



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH OCTOBER 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs R Dunning, H Parker, J Hawkins, S Reid, T Symons, D Freestone and A Hemmings.
In attendance: Clerk D Dunning

Cllr Dunning was elected chair of the meeting.

Public Participation.

None

2025/10/15 No 1. To receive apologies for absence.

Cllrs Boyle and Pibworth and Ward Councillors Palmer and Stokes.

2025/10/15 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary interests by Cllr Freestone in 5a & 5ci as chair of Pucklechurch Cricket, Cllr Symons in 5a as PCA trustee and Cllr Reid in 5e as Allotment holder and committee member.

2025/10/15 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 17th September 2025. Minutes were duly signed by the Chair of meeting.

2025/10/15 No 4. To receive report from ward councillor(s).

None

2025/10/15 No 5. AGENDA ITEMS TO ACTION.

2025/10/15 No 5a. To receive any updates and agree any actions relating to the Community Centre.

Work is ongoing. It was noted Pucklechurch Community Association (PCA) is looking for tradespeople to brick up the rear 'boarded up' changing room windows. The building is in the conservation area and material changes to the building will require parish council approval. Cllr Symons to action.

2025/10/15 No 5b. To receive any updates on the Scout hut and agree any actions and consider:

- i. Cleaning
Guiding groups have been asked to help clean the building after use while a new contractor is found.
PCA contractor has been approached and a quote is awaited.
- ii. Request to use hut for rehearsals.
Pucklechurch Players request was approved at a cost of £20 per session.

2025/10/15 No 5c. To receive any updates and agree any actions on other S106 projects:

- i. Recreation ground improvements project

Work is ongoing. The cricket square and football pitch are looking very good. The football pitch has had further Verti drain treatment and sanding. The drainage work area has been re-seeded. All the Recreation ground has had Shock Wave treatment.

ii. Leigh Farm woodland project.

Initial site preparation caused some issues but a programme of enabling works has been approved. It is anticipated that this substantive project will be widely promoted and publicised by South Gloucestershire Council during Nation Tree Week. Tree planting in parish council part of the project is likely to commence mid/late November on a Tuesday and Thursday.

A productive meeting was held with the Commons and Biodiversity officer to start planning for strip planting of wildflower seed in Spring 2026. Other ideas will be developed as the project progresses.

Agreement has been reached with South Gloucestershire officers that the S106 capital monies £22,799.89 will be retained by SGC for any spending on the parish council area of the project agreed with the parish council.

2025/10/15 No 5d. To consider the allotment report 2025 and agree any actions.

The report was noted and that 2025 has proved to be a difficult growing year. However, many plots have not been worked.

Resolved that improvement letters will be issued where appropriate.

2025/10/15 No 5e. To receive a proposal from the Allotment committee to convert plot 5b into the site for the compostable toilet and screening, provide a community tool shed and develop a shared herb garden.

Resolved to approve proposal.

2025/10/15 No 5f. To consider options for replacing the accidentally damaged rocker on The Recreation ground following accidental damage and agree any actions.

The parish council acknowledged the kind donation following the accidental damage. A lack of funds severely limits the options for new equipment at this time. Agreed that costs should be obtained to replace both rockers with a larger more social option.

2025/10/15 No 5g. To consider and discuss initial proposals for the 2026/27 budget and agree any actions.

Councillors to provide ideas and requests for the 2026/7 budget and action plan.

2025/10/15 No 5h. To agree dates for applications to the 2025/26 grant scheme.

Resolved grant scheme will run 1st November – 31st December 2025 with grant applications considered at the January 2026 meeting.

2025/10/15 No 6. AGENDA ITEMS TO NOTE

2025/10/15 No 6a. To note items of correspondence and agree if any actions required:

- i. Swift Sports Coaching - noted
- ii. Complaint about removal of brambles - noted
- iii. Bike rocker – noted.

2025/10/15 No 6b. To note successful award of Silver under the Local Councils Award

The circulated NALC awards letter was noted. The council thanked the clerk for her hard work in achieving this award. A press release will be issued.

