



## PUCKLECHURCH PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 13<sup>TH</sup> MAY 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

#### **Present.**

Cllrs G Boyle (Chair), A Hemmings, S Reid, J Hawkins, H Parker, D Freestone and R Dunning.

In attendance: Clerk D Dunning and Ward Councillors Palmer and Stokes. 1 member of the public.

#### **Public Participation.**

None.

#### **2026/05/13 No 1. To elect the Chair of Council and receive signed Declaration of Acceptance of Office.**

**Resolved** to elect Gail Boyle as Chair of Council. Declaration of acceptance of office was signed and witnessed.

#### **2026/05/13 No 2. To elect the Vice Chair of Council and receive signed Declaration of Acceptance of Office.**

**Resolved** to elect Richard Dunning as Vice Chair of Council. Declaration of acceptance of office was signed and witnessed.

#### **2026/05/13 No 3. To receive apologies for absence.**

Apologies were received from Cllr Symons.

#### **2026/05/13 No 4. Declarations of interest (if any) and dispensations.**

Non-pecuniary declaration by Cllr Freestone in 7n as Chair of Pucklechurch Cricket.

#### **2026/05/13 No 5. To approve minutes and sign as a correct record of the council meeting.**

**Resolved** to approve the minutes of 15th April 2026. Minutes were duly signed by the Chair of Council.

#### **2026/05/13 No 6. To receive reports from ward councillors.**

Ward Cllr Palmer:

- Local Plan examination starts next week on 19<sup>th</sup> May.
- Marsh Farm planning decision due on 14<sup>th</sup> May
- Still chasing resurfacing of Hill View Road but the poor road condition means the costs for resurfacing are prohibitively expensive.

Ward Cllr Stokes:

- Supporting Cllr Palmer's views on Marsh Farm
- Crisis and resilience fund open to help those most in need due to facing a financial crisis.
- Foster Carers fortnight – details posted on website and social media
- Mental Health awareness week - highlighted Wellbeing workshops.

Ward Cllr Stokes left the meeting at 19:40

**2026/05/13 No 7 AGENDA ITEMS TO ACTION.**

**2026/05/13 No 7a. To note the outcome of the casual vacancy notice and consider co-option of new councillor.**

South Gloucestershire Council has confirmed no request for an election has been received and council may co-opt.

One expression of interest has been received and the member of public introduced herself.

**Resolved** to co-opt Lynne English to the council. The acceptance of office was duly signed and witnessed.

**2026/05/13 No 7b To review and approve the following policies:**

- Standing Orders
- Financial Regulations
- Code of conduct
- Scheme of delegation

**Resolved** to agree amendments and approve policies.

**2026/05/13 No 7c. To approve a programme to review other policies/protocols and agree time frames for future reviews unless legislation or statutory requirements change.**

**Resolved** each councillor to review allotted policies.

**2026/05/13 No 7d. To review and approve the annual Risk Assessment.**

**Resolved** to approve. Hard copy signed by the Chair of Council.

**2026/05/13 No 7e. To confirm and approve asset register following physical checks.**

Cllr Freestone was thanked for his thorough checks.

**Resolved** to approve.

**2026/05/13 No 7f. GDPR compliance -to review policies (below) and confirm any breaches during 2025/26.**

Reviewed the following policies:

- Information and Data.
- Privacy.
- Consent form.

Policies reviewed and approved. There were no GDPR breaches during 2025/26.

**2026/05/13 No 7g. Freedom of Information - to review policies (below) and note any FOI/SAR requests during 2025/26.**

Reviewed the following policies:

- Subject access request.
- Data breach.
- Bring your own device.
- Data sharing.

Policies reviewed and approved. There were no FOI/SAR requests during 2025/26

**2026/05/13 No 7h. To review charges for burial ground, allotment, sports, event charges and nominal rent and agree any actions.**

**Resolved** no changes to fees in 2026.

**2026/05/130 No 7i To review and agree direct debits for 2026\_27**

Microshade has been added to the direct debit list.

**Resolved** to agree direct debit list for 2026\_27.

**2026/05/130 No 7j. To receive end of year accounts**

**i. To receive report on Assertion 10 and agree any actions.**

Report noted. The Clerk was thanked for all her hard work.

