

5d Correspondence from LPW

Hi Daphne,

I hope you're well.

I'm getting in touch as we currently have a small amount of additional funding available and are exploring how it could be used most effectively to support young people across the area. One of the opportunities we wanted to explore is whether there might be scope to work alongside Pucklechurch Parish Council to develop some form of youth provision within the village, potentially through a match-funding arrangement.

As you're aware, a need for youth provision in Pucklechurch has been identified by the community previously. It was fantastic to see the volunteer led youth group become established and attract strong attendance from local young people. Unfortunately, as is often the case with volunteer run provision, challenges around staffing capacity, sustainability, training requirements and safeguarding responsibilities ultimately made it difficult to continue. With that in mind, we wondered whether there may now be an opportunity to revisit the conversation and explore what a professionally delivered youth provision could look like for the community.

By way of example, our partnership with Wick Parish Council includes an annual contribution of £5,000 alongside use of the village hall. This enables us to deliver a weekly youth club session for local young people, with attendance currently averaging around 20 young people each week.

At this stage, we are simply exploring possibilities and gathering information before making any decisions regarding future funding allocations. However, it would be really helpful to understand whether the Parish Council feels there may be an appetite to discuss a potential partnership, and whether any level of match funding might be available should an opportunity arise.

I would be very happy to meet and discuss this further if it is something that may be of interest. I look forward to hearing your thoughts.

Kind regards,

Jamie-Leigh Sabin Staines
Service Manager - South Glos

5e response from South Gloucestershire Waste Management to the parish council's letter of complaint

Daphne,

Beth has forwarded on your letter for me to respond to your queries.

Firstly, let me apologise for the recent standards of collection that have forced you into writing your formal complaint, if you could pass on those apologies to residents it is not something we want to happen or should happen.

It is true that the introduction of new collection service has brought operational challenges with new routes for crews and new crews on routes, along with some inconsistencies in the migration of data between changes (where there might be bespoke operations being carried out with collections at certain residencies / areas) which has led to some errors unfortunately. The transfer of a service does inevitably lead to difficulties arising and normally these would be rectified promptly as we work through the start period of the change. Unfortunately, what further compounded the transition was the unexpected heat wave that meant that some materials were not collected on time. This then had a compound effect and put the crews on a back foot with having to collect the significant backlog along with the current normal volume. This resulted in the problems that should have been resolved being elongated, which is unacceptable and this is being addressed with the contractor and should be improving.

With the digital system reporting of missed bins this has been designed so it can only be reported after the end of the day as they do come back for collections, in addition if the round is rescheduled for collection then the system will not allow for missed bins as the known missed bin has been allocated to another round ready for collection. This information on collections is updated on the website along with on the app and they identify when the next collection is due. Again however I have to apologise, the system is not being managed properly in some cases by our contractor and it has caused errors which has further introduced complications to the system. These are being addressed with SUEZ and are being rectified, however if there still are outstanding issues known to you please contact me with details and we can investigate and resolve.

The online portal is a South Glos issue that was identified and should have been ready for service start, however technical IT issues delayed the full rollout of all forms. I can confirm that the Hygiene and Nappy missed collection function is now available for reporting, and we can only apologise for the delay in getting it active for residents.

In relation to our Customer Services, their resources were increased over this period to help cover any expected increase in call volumes. Unfortunately, the unexpected increase in calls due to the other points you raised above meant that they were unable to answer every caller. I also agree that there is potentially a greater impact on vulnerable or not digitally active residents and this has been raised internally as an Equality Act compliance issue, as it is a concern for us too, in the meantime again contact us on the email and we will be able to address any issues in the short term.

The collection service is getting towards where we want it to be, albeit the recent second heatwave we are currently in is throwing more challenges to us to get material collected, we appreciate that there are still issues to address so we are aware we are not quite totally there yet.

I can only apologise again for the issues your residents have experienced, SGC are working with SUEZ to rectify the issues and ensure that they do not occur again. The IT issues are also being addressed and will help reduce and identify any issues whenever they arise. Both of which should result in normal service resuming in the very near future. As mentioned, if there are still issues you know of, please let me know by response and we can look into them for you.

