



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH JUNE 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs S Reid, A Hemmings, T Symons, M Pibworth, D Freestone and R Dunning.
In attendance: Clerk D Dunning & Ward Councillors Palmer and Stokes

Cllr Dunning was appointed chair of the meeting.

Public Participation.

None

2025/06/18 No 1. To receive apologies for absence.

Cllrs Boyle, Parker and Hawkins

2025/06/18 No 2. Declarations of interest (if any) and dispensations.

Non-pecuniary declarations by Cllr Freestone in 5a & 5ci as chair of Pucklechurch Cricket and Cllr Symons in 5a as PCA trustee.

2025/06/18 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 21st May 2025. Minutes were duly signed by Cllr Dunning as chair of meeting.

2025/06/18 No 4. To receive report from ward councillor(s).

Ward Cllr Stokes:

- Ongoing action by Enforcement at Meadow View. As this remains a live investigation any further concerns should be reported.
- Both ward councillors are aware of concerns over possible plastic contamination and the condition of the manure being spread on farm land as people have reported sickness and Environmental Protection have been notified.
- Ongoing prosecution of firm in Coxgrove area for illegal disposal of waste.
- Attended Armed Forces Day. South Gloucestershire's Armed forces covenant has been raised to silver.

Ward Cllr Palmer:

- Also involved in Meadow View.
- Arranged for Streetcare to clear footpath from M4 bridge on Westerleigh Road to the village as very overgrown. Further work later in the year will be needed.

2025/06/18 NO 5 AGENDA ITEMS TO ACTION.

2025/06/18 No 5a. To receive any updates and agree any actions relating to the Community Centre.

- Work commenced on EICR
- Two quotes received for the fire alarm system are more expensive than anticipated (circa £17-19K ex vat). A further quote is being obtained before PCA approaches the parish council for possible financial assistance.

2025/06/18 No 5b. To receive any updates on the Scout hut and agree any actions.
No update from solicitors. Awaiting date for surveyor visit.

2025/06/18 No 5c. To receive any updates and agree any actions on other projects including

- i) Recreation ground improvements project.
 - End of season football pitch repairs have been done
 - Drainage improvements delayed until September/October as ground too dry.

ii) Leigh Farm woodland project
S106 funds for the woodland project have been approved. However the council is still waiting for details of any lease agreement which are being ratified by South Gloucestershire Cabinet in July 2025. Date for meeting with South Gloucestershire colleagues to discuss wider plans for the remaining fields is yet to be agreed.

iii) St Aldams active play project
Very positive feedback is being received. The project is completed with the official opening on 14th June. Submitted grant request and project completion report to GrantScape for payment.

iv) Parkfield goalpost
It is hoped the goalpost will be installed on 19th June.

2025/06/18 No 5d. To review the latest edition of Pucklechurch News and ratify appointment of selected tenderer and award the 2 year contract to HMP Ashfield print department.

Councillors have been really pleased with the positive feedback and expressed their thanks to Cllr Hawkins as editor. Cllrs Hawkins and Parker to meet the distribution co-ordinator to discuss issues and additional offers to help with the quarterly distribution.

2025/06/18 No 5e. To review progress on Local Council Award Scheme Silver application and agree any actions.
Noted.

2025/06/18 No 6. AGENDA ITEMS TO NOTE.

2025/06/18 No 6a. To note items of correspondence:

- i. To note outcome of website MOT.
Noted.

2025/06/18 6b. To note consultation on South Gloucestershire Council Dementia Strategy 2025 and agree if the council wishes to respond. Closing date if 1st August.
Link: [Have Your Say Today - Dementia Strategy - Commonplace](#)

It was noted our local GP practice is pro-active in this area. It was also acknowledged that specialist support can at time be hard to access. Agreed that as there has been no public representation, the council will not respond but that councillors may wish to respond as individuals.

2025/06/18 No 7. PLANNING.

2025/06/18 No 7a. Planning applications.

2025/06/18 No 7ai P25/01204/HH Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Erection of detached annexe ancillary to the main dwellinghouse.

Due to timescales comments were submitted under delegated powers. These were agreed and noted:

Pucklechurch Parish council disagrees with the applicant's statement that either P25/01204/HH *Erection of an annexe for ancillary use to the main dwellinghouse* or P25/01205/CLP *Use of the land to site a mobile home for ancillary use to the main dwellinghouse* could not operate as a standalone unit of accommodation. Pucklechurch Parish council requests that this is addressed by condition to the extent that it is made clear that the annexe/mobile remains an integral part of, and incidental to the main property, unless full planning permission has been sought and subsequently granted to enable this.

2025/06/18 No 7aii P25/01205/CLP Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Siting of a mobile home ancillary to the main dwelling.

Due to timescales comments were submitted (see above) under delegated powers. These were agreed and noted.

Application received after agenda issued

2025/06/18 No 7aiii P25/01386/RM Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Erection of 2 no. self-build dwellings (outline) with appearance, landscaping, layout and scale to be determined. Approval of reserved matters to be read in conjunction with Outline permission P24/02049/O.

Resolved in line with delegated powers that the Clerk in conjunction with Cllr Boyle, will arrange for relevant papers to be circulated to the Councillors who should return their comments, to the Clerk for determination of the Council's response within the prescribed consultation period.

2025/06/18 No 7b. Planning decisions. All noted.

2025/06/18 No 7bi P25/00841/CLP 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.

Installation of rear dormer and partial hip to gable conversion. Approved Certificate of Lawfulness.

2025/06/18 7bii P25/00847/HH 2 Edmund Court Pucklechurch South Gloucestershire BS16 9PW

Erection of front porch. Installation of 2no. front dormers. Erection of single storey rear extension to form additional living accommodation with rear raised patio. Approved with conditions.

2025/06/18 No 7biii P25/00842/HH 5 Bridge Road Mangotsfield South Gloucestershire BS16 9NG.

Removal of existing double roman profile roof tiles and replacement with slate tiles. Approved with conditions.

**2025/06/18 No 7c. Planning enforcement and any other actions.
None.**

2025/06/18 No 8. REPORTS.

2025/06/18 No 8a. To receive report from the Clerk.

- Attended Data protection training. Signed the council up for 12-months data protection support at a cost of £495.
- Presentation on Marsh Farm proposals deferred to July.
- It appears some residents have inaccurate information on who approves planning applications or authorises changes to roads. As a statutory consultee the parish council receives notification of submitted planning applications. Applications appear on the agenda and any comments the parish council submits are recorded in the minutes. However it is South Gloucestershire Council who is the Planning Authority and decides the outcome of applications. Likewise responsibility for roads lies with South Gloucestershire Council as the Highways Authority, the parish council has no legal powers for roads and cannot authorise any changes. Please see the parish council website for more information
https://www.pucklechurchparishcouncil.gov.uk/Planning_and_Consultations_33846.aspx
- Escalated H&S concerns with South Gloucestershire council over poor lighting of steps in St Aldams. Officers to visit site and suggest options and costs.
- Still awaiting refund from Pucklechurch Primary School
- Rock House Farm public consultation is on 15th July. Land promoters willing to meet with councillors, meeting suggested 16th July before full council – clerk to check with prison.
- No further funding for Neighbourhood Plans. There will be further costs for the parish council to get its plan made, but it is anticipated that a maximum budget of £3,500.00 should be sufficient (circa £3000.00 in earmarked reserves).
- Defibrillator box at Old Dairy not repairable, requested costs from AED. Social media post notes Allied Electrical will install for free.

2025/06/18 No 9 FINANCE**2025/06/18 No 9a. To approve contractual and other obligations for June 2025.**

Payee	Description	Net	VAT	Total	
Vision ICT	MOT website 20243	£145.00	£29.00	£174.00	
CPRE	Annual membership	£36.00	£0.00	£36.00	
Dijiprints	Pucklechurch News Summer	£358.88	£0.00	£358.88	
Instant Landscapes	Grass cutting April-June (Rec, St Aldams and Eagle Crescent)	£2,016.00	£0.00	£2,016.00	
HMRC	Tax and NI	£1,037.35	£0.00	£1,037.35	
Breakthrough Communications	Data Protection compliance toolkit subscription INV-20211263	£495.00	£99.00	£594.00	
Primrose Gardening	Contract 225	£1,585.00	£0.00	£1,585.00	
Primrose Gardening	Litter May 226	£200.00	£0.00	£200.00	
Primrose Gardening	Repairs at Parkfield 227	£70.00	£0.00	£70.00	£1,855.00
Proludic	St Aldams active play SIN010929	£58,455.56	£11,691.11	£70,146.67	

D Dunning	Salary with additional hours	£2,387.62	£0.00	£2,387.62	
D Dunning (Viking)	headphones, mouse and stationery 5940693	£65.63	£13.13	£78.76	£2,466.38
PATA	Payroll services	£47.46	£0.00	£47.46	
		£66,899.50	£11,832.24	£78,731.74	

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

Resolved to approve payments. Cllrs Dunning and Hemmings to authorise.

Direct debits.

Supplier	Goods	Net	VAT	Total
o2	phone	£12.85	£2.57	£15.42
BT	broadband	£35.87	£7.17	£43.04
NEST	Pension Contribution	£179.12	£0.00	£179.12
EDF Energy	Electricity Eagle Crescent	£18.00	£0.00	£18.00
EDF Energy	Electricity Parkfield	£24.00	£0.00	£24.00
Reconomy	Monthly waste collection	£48.68	£9.74	£58.42

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

2025/06/18 9b. To receive and agree reconciliations for May 2025.

Balance per bank statements as at 01/05/25	£
Unity Bank current	£263,253.76
Unity Instant access savings	£50,000.00
Hinckley and Rugby BS	£0.00
Unity Bank current	
Less: payments for May 2025	£11,272.78
Plus: Unity income for May 2025	£1,608.16
Less: transfer to Hinckley and Rugby BS account	-£75,000.00
Balance as at 31/05/25	£178,589.14
Unity Bank instant access savings	
Less: payments for May 2025	£0.00
Plus: Unity income for May 2025 (internal transfer)	£0.00
Balance as at 31/05/25	£50,000.00
Hinckley and Rugby BS savings account	
Less: payments for May 2025	£0.00
Plus: income for May 2025 (internal transfer)	£75,000.00
Balance as at 31/05/25	£75,000.00
Balance as at 31/05/25	£303,589.14

Figure 1 Print screen of May 2025 accounts.