**ii. To receive and note Annual Internal Audit Report for year end 31/03/26.**

Council was pleased to note there were no issues raised during the internal audit.

**iii. To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/26.**

Statements were read out with affirmative statements for Q1- 8 and 10 and 9 'N/A'.

**Resolved** to approve the Annual Governance Statement for 2025/26 which was duly signed by the Clerk and Chair of Council.

**iv. To consider and approve the Accounting Statements (Section 2) for year end 31/03/26.**

**Resolved** to approve the Annual Accounting statement which was signed by the Chair of council.

**v. To note audit requirements as income over £200.000 and agree the end of year reconciliations and explanation of variances submissions.**

**Resolved** to approved the above. Earmarked reserves were noted and approved.

**vi. To receive and agree the parish council end of year report.**

**Resolved** to approved the parish council end of year report.

**vii. To note the period for the exercise of public rights is set from Wednesday 03 June 2026 and ending on Tuesday 14 July 2026.**

Noted.

**2025/05/821 No 7k. To agree membership of working groups and representatives for outside bodies.**

**Resolved** to approve the following:

|  | GB | RD | DF | JH | AH | HP | SR | TS | LE |
|--|----|----|----|----|----|----|----|----|----|
| <b>Working groups</b>                            |    |    |    |    |    |    |    |    |    |
| Planning liaison                                 | X  |    |    |    |    | X  |    |    | X  |
| Staffing   | X  |    |    | X  | X  |    |    |    |    |
| Woodlands, open spaces, Street Care & Allotments |    | X  |    |    | X  |    | X  | X  |    |
| S106 working group                               |    | X  | X  | X  |    |    |    |    |    |
| Health and Safety lead                           |    |    |    |    | X  |    |    |    |    |
| Scout hut working group                          | X  |    |    | X  | X  |    | X  |    |    |
| Community centre working group                   | X  |    | X  |    | X  |    |    |    |    |
| Community hall liaison (meetings)                |    |    | X  |    |    |    |    |    |    |
| Play area working group                          |    | X  |    | X  |    |    | X  | X  |    |
| WERN village agent led steering group            |    |    |    |    |    | X  |    |    | X  |

|  |   |   |  |  |  |   |  |  |  |
|--|---|---|--|--|--|---|--|--|--|
|  |   |   |  |  |  |   |  |  |  |
| <b>External bodies</b>                   |   |   |  |  |  |   |  |  |  |
| Avon Local Councils Association (ALCA)   | X |   |  |  |  |   |  |  |  |
| Neighbourhood Plan Steering Group        | X | X |  |  |  |   |  |  |  |
| The West of England Rural Network (WERN) |   | X |  |  |  | X |  |  |  |

**2026/05/13 No 7l. To note termination of lease agreement at Shortwood play area as at 31/03/27 and agree actions to clear the site to meet the lease conditions.**

Termination of the lease was noted. Agreed to investigate clearance costs.

**2026/05/13 No 7m. To receive report, note FOI request and consider and agree a response to South Gloucestershire Council's special expenses consultation <https://specialexpensespolicy.commonplace.is/>.**

Report noted and agreed it is currently impossible to respond effectively.

**Resolved** to delegate responsibility to the Chair and Clerk to draft an outline response for consideration at the June meeting when it is hoped further information will have been received.

**2026/05/13 No 7n. To receive any updates and agree any actions relating to: The Community Centre.**

- PCA concerns over parking – it was noted that any actions should be proportionate to the problem.

**Scout hut.**

- Agreed heating and toilets are the priority. Toilet upgrade would be to 2 unisex and 1 disabled toilet – Cllr Hemmings obtaining outline costs and is looking at best options for replacement heating.
- New fire extinguishers and fire blanket installed.

**S106 project**

Recreation ground football pitch has undergone end of season work.

It was noted there is a new youth football team.

**2026/05/13 No 7o To consider and approve insurance quotation for 2026/27.**

**Resolved** to accept quotation from Clear Councils.

**2026/05/13 No 8. AGENDA ITEMS TO NOTE.**

**2026/05/13 No 8a To note meeting dates for 2026\_27**

Noted.