Regards

Simon



PUCKLECHURCH PARISH COUNCIL DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

- 3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance.
- the Council will fully investigate the facts of each case.
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>.
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.

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- employees may be accompanied or represented by a companion, — a workplace colleague, a trade union representative or a trade union official, — at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council.
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal.
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.

- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. This list is not exhaustive:
- unauthorised absence.
 - poor timekeeping.
 - misuse of the Council's resources and facilities including telephone, email and internet.
 - inappropriate behaviour.
 - refusal to follow reasonable instructions.
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive:
- bullying, discrimination and harassment.
 - incapacity at work because of alcohol or drugs.
 - violent behaviour.
 - fraud or theft.
 - gross negligence.
 - gross insubordination.
 - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
 - serious and deliberate damage to property.
 - use of the internet or email to access pornographic, obscene or offensive material.
 - disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be

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on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive:
 - inadequate application of management instructions/office procedures.
 - inadequate IT skills.
 - unsatisfactory management of staff.
 - unsatisfactory communication skills.

The Procedure

- 10 Preliminary enquiries: The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures: Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

- 13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - the allegations or events that the investigation is required to examine
 - whether a recommendation is required.
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage – the disciplinary meeting (see paragraph 22).
- 15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.

- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure.
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
- the names of its Chairman and other two members.
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
 - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it.
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting.
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account.
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements).
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- the employee (or companion) will have the opportunity to sum up.

24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
- that further misconduct/failure to improve will result in more serious disciplinary action.
- the employee's right of appeal.
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

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- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- the employee's right of appeal.
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct.
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three

members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

Reviewed Cllrs

Approved council

Next review 2028

This policy is reviewed bi-annually by the council at the annual council meeting when any relevant changes will be made . See minutes for further details

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Pucklechurch News Editorial Policy

Pucklechurch News is published quarterly and aims to promote local activities, events and groups providing residents with information on the issues that affect our community. There is no charge to the public for the newsletter ~~and with~~ no commercial advertising ~~will be undertaken~~ permitted.

1. Articles

The Editor is supported by the Editorial Group, who make the decision on whether an article should be included in Pucklechurch News.

Priority will be given to articles about Pucklechurch parish, its immediate environment or issues affecting the parish. Other articles may be accepted, at the editor's discretion, if space permits. No article is deemed to represent the views of the Editor or the parish council unless specifically stated.

Articles should:

- have a maximum of 400 words, although larger articles may be considered in appropriate circumstance at the discretion of the Editor.
- be factual in content on matters affecting the parish
- provide information on local clubs, societies, charities or events affecting the parish
- be original and comply with copyright and plagiarism rules. It is the author's responsibility to obtain permission to use any materials sourced from third parties
- not promote commercial interests or lend support to particular social, political or religious causes. The Editor reserves the right to amend or omit such submissions.

Articles containing accusatory, potentially defamatory or critical statements of other individuals will not be allowed.

If submitting photographs, permission must be given to use them, ~~and~~ any photographs of children must have the permission of an appropriate adult.



2. Editing

The code of recommended practice on local authority publicity 2011 places certain restrictions including the need to be:

- cost effective
- objective
- even-handed
- appropriate

The Editor, supported by the Editorial Group will strive to check fairness, accuracy and lack of bias but reserves the right to edit articles to ensure it meets the above criteria or reject articles deemed unsuitable. The decision of the Editor supported by the Editorial Group is final.

Reviewed Cllrs
Approved council
Next review 2028

Approved 19th February reference 2025/02/19 No 5e.



PUCKLECHURCH PARISH COUNCIL

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and closed Facebook page, and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time, the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's Facebook account is intended to be used to join Community Group pages such as 'Shout Out Pucklechurch' where the Parish Council intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and ~~relevant~~; relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially ~~offensive~~; offensive.
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright.
- Not contain any personal information.
- If it is official Council ~~business~~; business, it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council.
- Social media will not be used for the dissemination of any political advertising.

~~In order to~~ To ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

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PUCKLECHURCH PARISH COUNCIL

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright.
- Private, personal information published without consent.
- Information or links unrelated to the content of the forum.
- Commercial promotions or spam.
- Alleges a breach of a Council's policy or the law.

