



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th JANUARY 2024 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

Present.

Cllrs L English, A Hemmings, R Dunning, D Freestone and J Hawkins (19:48)

In attendance: Clerk D Dunning & Ward Cllr B Stokes

Cllr English was appointed chair for the meeting.

Public Participation

A member of the public has set up e-petitions on the South Gloucestershire Council (SGC) website calling on South Gloucestershire to reconsider the plans for the east fringe and Siston in the local plan. A presentation will be made to SGC full council.

2024/01/17 No. 1. To receive apologies for absence and approve reasons given.

Cllrs Boyle (holiday), Symons (Cornwall), Pibworth (ill) and Bailey (ill). Ward Cllr Palmer (local plan event).

2024/01/17 No. 2. Declarations of interest

None

2024/01/17 No. 3. Minutes

Resolved to approve the minutes of the meeting on 13th December 2023 as a true record. Minutes were duly signed by the vice chair of council.

2024/01/17 No. 4. To receive report from ward councillor(s).

Cllr Stokes reported:

- Closing date for the local plan consultation extended to 16th February
- A key speaker at the CEF meeting was Abi Hill, the Boyd Valley social prescribing team leader. Social prescribing offers non-medical interventions to aid health and help isolation. Abi is well known to the Three Shires Medical Practice.
- 29th June Armed Forces Day in Page Park, Staple Hill
- 6th June 50th anniversary of the D-Day landing.
- Hinton – road closed near Bull Inn due to overhead line work
- Siston Lane – road to be closed for several days for jetting work. Order lasts for 21 days from 8th February.
- Work on the remaining section of the shared pathway into Pucklechurch is due to re-start in February.

2024/01/17 No. 5 Agenda items to action

2024/01/17 5a. To consider and agree the budget for 2024/25 and approved the precept.

Resolved to approve the presented budget under Option 3 (appendix 1).

Resolved to request a precept of £121,896.00 – a 53p/week increase for a band D property. Agreed the council should publish their plans for proposed works to outline the rationale for the agreed budget and precept.

2024/01/17 5b. To receive verbal update on South Gloucestershire's Local Plan and agree actions.

Councillors were updated on the progress made on the working day and the additional work for the clerk. Correspondence from South Gloucestershire council regarding their easy read consultation document was noted.

Resolved to pay the necessary overtime required for the clerk to produce the work associated with the local plan.

- Door-drop of postcards over the weekend of 20th/21st January to Shortwood residents advertising the local plan consultation event.

Details of the Shortwood event were added to the postcards. An advertising poster and associated map were approved for the notice board (4 hours work)

Resolved Councillor English to deliver postcards.

- Rota for Pucklechurch consultation event on 22nd January 3.30 – 6.30pm

Resolved attendees Clerk, Cllrs Dunning, Freestone (4.30-6.30) and Hawkins (5-5.30pm)

- Rota for Shortwood consultation event on 25th January 12noon – 3.00pm

Resolved attendees Clerk, Cllrs Dunning, English and Hemmings.

- Date for an extraordinary meeting to finalise response to the consultation.

Resolved 7th February 2024.

2024/01/17 5c. To receive and respond to correspondence from Pucklechurch Community Association on recruitment to PCA committee and to note response on legionella reporting.

Cllr Freestone updated the council on the PCA meeting. Currently 4 people have shown interest in joining the PCA committee so it may be possible to avert closure of the PCA if a few more come forward. PCA will provide update on legionella testing in February. After consideration of the PCA correspondence:

Resolved to write to PCA to confirm the parish council cannot advise on charity matters and information should be obtained from the Charity Commission.

Resolved to support PCA by developing a more formal reporting mechanism for health and safety matters.

2024/01/17 5d. To review the play equipment at the Recreation ground and consider if the council wishes to investigate the cost for potential improvements to the play experience. This will be limited by the amount of dedicated earmarked reserves allocated.

Resolved to obtain quotations for a fully accessible roundabout.

2024/01/17 5e. To receive correspondence relating to the offer of land at St Aldams Drive from the board of directors for Pucklechurch Custodial Service (subject to conditions) and agree any actions.

