PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH MARCH 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.
Cllrs G Boyle, H Parker, J Hawkins, S Reid, T Symons and D Freestone
In attendance: Clerk D Dunning and Ward Councillors Palmer and Stokes

Public Participation.
None.

2026/03/18 No 1. To receive apologies for absence.
Cllr. Dunning. Cllrs Hemmings and Pibworth were absent.

2026/03/18 No 2. Declarations of interest (if any) and dispensations.
Non-pecuniary interests by Cllr Freestone in 5a as Chair of Pucklechurch Cricket and Cllr Symons in 5a as PCA trustee.

2026/03/18 No 3. To approve minutes and sign as correct records of the council meetings.
Resolved to approve the minutes of 18th February 2026 and 9th March 2026. Minutes were duly signed by the Chair of meeting.

2026/03/18 No 4. To receive report from ward councillors.
Ward Cllr Palmer:

- Repairs to address flooding at The Vale completed.

Ward Cllr Stokes:

- Nationally the cost to repair potholes is estimated at £18.5bn. South Gloucestershire Council (SGC) is trying to manage its declining road network. Potholes should continue to be reported, although priority will be given where there are safety issues.
- Local Plan timetable issued https://localplanexamination.commonplace.is
- New powers around fly tipping and waste control proposed for the Environment Agency with Local Authorities getting enhanced powers to spot fine people caught throwing waste from vehicles.
- It is hoped local rural communities and vulnerable households heating by oil will benefit from the Government support.
- Overnight road closure A46 Bath Road, Old Sodbury and Tormarton 30/03/2026 – 13/04/2026 between 8pm-6am.
- SGC raising awareness of meningitis.
- DEFRA consultation on wood burners and the impact of particulates. Proposing stricter emission limits https://consult.defra.gov.uk/domestic-burning/consultation-on-solid-fuel-burning/

AGENDA ITEMS TO ACTION.

2026/03/18 No 5a. Community Centre.
i) To receive an update from latest PCA meetings and agree any actions.
All required electrical work completed and both electoral and gas equipment certified. Quotation obtained for external stair and balcony work. PPC/PCA working group meeting on 26th.

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ii) To receive any updates arising from completed or planned works and agree any actions.

None.

iii) To receive any updates on the developing action plan and consider and agree any actions.

None.

2026/03/18 No 5b. Scout hut.

i) To receive any updates on the Scout hut and consider and agree any actions.

Quote for electrical work requested. Yate Fire booked to assess fire extinguishers on 19th.

ii) To note provisional date for an additional booking on 20th April for good citizen test evening (dogs).

Agreed and noted.

2026/03/18 No 5c. To receive any updates and agree any actions on other S106 projects including sport pitches and woodland.

Football pitch 'holding up' really well despite the poor weather. Ongoing work on the new cricket square.

Tree planting is completed for this season. Next stage is mulching. Areas for wild flower planting being prepared for seeding.

2026/03/18 No 5d. To appoint councillor to undertake a review of the fixed asset register.

Resolved Cllr Freestone to review.

2026/03/18 No 5e. To consider an application to hire an area of the Recreation Ground on 10th July for a Year 6 end of year party and agree any actions.

The area identified may be in use that day for Youth cricket. While party goers are free to use other suitable areas of the Recreation ground for games and a picnic, it was agreed a small inflatable will not be permitted on safety grounds..

Resolved to reject the application to use the identified area of the Recreation ground.

2026/03/18 No 5f. To consider an application to hire an area of the Recreation Ground on Sunday 26th July for a Pucklechurch Football Club event and agree any actions.

Resolved that food vans will not be permitted on The Recreation Ground but suggested the Football Club approach the PCA to request use of the car park near the Scout Hut.

2026/03/18 No 5g. To consider a request from Girlguiding Bristol and South Gloucestershire to provide financial support to their International opportunities and agree any actions.

The Grant scheme is closed.

Resolved not to provide financial support to Girlguiding Bristol and South Gloucestershire.

2026/03/18 5h. To consider making a donation to Rainbows for £200.00 to cover the cost of material and resources for weekly enrichment activities.

Resolved to approve a one off donation of £200 for enrichment activities.

2026/03/18 5i. To confirm that Auditing Solutions Ltd as parish sector experts is appointed to undertake the 2025/26 internal audit and to agree to appointing them as internal auditors for 2026/27.

Resolved to ratify the appointment of Auditing Solutions Ltd to undertake Internal Audit for 2025/26 and approve their appointment for 2026/27.

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2026/03/18 No 6. AGENDA ITEMS TO NOTE

2026/03/18 No 6a. To note items of correspondence and agree if any actions required:
None.

2026/03/18 No 7. PLANNING.