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email

The Clerk to the council has their own council email address: —

clerk@pucklechurchparishcouncil.gov.uk The email account is monitored mainly during office hours, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

All councillors have council emails. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.



PUCKLECHURCH PARISH COUNCIL

These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to ~~communicate~~[communicate](#), please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As ~~more and more~~[increased](#) information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' ~~option~~[option](#), if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

This policy is reviewed bi-annually by the council at the annual council meeting when any relevant changes will be made-. See minutes for further details

Reviewed Cllrs
Approved council;
Next review 2028



PUCKLECHURCH PARISH COUNCIL

Safeguarding Children, ~~and~~ Young People and Vulnerable Adults Policy

Pucklechurch Parish Council provides the following activities:

- First level of Government

Whilst these do not include direct services or support for children, young people and vulnerable adults Pucklechurch Parish Council recognises that safeguarding those members of society is everyone's ~~business~~ responsibility and that all may become vulnerable at many stages in their lives.

Pucklechurch Parish Council is committed therefore to ensure that the Management Committee, volunteers and those who participate in activities run by the organisation ~~have an understanding of~~ understand ~~s~~ Safeguarding ~~c~~ Children, ~~y~~ Young ~~p~~ People and ~~v~~ Vulnerable ~~a~~ Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

(NSPCC Safeguarding Children 2016)

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual
- Domestic

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PUCKLECHURCH PARISH COUNCIL

All **Pucklechurch Parish Council** activities with children are run with the parents or carers of the children present. Volunteers and Management Committee members are not permitted at any time to be alone with children.

All **Pucklechurch Parish Council** members, volunteers and those who participate in activities run by the organisation are inducted into this policy and procedure and ~~have an understanding of~~understand what forms abuse can take and how to report any concerns.

Pucklechurch Parish Council will ensure all who are arranging events on their behalf are made aware of this policy.

Definition of Vulnerable Adults

Someone 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm'

No Secrets: Department of Health, March 2000

This means that not all adults are ~~vulnerable~~vulnerable, but some may be vulnerable at times and others will be vulnerable all the time. It is important to talk to the appropriate people (in South Gloucestershire this is the Adult Customer Service Desk in the Children, Adult and Health Department of the Council).

Definition of Abuse

"Abuse is a violation of an individual's human and civil rights by any other person or persons"

No Secrets: Department of Health, March 2000

Abuse includes:

- Sexual abuse: forcing or persuading an individual to take part in sexual activities. (This doesn't have to be physical contact, and it can happen online).
- Emotional- abuse, emotional maltreatment or neglect belittling, name calling,
- Financial or material abuse, stealing, selling assets
- Neglect: failing to meet a child's basic needs
- Discriminatory -abuse (including racist, sexist, based on a person's disability and other forms of harassment)
- Institutional

Commented [JH2]: Reduce spacing?



PUCKLECHURCH PARISH COUNCIL

- Domestic abuse, witnessing domestic abuse
- Physical abuse, deliberately hurting a child hitting, slapping, punching, burning
- Online abuse, any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones
- Child sexual exploitations a type of sexual abuse in which children are sexually exploited for money, power or status.
- Female genital mutilation (FGM) cutting or partial or total removal of external genitalia for non-medical reasons.
- Bullying and cyber bullying can occur anywhere is usually repeated over a long period of time and can hurt a child both physically and emotionally.
- Child trafficking where a child is recruited, moved or transported and then exploited, forced to work or sold.
- Grooming a person can be groomed online or in the real world, by a stranger or by someone they know.
- Harmful Sexual Behaviour a behaviour that harms themselves or others.
- Prevent, the -radicalisation of an individual

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

Prevent

Pucklechurch Parish Council recognises ~~the~~ current issues regarding the exploitation of vulnerable people, including children and young people.

PREVENT is a key part of the Government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of PREVENT in diverting people away from being drawn into terrorist activity. PREVENT happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation, and as a council, we have included ~~this~~ into our safeguarding process.

Commented [JH3]: Spacing not consistent with other headings

Commented [JH4]: What?



PUCKLECHURCH PARISH COUNCIL

Advice and information

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information contact **01454 868007**.

Commented [JH5]: This is 24/7 or limited time?

