



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 10TH DECEMBER 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs G Boyle, R Dunning, J Hawkins and D Freestone
In attendance: Clerk D Dunning and Ward Councillor Palmer.

Public Participation.

None.

2025/12/10 No 1. To receive apologies for absence.

Cllrs Hemmings, Parker, Symonds, Reid and Ward Councillor Stokes.
Cllr Pibworth was absent.

2025/12/10 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary interests by Cllr Freestone in 5a as chair of Pucklechurch Cricket.

2025/12/10 No 3. To approve minutes and sign as correct records of the council meetings.

Resolved to approve the minutes of 20th October 2025 and 19th November 2025. Minutes were duly signed by the Chair of meeting.

2025/12/10 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer:

- Work by Highways England on A432 Badminton Road bridge over the M4 is due to be completed by the spring. South Gloucestershire Council is pressing for financial contributions and support to retain the temporary lights at Henfield crossroads and at the A46 junction at Tormarton.

2025/12/10 No 5. AGENDA ITEMS TO ACTION.

2025/12/10 No 5a. To receive any updates and agree any actions relating to the Community Centre and in addition consider:

- i. Cost implications from condition survey.

No updates deferred to January meeting.

2025/12/10 No 5b. To receive any updates on the Scout hut and agree any actions and in addition consider:

- i. Cost implications from condition survey.

Deferred to January meeting.

- ii. Consider feedback from Guides on some immediate repairs and agree any actions

Resolved no ad hoc works can be undertaken until the condition survey is considered and a master plan produced.

- iii. Consider request for a new Pucklechurch/Wick joint Ranger group to hold meeting on alternate Monday evenings.

Resolved to approve in principle subject to an agreement to hire charges of £40 per term.

2025/12/10 No 5c. To receive any updates and agree any actions on Leigh Farm woodland project.

Good publicity from launch event. Pucklechurch Primary School visit is to be rearranged due to poor weather. Volunteering events going well although Strom Bram curtailed 9th December session.

Standing orders were suspended and in accordance with SO 3m the council agreed to consider item 5d after the remaining business was transacted.

2025/12/10 No 5d. To review second draft of the 2026/27 budget and agree any further actions for approval in January 2026

See details at the end of the minutes.

2025/12/10 No 6. AGENDA ITEMS TO NOTE

2025/12/10 No 6a. To note items of correspondence and agree if any actions required.

i. To note that the council is unable to respond to anonymous correspondence. Agreed to send the correspondence to Enforcement.

2025/12/10 No 6b. To note dates for 2026 council meetings.

Noted and on the council website

[https://www.pucklechurchparishcouncil.gov.uk/Meetings and Minutes 33806.aspx](https://www.pucklechurchparishcouncil.gov.uk/Meetings%20and%20Minutes%2033806.aspx).

2025/12/10 No 7. PLANNING.

2025/12/10 No 7a. Planning applications.

2025/12/10 No 7ai. P25/02681/TCA Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD

Works to 1.no Ash Tree to remove overhanging limbs on rear neighbour side.

Submitted response *'Pucklechurch Parish Council is happy to defer to the Tree Officer'* under delegated powers **noted**.

2025/12/10 No 7aii P25/02712/PNS Land Off Redford Lane Pucklechurch South Gloucestershire

Creation of a temporary construction compound and access road.

Withdrawn.

2025/12/10 No 7aiii. P25/02566/HH Shortwood Lodge Shortwood Hill Mangotsfield South Gloucestershire BS16 9PF

Erection of single storey rear extension to form additional living accommodation.

Replacement of front canopy, Installation of rear access steps. Enlargement of windows and door to front elevation and raise roofline of existing boot room to match proposed rear extension.

No objections.

Application received after the agenda issued

2025/12/10 7aiv. P25/02734/F Land At Westerleigh Road Pucklechurch South Gloucestershire

Erection of an outbuilding to form double garage and home office.

Delegated to the Clerk to respond with recommended comment of no objection.

2025/12/10 No 7b. Planning decisions.

None.

2025/12/10 No 7c. Planning enforcement and any other actions.
None.

2025/12/10 No 8. REPORTS.

2025/12/10 No 8a. To receive report from the Clerk.

- Written to all companies quoting for the work at the Recreation Ground informing those who were unsuccessful and commissioning Proludic to install a new rocker.
- New springer ordered for The Recreation ground at a cost of £4425.70 (net) which is slightly under the initial quote.
- Shared condition survey with Pucklechurch Community Association ref: 2025/11/19 5ai
- Appointed cleaning contractor as agreed to commence 1st December 2025 and informed uniform groups ref: 2025/10/19 5bii
- Arranged advert in Emersons Green and Downend Voice for the new Maintenance contract. Posted to website. Emails sent to a number of contractors working in this field.
- Updated action plan on website.
- Rough sleeper information relayed to and acknowledged by South Gloucestershire Council.
- New bleed kit installed at The Bungalow HMP Ashfield and register online.
- Trellis patched at memorial garden and Parkfield potholes will be addressed when weather permits.
- South Western English Springer Spaniel club wish to hire The Receptions ground by the Community Centre for their dog show on Sunday 3rd May 2026 8.30am – 4.30pm. Noted this was the first weekend of the new Cricket season but Sunday games will be avoided. **Resolved** to approve hire.
- Confirmed to the Revel committee that solar remains the only option at the Millennium Green.
- The presented submission of proposed comments on special expenses within the South Gloucestershire Council budget consultation was agreed.
- No grant applications received to date.