**2026/05/13 No 8b. To note correspondence:**

- Letter from Places for People and agree any actions. Westerleigh and Coalpit Health Parish Council has stated it is willing to jointly meet. Agreed to a joint presentation held in public with no negotiations.
- April report from PCSO. – noted.
- Additional 3-week consultation for the Pucklechurch Neighbourhood Plan due to recent changes brought into force on 25<sup>th</sup> March as a result of the Levelling-up and Regeneration Act (LURA) [LURA letter pucklechurch.pdf](#) Noted.

**2026/05/13 No 9. PLANNING.**

**2026/05/13 No 9a. Planning applications.**

To note submitted comments under delegated powers

**2026/05/13 No 9ai. P26/00925/TRE Applebee House The Old Orchard Pucklechurch South Gloucestershire BS16 9AR**

Works to crown reduce 1no Oak Tree And 1no Beech Tree by 2m covered by Tree Preservation Order SGTPO44/14 dated 11<sup>th</sup> May 2015.

Submitted comments: Pucklechurch Parish Council is happy to defer to the Tree Officer.

**2026/05/13 No 9b. Planning decisions. All noted.**

**2026/05/13 No 9bi P26/00676/TCA Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD**

Works to 1.no Robinia Pseudoacacia Tree to reduce mid crown by 1.5m. Tree situated within Pucklechurch Conservation Area. No objection.

**2026/05/13 No 9bii 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). Approved with conditions.

**2026/05/13 9biii P26/00537/TCA Old Court Barn Westerleigh Road Pucklechurch South Gloucestershire 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. No objections.

Applications received after agenda issued

**2026/05/13 9biv P26/00575/HH 1 Woodpecker Crescent Pucklechurch South Gloucestershire BS16 9ST**

Erection of single storey side extension to form additional living accommodation. Approved with conditions.

Adjacent parish

**2026/05/13 9bv 7aii P26/00240/F Buildings A And D Green Tree Farm Lyde Green Emersons Green South Gloucestershire BS16 7NT**

Change of use of 1no. building to 6no. flats (Class C2) and 1no. building to shared recreational space with associated works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (retrospective). Refusal.

**2026/05/13 No 9c. Planning enforcement and any other actions.**

**2026/05/13 9ci APP/P0119/C/26/3378285 Land North Of Meadow View Shortwood Road Pucklechurch Bristol South Gloucestershire**

COM/24/0660/OD/13 Appeal against without planning permission, the change of use of land to the stationing of residential caravans and the associated operational development including the laying of hardcore and the erection of a day room and fencing.

**Resolved** to submit further comments to the Planning Inspectorate.

Adjacent parish

**2026/05/13 9cii. APP/P0119/C/26/3378284 Land Adjacent To Orchard Farm Cottage Pophrey Hill Mangotsfield South Gloucestershire**

COM/25/0204/OD/1 Appeal against without planning permission, the change of use of land to a residential caravan site and associated operational development including the importation and laying of hardcore to level the site and the erection of a building.

**2026/05/13 No 10. REPORTS.**

**2026/05/13 No 10a. To receive report from the Clerk.**

- Subject to the prison's agreement, arranged for Emersons Green CHOW to come at 7pm on 17<sup>th</sup> June so councillors can view the vehicle and speak to Shea. CHOW is otherwise committed on Revel Day.
- Attending special expenses committee hearing on 26 May 6.30pm.
- Planning update:  
Brian Glasson retired and Eileen Paterson is interim director.  
Local plan examination starts on 19<sup>th</sup> until mid-July with 5 bi-weekly sessions which will be Webcast but not recorded.  
Small scale planning applications are the highest level since Covid (781 over 4 months) but so are decisions. Only 12.5% of appeals are being allowed (better than Bristol and BaNES).  
New Neighbourhood Plan requirements outlined and Pucklechurch mentioned.  
Update on delegation or committees and likely timescales for change.  
Questions imply the consequences of planning changes by Government and the fluidity of grey belt are not well understood by some councils/councillors.
- Almondsbury NP group would like to speak to NP members for some advice and guidance.
- COM/25/3673/ADV – the parish council has been advised that there has been a successful prosecution and signage must be removed within the next 28 days.