Reporting Concerns

If a crime may have been or is being committed contact the Police on 101 or 999

Volunteers and Management Committee members should report any concerns that they have about a child or vulnerable adult to Chair of the Management Committee unless the concern is about the Chair where it should be reported to the Vice Chair who will contact the SGC Team below.

Members of the public can follow the instructions below:

Children and Young people.

Contact South Gloucestershire Council's First Point Team on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

Vulnerable Adults

To raise a ~~concern~~ concern, contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.

Commented [JH6]: Again, times?

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent through to the Clerk, Chair or Vice Chair of **Pucklechurch Parish Council**.

Managing allegations against staff or volunteers

Any allegation will be fully investigated and **Pucklechurch Parish Council** will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Any allegation related to staff and/or volunteers working with ~~c~~Children and ~~y~~Young ~~p~~People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 **868924**.

Commented [JH7]: Times?



PUCKLECHURCH PARISH COUNCIL

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser. In other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Review of This Policy

Pucklechurch Parish Council will review this policy bi-annually.

Reviewed Cllrs

Approve council

Next review 2028



PUCKLECHURCH PARISH COUNCIL

Memorial Bench policy

1. Pucklechurch Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
3. All applications for memorial benches should be completed on the official request form and be signed by the donor.
4. The donor will be expected to meet the cost of purchasing the bench and plaque(s)
5. The Parish Council will limit the number of memorial benches in particular areas.
6. The donor is expected to arrange suitably qualified persons to erect the bench.
7. The parish council must be informed of the day of the bench being put in place, and the name and details of the person undertaking the work.
8. Once erected, basic maintenance of the bench will become the responsibility of the Parish Council
9. If major maintenance is required, the donor will be consulted and invited to meet/contribute towards the cost if a viable repair can be made. If repairs are not viable, the donor will be consulted regarding disposal or replacement.
10. The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of notification to the donor.
11. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
12. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
13. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
14. When the bench reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement bench.
15. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

Plaques on benches:

1. The parish council will permit plaques to be erected on existing benches on the recreation ground that have not been donated.
2. There will be a maximum of 3 plaques per bench.
3. Each plaque must be applied for on in writing.
4. The fitting of the plaques can only be undertaken by an approved contractor



PUCKLECHURCH PARISH COUNCIL

5. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
6. When the plaque reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement plaque.
7. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

Reviewed Cllr
Approved council
Next review 2029

This policy is reviewed as required by the council at the annual council meeting when any relevant changes will be made . See minutes for further details



PUCKLECHURCH PARISH COUNCIL

PUCKLECHURCH PARISH COUNCIL MOBILE PHONE POLICY

1. All such equipment issued by the Council is the property of the Council and must be returned upon cessation of employment with Pucklechurch Parish Council.
2. Mobile phones supplied by the Council are for work related calls only, unless it is an emergency. If an employee is called out at short notice or required to work later than planned and needs to advise their family a short call is treated as business purposes.
3. Sensitive and person identifiable information must never be sent by text message as it is not a secure method.
4. When using a mobile phone, employees must exercise caution and consider their immediate environment when making confidential calls.
5. While carrying out day-to-day tasks, if an employee has to use the camera or video function on their allocated mobile phone they should be aware of their surroundings and members of public at all times and must also ensure that any captured images do not breach Data Protection.
6. Any captured images should be sent to the clerk and be removed from the device as soon as possible.
7. Employees should ensure that they take their allocated mobile phone with them whenever they are on duty and that it is kept (locked away) securely when not required.
8. The mobile phone should always be switched on during working hours, or when on-call, except where it would be inappropriate for the phone to ring e.g. in meetings, whilst driving etc...
9. It is the employee's responsibility to keep their allocated mobile phone and any associated equipment operational and safe.
10. Employees should not leave a mobile phone unattended where it can easily be seen and/or stolen.
11. Allocated mobile phones must conform to the standard pre-set specification and employees should not attempt to personalise the mobile phone by downloading ring tones, graphics etc.
12. SIM cards should not be swapped from one mobile handset to another unless authorised by the Clerk.
13. The SIM card pin lock should be activated at all times.
14. The automatic keypad/screen lock should be activated at all times.
15. Any faults or issues relating to the allocated mobile phone, or additional equipment, should be reported to the Clerk as soon as possible.