2025/10/15 No 6c. To note acceptance of quotation for £2100.00 from Midland Forestry for necessary works to protect the public in the Pucklechurch woodland - as per 2025/08/20 No 8a.

Noted.

2025/10/15 No 6d. To note Pucklechurch Neighbourhood Plan has been submitted for Regulation 15 approval.

Noted.

2025/10/15 No 7. PLANNING.

2025/10/15 No 7a. Planning applications.

2025/10/15 No 7ai P25/02295/PIP Land to West of Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

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

Agreed response

In comparison to the previously refused application (P25/01817/PIP) what is being proposed here is now more in keeping with the scale and form of the existing building group and in this respect PPC raises no objections. It maintains its concerns about the adequacy of vehicular access.

To note comments submitted under delegated powers

2025/10/15 No 7aii P25/02191/LB Moat House Kings Lane Pucklechurch South Gloucestershire BS16 9PP

Internal and external works to repair gable on garage/utility room south east elevation and to replace lintel above south east window (WF07).

Comments submitted: Pucklechurch Parish Council is happy to defer to the Conservation Officer. **Noted**

2025/10/15 No 7aiii. P25/02248/TCA Crump House 30 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Works to 1 no Ash Tree to crown reduce by 2.5m, giving a clear 2.0m clearance within Pucklechurch conservation area.

Comments submitted: Pucklechurch Parish Council is happy to defer to the Tree Officer. **Noted**

2025/10/15 No 7b. Planning decisions. All noted.

2025/10/15 No 7bi 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. **Approved with conditions.**

2025/10/15 No 7c. Planning enforcement and any other actions.

2025/10/15 No 7ci. To note Enforcement complaint SGC-294125-Y4L7

Being investigated under COM/25/0692/ADV

Subsequent complaint over use of property reported - SGC-294197-L4N6

Noted.

2025/10/15 No 8. REPORTS.

2025/10/15 No 8a. To receive report from the Clerk.

- Annual tree surveys completed and circulated. Quote for the identified essential work has been commissioned.
- New bench installed in the burial ground – thanks to all those who helped with the delivery. Information has been shared on Facebook
- Reminder to update registers of interest
- Maintenance contract issued to working group - Cllrs Symons, Reid and Parker for first review by 19th November
- Extraordinary meeting arranged for 20th.
- Following a complaint to Enforcement a letter has been issued - COM/2
- 5/0712/COU
- Condition surveys of community centre and scout hut are booked for 28th October
- More work is required on the wall in burial ground – contractor asked to quote
- Request from Cllr Boyle to use Zoom account for which a donation would be made - approved.
- Remembrance Day service agreed Cllr Reid will deputise if Cllr Pibworth not available.

2025/10/15 No 9 FINANCE

2025/10/15 No 9a. To approve contractual and other obligations for September 2025.

Payments approved in September but the invoices were not received until after the meeting.

Payee	Description	Net	VAT	Total
Prestige Grounds	cricket square work done at start of project	£1,500.00	£300.00	£1,800.00
Prestige Grounds	cricket square, drainage and football pitch renovations stage 1	£56,301.00	£11,260.20	£67,561.20

Payments were checked and approved by Cllrs Boyle and Dunning. Noted.

Payments due in October

Payee	Description	Net	VAT	Total
D Dunning	salary	£2,026.93	£0.00	£2,026.93
D Dunning (refund Viking)	cleaning materials for Scout hut	£34.03	£6.81	£40.84
HMRC	Tax and NI	£823.76	£0.00	£823.76
ALCA	Inv00120 Parker GDPR training	£14.00	£0.00	£14.00
ALCA	LCAS Bronze accreditation	£50.00	£0.00	£50.00
ALCA	LCAS Silver accreditation	£65.00	£0.00	£65.00
Glasdon UK Limited	Bench SI922407	£477.52	£95.50	£573.02
Instant Landscapes	Inv1656 Rec, St Aldams and Eagle Crescent grass cutting to 2nd October and bramble clearance	£1,282.00	£0.00	£1,282.00
C Hall	Shortwood play area rent	£180.00	£0.00	£180.00
Primrose gardening	Inv245 Rocker removal, bench installation and waste disposal for tree thinning	£718.00	£0.00	£718.00