Total receipts	75,000.00	50,000.00	189,861.92		0.00	0.00	11,272.78
Less: payments in month	0.00	0.00	11,272.78		0.00	0.00	17,814.48
Balance c/fwd	75,000.00	50,000.00	178,589.14				
	A	B	C				
Combined balance	D	303,589.14		Bank rec at 31 5 25			
				Hinkley and Rugby 90	75,000.00		
				Unity instant access sa	50000.00		
				Unity	178,589.14		
Balance as at 1st April 2025		244,038.85			303,589.14		
Plus: receipts in year to date		77,364.77					
Less Payments in year to date		17,814.48		Less: uncleared chqs			
Balance as at 31st May 2025	E	303,589.14		F should equal D & E	303,589.14	Diff	0.00

Figure 2 Print screen Unity Bank current account statement May 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/04/2025		Balance brought forward	£0.00	£0.00	£50,000.00

Figure 3 Print Screen Hinkley and Rugby BS savings account May 2025

https://online.hbs.co.uk/consumer/corporateAccountSummary/acb2975a-53dd-4a84-99b6-e6deb12de6e8

H&R
Building Society

Savings Accounts Summary

PAYMENTS MANAGE ACCOUNT

Year
2025

Date	Description	Amount	Balance
22/05/2025	Receipt	£74,000.00	£75,000.00
01/05/2025	Receipt	£1,000.00	£1,000.00

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

Next meeting 16th July 2025.

Meeting closed at 20:15

South Gloucestershire Council

REPORT TO: CABINET

REPORT TITLE (AND WARD(S): Leigh Farms, Pucklechurch July 2025

Purpose of Report

To approve the masterplan and development of the areas known as Leigh Farms I and II to support the objectives of the Climate and Nature Emergency, and designations to support the Local Plan.

Recommendation

That Cabinet be recommended to:

- i) Approve the grant of an Exclusivity Agreement to Bristol Energy Network and the Option for a Lease for 30 years on terms to be agreed by the Service Director for Property
- ii) Approve the grant of a Lease to Pucklechurch Parish Council on terms to be agreed by the Service Director for Property
- iii) Note the allocation of land within the Local Plan for Gypsy & Traveller and Travelling Showpeople designation
- iv) Approve the development of woodland creation and nature restoration on remaining sites

Policy

1. In 2023 the Cabinet Member for Corporate Resources requested a report on the Council's smallholding estate. The report recommended to:

Assess potential for alternative uses including, but not limited to, those that meet other council policy objectives such as housing, climate change and nature recovery uses. Assess funding options for the delivery of all identified alternative uses. Assess the potential for early surrender of tenancies. Produce an individual asset management plan and business case for each asset. Subject to the individual asset management plan, actively manage tenancy agreement obligations to ensure they are carried out. Decisions on the future of each asset will be made by formal approval of each individual asset management plan.

2. In November 2024 asset management plans for smallholdings were presented to the Property & Asset Board and scrutinised by the Strategic Estates Group. Proposals for Leigh Farm included exploring the potential for renewable energy and options for woodland, grassland and nature recovery initiatives.

Background

Leigh Farm

3. This asset extends to approximately 228 acres of grassland farm with a traditional farmhouse, split into two semi-detached cottages together with traditional farm buildings, situated in open countryside within the parish of Pucklechurch.
 - a. Several Constraints have been noticed when this asset has been reviewed:
 - b. Restricted Water Supply
 - c. Road Noise and pollution from the M4
 - d. 2X Oil pipelines
 - e. A high-Pressure gas main crosses the site
 - f. Proximity to the crematorium
 - g. Restricted land access due to the M4
4. The farms were vacated by tenants in 2022, and the land has subsequently been Let under Farm Business tenancy terms at a rental of £21,700 per annum.

Wind turbines

Bristol Energy Network Proposals

5. BEN has been funded by WECA through its Local Energy Scheme grant to identify renewable energy opportunities across the WoE. BEN have been considering various sites within South Gloucestershire and the site at Leigh Farms is considered to be the location with greatest potential, from a very limited number of potential locations.
6. The significant difference between BEN's proposals and that of a commercial energy company is that the benefit is routed back into communities and this is proposed to be a material consideration when considering the planning merits of such proposals under Draft Local Plan policies. The BEN has worked with the local community to launch a Community Interest Company (CIC). The CIC was registered in April 2025. The local community would benefit from the surplus income generated from the turbine/s. The CIC will serve the people of Pucklechurch, Emersons and Lyde Green and Westerleigh and other affected communities. Additional members and beneficiaries to the CIC, and the selection criteria used, will need to be agreed along with the final naming of the CIC. The CIC will become the tenant of the Council once the scheme has been secured and funded with support from BEN. Current proposals are to construct two turbines with capacity 4.26MW each (8.52MW total). The financial offer to the Council for rent of the land and proposed payments to the CIC are set out in Exempt Appendix B.

Due to the sensitivities with the proposed location, being close to a crematorium, there will be discussions with the owners to ensure that they can review the proposals as they progress.

Issues

7. Due to many, often overlapping, constraints including the availability of grid connection, opportunities for new renewable electricity generation and storage are limited within South Gloucestershire. The grid operator generally suggests post 2036/7 for connection where capacity currently does not exist.
8. Recognising the widespread challenges of achieving a grid connection, for the energy produced by wind turbines at Leigh Farm an off taker for a private wire is being evaluated for delivering power to the Bristol and Bath Science Park (BBSP) with a particular proposal to supply the Isambard AI facility. This private wire option is likely to be required given grid connection timescales. The connection may also release capacity to support new business and development in BBSP and may open future opportunities for local networks where local generation is aligned with local supply to the benefit of generators and consumers.
9. Carter Jonas have been instructed to prepare Heads of Terms based upon the best offer that they received from BEN and advise. Heads of Terms for rental to the Council have now been drafted.
10. Proposals for payments to a new CIC set up as a community energy company have also been set out by BEN
11. Emerging planning policy in the Reg 19 version of the Local Plan under policy LP27 supports community energy proposals in green belt locations. While not current policy, the weight to be applied to this draft policy is likely to have increased as we move towards the Local Plan Inquiry, recognising that the consideration of the planning merits of the proposal is for the Council in its role as the Local Planning Authority (LPA) and the agreement of terms for the land must not fetter the independent consideration of a future planning application by the Council as the LPA.

Woodland creation

12. The tree planting proposal sets out plans for approximately 30 hectares of tree planting, creating a new woodland along with motorway (M4) woodland buffer expansion. Initial funding for the project has been secured from S106 and SGC Climate and Nature Emergency funding (2025/26). Additional funding is expected to be secured through government grants for tree planting and maintenance, which will be progressed subject to approval of the masterplan.
13. This project presents a significant opportunity to establish a new woodland, providing vital motorway buffer screening and habitat while advancing the council's Climate and Nature Emergency goals, including doubling tree canopy cover. It will also deliver wide-ranging benefits for the local community, nature conservation, climate adaptation, and resilience—leaving a lasting legacy for future generations. Furthermore, the project has garnered local community support, with Pucklechurch advocating for woodland creation and tree planting at this site as part of the Leigh Farm Masterplan. Community access will be facilitated through Public Rights of Way, enhancing accessibility and enabling further funding opportunities from the council.

14. Additionally, the creation of the woodland and buffer zone will yield significant social benefits, including acoustic buffering, recreational spaces, improved health and well-being, skills development, and volunteering opportunities.
15. Further to this, there will be an opportunity to create a Green Bridge which under the WENP Priority Programme- Tackling Transport Severance, Leigh Farm has been identified as a potential site for a green bridge.

Land to be transferred to Pucklechurch Parish Council

16. Pucklechurch Parish Council has submitted its position paper/policy requesting that South Gloucestershire Council protects and use Leigh Farms especially Leigh Farm 1 to help address its commitment to climate change through the development of its wildflower/hay meadows and by creating a woodland to provide a wildlife haven. The submission raised that Leigh Farms will play an important role in the parish council's emerging climate change and nature action plan which is currently being developed.
17. The proposal to grant a Lease of an area of land will support Pucklechurch Parish Council's aspirations to develop a biodiverse wildlife haven and community asset with the use of S106 monies which are available for specific uses, primarily the enhancement of open space. Leigh Farm will play an important role in the parish council's emerging climate change and nature action plan.

Local Plan designations

18. As part of the new Local Plan, the Local Planning Authority is required to assess the need and to develop fair and effective strategies to meet needs of our travelling communities through identifying sites. A consultant was appointed to review sites promoted and to review Council owned land deemed suitable for Gypsy & Traveller and Travelling Showpeople. The consultant identified that a site at Leigh Farm was suitable for accommodating up to 6 Gypsy and Traveller plots. He further identified that an area of land was suitable to accommodate an area for Travelling Showpeople.
19. Due to the potential competing uses for land north of the M4 motorway, the area proposed to be designated within the Local Plan for Travelling Showpeople is mapped as a larger area in order that there is flexibility for it to be accommodated along with the needs for other uses.
20. While not a designation in the existing or Draft Local Plan, support for the development of Strategic heating and cooling networks, including those linked to heat from mine water is included in policy. In this context land at Leigh Farms has been highlighted in a recent study as a potentially good location to carry out exploratory drilling to ascertain the suitability of a small part of the site, near the motorway, as an extraction point for my water. Beyond its potential value in decarbonising heating and cooling in the future, it has no strategic impact on other proposed uses or allocations.

Consultation

21. As part of the Local Plan consultation process the sites proposed for Gypsy & Travellers and for Travelling Showpeople are included within consultation documents and any responses will be collated as part of that process.

22. For the proposed wind turbines, BEN have consulted with local communities as part of the creation of the CIC. BEN held an Open Homes Day in November 2024 where four homes in the Emersons Green area were made available for people to visit and view low energy adaptations that had been made. Further events will be agreed with BEN to advise on proposals and timelines for delivery of the wind turbines.
23. Officers have been in consultation with the Parish Council to identify a site to accommodate their wildflower meadow proposals and to confirm the protection of S106 monies to support the project. Further consultation on this and proposed woodland creation will commence following the decision on the master plan for Leigh Farm.