PUCKLECHURCH PARISH COUNCIL

16. Mobile phones should not be used when driving or controlling any vehicle. The use of hands free equipment is not advised however, any calls should only be taken when it is safe to do so.
17. Mobile phones should not be used in any manner which would or could cause harassment or distress to any member of public or service users – including the distribution of inappropriate text messages/images or the capturing of images/video without consent.
18. If a mobile phone is lost or stolen it must be reported at the earliest possible opportunity to the Clerk.
19. Smart phones should only be used with applications, software and facilities supplied with the smart phone.
20. The downloading and use of software, facilities, programs and apps on smart phones is not permitted unless the software has already been approved.
21. Security measures installed on any mobile or smart phone should not be circumvented, altered or deleted.
22. All mobile phones, of any type, issued by the Council, must never be used as a permanent storage device for sensitive or person identifiable data under any circumstance. Sensitive or person identifiable information should be removed from the device and stored by the Clerk.
23. All mobile phone usage will be monitored using itemised billing facilities and on-line Management Tools.
24. All employees are required to comply with these Procedures. Non-compliance involving misuse of a Pucklechurch Parish Council mobile phone and any associated equipment may result in disciplinary action.
25. These procedures will be regularly reviewed to ensure they continue to meet service and employee requirements and will reflect any changes to other Council policies, procedures legislation or contracts.

Reviewed Cllr
Approved council
Next review 2029

This policy is reviewed as required by the council at the annual council meeting when any relevant changes will be made . See minutes for further details



PUCKLECHURCH PARISH COUNCIL



ACTION PLAN 2026-27

Pucklechurch parish council as the first tier of local government deals with local parish issues and helps ensure the collective voice of the community is heard. In addition, it provides a range of public services to our residents from litter and dog bins to open spaces and play areas as well as offering allotment gardens, operating a burial ground and giving grants to support local groups who benefit Pucklechurch parish.

Pucklechurch parish council aim to continually promote the best interests of all its communities by providing high quality parish facilities and amenities in the parish. The parish council strives to listen and respond to its community and needs. This action plan is informed and shaped by information gathered from engagement with the community. It reflects the priorities the community wishes to see developed over the next few years. As a living document it provides a roadmap of the specific steps, tasks and resources required to ensure informed, purposeful progress is made towards turning agreed goals into a reality.

This action plan aids transparency and accountability and enables the tracking of progress and milestones, ensuring appropriate resource allocation, budgeting and risk management helps achieve the desired outcomes. All actions are required to consider biodiversity, safeguarding and crime and disorder

The parish action plan has been developed based on identified community priorities which for 2026/27 are:

- Improving the Scouts hut
- Agreed programme of improvements at the Community Centre.

Key: progress to date

	Completed
	Partial or ongoing progress
	Not started



1. Contributing to making the Parish a safe and pleasant place to live

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Supporting community cohesion	Investigate new provision using the Emersons Green Town Council's community bus (CHOW)	Working group to investigate possible options	£3000 in budget	2026/27	Working group	Prepare options paper for consideration by Council to develop agreed provision.
Neighbourhood Plan	Production of the Pucklechurch parish Neighbourhood plan which outlines the community's vision of their neighbourhood.	Working with South Gloucestershire Council, respond to examination phase and referendum until plan 'made'	circa £3000.00 in reserves.	2026/27	Council/NP group, Clerk and Consultant	Awaiting outcome of Examination. Referendum 'Plan made'
Planning matters	Respond to on-going NPPF consultations Respond to developments resulting from the emerging South Gloucestershire Council Local Plan Respond to ongoing speculative planning applications	To raise awareness/inform of proposals within the parish and to respond on behalf of the community	No cost	Ongoing	Council	Ongoing as required



Scout hut	Renovation of scout hut to provide an improved community asset	Ongoing improvements. Work with Pucklechurch Community Association (PCA) for consider future management	£19,000.00 in budget	2026/27 Ongoing	Council and Scout hut working group	Develop action plan for fully costed planned improvements. Source potential grants.
Pucklechurch Community Centre (village hall)	To work in partnership with the PCA to develop the community centre. Undertake agreed programme of works	Support PCA to develop, enhance and improve the long term viability of building. Commission works	£29,500.00 in budget	Ongoing 2026/27	Council, hall working group. PCA & Clerk	Commission agreed fire safety works.
Leigh Farm wind turbine	Ongoing dialogue to protect the community's interests	Working with SGC to secure benefits for the parish	No cost	ongoing	Council and Officers	Safeguarded community benefits should proposal go ahead