Resolved the council agrees in principle with proceeding with investigating the costs of a potential purchase of the land at St Aldams (not including the garages) but this remains subject to final costs being deemed reasonable and affordable.

2024/01/17 No. 6. Agenda items to note

2024/01/17 6a. To note Pomphrey Hill Sports Association wishes to use Pomphrey Hill Site, Emersons Green / Johnsons Road site for a large summer festival on 07/06/2024 – 09/06/2024.

Noted

2024/01/17 No. 7. Planning

2024/01/17 7a. Planning applications

None at the time of the agenda.

Application received after the agenda issued

2024/01/17 7ai. P24/00034/HH 3 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Erection of first floor rear extension to form additional living accommodation with terrace area, stairs and balustrade.

Resolved as a response is required imminently, in line with the scheme of delegation, the Council delegates decisions to the Clerk in consultation with all Councillors.

2024/01/17 7b. Planning decisions

2024/01/24 7bi P23/03160/HH 5 Grove Paddock Pucklechurch Bristol South Gloucestershire BS16 9AT

Erection of garage ancillary to the main dwelling. Approved with conditions. **Noted**

Application received after the agenda issued to note.

2024/01/24 7bii P23/02729/HH 52 Oaktree Avenue Pucklechurch Bristol South Gloucestershire BS16 9SF

Demolition of existing conservatory. Erection of two and single storey rear extension to provide additional living accommodation. Erection of single storey front extension to form additional living accommodation and single storey extension to front of existing garage. Approved with conditions. **Noted**

2024/01/17 7c. Planning enforcement and any other actions

None.

2024/01/17 No. 8. Reports

2024/01/17 8a. To receive report from the Clerk.

- BT finally installed new broadband service at the community centre
- Localism contract signed
- Written to Pucklechurch Community Association regarding flushing and logging – arrangements are being made - PCA Executive minutes 10/1/24
- Instant ink contract rising to £11.99/month
- Fed back concerns to South Gloucestershire council about their easy read document which does not give any details of the consultation
- Auto enrolled with Pension Regulator

2024/01/17 No. 9 Finance

2024/01/17 9a. To agree payment of contractual or other obligations for January 2024

Circulated authorisations approved for payment.

Payee	Description	Net	VAT	Total	
D Dunning	salary January & mileage	£1,746.66	£0.00	£1,746.66	
Viking	Stationery	£52.70	£10.54	£63.24	
Ryman	local plan	£17.07	£3.41	£20.48	£1,830.38
HMRC	Tax & NI	£581.76	£0.00	£581.76	
Anna Chelmicka	Litter	£350.00	£0.00	£350.00	
Primrose Gardening	Monthly contract 130	£1,541.67	£0.00	£1,541.67	
Primrose Gardening	tyre disposal and paint 131	£125.00	£0.00	£125.00	
Greenfields	Inv-3440 insurance St Aldams	£435.50	£87.10	£522.60	
Greenfields	Inv-3441 repairs zip wire	£731.50	£146.30	£877.80	£1,400.40
Dodington parish council	Hire of chambers 8/1/24	£48.00	£0.00	£48.00	
Ensign Print	Pucklechurch News winter	£264.00	£0.00	£264.00	
Total		£5,893.86	£247.35	£6,141.21	£6,141.21

Direct debits				
Supplier	Goods	Net	VAT	Total
o2	phone	£11.00	£2.20	£13.20
Plusnet	Internet access	£17.17	£3.43	£20.60
NEST	Pension Contribution	£115.29	£0.00	£115.29
EDF Energy	Electricity Eagle Crescent	£23.00	£0.00	£23.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
707	Monthly waste collection	£43.76	£8.75	£52.51

