



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 19TH AUGUST 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs G Boyle, L English, A Hemmings, R Dunning, J Hawkins, and D Freestone
In attendance: Clerk D Dunning and Ward Cllr Palmer

Public Participation.

None.

2026/08/19 No 1. To receive apologies for absence.

Cllrs Parker and Reid. Ward Councillor Stokes. Cllr Symons was absent.

2026/08/19 No 2. Declarations of interest (if any) and dispensations

Non-pecuniary interest by Cllr Freestone in 5a as Chair of Pucklechurch Cricket.

2026/08/19 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 20th July 2026. Minutes were duly signed by the Chair of meeting.

2026/08/19 No 4. To receive report from ward councillors.

- Reported unpleasant smells around Meadow View but Environmental Protection is unable to investigate unless a property is identified.
- Compliance order at Meadow View expired, South Gloucestershire Council is considering options.
- A Shortwood resident has asked what new play facilities are being considered once the Shortwood play area lease expires.
*The council has no land in Shortwood and this matter has not been discussed.
The resident should contact the clerk with their concerns for this to be an agenda item.*

2026/08/19 No 5 AGENDA ITEMS TO ACTION.

2026/08/19 No 5a. To receive any updates and agree any actions relating to the Community Centre.

Cllr Freestone provided feedback from the last PCA meeting noting work on the fire escape is nearly completed and the focus is now on the terrace. PCA continue to press for the fire alarm.

Cllr Hemmings confirmed there are no issues with the compartmentalisation. Council requested that Cllr Hemmings review quotes and make a recommendation for it to consider and approve at an extraordinary meeting.

2026/08/19 No 5b. To receive any updates on the Scout hut and agree any actions.

Resolved the toilets and heating should be a priority for upgrade. Cllr Hemmings authorised to develop specifications for costing and consideration.

2026/08/19 No 5c. To receive any updates and agree any actions on other projects:

- i) Recreation ground
End of season repairs to the cricket square are planned. The quality of the new cricket square has been excellent.

- ii) Pucklechurch woodland.
Held a successful bat walk.
A Friends of Pucklechurch Wood has been set up and members are undertaking scything training.

2026/08/19 No 5d. T To consider and agree the proposed programme by the CHOW team commencing at the end of September/first week of October and approve the use of a small area of the Recreation Ground adjacent to the burial ground for siting the vehicle, with an approved contingency for poor weather.

Resolved to agree the proposed programme. A grant application of £500 to support the project has been made to the South Gloucestershire Small Sparks scheme. Agreed the area for parking on the Recreation ground and a back-up contingency for bad weather. Clerk to liaise with PCA.

2026/08/19 No 5e. To approve the preparation of a new lease for the Community Centre with Pucklechurch Community Association and delegate responsibility to the Clerk to obtain professional advice to draw up the new agreement. Legal fees at least £1500 plus vat.

Resolved to instruct the council's Solicitors to draw up new lease agreement.

2026/08/19 No 5f. To receive and agree the action plan for 2026_27.

Resolved to approve and publish the 2026/27 Action Plan.

2026/08/19 No 5g. To consider and approve revised policies including:

- I. Investment policy.
- II. Dignity at work policy.

Resolved to accept the suggested amendments and approve the policies.

2026/08/19 No 5h. To receive and consider a request from the Chair of Governors at Pucklechurch Primary School regarding grounds maintenance and agree any actions.

Resolved that as the parish council has contracts with several different small businesses for different services over different contracting periods, it would not be possible to enter into a combined single contract.

2026/08/19 No 5i. To consider correspondence regarding speeding on Westerleigh Road and agree if any further actions are needed.

The council's response was noted.

2026/08/19 No 5j. To agree if the council wishes to respond to the following consultations:

- Draft Statement of Licensing Policy 2027 - consultation is open until 23:59 on 22 October 2026.
- Draft Street Trading Policy and Application Guidelines - consultation is open until 23:59 on 22 October 2026.

Noted.

2026/08/19 5k. To receive a request to consider screening the National Emergency Briefing film in Pucklechurch and the offer of support with a facilitated discussion and agree any actions.

Resolved to apply to hold a screening and investigate potential venues.

2026/08/19 No 6. AGENDA ITEMS TO NOTE

2026/08/19 No 6a. To note items of correspondence:

- i. To note legal costs to support first registration of Scout hut are £1500 (net)

- ii. To note the valuation costs for first registration of the Scout hut is £400 (net)
 - iii. To note the Pucklechurch Neighbourhood Plan is moving to the referendum stage.
- All noted.

2026/08/19 No 7. PLANNING.

2026/08/19 No 7a. Planning applications.

2026/08/19 No 7ai. P26/01401/HH 25 Main Road Mangotsfield South Gloucestershire BS16 9NH

Erection of 1no. detached annexe ancillary to the main dwelling.

No objections.

To note applications considered under delegated powers due to timescales

2026/08/19 7aii. P26/01623/HH 10 Castle Road Pucklechurch South Gloucestershire BS16 9RF

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

Noted no objections.

2026/08/19 7aiii. P26/01633/HH 48 Kestrel Drive Pucklechurch South Gloucestershire BS16 9SX

Erection of a single storey rear extension and first floor front extension over the existing entrance porch to form additional living accommodation

Noted no objections.