Equalities Considerations

24. The Leigh Farm Masterplan is anticipated to provide significant positive outcomes in respect of tackling inequalities and the provision of health and social value. An EqIAA is set out at Appendix C and has found that there is strong potential for changing management of this site to create a new renewable energy source and publicly accessible areas to assist in reducing inequalities and contributing to the overarching priorities of the Council Plan to reduce the inequality gap, priorities as set out in the Tackling Inequalities Plan, action on the Climate and Nature Emergency and delivering value for money.
25. The Masterplan has been developed with the purpose of enhancing the council's commitment to addressing climate change through the creation of renewable energy and the enhancement of nature and biodiversity. The proposed creation of a CIC to be the owner of the wind turbines is designed to benefit the community rather than shareholders. It is a social enterprise that operates like a regular business but with a primary focus on community benefit. The company will receive net profit from the energy produced from the turbines that it will be able to invest in the local communities.
26. Designations through the new Local Plan will help to protect the needs of Gypsy & Traveller and Travelling Showpeople, addressing the findings of the latest Gypsy and Traveller Accommodation Assessment (GTAA).
27. The safeguarding of land for climate and nature objectives will enhance the wellbeing of the local community and particularly the community of Pucklechurch who will be able to visit the area via a network of footpaths from the village.

Financial Implications (includes tax implications such as VAT)

28. The holding currently generates an annual rent of £21,700. The current tenancy expired in May 2025, and the farmer is currently holding over on the same terms to allow the masterplan to be reviewed. A new agreement will be negotiated pending a decision on the masterplan.

29. The proposed rental of the land for the development of the wind turbines significantly outperforms the rental of land for traditional farming purposes.

30. Was the Finance Business Partner adequately briefed / involved with the decision process – Yes, I have been briefed by Property Services

Budgetary Impact: Nil – Projected base rental income is higher than agricultural use income.

Resourcing Impact: N/A

Forecasting Impact: Nil – Projected base rental income is higher than agricultural use income.

There are no expected adverse financial implications for this proposal. The expected base rental income far exceeds the current agricultural value and if the proposal does not go ahead, will continue to be used as agricultural land.

Other financial considerations:

The proposal is to retain income from farm uses until such time as land is required for the specific uses. This income will reduce as land is required until such time as the rental income agreed for the wind turbines is received. If any of the uses identified in the master plan are not delivered, then the farm use will continue *while alternative uses are reviewed*.

Ryan Harris – Finance Business Partner - RBC - 01454 863904

Legal Advice regarding the Wind Turbines

31. The council has negotiated appropriate rental terms for the proposed Wind Turbines. The proposed terms have been assessed, by the appointed agents, as meeting the council's obligations to secure Best Value pursuant to section 123 of the Local Government Act 1972.

Simon Banks – Solicitor – 01454-863039

Human Resources Implications

32. There are no internal Human Resource implications arising from this report.

Nicola Plant – Human Resources Business Partner – 01454 863093

Climate Emergency and Environmental Implications

33. In July 2019 South Gloucestershire Council declared a Climate Emergency pledging to provide the leadership to enable South Gloucestershire to become carbon neutral by 2030, to respond to the local impacts of a changing climate and to protect and restore nature. This report includes an outline assessment using the Climate and Nature Decision Wheel as shown in the background section of the report of the likely impacts of the proposals for the Leigh Farm site on the environment and society. The wheel highlights a range of positive benefits from the proposals which include renewable

energy generation and the enhancement of nature on site through woodland creation. Positive benefits were identified in terms of land use, soil and waterway health, greenhouse gas emissions, renewable energy, air quality, biodiversity, climate change adaptation and connectivity for nature. In terms of the social benefits these were identified for health and well-being, job creation, improvement to the local environment from the woodland creation aspect of the proposal and the potential to contribute to fuel poverty reduction initiatives from the wind turbine proposals. To maximise the positive outcomes from the proposed uses of the site it is recommended that for all the proposed uses of the site safeguarding and security should be a priority in the next stages of the design of all these schemes and that consideration to educational and food growing opportunities should be investigated.

34. Please see appendix E for the climate wheel and justification.

Lucy Rees - Senior Climate and Nature Emergency Officer - Department for Place
T: 01454 862224

Social Implications

35. The intention to create a renewable energy source and to promote nature and biodiversity will provide an opportunity to improve the mental and physical well-being of individuals and families visiting the area and help to support the Council's aim to close the inequality gap as access to green space is known to support many factors.

Mark Pullin, Service Director – Community Development & Partnerships – 01454 868480

Economic Implications

36. There are no direct economic implications identified through the recommendations outlined in this report. Cabinet may wish to consider whether conducting an economic impact assessment(s) would be proportionate to the decision(s). Such assessment(s) could focus on the wider South Gloucestershire economy, measured in terms of Gross Value Added (GVA), as well as the direct and indirect economic benefits, including job creation and safeguarding.

Ian Steele, Business Investment & Digital Connectivity Manager - 01454 868202

Privacy Impact Assessment

37. There is currently a non-disclosure agreement (NDA) signed with the Bristol Energy Network to protect their business case and financial modelling. Rentals and Heads of Terms for an Exclusivity Agreement and Options for a Lease are therefore covered by this NDA and details are included in an Exempt Appendix (Appendix B) to this report. If the decision is to approve the entering into an Exclusivity Agreement with BEN, then the NDA will be terminated, and the company will be required to carry out consultation events to advise the local community of its proposals.

Risks, Mitigations & Opportunities

Risk Assessment

38. Wind turbines – The Council is to grant an Exclusivity agreement to the Bristol Energy Network. BEN will be responsible for all investigations, obtaining funding and for seeking planning permission. This will be at the risk of BEN. The Council will retain the land in its current use (grazing) until such time as it is required for any of the uses set out in the Masterplan.
39. Woodland creation and nature recovery - funding has been identified to deliver the creation of woodland and additional nature recovery projects. Additional funding streams have been identified and will be sought following approval to proceed with the master plan proposals.
40. The designation of land for Gypsy & Travellers and Traveling Showpeople form part of the Local Plan process. Formal approval of the designation will be subject to Local Plan approvals and timelines.

Reasons for Decision

41. The decision will enable an Exclusivity Agreement to be entered into with Bristol Energy Network who will then be able to progress its due diligence prior to submitting a planning application for up to 2 wind turbines. The decision will also enable the progress of the masterplan to help to deliver nature and biodiversity and to support Local Plan designations to help protect groups with special characteristics.

Author

Catrin Mathias – Service Director for Property

Departmental Contact

Chris Thomas – Head of Property & Development – 01454 865074

Background Papers

Appendices

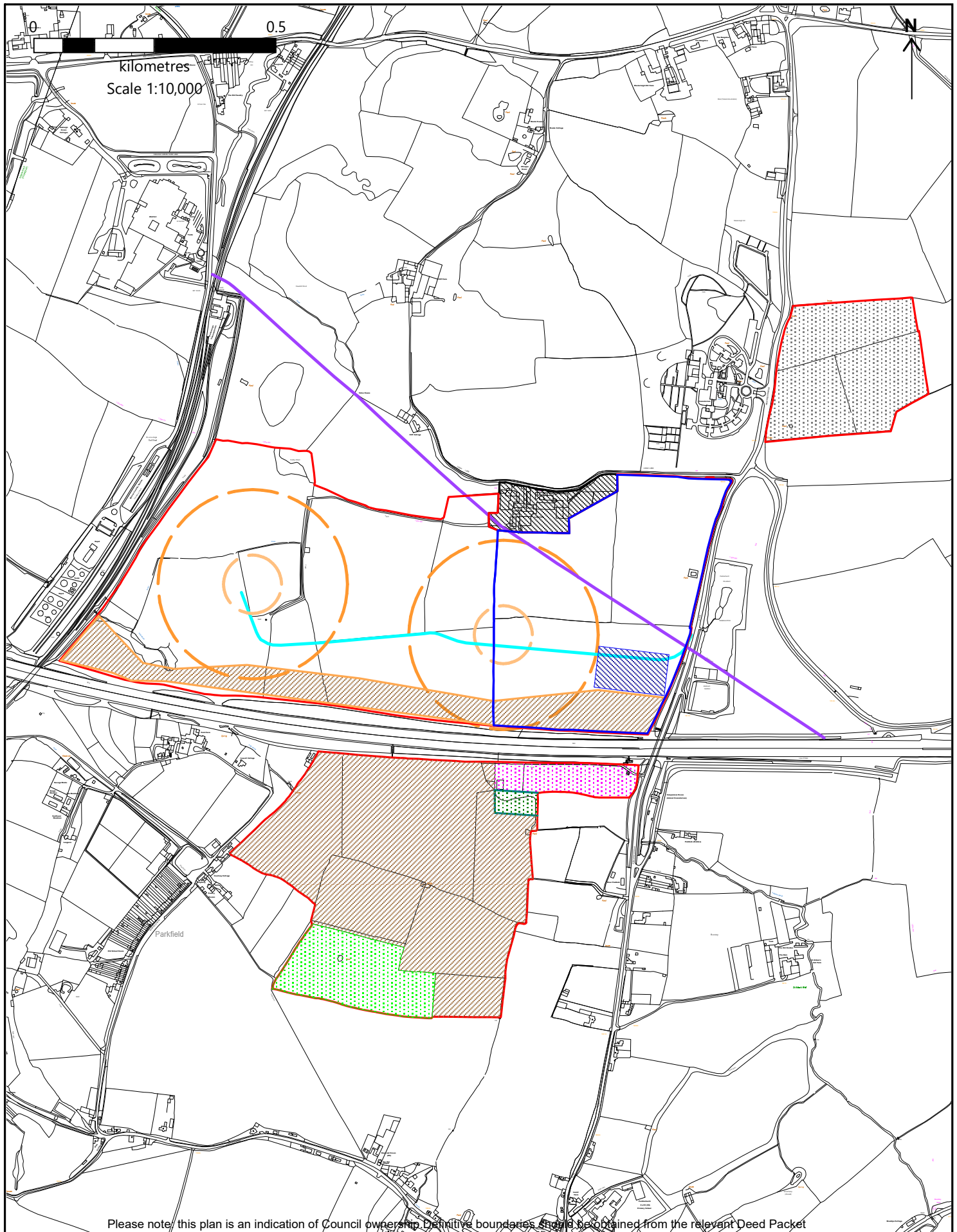
Appendix A - Masterplan

Appendix B – Exempt Appendix – Financial information wind turbines

Appendix C – EqlAA

Appendix D- Exempt Appendix- Heads of Terms- Wind Turbines

Appendix E- Climate Wheel and justification



Leigh Farm

Wind Turbines orange, Underground cables cyan, Oil pipeline purple,
 Travelling show people's site: indicative location blue line, indicative size blue hatching
 Land transferred to Pucklechurch light green, Nature restoration grey, Tree planting orange
 Access magenta, Travellers site dark green, Reserved use black

Compiled on 30/06/2025 Scale 1:10,000 @ A4

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 Resources & Business Change
 Property Services
 PO Box 1953
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 BS37 0DB

Document is Restricted

Review of Leigh Farms I & II

Equality Impact Assessment and Analysis (EqIAA)

Date: 12/06/25

1. Introduction

Masterplan proposals to inform decision making regarding changes to the management of council owned Leigh Farms I&II to create a new energy generation site and publicly accessible areas that has strong potential to help reduce inequalities and contribute to the overarching priorities of the Council Plan to reduce the inequality gap, act on the Climate Emergency, and deliver value for money.

