to: South Glos Council	£2,686.93	£0.00	£76,195.36
22/08/2025	Transfer	B/P to: SLCC Enterprises	£72.00	£0.00	£76,123.36
22/08/2025	Faster Payment Debit	B/P to: Primrose Gardening	£200.00	£0.00	£75,923.36
22/08/2025	Faster Payment Debit	B/P to: BDO LLP	£756.00	£0.00	£75,167.36
22/08/2025	Faster Payment Debit	B/P to: Primrose Gardening	£1,585.00	£0.00	£73,582.36
29/08/2025	Credit	Pucklechurch Sport	£0.00	£470.00	£74,052.36
29/08/2025	Credit	Pucklechurch Crick	£0.00	£375.00	£74,427.36
31/08/2025	Fee	Service Charge	£9.00	£0.00	£74,418.36

**Figure 3 Print Screen Unity savings account August 2025**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/07/2025		Balance brought forward	£0.00	£0.00	£90,197.26

**Figure 4 Print Screen Hinkley and Rugby BS savings account as at 19<sup>th</sup> August 2025**

**Savings Accounts Summary**

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 Reid

**Date of next meeting 15<sup>th</sup> October 2025**

Meeting closed at 21:05