2026/08/19 No 7b. Planning decisions. All noted

2026/08/19 No 7bi P26/01378/HH 71 Hawkridge Drive Pucklechurch South Gloucestershire BS16 9SW

Installation of side dormer to facilitate loft conversion and a first floor extension over existing porch to provide additional living accommodation. Approved with conditions.

2026/08/19 No 7bii P25/00141/RVC (formerly P22/06238/F)) Land At Westerleigh Road Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Regularisation of alterations undertaken during the implementation of an approved stable conversion. Approved with conditions.

2026/08/19 No 7c. Planning enforcement and any other actions.

None.

2026/08/19 No 8. REPORTS.

2026/08/19 No 8a. To receive report from the Clerk.

- The route of the 2027 Doynton half marathon has been shared.
- E-Scooter trial is being extended and correspondence circulated.
- Two allotment holders are not working their plots and have not responded to the improvements letters. Eviction notices will be issued this week.
- As requested a further letter was issued to South Gloucestershire Council regarding the potential wind turbines and we are assured a response will be forthcoming.
- Bat walk was well attended and Amie provided a hugely information walk and talk.
- Arranged for the old Pucklechurch woodland to be re-assessed while still in leaf and condition is more visible.
- Started to collate the mass of information needed for the Scout hut registration. The land valuation has been received.
- The Recreation ground and burial ground are now both registered with Land Registry.

2026/08/19 No 9 FINANCE.**2026/08/19 No 9a. To approve contractual and other obligations for August 2026**

Payee	Description	Net	VAT	Total
David James inv-4999	Land valuation Scout hut	£400.00	£80.00	£480.00
HMRC	Tax & NI	£733.59	£0.00	£733.59
D Dunning	salary	£2,186.55		£2,186.55
Hypha Ecology	bat walk	£140.00	£0.00	£140.00
All Things Clean	cleaning Scout hut	£90.00	£0.00	£90.00
Primrose Gardening	Contract 296	£1,585.00	£0.00	£1,585.00
Primrose Gardening	litter picking 297	£200.00	£0.00	£200.00
Primrose Gardening	Safer surfacing tiles 298	£40.00	£0.00	£40.00
Total		£5,375.14	£80.00	£5,455.14

Invoices checked and confirmed for accuracy against the payment list – Cllr Hawkins
Resolved to approve payments. Cllrs Hemmings and Freestone to authorise.

Direct debits.

Supplier	Goods	Net	VAT	Total
O ₂	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	£15.66	£0.00	£15.66
EDF Energy	Electricity Parkfield	£11.37	£0.00	£11.37
EDF Energy	Electricity Scout hut	£19.57	£0.98	£20.55
	Fuel surcharge	£1.79	£0.36	£2.15
Reconomy	Monthly waste collection	£76.68	£15.34	£92.02
Flotek	IT services	£62.59	£12.52	£75.11
Unity Bank	charges	£9.85	£0.00	£9.85

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

2026/08/19 No 9b. To receive and agree reconciliations for July 2026.

Balance per bank statements as at 01/07/26	£
Unity Bank current	£83,133.57
Unity Instant access savings	£92,122.30
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for July 2026	£6,162.08
Plus: Unity income for July 2026	£245.00
Balance as at 31/07/26	£77,216.49

Unity Bank instant access savings	
Less: payments for July 2026	£0.00
Plus: Income for July 2026	£0.00
Balance as at 31/07/26	£92,122.30
Hinckley and Rugby BS savings account	
Less: payments for July 2026	£0.00
Plus: income for July 2026	£0.00
Balance as at 31/07/26	£76,206.99
Balance as at 31/07/26	£245,545.78

Figure 1 Print screen of July 2026 accounts.

Total receipts	76,206.99	92,122.30	83,378.57		0.00
Less: payments in month	0.00	0.00	6,162.08		0.00
Balance c/fwd	76,206.99	92,122.30	77,216.49		
	A	B	C		
Combined balance	D	245,545.78		Bank rec at 31 7 26	
				Hinckley and Rugby 90 day	76206.99
				Unity instant access saving	92122.30
				Unity	77,216.49
Balance as at 1st April 2026		181,833.93			245,545.78
Plus: receipts in year to date		107,087.65			
Less Payments in year to date		43,375.80			
Balance as at 31st July 2026	E	245,545.78		F should equal D & E	245,545.78
				Diff	0.00

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

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: XXXXXXXXXX
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£83,133.57	£6,162.08	£245.00	£77,216.49

Figure 3 Print Screen Unity savings account July 2026.

Account Statement

01 July 2026 to 31 July 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number: [REDACTED]
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£92,122.30	£0.00	£0.00	£92,122.30

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 01/05/2026.

The screenshot shows the 'Savings Accounts Summary' for Pucklechurch Parish Council. It lists a 'Local Council 90 Day Notice' account with an interest rate of 2.8% and a 17011050069 reference. Both the 'Available balance' and 'Pending balance' are shown as £76,206.99.

Pucklechurch Parish Council	
Local Council 90 Day Notice 17011050069	Interest rate: 2.8 %
Available balance £76,206.99	Pending balance £76,206.99

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

Date of next meeting 16th September 2026

Meeting closed at 20:20