This EqIAA is based on local engagement and evidence to date alongside strategic links and wider evidence to consider the anticipated implications (positive and negative) and associated mitigations to inform decision making regarding the repurposing of the site.

This EqIAA relates to equalities implications of this proposal and does not include the tenancy which is a temporary grazing licence only.

2. Research and Consultation

Local engagement

Engagement to date has been restricted to a community focused energy company, funded by a grant from WECA carrying out a high-level assessment of the area. This has confirmed its suitability for wind generated power. Bristol Energy Network has carried out local consultation and created a specific company, Emersons and Lyde Community Energy C.I.C (ELCE). The CIC was registered in April 2025. This is to ensure that the local community benefit from the surplus income generated from the turbine/s. Through ELCE it aims to serve the people of Emersons and Lyde Green as well as the surrounding communities of Westerleigh, Pucklechurch, Mangotsfield, Staple Hill and Blackhorse. ELCE will become the tenant of the Council once the scheme has been secured and funded with support from BEN.

A masterplan of the entire holding has been prepared together with a proposal to include an area for Pucklechurch Parish Council to develop into a wildflower meadow to be enjoyed by its parishioners and the wider community.

Further consultation with local ward and parish councillors is proposed together with the creation of a board of directors made up of local people to manage the ELCE.

The designation of areas through the new Local Plan for Gypsy & Traveller and Travelling Showpeople will particularly address the needs of these communities, especially considering the findings of the latest Gypsy and Traveller Accommodation Assessment (GTAA) which found that “there has historically been

a persistent level of unmet need for accommodation for Gypsies, Travellers and Travelling Showpeople in South. Gloucestershire”.

The masterplan aligns with the Council Plan and the Council's climate and nature emergency strategy. To prepare the council's GI Strategy, comprehensive engagement and public consultation was delivered which highlighted the opportunity to consider how the council uses our assets and the importance of publicly accessible green spaces to reduce inequalities.

Local evidence

Eunomia Consulting - – Report on Natural Capital benefit.

A number of sites within South Gloucestershire have been reviewed and reports have identified the following general benefits:

Reports highlight the importance of 'cultural services' in delivering value with Recreation, Physical Health, Mental Health, Education, and Volunteering contributing to the overall annual value. The health and wellbeing benefits of connection with nature are locally and nationally well evidenced alongside the benefits of increases in ecosystem health and services such as cooling, shading, water and air quality. In particular, access to high quality green space and nature is a key wider determinant of health which reduces inequalities as highlighted in the Council's Joint Health and Wellbeing Strategy. The projected benefits for changing management of this site and improvements to amenity, are therefore anticipated to reduce health inequalities bringing benefits across all protected characteristic groups.

The planned uses south of the M4 motorway are anticipated to be of particular benefit to members of the community already suffering from poor health, particularly people who do not have access to private or shared green space.

The site has potential to provide an opportunity within South Gloucestershire for local investment in Biodiversity Net Gain to retain the benefit of offsetting development within the district. If local opportunities are not developed for offsetting and gain, then the mitigation will take place elsewhere and not benefit the communities where the loss of biodiversity is being experienced which would adversely impact equalities.

These anticipated outcomes for changing management of the site to deliver health and wellbeing benefits for residents and reducing inequality gaps would contribute to priorities of the Council Plan, the Tackling Inequalities Plan priorities, Climate and Nature Emergency, Joint Health and Wellbeing Strategy, the West of England Nature Partnership Nature and Health Strategy.

3. Identification and analysis of equalities considerations

Intended outcomes

To establish renewable energy production and publicly accessible areas which will deliver health and resilience benefits for the environment, people and communities

serving to reduce health and social inequalities. This will deliver objectives set out in the governments Climate Change Risk Assessment 3 (CCRA3) to prepare for and mitigate the local impacts of the changing climate particularly to mitigate impacts for people who already experience inequalities. This will all be developed as part over the overall masterplan proposals.

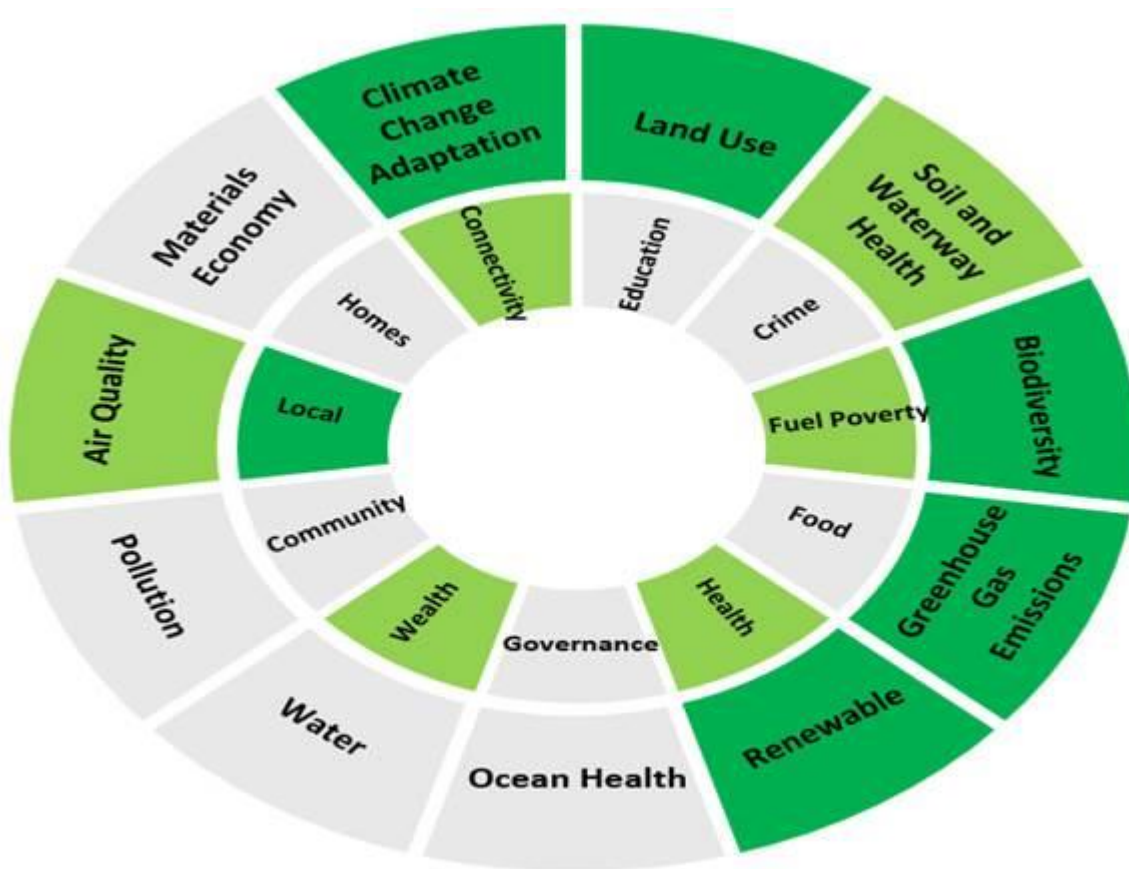
4. Summary

This EqlAA is based on limited local engagement to date with consultation proposed to develop the masterplan proposals. Reports on the natural capital assessment of other areas owned by the council have been reviewed to inform potential benefits in the changes to management of the site. The information set out in this EqlAA indicates the strong potential of changing management of this site to create a new renewable energy source and publicly accessible areas which would help to reduce inequalities and contribute to the overarching priorities of the Council Plan to reduce the inequality gap, act on the Climate and Nature Emergency and deliver value for money.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Appendix E- Climate Wheel and justification



Ratings

1	Long lasting or significant negative impact
2	Short term or limited negative impact
3	No known Impact
4	Short term or limited positive impact
5	Long lasting or significant positive impact

Climate Wheel for Leigh Farm and Ratings- Masterplan

Key impacts and recommendations

From an initial assessment the proposed uses of the site in combination have significant positive benefits for the environment and for society.

Land use – 5 long-lasting positive benefit

The proposals for the Leigh Farm site which is currently farmland include proposed increases in tree planting and woodland creation which have a direct long-term benefit for land management and include long-term but temporary proposals of 2 x wind turbines and dedicated space for travelling show people which provide social benefits as well as renewable energy generation benefit.

Soil and waterway health – 4 short term or limited positive benefit

There will be positive impacts from the increases in tree planting and management of land for biodiversity and woodland creation however there will be some temporary and limited level of soil compaction from construction of the wind turbines. There is a brook that runs through the site adjacent to the wind turbines however it is not considered that there will be any impact on the waterway adjacent to the turbines.