2. Improving Parish council governance

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Website	Ongoing review of accessibility	Professional MOT of website	£200.00	Annually	Clerk	Revised accessibility statement. Evidence website meets required standards as required in new AGAR
Data Protection	Review of all processes, policies and compliance	Commission external provider	£500	Ongoing	Clerk	Evidence of compliance as required assertions in new AGAR

Approved by Council



Training	Ongoing training of Councillors and Officers to ensure understanding, best practice and compliance with statutory and legislative requirements	Council commitment to training	Agreed training budget	Ongoing	Councillor and Officers	Evidence of professionalism and good standards of governance Ongoing training recorded on website
Policy review	Structured review of all policies and adoption of new policies	Review of all policies	No cost	September 2026	Councillors	Ensure the council is operating legally
Register of Interests, Code of Conduct and Civility and Respect Pledge	Annual review of • ROIs • Code of Conduct • commitment to Civility and Respect Pledge	Individual councillors Council. Renew commitment to Pledge Ensure ongoing compliance with pledge. Acceptance of Office signed by new Chair and Vice Chair.	No cost	Annually	Councillor and Officers	To ensure compliance and that councillors are adhering to best practice.
Digital Compliance	Ongoing work to ensure compliance with legislation relating to data storage, data	Introduction and implementation of required new methods for accurately storing and disposal of data.	No cost	2026/27	Officers and Council	Annual compliance presented to Council and internal auditor as required at year end.



	sharing and best practice	Ensure relevant policies are up to date and applied.				
Election preparation	Create election 2027 action plan	Consider how best to promote elections including publicity materials	Minimal	Early 2027	Councillor and Offices	Promotion of democratic processes.

3. Improving communications

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Pucklechurch News	Review of new style newsletter	PN editorial group to review newsletter and propose any improvements to accessibility and content to ensure it provides an information service for all residents	Minimal	2026	PN editorial group	Report to Council
Improve communication with residents	Ongoing research into methods and channels to help reach all residents, businesses and organisations	Regular review of communications	No cost	Ongoing	Council	Regular review



4. Protection of green spaces and environmental enhancement.

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Pucklechurch Wood	New community woodland	Ongoing support to year 2 of tree planting. Bat walk	S106 funds held by SGC £200	2026-2027 August 2026	Council, Woodlands, open spaces, Street Care & Allotments working group, community groups and Clerk	Continued partnerships to progress and support SGC project Raise awareness about the woodland project
Parish council owned land	Continued enhancements to improve biodiversity	Ongoing research and approval of ideas to mitigate climate change and enhance nature. a) Install bug hotels b) Continued improvements to Westerleigh Road woodland c) Continued management of Ash die back d) monitor opportunities for community involvement such as tree planting e) consider future seed sharing project to benefit pollinators	To meet statutory requirements. Projects approved case by case using earmarked reserves – see budget	2026-27 Liaison with HMP Ashfield Inspection autumn 2025 Ongoing including annual inspections Ongoing Ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group and Clerk	Visible improvements to land. 2026/7 b) and c) work to address ash die back and manage woodland d) Promoting volunteering opportunities as Pucklechurch wood

		f) awareness raising in Pucklechurch News and/or social media		Ongoing		f) regular articles
Burial Ground	Improvements to burial plot surfaces	Develop and commence a programme of improvements to ground levels in burial ground	Budget 2026/27 £1000	Ongoing	Council	Agreed area of burial ground improved.
Local climate and Nature plan	Develop plan for parish	Research and prepare draft	Officer's time	Ongoing	Woodlands, open spaces, Street Care & Allotments working group & Clerk	An adopted plan and action plan