2026/03/18 No 7a. Planning applications.
2026/03/18 No 7ai. P26/00372/F Moor Paddock Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY,
Creation of 2no. additional pitches comprising of 2no. additional mobile homes, associated parking and drainage (part retrospective).
Resolved no objections.

2026/03/18 No 7aii a) P26/00374/LB 15 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB.
Internal and external alterations to remove and replace 3no. windows on the east side elevation. External alterations to install solar PV panels to rear roof slope.
and
2026/03/18 7aii b) P26/00312/HH 15 Westerleigh Road Pucklechurch South Gloucestershire.
Installation of 12.no solar panels on rear facing pitched roof. Replacement of 3.no windows on side elevation.
Resolved to defer to Conservation Officer.

To note comments submitted under delegated powers.
2026/03/18 **No 7aiii. P26/00537/TCA Old Court Barn Westerleigh Road Pucklechurch BS16 9RD.**
Works to 1no Horse Chestnut Tree (T1) to crown reduce by 1m. Works to 1no Silver Birch Tree (T2) to crown reduce by 1.5m all within Pucklechurch Conservation Area.
Submitted comments: Pucklechurch Parish Council is happy to defer to the Tree Officer.
Noted.

7aiv. P26/00400/TCA 7 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RB.
Works to fell 1no Tree of Heaven within Pucklechurch Conservation area.
Submitted comments: Pucklechurch Parish Council is happy to defer to the Tree Officer.
Noted.

2026/03/18 No 7b. Planning decisions. All noted
2026/03/18 No 7bi 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). Approved with conditions.

2026/03/18 No 7c. Planning enforcement and any other actions.
None.

2026/03/18 No 8. REPORTS.

2026/03/18 No 8a. To receive report from the Clerk.
- Notified unsuccessful applicants for Maintenance contract.

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- Submitted responses to Regulation 16 Neighbourhood Plan consultation to South. Gloucestershire Council.
- New springer installed on the Recreation ground.
- Issued 26/27 tenancy letter for allotments. Currently there are no spaces.
- Awaiting quotation for electrical work at Scout hut.
- Responded to email from Claire Young MP regarding a litter bin on the Dramway/cycle path.
- Assembly meeting booked 22nd April.
- Circulated email from Barry Wyatt regarding the council's wind turbine letter.
- Responded to correspondence on matters relating to allotments, burials and potholes.
- Written to South Gloucestershire Council regarding missed area of amenity grass cutting.
- First internal audit checks completed for year.
- PCA/PPC working group meeting arranged.

2026/03/18 No 9 FINANCE.

2026/03/18 No 9a. To approve contractual and other obligations for March 2026

Payee	Description	Net	VAT	Total
Microshade VSM	March IT services	£62.59	£12.52	£75.11
ALCA	FOI training Cllrs Boyle Parker and Hawkins 23428	£42.00	£0.00	£42.00
ALCA	FOI training Cllr Dunning 00158	£14.00	£0.00	£14.00
HMRC	Tax and NI	£701.01	£0.00	£701.01
D Dunning	Pay	£2,208.41	£0.00	£2,208.41
D Dunning	Refund smoke alarms Scout hut	£50.50	£0.00	£50.50
D Dunning	refund stamps	£6.96	£0.00	£6.96
D Dunning	refund lock Castle Road entrance	£30.00	£0.00	£30.00
Primrose Gardening	litter 269	£200.00	£0.00	£200.00
Primrose Gardening	Maintenance contract 268	£1,585.00	£0.00	£1,585.00
Primrose Gardening	Dispensers at Scout hut 370	£25.00	£0.00	£25.00
Vision ICT	email hosting 21561	£220.00	£44.00	£264.00
Revel	Donation for Revel 75	£559.60	£0.00	£559.60
Instant Landscapes	Fencing St Aldams 1663	£2,200.00	£0.00	£2,200.00
Instant Landscapes	Hedge cutting St Aldams Drive and Recreation ground 1664	£2,530.00	£0.00	£2,530.00
PATA	Payroll service 25/0780/PPS	£51.30	£0.00	£51.30
SERCO	Pucklechurch News Spring 921102333	£358.88	£71.78	£430.66
At All Things Clean	January Scout hut 2692	£90.00	£0.00	£90.00
Pucklechurch Rainbows	Donation for enricjment activities	£200.00	£0.00	£200.00
Proludic	Springer The Re	£4,425.70	£885.14	£5,310.84
Andrea Pelligram	Neighbourhood Plan support	£640.00	£128.00	£768.00
		£16,200.95	**£1,141.44**	**£17,342.39**

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

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

Direct debits.