Biodiversity - 5 long-lasting positive benefit

The proposals are likely to have a long-term benefit for biodiversity due to the proposed tree planting and woodland creation. The proposed wind turbines will environmental impact assessments carried out which include impacts relating to noise. There will be minimal impacts from other proposed uses of the site.

Greenhouse gas emissions – 5 long lasting positive benefit

The proposals for wind turbines on site are to produce renewable energy over a 30-year period as part of a community energy project, the tree planting and woodland creation initiatives will increase carbon sequestration. There will be some limited carbon emissions impacts from the construction of the turbines which will be offset by the long-term generation of renewable energy on the site.

Renewable Energy – 5 long-lasting positive benefit

The proposed wind turbines on site are specifically to increase the amount of community owned renewable energy in South Gloucestershire.

Air quality – 4 short term or limited positive benefit

It is anticipated that there will be a limited positive benefit to localised air quality due to the addition of trees and a new woodland.

Climate change adaptation – 5 long-lasting positive benefit

The proposals for tree planting and woodland creation will have a positive impact on cooling, shading, minimising soil erosion preventing flooding and the community owned wind turbines will increase energy security.

Education –

Although there is no perceived direct impact on education, it is recommended use of the woodland and wind turbines to promote green skills and access to nature be explored as the next stage in this work.

Crime –

Although there is no perceived direct impact on crime. It is recommended that for all the proposed uses of the site the safeguarding and security should be a priority in the next stages of the design of all these schemes.

Fuel poverty – 4 short term or limited positive benefit

The community energy aspect of the proposed turbines on site would see income generated from the turbines going to community organisations delivering fuel poverty alleviation programmes.

Food -

Although there is no perceived direct impact on food. It is recommended that opportunities to include local food production are explored in the next stages of the design of these schemes.

Wealth - 4 short term or limited positive benefit

There will be some jobs created from the development of the turbines and the woodland creation, and the operation of these sites will require personnel for the duration of the lease of the land over the 30 years.

Local Environment – 5 long-lasting positive benefit

The woodland creation will open the site for public recreational use and will enhance the immediate natural environment.



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ACTION PLAN 2025-26

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 2025/26 are:

- upgrading or replacing existing play equipment
- safeguarding the future of the Scouts hut
- supporting improvements at the Community Centre.

In addition during 2025 the parish council will be embarking on S106 funded projects:

- to improve both the drainage and the sports pitches on the Recreation ground
- to reach agreement with South Gloucestershire Council to provide a new biodiverse woodland and community asset on their land to benefit the parish and wider South Gloucestershire both now and for the future.

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	Review of community grant scheme to support groups and organisations that provide services and opportunities to enhance and/or support parishioners	Working group to review grant scheme and present findings to council to ensure scheme offers best value to all	To ensure approved budget provides maximum benefits to the community	Report to council by September 2025. Approval and changes by October 2025	Grant working group/full council	Review and changes to be implemented before the scheme opens in November
Neighbourhood Plan	Ensure the Pucklechurch parish Neighbourhood plan which outlines the community's vision of their neighbourhood is 'made'	working with South Gloucestershire Council, ensure draft plan moves through remaining regulations to examination and referendum until plan 'made'	circa £3000.00 in reserves.	2025-26	Council/NP group, Clerk and Consultant	Monitor progress throughout the year
Planning matters	i) Respond to on-going NPPF consultations ii) Respond to ongoing developments linked to/resulting from the emerging South Gloucestershire Council Local Plan	To raise awareness/inform of proposals within the parish and to respond on behalf of the community	Part of general responsibilities	Ongoing	Council	ongoing as required

Scout hut	Take on ownership of Scout hut to save as a community asset	Council ownership and improvements. Work with Pucklechurch Community Association (PCA) for consider future management	£10,000.00 in budget	2025	Council and Scout hut working group	Revamped community asset
Pucklechurch Community Centre (village hall)	To work in partnership with the PCA to develop the community centre	Support PCA to develop, enhance and improve the long term viability of building	£5,000.00 in budget	Ongoing	Council, hall working group. PCA & Clerk	Future proofing this community asset

2. Improving Parish council governance

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Website	Review of accessibility	Professional MOT of website	£200.00	Summer 2025	Clerk	Revised accessibility statement. Evidence website meets required standards as required by assertions in new AGAR
Data Protection	Review of all processes, policies and compliance	Commission external provider	£500	Ongoing throughout 2025-26	Clerk	Evidence of compliance as required assertions in new AGAR
Local Council Award Scheme	Re-apply following lapsed accreditation	Council to apply for Silver award	£400	By end 2025-26	Clerk	Evidence of professionalism and good standards of governance

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
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3. Improving communications

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
Pucklechurch News	In house production of quarterly newsletter	Prioritise accessibility and improved content so Pucklechurch News informs and provides an information service for all residents	New contract budget up to £4,000.00	Ongoing Quarterly reviews	PN editorial group	Positive feedback and increased interest in providing articles/news

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
New woodland on land at Leigh Farm to support South Gloucestershire Council's	Project to develop community woodland and enhance biodiversity	To work with SGC to agree lease agreement. Source external funding. Develop community project to compliment SGC plans	\$106 funds from Oaktree Avenue developments circa £60,500.00	2025-2027 Lease by end July 25 SGC liaison ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group,	Develop partnerships to progress project with support from SGC

(SGC) strategic Green Infrastructure (GI) network		for the remaining land at Leigh Farm (Pucklechurch side of M4)			community groups and Clerk	
Parish council owned land including burial ground	Continued enhancements to improve biodiversity	<p>Ongoing research and approval of ideas to mitigate climate change and enhance nature.</p> <p>a) Install bug hotels</p> <p>b) Continued improvements to Westerleigh Road woodland</p> <p>c) Continued management of Ash die back</p> <p>d) monitor opportunities for community involvement such as tree planting</p> <p>e) consider future seed sharing project to benefit pollinators</p> <p>f) articles in Pucklechurch News and/or social media</p>	To meet statutory requirements. Projects approved case by case using earmarked reserves – see budget	<p>2025-26</p> <p>Liaison with HMP Ashfield Inspection autumn 2025</p> <p>Ongoing including annual inspections</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Council, Woodlands, open spaces, Street Care & Allotments working group and Clerk	Visible improvements to land.

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	Adopted plan and action plan
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5. Wellbeing

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
St Aldams Active play project	Installation of an active play provision to help address the lack of physical activities in older children and especially girls	Commission approved project	Secure £40,000.00 funding from Suez Community Fund. Budget £20,00.00 from council funds.	30th June 2025	Clerk	New provision installed. Monitor feedback and regular use.
Council owned play areas	Research and developing proposals	Develop proposal and ideas for new provision and funding options at The Recreation ground and Parkfield	None at present	Ongoing	Play area working group	Viable proposal to develop into projects
The Recreation ground sports improvements	Project to improve drainage and minimise impact of climate change, improved football pitch to ensure its continued use and	Following approval by SGC manage this 2/3 year project	S106 funding from Oaktree Avenue developments £87273.71	Drainage by 31/3/26. Football pitch year 1 reseeded and aeration 31/8/25.	Lead Cllr, Council and Clerk	Improved drainage. Improved and sustainable football pitch condition . Level cricket wicket improving condition and longevity



Item 5di

	redevelop the cricket wicket			Cricket wicket by 31/3/26		
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DRAFT

Customer Care Policy

1. The Council will treat all members of the public and customers of its services and facilities in a courteous, helpful and professional manner. It will recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.
2. In particular the Council will:
 - Provide information in accordance with its:
 - Information & Data Protection Policy and Model Publication Scheme
 - Data Protection Policy
 - Freedom of Information Policy.
 - Give clear and accurate information.
 - Respect confidentiality unless it is legally required to disclose information.
 - Deliver its services in accordance with stated standards and its Equal Opportunities Policy.
 - Return telephone calls within two working days.
 - Respond to letters and emails within five working days of receipt.
 - Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or act as advocate by contacting the other organisations on the customer's behalf.
3. If a member of the public or customer has a grievance against the Council, it will be dealt with in accordance with the Council's Complaints Procedure.
4. We would ask you in return to treat our staff with courtesy and respect, in a manner in which you would expect to be treated.



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Community Engagement Policy

It is important that parish residents, our local businesses and community groups operating in the parish are fully aware of the facilities and service the parish council provides and the various ways they can engage with us. Effective community engagement fosters trust, transparency, accountability and cooperation and ensures that local people and stakeholders are informed, consulted, and involved in the decision-making process that affects their lives, environment, and community.

Principles of Engagement

- Communication with the community will be clear, concise, open and honest.
- Communications will be designed to be accessible and inclusive so they can reach all sectors of the community.
- The Council will engage in meaningful discussions with residents and stakeholders and will seek community views whenever significant changes or major projects are being proposed by parish council, or other local or national agencies.
- The Council will provide feedback on how community views have been considered in decisions and will follow up on consultations outcomes.

Why do we engage with the community?

- To inform residents of the work and services we provide.
- To inform residents of the work and services of other agencies and authorities that impact the community.
- To ensure the views of all our community are represented, including the hard to reach, underrepresented or vulnerable groups.
- To contribute to improving the quality of life in the parish.
- To provide transparent clear, accessible, and timely information on financial governance and decision making and policies.
- To help inform decision making by the elected Councillors.

The parish council welcomes the opportunities for two-way dialogue and values feedback and constructive criticism.

How do we engage?

- Pucklechurch Parish council website
- Social media platforms.
- Through our noticeboards in Pucklechurch, Shortwood and Parkfield.
- Via councillors.



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- Through Pucklechurch News.
- Consultations.
- Council meetings with public participation.
- Host or facilitate events.
- Through local charities and partner organisations.
- Working collaboratively with Unitary council and Mayoral Authority.
- Through local press releases.

Monitoring and Evaluation

The Council will review the effectiveness of its community engagement efforts to ensure they remain meaningful, inclusive and productive.