2025/12/10 No 9 FINANCE.

2025/12/10 No 9a. To approve contractual and other obligations for October 2025.

Payments approved under delegated powers

Payee	Description	Net	VAT	Total
Voice News & Media	Advert for maintenance contract	£65.00	£13.00	£78.00
				£78.00

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

Payments due in December.

Payee	Description	Net	VAT	Total
D Dunning	salary	£2,026.93		£2,026.93
Viking (refund D Dunning)	stationery	£56.85	£11.38	£68.23
HMRC	Tax and NI	£823.76	£0.00	£823.76
Primrose gardening	Maintenance contract 255	£1,585.00	£0.00	£1,585.00
Primrose gardening	litter 256	£200.00	£0.00	£200.00
Instant Landscape	grass cutting 1661	£272.00	£0.00	£272.00

Halford Associates	Condition survey 251411	£3,500.00	£700.00	£4,200.00
PATA	Payroll service 25/0423/PPS	£47.46	£0.00	£47.46
Blacksheep	Burial ground wall 256	£375.00	£0.00	£375.00
		£8,887.00	£711.38	£9,598.38

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

Invoice due for payment before next meeting but not yet received.

Payee	Description	Net	VAT	Total
Midland Forestry	Tree works quote 5080	£557.00	£111.40	£668.40
Midland Forestry	Woodland tree works quote 4855	£2,100.00	£420.00	£2,520.00
		£2,657.00	£531.40	£3,188.40

Quotes checked and confirmed for accuracy against payment list - Cllr Hawkins
Resolved to approve invoices for payment when received.

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	£127.30	£6.36	£133.66
Reconomy	Monthly waste collection	£48.68	£9.74	£58.42
Unity Bank	charges	£8.55	£0.00	£8.55

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

2025/12/10 No 9b. To receive and agree reconciliations for November 2025.

Balance per bank statements as at 01/11/25	£
Unity Bank current	£78,963.75
Unity Instant access savings	£90,706.32
Hinckley and Rugby BS	£75,000.00
Unity Bank current	
Less: payments for November 2025	£9,805.79
Plus: Unity income for November 2025	£75.00
Balance as at 30/11/25	£69,232.96
Unity Bank instant access savings	
Less: payments for November 2025	£0.00
Plus: Income for November	£0.00
Balance as at 30/11/25	£90,706.32
Hinckley and Rugby BS savings account	
Less: payments for November 2025	£0.00
Plus: income for November 2025	£0.00
Balance as at 30/11/25	£75,000.00
Total balances as at 30/11/25	£234,939.28

Figure 1 Print screen of November 2025 accounts.

Balance c/fwd	75,000.00	90,706.32	69,232.96			
	A	B	C			
Combined balance	D	234,939.28		Bank rec at 30 11 25		
				Hinckley and Rugby 90 day	75,000.00	
				Unity instant access savings	90706.32	
				Unity	69,232.96	
Balance as at 1st April 2025		244,038.85				
Plus: receipts in year to date		209,522.57				
Less Payments in year to date		218,622.14				
Balance as at 30th November 2025	E	234,939.28		F should equal D & E	234,939.28	Diff 0.00

Figure 2 Print screen Unity Bank current account statement November 2025.

21/11/2025	Faster Payment Debit	B/P to: Primrose Gardening	£200.00	£0.00	£75,773.33
21/11/2025	Faster Payment Debit	B/P to: South Glos Council	£2,686.93	£0.00	£73,086.40
21/11/2025	Faster Payment Debit	B/P to: Andrea Pellegram	£1,296.00	£0.00	£71,790.40
21/11/2025	Faster Payment Debit	B/P to: Daphne Dunning	£2,038.58	£0.00	£69,751.82
21/11/2025	Faster Payment Debit	B/P to: SERCO	£430.66	£0.00	£69,321.16
26/11/2025	Faster Payment Debit	B/P to: Voice media	£78.00	£0.00	£69,243.16
30/11/2025	Fee	Service Charge	£10.20	£0.00	£69,232.96

Figure 3 Print Screen Unity savings account November 2025.

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/10/2025		Balance brought forward	£0.00	£0.00	£90,706.32

Figure 4 Print Screen Hinckley and Rugby BS savings account as at 18th November 2025.

H&R Building Society

Savings Accounts Summary

Pucklechurch Parish Council

Local Council 90 Day Notice Interest rate: 2.9 %
17011058069

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

PAYMENTS **MANAGE ACCOUNT**

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

2025/12/10 No 5d. To review second draft of the 2026/27 budget and agree any further actions for approval in January 2026

Resolved to prepare two options to council for consideration.

Extra ordinary meeting on 5th January 2026 **noted.**

Date of next meeting 21st January 2026.

Meeting closed at 20:30.

DRAFT MINUTES SUBJECT TO APPROVAL NEXT MEETING

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