2024/01/17 9b. To receive and agree reconciliations for December 2023

Balance per bank statements as at 01/12/23	£
NatWest reserve account	£30,280.38
Unity Bank	£82,159.55
NatWest current account	£63,641.36
Current A/C activity for December 2023	
NatWest current account	
Less: payments for December 2023	£312.41
Plus: income for December 2023	£0.00
Balance per NatWest current A/C bank statements as at 31/12/23	£63,328.95
Unity Bank	
Less: payments for December 2023	£9,855.14
Plus: Unity income for December 2023	£0.00
Balance per Unity bank statements as at 31/12/23	£72,304.41
NatWest Reserve account	
Plus annual interest	
Balance per NatWest reserve A/C bank statements as at 31/12/23	£30,280.38
Total bank accounts as at 31/12/23	£165,913.74
Less: any un-presented cheques as at 31/12/23	£0.00
Add: any un-banked cash as at 31/12/23	£0.00
Net NatWest Current A/C balance as at 31/12/23	£63,328.95
Net Unity balance as at 31/12/23	£72,304.41
Net NatWest reserve A/C balance as at 31/12/23	£30,280.38
Total balances all bank accounts as at 31/12/23	£165,913.74

Print screen of accounts

Balance c/fwd	63,328.95	30,280.38	72,304.41			
	A	B	C			
Combined balance	D	165,913.74		Bank rec at 31 12 23		
				NW Current A/c	63,328.95	Enter bank statement bala
				NW Bus Reserve A/c	30280.38	Enter bank statement bala
Balance as at 1st April 2023		134,902.56		Unity	72,304.41	
Plus: receipts in year to date		111,709.34			165,913.74	
Less Payments in year to date		80,698.16		Less: uncleared chqs	0.00	Total value of uncleared ch
Balance as at 31st December 2023	E	165,913.74		F should equal D & E	165,913.74	Diff 0.00

NatWest bank account December 2023

Welcome to your new look NatWest Statement				
Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com If you have changed your address or telephone number please let us know.				
Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 DEC 2023	BROUGHT FORWARD			63,573.76
	Direct Debit O2 05412111/001		13.20	63,560.56
14 DEC	Direct Debit 707 LIMITED C-PUC001		52.51	63,508.05
21 DEC	Direct Debit NEST IT000000793489		179.10	63,328.95
02 JAN 2024	Direct Debit EDF ENERGY 6/1063327375		23.00	63,305.95

Unity bank account December 2023

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/12/2023	Faster Payment Debit	B/P to: Daphne Dunning	£1,717.33	£0.00	£77,253.44
18/12/2023	Faster Payment Debit	B/P to: PATA UK	£42.85	£0.00	£77,210.59
18/12/2023	Faster Payment Debit	B/P to: Anna Chelmicka	£350.00	£0.00	£76,860.59
18/12/2023	Faster Payment Debit	B/P to: Andrea Pellegram	£4,531.13	£0.00	£72,329.46
29/12/2023	Fee	Manual Credit Handling Charge	£0.90	£0.00	£72,328.56
31/12/2023	Fee	Service Charge	£24.15	£0.00	£72,304.41

Cllr Hawkins undertook check of bank accounts to reconciliation for accuracy. Circulated reconciliations approved.

Previously circulated Q3 figures were noted (appendix 2).

2024/01/17 9c. To note Cllr Hawkins is now set up to view and authorise payments
Noted

Meeting closed at 20:45.

Date of next scheduled meeting is 21st February 2024.

Signed:

Date: 21st February 2024

Appendix 1

Pucklechurch Parish Council approved three year budget 2024/25 - 2026/27

TAX BASE OF 945

INCOME	2022/23		2023/24		2024/25		2025/26		2026/27
	Actual	Budget 2023/24	Actual as of Nov 23	Estimated year end 2023/24	Proposal For Precept		Proposal For Precept		Proposal For Precept
Burial ground	£3,250.00	£1,000.00	£2,000.00	£2,200.00	£1,000.00		£600.00		£600.00
Allotments £20.00 per site x 30	£560.00	£560.00	£590.00	£590.00	£600.00		£600.00		£600.00
Grants - Neighbourhood Plan	£5,843.00	£0.00	£7,592.00	£7,592.00	£0.00		£0.00		£0.00
Football club	£470.00	£470.00	£470.00	£470.00	£470.00		£470.00		£470.00
Cricket club	£375.00	£375.00	£375.00	£375.00	£375.00		£375.00		£375.00
PCA ground rent & Scout hut	£6.00	£6.00	£7.00	£7.00	£6.00		£6.00		£6.00
Wayleave (Western power distribution)	£92.95	£92.95	£17.95	£92.95	£92.95		£92.95		£92.95
Bank Interest	£132.61	£0.00	£0.00	£100.00	£0.00		£0.00		£0.00
Sub total	£10,729.56	£2,503.95	£11,051.95	£11,426.95	£2,543.95		£2,143.95		£2,143.95
S106 draw down	£60,000.00	£110,000.00	£0.00	£0.00	£110,000.00		£0.00		£0.00
CIL Payments	£3,510.46	£0.00	£2,060.76	£2,060.76	£0.00		£0.00		£0.00
Compensation bank	£500.00	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00
Insurance claim	£0.00	£0.00	£310.50	£310.50	£0.00		£0.00		£0.00
Donation	£8,091.00	£0.00	£0.00	£0.00	£0.00		£0.00		£0.00
Total other Income	£82,831.02	£112,503.95	£13,423.21	£13,798.21	£112,543.95		£2,143.95		£2,143.95
Expenditure	Actual	Budget 2023/24	Actual as of Nov 23	Estimated year end 2023/24	Proposal For Precept		Proposal For Precept		Proposal For Precept
Salaries (net)	£17,692	£20,800.00	£13,533.01	£20,860.00	£22,500.00		£23,500.00		£24,500.00
Mileage & home office allowance	£360	£400.00	£208.00	£356.57	£400.00		£425.00		£450.00

NI & tax (employee and employer)	£5,234	£5,500.00	£4,334.60	£6,951.00	£7,200.00	£8,000.00	£8,500.00
Pension (employee and employer)	£1,084	£1,170.00	£849.52	£1,356.00	£1,450.00	£1,750.00	£2,000.00
Payroll PATA Costs	£129	£155.00	£65.70	£130.00	£160.00	£180.00	£200.00
Rent Shortwood	£360	£360.00	£360.00	£360.00	£360.00	£360.00	£360.00
Insurance	£747	£800.00	£736.06	£736.06	£950.00	£1,000.00	£1,100.00
Electricity Defib	£517	£2,000.00	£488.87	£630.00	£600.00	£650.00	£700.00
Room rental	£250	£100.00	£0.00	£200.00	£200.00	£200.00	£200.00
Pucklechurch news	£702	£1,200.00	£913.00	£1,200.00	£1,200.00	£1,300.00	£1,400.00
Internet	£206	£200.00	£137.36	£250.00	£380.00	£380.00	£380.00
Phone	£281	£200.00	£89.61	£135.00	£160.00	£180.00	£200.00
Audit	£410	£960.00	£900.00	£900.00	£1,200.00	£1,050.00	£1,100.00
professional fees consultancy	£7,122	£1,000.00	£733.30	£733.30	£1,000.00	£1,000.00	£1,000.00
Membership/subscriptions	£955	£1,045.00	£1,030.70	£1,030.70	£1,250.00	£1,300.00	£1,400.00
Litter picking/ Rec Village waste /dog bins	£9,648	£10,510.00	£8,105.23	£11,150.00	£11,200.00	£11,350.00	£11,500.00
Grass cutting/gardening	£5,520	£8,600.00	£5,717.81	£7,000.00	£8,400.00	£8,700.00	£9,000.00
Tree survey	£0	£1,500.00	£800.00	£800.00	£1,500.00	£1,600.00	£1,700.00
Maintenance contract	£17,760	£20,000.00	£12,333.36	£18,500.00	£20,000.00	£20,500.00	£21,000.00
Bank charges	£61	£160.00	£52.80	£120.00	£160.00	£170.00	£180.00
Admin general stat post print	£216	£300.00	£71.44	£150.00	£300.00	£320.00	£340.00
Play area maintenance/ repairs & renewals	£1,121	£4,500.00	£2,359.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00
Ground maintenance	£5,197	£2,500.00	£2,784.87	£3,500.00	£4,000.00	£4,000.00	£4,000.00
Training/conferences	£140	£500.00	£172.50	£300.00	£500.00	£600.00	£700.00