Item 5diii

COUNCIL NAME	Pucklechurch parish council
DATE OF APPLICATION	
AWARD LEVEL	Silver

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at LocalCouncilAwardScheme@nalc.gov.uk

Completed sections required for each award level:

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

Application Tips

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
- All published policies and documents must be tailored/personalised to the council.
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

Local Council Award Scheme Application Form



BRONZE RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Bronze award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders	Standing Orders 2025 approved 210525.pdf	
2. Financial Regulations	Model financial regulations 2025 210525.pdf	
3. Code of Conduct and a link to councillors' registers of interests	Local Government Association Model Councillor Code of Conduct 2020 https://www.pucklechurchparishcouncil.gov.uk/Your_Councillors_33805.aspx	RoI link see individual councillors
4. Accessibility statement	Accessibility Statement - Pucklechurch Parish Council	
5. Publication scheme	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policy%20and%20Documents/Publication%20Scheme.pdf	
6. Complaints procedure	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policy%20and%20Documents/Complaints%20Policy.pdf	
7. Privacy notice	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policy%20and%20Documents/Privacy%20Notice%20Policy%202024.pdf	

Local Council Award Scheme Application Form

8. Last annual return	<u>Accounts - Pucklechurch Parish Council</u>	See year 2024/25
9. Transparent information about council payments	https://www.pucklechurchparishcouncil.gov.uk/Meetings_and_Minutes_33806.aspx https://www.pucklechurchparishcouncil.gov.uk/Accounts_33815.aspx	Included in monthly minutes On accounts page including quarterly reports
10. Calendar of all meetings including the next annual meeting of electors	https://www.pucklechurchparishcouncil.gov.uk/Meetings_and_Minutes_33806.aspx	
11. Minutes for at least <u>one</u> year of full council meetings and (if relevant) all committee/sub-committee meetings	https://www.pucklechurchparishcouncil.gov.uk/Meetings_and_Minutes_33806.aspx	All minutes from 2018 can be found on website
12. Current agendas	https://www.pucklechurchparishcouncil.gov.uk/Meetings_and_Minutes_33806.aspx	All agendas from 2018 can be found on website
13. The Budget and Precept information for the current or next financial year	https://www.pucklechurchparishcouncil.gov.uk/Accounts_33815.aspx	See each year
14. Biodiversity policy	Biodiversity policy 2025.pdf https://www.pucklechurchparishcouncil.gov.uk/Burial_Ground_33865.aspx https://www.pucklechurchparishcouncil.gov.uk/UserFiles/Files/Other/195328-Reg_19_responses.pdf https://www.pucklechurchparishcouncil.gov.uk/Biodiversity_and_Huws_Muse_33867.aspx https://www.pucklechurchparishcouncil.gov.uk/Biodiversity_and_Huws_Muse_33867.aspx	Example of applying policy in burial ground Pages 32 & 45 planning consultation Free tree event Free seeds

Local Council Award Scheme Application Form

15. Council contact details and councillor information in line with the Transparency Code	https://www.pucklechurchparishcouncil.gov.uk/Contact_Us_33807.aspx https://www.pucklechurchparishcouncil.gov.uk/Your_Councillors_33805.aspx	Council councillors
16. Action plan for the current year	Awaiting approval	
17. Evidence of consulting the community	https://www.pucklechurchparishcouncil.gov.uk/default.aspx https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/_Minutes/187097-minutes_7_August_2024v1.pdf Community led bus service 532 Feedback to South Glos council on Local Plan meetings Social media post for further consultation on new play equipment encouraging users to contribute	Consulting over Neighbourhood plan (half way down home page) Document Bronze no 17 NP Reg 14 consultation Public participation collecting views on play equipment Document Bronze 17 Community led bus service Document Bronze 17 & 19 Silver 9 feedback from consultation to South Glos council Document Bronze no 17 Grant success!
18. Publicity advertising council activities	PUCKLECHURCH PARISH COUNCIL End of year accounts 31.03.25.pdf Grant Scheme - Pucklechurch Parish Council https://www.pucklechurchparishcouncil.gov.uk/News_33874.aspx https://www.facebook.com/PucklechurchPC/	The council also posts to ShoutOut Pucklechurch Document Bronze 18 Examples of social media communications with community
19. Evidence of participating in town and country planning	https://www.pucklechurchparishcouncil.gov.uk/Meetings_and_Minutes_33806.aspx https://www.pucklechurchparishcouncil.gov.uk/Planning_and_Consultations_33846.aspx	Planning considered every month Consultations such as South Glos Local Plan

Local Council Award Scheme Application Form

20. Evidence of publicising elections and vacancies on the council	Your Councillors - Pucklechurch Parish Council https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Pucklechurch.pdf https://www.pucklechurchparishcouncil.gov.uk/Your_Council_33804.aspx 185363-Minutes_19_June_2024v1.pdf 186448-minutes_17_July_2024v1.pdf	<p>General information on being a councillor. Election results</p> <p>Item 5g See public participation</p>
21. Risk management policy	https://www.pucklechurchparishcouncil.gov.uk/Policies_and_Documents_33851.aspx 5c Risk assessment bulb planting.pdf Burial ground risk assessment policy 2021.pdf	Example of individual event/premises risk assessments
22. Register of assets	https://www.pucklechurchparishcouncil.gov.uk/Accounts_33815.aspx	Change after May meeting
23. Up-to-date insurance policies that mitigate risks to public money	Accounts - Pucklechurch Parish Council	See under 2025 Policy schedule, employer and public liability certificates
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	Crime - Pucklechurch Parish Council 179223-minutes_21_February_2024.pdf 180413-minutes_20_March_2024.pdf 185363-Minutes_19_June_2024v1.pdf 188674-October_public_papers.pdf	<p>Police attendance at February meeting item 2024/03/20 5b</p> <p>Item 8as example of monitoring police reports Item 5h MUGA proposal</p>
25. Disciplinary and Grievance procedures	https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Disciplinary%20policy%202024.pdf https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Grievance%20policy.pdf	
26. A policy for training and development of staff and councillors	https://www.pucklechurchparishcouncil.gov.uk/ UserFiles/Files/Council/Policies%20and%20Documents/Training%20and%20Development%20Policy.pdf	
27. A record of all training	https://www.pucklechurchparishcouncil.gov.uk/Your_Councillors_33805.aspx	

Local Council Award Scheme Application Form

undertaken by staff and councillors in the last year		
28. A current clerk who has achieved 12 CPD points in the last year	https://www.pucklechurchparishcouncil.gov.uk/Your_Councillors_33805.aspx	
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Community/Document_2022-10-06_102410.pdf https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policies%20and%20Documents/Dignity-at-Work-policy%202024.pdf	



SILVER RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Silver award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Local Council Award Scheme Application Form

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Health and Safety policy	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policies%20and%20Documents/Health%20and%20Safety%20Statement.pdf https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Community/Allotment%20Inspection%202024.pdf https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Burial%20Ground/Burial%20Ground%20RA%202021%20Signed.pdf	Allotment H&S inspection Burial ground H&S inspection
2. Policy on Equality	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Policies%20and%20Documents/Equality-diversity-policy%202024.pdf	
3. Co-option policy	Co-option policy 2025.pdf	
4. Community engagement policy involving two-way communication between council and community	Awaiting approval	
5. Councillor profiles	Your Councillors - Pucklechurch Parish Council	
6. Grant awarding policy	https://www.pucklechurchparishcouncil.gov.uk/Grant_Scheme_33812.aspx	
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	181877-Approved Annual parish assembly minutes 17th April 2024.pdf 196184-Draft minutes Annual Assembly 7th May 2025.pdf	
8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review	Awaiting approval https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Finance/2025_26/Approved%20Budget%202025_26.pdf	Approved budget
9. Evidence of community engagement, council	https://www.pucklechurchparishcouncil.gov.uk/Accounts_3385.aspx https://www.pucklechurchparishcouncil.gov.uk/Pucklechurch_Newsletters_3387	Annual report Newsletters

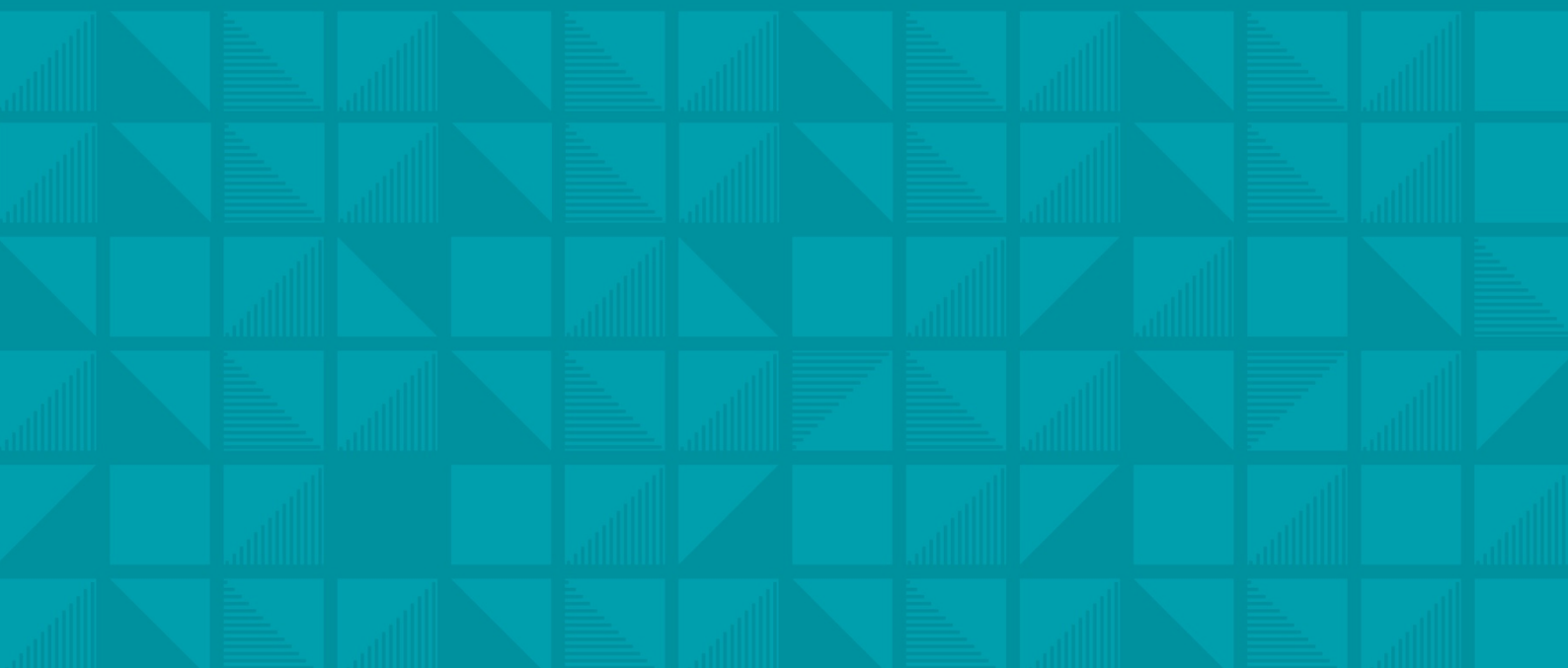
Local Council Award Scheme Application Form

activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	6.aspx See posts for community led bus service 532 Feedback to South Glos council on Local Plan meetings Example of surveys https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Play%20areas/Questionnaire%20report%20Final.pdf	
10. Evidence of helping the community plan for its future	Home - Pucklechurch Parish Council https://www.pucklechurchparishcouncil.gov.uk/Planning_and_Consultations_33846.aspx https://www.pucklechurchparishcouncil.gov.uk/Biodiversity_and_Huws_Muse_33867.aspx https://www.pucklechurchparishcouncil.gov.uk/Biodiversity_and_Huws_Muse_33867.aspx example of working with the community Evidence of ensuing road safety	See neighbourhood plan and regulation 14 Responding to Local Plan Tree planting Bulb planting Document Silver 10 MUGA Document Silver 10 road safety
11. Evidence of encouraging public engagement in local democracy	Your Council - Pucklechurch Parish Council	
12. Scheme of Delegation (where relevant)	https://www.pucklechurchparishcouncil.gov.uk/Policies__and__Documents_33851.aspx	
13. At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	https://www.pucklechurchparishcouncil.gov.uk/_UserFiles/Files/Council/Pucklechurch.pdf	
14. Evidence of customer service with examples of	194885-Minutes_19_March_2025v1.pdf 195674-Minutes_16_April_2025.pdf	Request from resident re bin Item 5g discussion and decision

Local Council Award Scheme Application Form

managing/handling correspondence with the public	Customer care policy	correspondence
15. A current qualified clerk	CILCA and BA (Hons) Community Governance	
16. A formal appraisal process for all staff	<u>Approved appraisal policy 2025.pdf</u> <u>Training log for councillors as at 290425v1.pdf</u> <u>Training log clerk as at 290425.pdf</u>	

A guide to the Local Council Award Scheme



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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

8 BRONZE AWARD ACCREDITATION PROCESS

13 SILVER AWARD ACCREDITATION PROCESS

18 GOLD AWARD ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for the process for accreditation. These are not strict rules, and can be tailored to local need in consultation with NALC.

23 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or national accreditation process.

25 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

BRONZE AWARD

TO ACHIEVE A BRONZE AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

Before applying for the Bronze award the council confirms by resolution that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council's website, where applicable

To achieve the Bronze award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Its standing orders	Council contact details	
Its financial regulations	Councillor information, including registers of interests, in line with the Transparency Code	
Its Code of Conduct	Its action plan for the current year	
Its accessibility statement	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its complaints procedure	Evidence of participating in town and country planning	
Its privacy notice	Evidence of publicising elections and vacancies on the council	
Its last annual return		
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		

Minutes for at least one year of full council meetings and all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
It's biodiversity policy		

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy	Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Up-to-date insurance policies that mitigate risks to public money		A record of all training undertaken by staff and councillors in the last year
		The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year
		Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
Its standing orders Its financial regulations Its Code of Conduct Its accessibility statement Its publication scheme Its complaints procedure Its privacy notice	Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
Its last annual return	The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement. Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls.
Transparent information about council payments	Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.
A calendar of all meetings including the annual meeting of electors	The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
Minutes for at least one year of full council meetings and all committee and sub-committee meetings Current agendas	Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council. Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as

	possible after the meeting and within at least four weeks. The minutes will show that the council monitors its performance against the budget at least every three months.
The budget and precept information for the current or next financial year	The council can post up the current or next year's budget (or both). The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.
Council contact details	The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
Councillor information, including registers of interests, in line with the Transparency Code	It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code. The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
Its action plan for the current year	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
Evidence of consulting the community Publicity advertising council activities	The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings
Evidence of participating in town and country planning	Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
Evidence of publicising elections and vacancies on the council	The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on

	the council's website or in local newspapers.
It's biodiversity policy	<p>The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces.</p> <p>Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.</p>
A risk management policy	The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
A register of assets	The register of assets can be based on a model but tailored to the specific council. They are not published.
Up-to-date insurance policies that mitigate risks to public money	The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder
Disciplinary and grievance procedures	Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.
<p>A policy for training and development of staff and councillors</p> <p>A record of all training undertaken by staff and councillors in the last year</p> <p>A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year</p>	<p>A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications.</p> <p>Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector.</p> <p>The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.</p>
Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy	<p>The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge.</p> <p>A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.</p>

SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A Health and Safety policy	A community engagement policy involving two-way communication between council and community	
Its policy on equality	Councillor profiles	
A co-option policy	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	
	Evidence of helping the community plan for its future	
	Evidence of encouraging public engagement in local democracy	

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
	Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
A Health and Safety policy Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
Evidence of community engagement, council activities and the promotion of democratic	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be

processes in an annual report that is actively share with the community, online material and regular news bulletins	<p>online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.</p> <p>The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.</p>
Evidence of helping the community plan for its future	<p>The panel seeks evidence from council documents and online information that it supports the community in planning for its future.</p> <p>The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.</p>
Evidence of encouraging public engagement in local democracy	The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.
A scheme of delegation (where relevant)	The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council

vacancies	<p>represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.</p> <p>The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.</p>																		
Total Council Seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Two Thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14			
Evidence of a customer service in how the council handles correspondence with the public	<p>The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.</p>																		
A qualified clerk	<p>This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.</p>																		
A formal appraisal process for all staff	<p>The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.</p>																		

GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">• Engaging with diverse groups in the community using a variety of methods• Community engagement influencing council activity and priorities• A wide range of council activities, including innovative projects, that produce positive outcomes for the community• Co-operating constructively with other organisations• Active promotion of elections, including that at least two-thirds of its councillors stood for election	

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

Criteria	Guidance
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">• Engaging with diverse groups in the community using a variety of methods• Community engagement influencing council activity and priorities• A wide range of council activities, including innovative projects, that produce positive outcomes for the community• Co-operating constructively with other organisations• Active promotion of elections, including that at least two-thirds of its councillors	<p>The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.</p> <p>These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)</p>

stood for election											of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy. The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships. At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below									
Total Council Seats		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Two Thirds		4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14			
Ensures that the council delivers value for money									The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk’s role in serving											

	<p>the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.</p> <p>The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed.</p> <p>The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</p>
Provides leadership in planning for the future of the community	<p>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.</p>
Engages with the community on issues related to the environment and climate change	<p>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</p>
Manages the performance of staff and the council as a corporate body to achieve its business plan	<p>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors</p>

	<p>participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</p>
<p>Supports a culture of civility and respect in the council</p>	<p>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners</p>

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel will let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council will be given some time to respond to that feedback.

Once an award has been achieved NALC will issue a certificate and provide resources to help the council celebrate & promote its achievements. County Associations that carry out their own local panel assessments will present the certificate to the council themselves.

A list of currently awarded councils is published on the NALC website and is updated on a quarterly basis

Councils and accreditation panels may be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee of £100) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This will either be NALC or the local county association.

The registration fee paid to NALC is £50 paid by all councils regardless of size and is payable upon registration.

The accreditation fee is payable once the council has received their result and varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Bronze	£50	£80
Silver	£80	£100
Gold	£100	£200

All figures quoted are excluding VAT.

The figures quoted are the discounted rates for members of NALC.

Both the registration fee and accreditation fees listed above are for local councils in membership of NALC and their local county association.

Non-member councils must pay a higher fee that is double the figure quoted above.

The fee is reduced by 20% if the council achieved accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed regularly.

The IDB will oversee all changes to the scheme.

Report to Pucklechurch Parish Council

Title: Item 5e Publicly accessible defibrillators

Author: Daphne Dunning

Status of the report: For action

1. Proposal.

Cabinet at the Old Dairy needs replacing. On requesting cabinet prices Heartsafe advised that the parish council should review all its defibrillators as the main units have limited lifespans. Best practice and industry advice shows even where batteries and pads are appropriately renewed, defibrillator units should be replaced either once the guarantee expires or not exceeding eight years. Heartsafe notes some insurers will now not provide cover for public defibrillators beyond the guarantee period.

Our insurers advised on 9/7/25

We are covering the defibrillators for property damage and theft etc, as such there are no stipulations in regards to the age of the item. However, the council do have a responsibility to the public to maintain the units as per the manufacturer's guidelines.

2. Detail.

Pucklechurch parish council has 6 defibrillators across the parish. Only Eagle Crescent has a new Heartsine defibrillator purchased in October 2022

Records indicate the others were purchased as follows

Old Dairy & Community Centre - prior to April 2013

Parkfield and Shortwood – purchased July 2015

3. Recommendations.

- The council approve the purchase of a new cabinet for the Old Dairy.

The parish council consider risk and options and approve actions

Option one – decommission all old defibrillators leaving one for the whole parish.

Option two – partial decommission agreed sites and purchase selected replacements

Option 3 - purchase new defibrillators x 5 at a cost of between £5750 - £7730.00

4. Implications for the council

Environmental: none

Financial: Cost of replacement v potential costs should any claims be contested by insurers

Legal: Possible reputational damage.

Crime and disorder: none

Report to Pucklechurch Parish Council

5e Costs for replacement defibrillators

There are two Defibrillator Package options recommended by Heartsafe – see email for further information.

Option1 Defibrillator Physio Control- CR2 with connectivity – 8 year warranty.



Seen as the industry leader The Physio Control Life Pak CR2 manufactured by Stryker one of the largest medical USA companies recognised leading Defibrillator manufacturer, with more clinical research than all the competitors in the world combined, and all their devices are FDA approved.