5. Wellbeing

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Council owned play areas	Research and developing proposals for future playground enhancements	Develop proposal and ideas for new provision and funding options at The Recreation ground and Parkfield	None at present	Ongoing long term	Play area working group	Develop viable proposal to develop into projects. Source funding Consider as part of future budget proposals.
The Recreation ground sports improvements	Continuing improvements to the	Aeration and ongoing improvements.	Funded through S106 funding	2026/27	Lead Cllr, Council and Clerk	Ongoing aeration work and grass improvements



Year 2 and beyond	football pitch and the cricket wicket	Plan for ongoing maintenance	from Oaktree Avenue			
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DRAFT

Daphne Dunning
Pucklechurch Parish Council

Date: June 2026
Our Ref: Parish Recharges 2026
Tel: 01454 863030
email:electoral.services@southglos.gov.uk

To Parish or Town Clerk

ESTIMATED PARISH/TOWN COUNCIL ELECTION COSTS MAY 2027

The next local elections for all Parish and Town Councils in the South Gloucestershire area will take place on Thursday 6th May 2027.

You will shortly be setting your precept for the financial year beginning and I am writing to provide an updated estimate of the likely cost of your parish/town election should it be contested. The estimate assumes that all wards within the parish/town are contested, where applicable.

The estimated cost of the election(s) to your parish/town is £ 4,560.00

This estimate reflects a review of previous election costs, together with significant increases experienced over the past four years. While general inflation has contributed to higher costs, there have been a number of substantial additional pressures, including:

- **Royal Mail charges**, which have increased by approximately 63%, with further increases anticipated in 2026 and March 2027. These costs directly affect the delivery of poll cards and postal voting packs and will be passed on accordingly.
- **Printing costs**, which have risen significantly due to increased material and production costs.
- Increases in the **National Minimum Wage**, which have resulted in higher staffing costs for polling station and count staff.

As in previous elections, the costs charged to parish and town councils will be based on the actual expenditure incurred, plus a 33% contribution towards administrative costs, and there remains no cap on the recharge.

Subject to the legislation in place at the time of the elections, every effort will continue to be made to combine poll cards and postal voting packs with other elections wherever possible. Where this is achievable, a proportion of the printing and postage costs will be shared, helping to reduce overall costs.

Parish and Town Councils are strongly advised to take these increased costs into account and to make sufficient provision above the indicative estimate when setting their precept. In the event that the election is uncontested, the fee will be £220.00. Please note that this charge applies per parish ward, rather than per parish or town council as a whole. The uncontested election fee covers the statutory and administrative work undertaken during the nomination period, including the publication of notices, the receipt and validation of nomination papers, candidate eligibility checks, and the completion of all other electoral processes required to determine and declare the result.

If you have any questions regarding this information, please do not hesitate to contact me.
Kind regards

Principal Electoral Services Officer

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/01378/HH
(Please quote at all times)
Your ref:
Date: 22nd June 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 71 HawkrIDGE Drive Pucklechurch South Gloucestershire BS16 9SW
DESCRIPTION: Installation of side dormer to facilitate loft conversion and a first floor extension over existing porch to provide additional living accommodation.
REFERENCE NO: P26/01378/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Ahmed Hassan

Yours faithfully

Technical Support Team Leader

Strategic Planning, South Gloucestershire Council, Department For Place, PO Box 1954, Bristol, BS37 0DD
Telephone: 01454 868004 Email: planningapplications@southglos.gov.uk

PAR



Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/00979/HH
(Please quote at all times)
Your ref:
Date: 30th June 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: 38 Becket Court Pucklechurch South Gloucestershire BS16 9QG
DESCRIPTION: Replacement of existing greenhouse. (Retrospective)
REFERENCE NO: P26/00979/HH

With reference to your correspondence this is to inform you that this application has now been considered and the Council's decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

Technical Support Team Leader

Pucklechurch Parish Council
25 Parkfield Rank
Parkfield Road
Pucklechurch
South Gloucestershire
BS16 9NR

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/01053/F
(Please quote at all times)
Your ref:
Date: 26th June 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: 82 Shortwood Road Pucklechurch South Gloucestershire BS16 9PJ
DESCRIPTION: Change of use from dwellinghouse (Class C3) to childrens home (Class C2).
REFERENCE NO: P26/01053/F

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: Approve with Conditions.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

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Yours faithfully

Technical Support Team Leader