**2026/05/13 No 11 FINANCE**

**2026/05/13 No 11a. To approve contractual and other obligations for May 2026**

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

Payment made under delegated powers since last council meeting

| Payee              | Description                             | Net            | VAT            | Total            |
|--------------------|---|----------------|----------------|------------------|
| Microshade         | IT services                             | £62.59         | £12.52         | £75.11           |
| Auditing Solutions | Internal Audit                          | £525.00        | £105.00        | £630.00          |
| Bristol Fire       | Equipment for Scout hut agreed 15/04/26 | £325.05        | £65.01         | £390.06          |
| <b>Total</b>       |   | <b>£912.64</b> | <b>£182.53</b> | <b>£1,095.17</b> |

Authorised by Cllrs Dunning and Boyle.

Payments for May 2026

| Payee     | Description            | Net       | VAT   | Total     |           |
|-----------|------------------------|-----------|-------|-----------|-----------|
| D Dunning | salary                 | £2,186.35 | £0.00 | £2,186.35 | £2,266.81 |
| D Dunning | stamps                 | £5.46     | £0.00 | £5.46     |           |
| D Dunning | Green bin subscription | £75.00    | £0.00 | £75.00    |           |
| HMRC      | Tax & NI               | £733.79   | £0.00 | £733.79   |           |

|  |                                       |                   |                |                   |                   |
|--|---------------------------------------|-------------------|----------------|-------------------|-------------------|
| Primrose Gardening                     | Litter 278                            | £200.00           | £0.00          | £200.00           |                   |
| Primrose Gardening                     | Monthly contract 277                  | £1,585.00         | £0.00          | £1,585.00         |                   |
| Primrose Gardening                     | Replacement of various gate posts 279 | £250.00           | £0.00          | £250.00           | £2,035.00         |
| South Western English Springer Spaniel | Refund deposit                        | £100.00           | £0.00          | £100.00           |                   |
| At All Things Clean                    | Scout hut cleaning March              | £90.00            | £0.00          | £90.00            |                   |
| Clear Councils                         | Insurance                             | £1,620.83         | £0.00          | £1,620.83         |                   |
| C Hall                                 | Shortwood play area rent              | £180.00           | £0.00          | £180.00           |                   |
| AS Hall and Son                        | Shortwood Play area maintenance       | £550.00           | £110.00        | £660.00           |                   |
| G Boyle                                | Zoom subscription refund              | £139.90           | £27.98         | £167.88           |                   |
| South Gloucestershire Council          | Localism charges 3900066875           | £2,403.27         | £480.65        | £2,883.92         |                   |
|  |                                       | <b>£10,119.60</b> | <b>£618.63</b> | <b>£10,738.23</b> | <b>£10,738.23</b> |

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

Direct debits.

| Supplier   | Goods                      | Net     | VAT    | Total   |
|------------|----------------------------|---------|--------|---------|
| o2         | phone                      | £12.50  | £2.50  | £15.00  |
| BT         | broadband                  | £49.22  | £9.84  | £59.06  |
| NEST       | Pension Contribution       | £148.75 | £0.00  | £148.75 |
| 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   | £51.12  | £10.22 | £61.34  |
| EDF Energy | Scout hut                  | £116.39 | £5.82  | £122.21 |
| Unity Bank | Charges                    | £10.75  | £0.00  | £10.75  |

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

**2026/05/13 11b. To receive and agree reconciliations for April 2026.**

| Balance per bank statements as at 01/04/26 | £                  |
|--|--------------------|
| Unity Bank current                         | £13,950.34         |
| Unity Instant access savings               | £91,676.60         |
| Hinckley and Rugby BS                      | £76,206.99         |
|  |                    |
| <b>Unity Bank current</b>                  |                    |
| Less: payments for April 2026              | £7,649.45          |
| Plus: Unity income for April 2026          | £105,386.95        |
| <b>Balance as at 30/04/26</b>              | <b>£111,687.84</b> |
|  |                    |
| <b>Unity Bank instant access savings</b>   |                    |
| Less: payments for April 2026              | £0.00              |

|  |                    |
|--|--------------------|
| Plus: Income for April 2026                  | £0.00              |
| <b>Balance as at 30/04/26</b>                | <b>£91,676.60</b>  |
| <b>Hinckley and Rugby BS savings account</b> |                    |
| Less: payments for April 2026                | £0.00              |
| Plus: income for April 2026                  | £0.00              |
| <b>Balance as at 30/04/26</b>                | <b>£76,206.99</b>  |
| <b>Balance as at 30/04/26</b>                |                    |
|  |                    |
| <b>Balance as at 30/04/26</b>                | <b>£279,571.43</b> |

