PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH SEPTEMBER 2026 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.
Cllrs G Boyle, L English, A Hemmings, R Dunning, J Hawkins, H Parker, S Reid and T Symons
In attendance: Clerk D Dunning, 1 member of the public and Ward Cllr Stokes.

Public Participation.
None.

2026/09/16 No 1. To receive apologies for absence.
Cllr Freestone and Ward Councillor Palmer.

2026/09/16 No 2. Declarations of interest (if any) and dispensations
Non-pecuniary interest by Cllr Symons in 5a as a PCA trustee.

2026/09/16 No 3. To approve minutes and sign as a correct record of the council meeting.
Resolved to approve the minutes of 19th August 2026. Minutes were duly signed by the Chair of meeting.

2026/09/16 No 4. To receive report from ward councillors.
Cllr Stokes reported:

- Helping families thrive grants from £500-£5000.are available for community organisations and voluntary groups to help families build financial resilience and improve wellbeing – https://beta.southglos.gov.uk/helping-families-thrive-grant/
- Goose Green way consultation.
- Heritage open days until 20th September.

2026/09/16 No 5 AGENDA ITEMS TO ACTION.
2026/09/16 No 5a. To receive any updates and agree any actions relating to the Community Centre including:

i. To agree the preferred supplier for fire alarm system.

A total of four quotations were thoroughly reviewed and a recommendation made based on suitability and value for money.
Resolved to appoint Purelec as the preferred supplier to install the system. Further information on future maintenance to be obtained. Cllr Hemmings to act as liaison with PCA.

2026/09/16 No 5b. To receive any updates on the Scout hut and agree any actions, including:

i. To receive update on land registration.

Noted

ii. To note hire agreement for Wick Scouts on 10th October as approved 2026/02/18 No 5b.

Noted.

A further volunteering day by SERCO is planned for 28th September. The Scout hut will get its second coat of paint – further paint and brushes/rollers have been purchased.

Cllr Hemmings confirmed a site visit has been arranged to look at the building and toilets.

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Cllr English received notification she has become a grandparent and after council congratulations, left the meeting 19:50

2026/09/16 No 5c. To receive any updates and agree any actions on other projects including

i. Recreation ground sports pitches.

None

ii. Pucklechurch Woodland.

Ongoing maintenance.

iii. CHOW youth project

Contract has been signed. It was noted the PCA had not replied to correspondence but Cllr Symons said they will require a signed agreement for using the car park which will be sent to the Clerk to action.

The CHOW will be at Revel 2027.

It was noted the council is still awaiting a response from South Gloucestershire Council on the proposed wind turbine project.

The response around the S106 agreement for Marsh Farm was noted raising concerns the proposed traffic management will have on our retail outlets at the heart of the village.

2026/09/16 No 5d. To review the current Pucklechurch News contract and based on its success and value for money, agree to appoint SERCO as the preferred supplier for a further 2 year contract.

Cllr Hawkins provided a verbal update. Unanimous agreement that the new Pucklechurch News has been a great success noting the professionalism, quality of the publication, the support offered by the production team and the value for money.

Resolved to appoint SERCO to produce Pucklechurch News on a further 2 year contract from 2027 subject to acceptable revised costs.

2026/09/16 No 5e. To consider and approved the following reviewed the documents:

i. Allotment handbook

ii. Health and Safety statement

Approved.

2026/09/16 No 5f. To receive an update on the screening the National Emergency Briefing film in Pucklechurch.

The Clerk provided a verbal update. Awaiting a date from PVSSC.

2026/09/16 No 6. AGENDA ITEMS TO NOTE

2026/09/16 No 6a. To note items of correspondence: All noted

i. To receive latest Police report for the parish.

ii. To note a new meeting with Westerleigh and Coalpit Heath Parish Council and Places for People is planned for Wednesday 23rd September, 6.30pm at Westerleigh Village Hall.

iii. To note South Gloucestershire Council has now published the Decision Statement on the Pucklechurch Neighbourhood Plan Examination webpage https://consultations.southglos.gov.uk/PNDPexam/consultationHome This sets the referendum date as 22 October 2026.

iv. To note the 2025/26 pay award has been confirmed and the backdated salary will be paid in October

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2026/09/16 No 6b. To receive the external auditors report for the year 2025/26 which found no issues and note that the conclusion of audit statement has been posted to the website and main noticeboard in line with legislation.
Noted. The Clerk was thanked for her hard work.

2026/09/19 No 6c. In line with the resolution to appoint Auditing Solutions as the internal auditor for 26-27– minute reference 2026/03/18 5i – note their letter of engagement has been signed and returned.
Noted.

2026/09/16 No 6d. To note the successful award of £500 small sparks grant for the CHOW youth project in Pucklechurch.
Noted.

2026/09/16 No 7. PLANNING.
2026/09/16 No 7a. Planning applications.
None.

2026/09/16 No 7b. Planning decisions.
Received after agenda issued.

2026/09/16 No 7bi. 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. Approved with conditions

2026/09/16 No 7bii 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. Approved with conditions

2026/09/16 No 7c. Planning enforcement and any other actions.
2026/16/09 No 7ci COM/25/0712/COU
Noted.

2026/09/16 No 7cii COM/26/0448/OD
Noted.