Please view short video : https://youtu.be/tY8WE4L_-Dk

The CR2 is an advance model AED with the latest technology acknowledged to be the best device on the market and used by the NHS, Ambulance Trusts, and Hospitals.

The main headlines for the CR2 are:

1. *Smart device* – it is a connected device, and communicates by Wi-Fi via an online software portal with all parties regarding battery and pad life, device use, any software/hardware issues, and can be interrogated remotely to access resus data to be able to send that on to a hospital as/when required I see this as an important step in monitoring automatically with less reliance on physical inspections.
2. *Built in child mode* – a simple push of a button converts the defib to a child suitable energy level; this removes the need for managing and buying 2 separate pads, and makes it much easier for the user to operate in a highly stressful environment.
3. *CPR insight* – this allows the rescuer to deliver continuous CPR while the defib is analysing – any other defib requires the rescuer to stop CPR every 2 minutes, for up to 30 seconds... this unique system used by the CR2 undoubtedly increases survival rates and improves patient outcome following survival. This facility is a very major advancement in the 'Chain of Survival'
4. *Ability to shock up to 360 Joules after CPR*. Its operating impedance range is 10-300 ohms. This is a much wider range than other defibrillators and unlike IPAD SP1 (50-150 ohms) Zoll AED Plus(25-180 ohms) and Cardiac Science G5 (25-175 ohms). The wider range will simply mean it may safely shock heavier/large persons .Research reported in February 2025 stated 64% of Adults were overweight or obese (28% obese).There are other

benefits, but these are the main four along with the latest 'Smart WIFI ' connectivity which is 'live ' information rather than the old approach of having to make manual inspections which are as good as the last inspection and not knowing if a fault or malfunction should occur/ pads faulty etc.

Cost: Quote includes 1x HeartSafe Mk 2 Full cabinet package with Physio Control Life/Pak CR2 £2295.00 + vat. Price for bespoke HeartSafe Mk 2 cabinet only is £749.00+vat.

Indicative cost to purchase defibrillator only is £1546.00 + vat

Option 2. / Defibrillator Reanibex 100 7 year warranty.



The recently launched Reanibex 100 is a new Spanish device entering Europe in a big way and fits well in the market of entry level defibrillators. It is becoming a popular choice at its competitive entry price along with recent technology additions and is available with or without connectivity. Ideal for Offices & Workplaces. Schools & Public Spaces. Gyms & Sports Facilities and First Responders & Medical Professionals.

Features of the Bexan Cardio Reanibex

Key Features:

Automatic & Semi-Automatic Modes – Choose between fully automatic shock delivery or user-activated defibrillation.

Intuitive Design – Automatically powers on when the cover is opened for quick deployment.

Pre-Connected Electrodes – Ensures faster response times with easy-to-apply pads for both adults and children.

Real-Time CPR Guidance – Built-in metronome and voice prompts provide step-by-step resuscitation instructions.

Intelligent Shock Delivery – Biphasic waveform technology adjusts energy levels based on patient needs.

Reliable & Durable – Compact, impact-resistant design with IP55-rated protection against dust and water.

Long-Lasting Battery – Over 350 shocks or 36+ hours of monitoring per battery.

Automatic Self-Testing – Ensures continuous readiness and alerts users to expired electrodes.

With connectivity the Reanibex100 will provide alerts when :

- Battery issues
- Electrode Issues
- The device cover is left open

- The device has been used with patient
- Shockable rhythm
- Errors that affect functionality of the device.

Costs:

Price quoted for bespoke HeartSafe Mk 2 Full cabinet package with upgrade to the Reanibex 100 semi automatic plus connectivity - £2049.00 + vat. Price quoted for bespoke HeartSafe Mk 2 cabinet only is £749.00+vnt.

Indicative cost for semi-automatic with connectivity defibrillator only is £1300.00 + vat

or

1x HeartSafe Mk 2 Full cabinet package with the Reanibex 100 AED semi automatic - £1899.00 + vat. Price quoted for bespoke HeartSafe Mk 2 cabinet only is £749.00+vnt.

Indicative cost for defibrillator only is £1150.00 + vat

Cabinet only



Price quoted for bespoke HeartSafe Mk 2 cabinet only is £749.00+vnt.

Indicative cost for defibrillator only is £1546.00 + vat

Fixed Assets owned by Pucklechurch Parish Council as at 2nd July 2025

Date Acquired	Description	Value at time of purchase	Value for Insurance purposes	Land	Description /comments
11.12.1998	St Aldam's Drive land Received from HM Prison Services	1.00		1.00	
09.07.1968	Burial Ground Purchased from Vicarage	2150.00	see Rec	2150.00	
17.07.1958	Parkfield Rank Land used for play area date and value taken from only Registration documents found on file	50.00		50.00	
18.08.1936	Recreation Field	945.00	see street furntiure and walls, gates & fences	945.00	Market Appraisal £150-175000 July 2024
	Scout Hut (No deeds found)	1.00	£300,000.00		Ownership transferred to parish council 11/07/25
	Village Hall (no deeds found)	1.00	Valued and insured by leaseholder Pucklechurch Community Assoicaition		Leased
07.07.1980	Land Received from Secretary of Defence Eagle Crescent	1500.00		1500.00	
01.12.1895	Allotments & Woodlands (no deeds found)	1.00		1.00	
	2 planters	582.80	part of Street furniture		See street furniture below
	Bus shelter Abson Road O/S Church	5540.55	part of Street furniture		See street furniture below
	Bus shelter Oaktree Avenue South Side	5540.55	part of Street furniture		See street furniture below
	Bus shelter Abson Road O/S Village hall	5320.48	part of Street furniture		See street furniture below
	Bus shelter Oaktree Avenue North Side	5320.48	part of Street furniture		See street furniture below
	Bus shelter Shortwood Road	2640.89	part of Street furniture		See street furniture below
	Bus shelter Shortwood Road	2640.89	part of Street furniture		See street furniture below
	Bus shelter Main Road Shortwood	2640.89	part of Street furniture		See street furniture below
	Bus shelter Goldfinch Way	4913.50	part of Street furniture		See street furniture below
	Bus shelter Kestrel Drive/Merlin	4492.16	part of Street furniture		See street furniture below
	Community Defibrillator & Box Village hall	2286.60	part of Street furniture		See street furniture below
	Community Defibrillator & Box Village Café	2286.60	part of Street furniture		See street furniture below
	Community Defibrillator & box Pucklechurch Social Club	2286.60	part of Street furniture		See street furniture below
	Community Defibrillator, stand & box Eagle Crescent	3286.60	part of Street furniture		See street furniture below
01/10/2022	Community Defibrillator broken and removed from service	0.00	0.00		
	Community Defibrillator & Box Shortwood	2286.60	part of Street furniture		See street furniture below
	Community Defibrillator, stand & box Parkfield Rank	3286.60	part of Street furniture		See street furniture below
	Telephone Box Shortwood	1.00	part of Street furniture		See street furniture below

	Play Equipment Shortwood	1.00	part of play equipment		see playground below
	Play equipment St Aldams	1.00	part of play equipment		see playground below
	Play equipment Recreation field	1.00	part of play equipment		see playground below
	Play equipment Eagle Crescent	1.00	part of play equipment		see playground below
	Concrete shed	3700.34	3700.34		
	Memorials Millennium stone	1.00	part of Street furniture		See street furniture below
	Safer surfaces (was insured for) and play equipment	25070.08	part of ground surfaces		See ground surfaces below
22.01.15	Community Centre and Shortwood Noticeboards	0.00	0.00		
05.09.18	Tree seat Recreation ground	890.00	part of Street furniture		See street furniture below
27/08/2021	Playground signage	927.75	part of Street furniture		See street furniture below
20/09/2022	Eagle Crescent play equipment	62525.00	part of play equipment		see playground below
19/10/2022	Replacement defibrillator Eagle Crescent	974.95	part of Street furniture		See street furniture below
19/12/2022	Signage Parkfield turning circle	240.00	part of Street furniture		See street furniture below
27/03/2023	HP laptop FQ4006NA and printer 7220 bundle	620.00	part of contents		See contents below
09/05/2023	Dog bin Partridge Road	618.50	part of Street furniture		See street furniture below
22/05/2024	Single bay noticeboard Parkfield play area	1280.49	part of Street furniture		See street furniture below
22/05/2024	Single bay noticeboard Shortwood	1280.49	part of Street furniture		See street furniture below
22/05/2024	Double bay noticeboard community centre	2321.81	part of Street furniture		See street furniture below
18/07/2024	Accessible roundabout and safer surfacing	11000.00	part of play equipment		see playground below
18/06/2025	Active Play equipment at St Aldams	58,455.56	part of play equipment		see playground below
02/07/2025	Goal post Parkfield	2260.21	part of play equipment		see playground below

Total Assets

232172.97

2025 insurance

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£0	£0
CONTENTS	£33,000	£27,500
Street Furniture	£96,000	£80,000
Walls, Gates and Fences	£36,000	£30,000

Playground Equipment	£180,000	£150,000
War Memorials	£48,000	£40,000
CCTV Equipment	£0	£0
Ground Surfaces	£42,492	£35,410
Mowers and Machinery	£6,000	£5,000
Sports Equipment	£18,000	£15,000



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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01549/HH
(Please quote at all times)
Your ref:
Date: 30th June 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 4 Partridge Road Pucklechurch South Gloucestershire BS16 9SR
DESCRIPTION: Erection of single storey and two storey front extension to form additional living accommodation.
REFERENCE NO: P25/01549/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 Steffan Thomas

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: P25/00996/HH
(Please quote at all times)
Your ref:
Date: 1st July 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Meadow View 81 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PU
DESCRIPTION: Demolition of existing garage. Erection of single storey outbuilding to form additional living accommodation.
REFERENCE NO: P25/00996/HH

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.

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: P25/01012/HH
(Please quote at all times)
Your ref:
Date: 3rd July 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: 37 Parkfield Rank Parkfield Road Pucklechurch South
Gloucestershire BS16 9NP
DESCRIPTION: Erection of single storey front extension to form additional
living accommodation.
REFERENCE NO: P25/01012/HH

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/>

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Yours faithfully

Technical Support Team Leader