Figure 1 Print screen of April 2025 accounts.

|                                |           |                   |                   |                                 |                  |             |             |
|--------------------------------|-----------|-------------------|-------------------|---------------------------------|------------------|-------------|-------------|
| Total receipts                 | 76,206.99 | 91,676.60         | 119,337.29        |                                 | 0.00             | 0.00        | 7649.45     |
| Less: payments in month        | 0.00      | 0.00              | 7,649.45          |                                 |                  |             |             |
| Balance c/fwd                  | 76,206.99 | 91,676.60         | 111,687.84        |                                 |                  |             |             |
|                                | <b>A</b>  | <b>B</b>          | <b>C</b>          |                                 |                  |             |             |
| Combined balance               | <b>D</b>  | <b>279,571.43</b> | <b>=A + B + C</b> | Bank rec at 30.04.26            |                  |             |             |
|                                |           |                   |                   | Hinckley and Rugby 90 day       | 76206.99         |             |             |
|                                |           |                   |                   | Unity instant access savings    | 91676.60         |             |             |
| Balance as at 1st April 2026   |           | <b>181,833.93</b> |                   | Unity                           | 111687.84        |             |             |
| Plus: receipts in year to date |           | 105,386.95        |                   |                                 | <b>279571.43</b> |             |             |
| Less Payments in year to date  |           | 7,649.45          |                   | Less: uncleared chqs            |                  |             |             |
| Balance as at 30th April 2026  | <b>E</b>  | <b>279,571.43</b> |                   | <b>F should equal D &amp; E</b> | <b>279571.43</b> | <i>Diff</i> | <b>0.00</b> |

Figure 2 Print screen Unity Bank current account statement April 2026

|            |                      |                            |         |            |             |
|------------|----------------------|----------------------------|---------|------------|-------------|
| 21/04/2026 | Direct Debit         | Direct Debit (NEST)        | £144.37 | £0.00      | £25,332.67  |
| 22/04/2026 | Direct Debit         | Direct Debit (EDF ENERGY)  | £35.76  | £0.00      | £25,296.91  |
| 27/04/2026 | Faster Payment Debit | B/P to: Microshade         | £75.11  | £0.00      | £25,221.80  |
| 27/04/2026 | Transfer             | B/P to: Auditing Solutions | £630.00 | £0.00      | £24,591.80  |
| 27/04/2026 | Faster Payment Debit | B/P to: Bristol Fire       | £390.06 | £0.00      | £24,201.74  |
| 30/04/2026 | Credit               | SOUTH GLOC COUNCIL         | £0.00   | £87,500.00 | £111,701.74 |
| 30/04/2026 | Fee                  | Service Charge             | £13.90  | £0.00      | £111,687.84 |

Figure 3 Print screen Unity Bank savings account statement April 2026

| Your Instant Access account transactions: |      |                         |              |             |            |
|---|------|-------------------------|--------------|-------------|------------|
| Date                                      | Type | Details                 | Payments Out | Payments In | Balance    |
| 31/03/2026                                |      | Balance brought forward | £0.00        | £0.00       | £91,676.60 |

Figure 4 Print screen H&R savings account statement April 2026



**Savings Accounts Summary**

| Pucklechurch Parish Council                |                                      |
|--|--------------------------------------|
| Local Council 90 Day Notice<br>17011058069 | Interest rate: 2.8 %                 |
| Available balance<br><b>£76,206.99</b>     | Pending balance<br><b>£76,206.99</b> |

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

Next meeting 17<sup>th</sup> June 2026.

Meeting closed at 20:38

APPROVED MINUTES SIGNED VERSION HELD BY THE CLERK