Primrose gardening	Inv243 Maintenance contract	£1,585.00	£0.00	£1,585.00
Primrose gardening	Inv244 Litter	£250.00	£0.00	£250.00
NALC	LCAS registration	£50.00	£10.00	£60.00
ALCA	Inv00157 Reid GDPR training	£14.00	£0.00	£14.00
ALCA	Inv00150 Freestone GDPR training	£14.00	£0.00	£14.00
Total		£7,584.24	£112.31	£7,696.55

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

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
EDF Energy	Electricity Scout hut	£179.58	£8.98	£188.56
Reconomy	Monthly waste collection	£48.68	£9.74	£58.42
Unity Bank	charges	£9.75	£0.00	£9.75

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

2025/10/15 No 9b. To receive and agree reconciliations for September 2025.

Balance per bank statements as at 01/09/25	£
Unity Bank current	£74,418.36
Unity Instant access savings	£90,197.26
Hinckley and Rugby BS	£75,000.00
Unity Bank current	
Less: payments for September 2025	£76,241.65
Plus: Unity income for September 2025	£89,558.53
Balance as at 30/09/25	£87,735.24
Unity Bank instant access savings	
Less: payments for September 2025	£0.00
Plus: Income for September	£509.06
Balance as at 30/09/25	£90,706.32
Hinckley and Rugby BS savings account	
Less: payments for September 2025	£0.00
Plus: income for September 2025	£0.00
Balance as at 30/09/25	£75,000.00

Balance as at 30/09/25	£253,441.56

Figure 1 Print screen of September 2025 accounts.

Balance c/fwd	75,000.00	90,706.32	87,735.24			
	A	B	C			
Combined balance	D	253,441.56		Bank rec at 30 09 25		
				Hinckley and Rugby 90 day	75,000.00	
				Unity instant access savings	90706.32	
				Unity	87,735.24	
Balance as at 1st April 20245		244,038.85				
Plus: receipts in year to date		208,924.62			253,441.56	
Less Payments in year to date		199,521.91		Less: uncleared chqs	0.00	
Balance as at 30th September 2025	E	253,441.56		F should equal D & E	253,441.56	Diff 0.00

Figure 2 Print screen Unity Bank current account statement September 2025

22/09/2025	Faster Payment Debit	B/P to: Allied Electrical	£389.99	£0.00	£86,065.72
22/09/2025	Faster Payment Debit	B/P to: Gordon Playground	£396.00	£0.00	£85,669.72
22/09/2025	Faster Payment Debit	B/P to: VisionICT	£18.00	£0.00	£85,651.72
22/09/2025	Faster Payment Debit	B/P to: Daphne Dunning	£2,026.73	£0.00	£83,624.99
23/09/2025	Faster Payment Debit	B/P to: Prestige Grounds	£67,561.20	£0.00	£16,063.79
23/09/2025	Faster Payment Debit	B/P to: Prestige Grounds	£1,800.00	£0.00	£14,263.79
30/09/2025	Credit	SOUTH GLOC COUNCIL	£0.00	£73,480.00	£87,743.79
30/09/2025	Fee	Service Charge	£8.55	£0.00	£87,735.24

Figure 3 Print Screen Unity savings account September 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£90,197.26
30/09/2025	Credit Interest	Credit Interest	£0.00	£509.06	£90,706.32

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 9th October 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 2.9%. The available balance is £75,000.00 and the pending balance is also £75,000.00. There are buttons for 'PAYMENTS' and 'MANAGE ACCOUNT'. Below the account details, there is a 'Year' dropdown menu currently set to '2025'.

Pucklechurch Parish Council	
Local Council 90 Day Notice 17011058069	Interest rate: 2.9 %
Available balance £75,000.00	Pending balance £75,000.00
PAYMENTS	MANAGE ACCOUNT

Year
2025

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

Date of next meeting 19th November 2025

Meeting closed at 20:35