Heartstart Defib maintenance	£1,464	£240.00	£1,177.95	£1,500.00	£2,000.00	£2,000.00	£2,000.00
Office equipment & software included email hosting. .gov domain and website and remote hosting	£1,736	£1,100.00	£156.90	£1,000.00	£1,100.00	£1,200.00	£1,300.00
Grants (s137) £8.32 x 2276 = £21212 max	£6,029	£4,000.00	£0.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00
Recruitment costs	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
Election costs	£0	£0.00	£3,909.50	£3,909.50	£1,000.00	£1,000.00	£1,000.00
Planned works	£0	£0.00	£0.00		£0.00	£0.00	£0.00
Play area s106	£69,060.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£4,550.00	£0.00	£0.00	£0.00
Open spaces s106	£0.00	£23,000.00	£0.00		£23,000.00	£0.00	£0.00
Sports s106	£0.00	£87,000.00	£0.00		£87,000.00	£0.00	£0.00
Rebekka's memorial garden	£0.00	£500.00	£0.00		£0.00	£0.00	£0.00
Woodland and tree work	£0.00	£4,000.00	£0.00		£3,000.00	£3,000.00	£3,000.00
Parkfield turning space	£0.00	£2,500.00	£0.00		£2,500.00	£3,000.00	£3,000.00
Reserves to refurbish play areas	£0.00	£2,600.00	£0.00		£5,000.00	£5,000.00	£5,000.00
Refund unspent NP grant	£2,878.16		£0.00		£0.00	£0.00	£0.00
Neighbourhood plan consultancy fees			£1,664.50	£7,592.00	£0.00	£0.00	£0.00
Solar lights			£599.99	£599.99	£0.00	£0.00	£0.00
Garage roof			£2,850.00	£2,850.00	£0.00	£0.00	£0.00
Noticeboards				£7,000.00	£0.00	£0.00	£0.00
New changing rooms project					£1,270.00	£30,000.00	£30,000.00
St Aldams garages driveway					£5,000.00	£2,000.00	£2,000.00
Woodland					£5,000.00	£3,000.00	£3,000.00

Local climate and nature action plan					£5,000.00	£0.00	£0.00
Total	£156,881	£209,400	£67,136	£114,850	£234,440.00	£147,215.00	£151,210.00
PRECEPT REQUIREMENT	£84,476	£96,896	£96,896	£96,896	£121,896	£145,071	£149,066
Income Precept	£87,026.00	£96,896.00	£96,896.00	£96,896.00	£121,896	£145,071	£149,066
Other Income	£82,831	£112,504	£13,423	£13,798	£112,544	£2,144	£2,144
Total Income	£169,857	£209,400	£110,319	£110,694	£234,440	£147,215	£151,210
Total expenditure	£156,881	£209,400	£67,136	£114,850	£234,440	£147,215	£151,210
DIFF	£12,976	£0	£43,184	-£4,156	£0	£0	£0.00

2023/24

Precept agreed 23/24	£96,896.00
Draft precept 2024/25	£121,896.05
Increase for 2024/25	£25,000
Band D tax base 945	£128.99
increase from previous year £101.61	£27.38
Increase per week	£0.53

Tax base 945

Reserves:	23/24
CIL	
Financial policy reserve (=4/5 months)	£35,000.00

Play equipment Reserve	£45,000.00
Neighbourhood Plan PPC funds	£2,724.06
Village hall project reserve	£5,000.00
Woodland/trees/ash die back	£7,500.00
Professional fees/legal	£5,000.00
Parkfield road repairs	£10,000.00
Election costs	
Changing room project	£10,000.00
Earmarked sub total	£120,224.06
General reserves	
	£120,224.06