Supplier	Goods	Net	VAT	Total
o2	Phone	£11.00	£2.20	£13.20
BT	Broadband	£45.87	£9.17	£55.04
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	£130.18	£6.51	£136.69
Reconnomy	Monthly waste collection x3	£76.68	£15.34	£92.02
Reconnomy	overweight charge	£6.87	£1.37	£8.24
Unity Bank	charges	£11.05	£0.00	£11.05
ICO	Data protection	£47.00	£0.00	£47.00

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

2026/03/18 No 9b. To receive and agree reconciliations for February 2026.

Balance per bank statements as at 01/02/26	**£**
Unity Bank current	£45,350.09
Unity Instant access savings	£91,206.20
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for February 2026	£14,647.25
Plus: Unity income for February 2026	£660.00
Balance as at 28/02/26	**£31,362.84**
Unity Bank instant access savings	
Less: payments for February 2026	£0.00
Plus: Income for February 2026	£0.00
Balance as at 28/02/26	**£91,206.20**
Hinckley and Rugby BS savings account	
Less: payments for February 2026	£0.00
Plus: income for February 2026	£0.00
Balance as at 28/02/26	**£76,206.99**
Balance as at 28/02/26	**£198,776.03**

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Figure 1 Print screen of February 2026 accounts.

Balance c/fwd	**76,206.99**	**91,206.20**	**31,362.84**				
	A	**B**	**C**				
Combined balance	**D**	**198,776.03**		**Bank rec at 28 02.26**			
				Hinckley and Rugby 90 day	76,206.99		
				Unity instant access savings	91206.20		
Balance as at 1st April 2025		**244,038.85**		Unity	31,362.84		
Plus: receipts in year to date		212,339.44			**198,776.03**		
Less Payments in year to date		257,602.26		Less: uncleared chqs	0.00		
Balance as at 28 February 2026	**E**	**198,776.03**		**F should equal D & E**	**198,776.03**	***Diff***	***0.00***

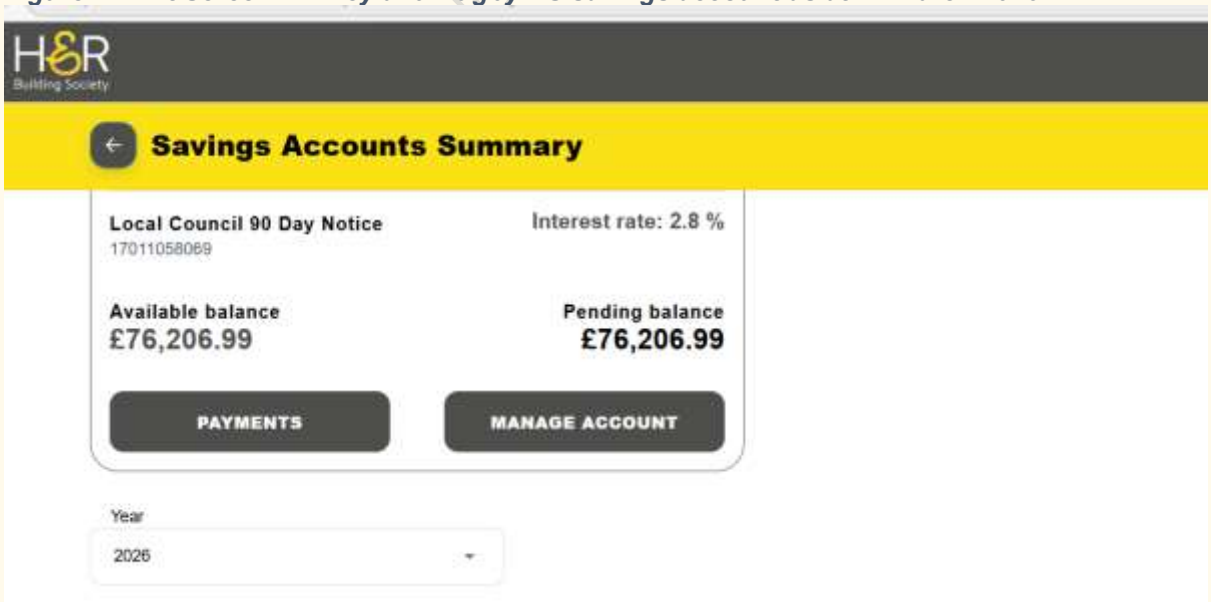
Figure 2 Print screen Unity Bank current account statement February 2026.

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
27/02/2026	Credit	AUSTIN SHEPP	£0.00	£400.00	£31,371.84
28/02/2026	Fee	Service Charge	£9.00	£0.00	£31,362.84

Figure 3 Print Screen Unity savings account February 2026.

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/01/2026		Balance brought forward	£0.00	£0.00	£91,206.20

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 4th March 2026.



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

Date of next meeting 15th April 2026
Meeting closed at 20:10