2026/09/16No 8. REPORTS.

2026/09/16 No 8a. To receive report from the Clerk.
- Eviction notices issued for 2 unworked allotment gardens.
- Woodland work commissioned at a cost of £1250 net.
- Had one-to-one meeting with our allocated South Gloucestershire officer on special expenses. Confirmed the parish council will not be in the first wave, raised issues with trees, inclusion of the Dramway and the localism contract. Ongoing meetings arranged.
- Arranged for the damaged fencing at St Aldams and green waste in the memorial garden to be removed.
- Responded to South Gloucestershire Council's request for presentational changes to the Neighbourhood Plan. Copies of the plan are publicly available under Regulation 4 of the Neighbourhood Planning (Referendums) Regulations 2012 at Shortwood

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telephone box, Pucklechurch Community Centre and PVSSC as well as on the parish council website.

- Physical checks of 247 locations will be needed to check accuracy of data on both the localism contract and proposed transfer of special expenses sites.
- Responded to a complaint about a leaning headstone.
- Circulated request for new bike facilities, council agreed that no further response was required
- The bin (listed as a parish council asset) opposite The Bridge Inn has been removed due to ongoing vandalism. Working with SGC to reduce associated localism charges.

2026/09/16 No 9 FINANCE.

2026/09/16 No 9a. To approve contractual and other obligations for September 2026

To note payment made under delegated powers

Payee	Description	Net	VAT	Total	
Actionprint	NP final version for referendum	£28.80	£0.00	£28.80	
		£28.80	**£0.00**	**£28.80**	

Authorised Cllrs Dunning and Boyle

Payee	Description	Net	VAT	Total
PATA	Payroll services	£51.30	£0.00	£51.30
HMRC	Tax & NI	£733.79	£0.00	£733.79
D Dunning	salary	£2,186.35	£0.00	£2,186.35
Wickes (refund D Dunning)	Paint and equipment for Scout hut	£98.34	£19.67	£118.01
Primrose Gardening 301	Contract	£1,585.00	£0.00	£1,585.00
Primrose Gardening 302	Litter	£250.00	£0.00	£250.00
Primrose Gardening 303	Adhesive for wetpour	£45.00	£0.00	£45.00
G Boyle refund for HP Ink sub	HP Ink subscription 02-08/26	£67.44	£13.50	£80.94
BDO 00876079	External audit	£630.00	£126.00	£756.00
Mark Boulton	Parkfield grass area cutting/maintenance	£525.00	£0.00	£525.00
Andrea Pelligram	Final update NP	£637.50	£127.50	£765.00
All Things Clean	cleaning Scout hut	£90.00	£0.00	£90.00
Total		**£6,899.72**	**£286.67**	**£7,186.39**

Invoices checked and confirmed for accuracy against the payment list – Cllr Parker
Resolved to approve payments. Cllrs Hemmings. Boyle and Dunning 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	£11.37	£0.00	£11.37

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EDF Energy	Electricity Parkfield	£15.66	£0.00	£15.66
EDF Energy	Scout hut	£57.30	£2.86	£60.16
Reconnomy	Monthly waste collection	£54.60	£10.92	£65.52
Reconnomy	waste collection surcharge	£1.79	£0.36	£2.15
Unity Bank	charges	£10.75	£0.00	£10.75
Flotek	IT services	£62.59	£12.52	£75.11

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

2026/09/16No 9b. To receive and agree reconciliations for August 2026.

Balance per bank statements as at 01/08/26	**£**
Unity Bank current	£77,216.49
Unity Instant access savings	£92,122.30
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for August 2026	£9,577.33
Plus: Unity income for August 2026	£1,120.00
Balance as at 31/08/26	**£68,759.16**
Unity Bank instant access savings	
Less: payments for August 2026	£0.00
Plus: Income for August 2026	£0.00
Balance as at 31/08/26	**£92,122.30**
Hinckley and Rugby BS savings account	
Less: payments for August 2026	£0.00
Plus: income for August 2026	£0.00
Balance as at 31/08/26	**£76,206.99**
Balance as at 31/08/26	**£237,088.45**

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Figure 1 Print screen of August 2026 accounts.

Hinckley and Rugby 90 day	Unity instant access savings	Unity	VAT No.	Hinckley and Rugby 90 day
76,206.99	92,122.30	78,336.49		0.00
0.00	0.00	9,577.33		0.00
76,206.99	92,122.30	68,759.16		
A	B	C		
D	237,088.45		Bank rec at 31 08 26	
			Hinckley and Rugby 90	76206.99
			Unity instant access savi	92122.30
	181,833.93		Unity	68,759.16
	108,207.65			237,088.45
	52,953.13		Less: uncleared chqs	0.00
E	237,088.45		F should equal D & E	237,088.45
			Diff	0.00

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

Account Statement

01 August 2026 to 31 August 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
£77,216.49	£9,577.33	£1,120.00	£68,759.16

Figure 3 Print Screen Unity savings account August 2026.

Account Statement

01 August 2026 to 31 August 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

BY THE CLERK

Figure 4 Print Screen Hinkley and Rugby BS savings account as at 10/10/2026.

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

Date of next meeting 21st October 2026

Meeting closed at 20:22

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