Estimate year end

DRAFT MINUTES SUBJECT TO APPROVAL AT THE NEXT MEETING

Appendix 2 Q3
Q3 2023-24

INCOME		BUDGET	INCOME AT Q3	%
Precept		£96,896	£96,896.00	100.00%
Cemetery (Burial ground £200.00 per burial)		£1,000.00	£2,000.00	200.00%
Allotments £20.00 per site 21 plots		£560.00	£270.00	48.21%
Grants		£0.00	£7,592.00	0.00%
Football club		£470.00	£470.00	100.00%
Cricket club		£375.00	£375.00	100.00%
PCA ground rent & Scout hut		£6.00	£7.00	116.67%
Wayleave (Western power distribution)		£92.95	£17.95	19.31%
Bank Interest		£0.00	£0.00	0.00%
Misc.		£0.00	£310.50	
<i>Sub total</i>		<i>£99,399.95</i>	<i>£107,938.45</i>	<i>108.59%</i>
S106 draw down		£110,000.00	£0.00	0.00%
CIL Payments		£0.00	£2,060.76	
Total Income		£209,399.95	£109,999.21	52.53%
VAT from 22/23			£1,710.13	
As per accounts			£111,709.34	
Expenditure		BUDGET	SPEND AT Q3	%
Advertising		£0.00	£0.00	0.00%
Salaries (net)		£20,800.00	£15,224.34	73.19%
Personal expenses mileage, home office allowance and other claims that cannot be invoiced		£400.00	£234.00	58.50%
NI & tax (employee and employer)		£5,500.00	£5,356.09	97.38%
Pension (employee and employer)		£1,170.00	£1,028.62	87.92%
Payroll PATA Costs		£155.00	£108.55	70.03%
Rent Shortwood		£360.00	£360.00	100.00%
Insurance		£800.00	£736.06	92.01%
Electricity memorial light & Defibs		£2,000.00	£535.87	26.79%
Room rental		£100.00	£0.00	0.00%
Pucklechurch news		£1,200.00	£913.00	76.08%
Internet connection		£200.00	£154.53	77.27%
Phone		£200.00	£100.61	50.31%
Audit		£960.00	£900.00	93.75%
professional fees consultancy		£1,000.00	£6,173.74	617.37%
Membership/subscriptions		£1,045.00	£1,452.05	138.95%
Litter picking/ Rec Village waste /dog bins		£10,510.00	£8,498.99	80.87%
Tree survey		£1,500.00	£800.00	53.33%
Grass cutting/gardening		£8,600.00	£5,717.81	66.49%
Maintenance contract		£20,000.00	£13,875.03	69.38%

Bank charges		£160.00	£77.85	48.66%
Admin general stat post print		£300.00	£71.44	23.81%
Play area maintenance/ repairs		£4,500.00	£1,679.00	37.31%
Ground maintenance		£2,500.00	£3,584.87	143.39%
Training/conferences		£500.00	£172.50	34.50%
Heartstart Defib maintenance		£240.00	£1,177.95	490.81%
Office equipment		£1,100.00	£156.90	14.26%
Misc. & grants		£4,000.00	£0.00	0.00%
Recruitment costs		£0.00	£0.00	0.00%
Election costs		£0.00	£3,909.50	0.00%
Woodlands		£4,000.00	£0.00	0.00%
Rebekka's memorial garden		£500.00	£0.00	0.00%
Project Adult Sports (S106)		£87,000.00	£0.00	0.00%
Project Open spaces (S106)		£23,000.00	£0.00	0.00%
Solar lights			£599.99	
garage roof			£2,850.00	
sub total		£204,300.00	£76,449.29	37.42%
To reserves				
Parkfield turning space to reserves		£2,500.00	£0.00	0.00%
Play areas to reserves		£2,600.00	£0.00	
Total		£209,400.00	£76,449.29	36.51%
<i>vat paid to date</i>			<i>£4,248.87</i>	
			<i>£80,698.16</i>	<i>as per accounts</i>

If S106 income/expenditure is removed from the budget spending is at 76.91% for the year to date
Adjustments to earmarked reserves will be completed prior to year end