



PRIVACY NOTICE 2025

Our contact details

The Clerk
Pucklechurch Parish Council
c/o 25 Parkfield Rank
Pucklechurch
Bristol BS16 9NR

Phone Number: 07525 842 095

E-mail: clerk@pucklechurchparishcouncil.gov.uk

This privacy notice is to aid transparency between Pucklechurch Parish Council and those who interact with the council with regards to how we use your data and what your rights are regarding the data.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers and characteristics (eg name and contact details).
- Email addresses of those who interact with the council.
- Financial data of those who use council services and of contractors providing services for the council.
- Employee details.
- We may collect special category data as part of our employment records.

3. How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of council services and it allows us to deliver a contractual service to you.
- Because you contribute to the parish newsletter.



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- Because you are providing a service to the council and it allows us to fulfil a contractual contract.
- you wish the council to make representation on your behalf.

We will use the information that you have given to us to provide the services that you have requested of us.

4. What is the legal basis for processing your personal data?

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Clerk by phone 07525 842 095 or email clerk@pucklechurchparishcouncil.gov.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

5. Sharing your personal data

Your personal data may be shared with members of the Parish Council, our employees, Ward Councillors and/or professional advisers and third party providers who provide services to us or for purposes connected to the Council.

6. How we store your personal information

Your information is securely stored in cloud-based applications via the Local Council Community Cloud from Microshade VSM. Data held in the UK in a secure data centre.

We keep financial and employee data for six years. We keep emails and correspondence you send us/we send you for no more than 2 years unless a longer period is necessary to fulfil the purpose outlined in this privacy notice

When the personal data is no longer needed, we will then dispose this information by deleting electronic data or disposing of paper records by shredding and/or secure disposal.

7. Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.



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- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at clerk@pucklechurchparishcouncil.gov.uk or telephone 07525 842 095 if you wish to make a request.

8. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us. Our contact details are:

Pucklechurch Parish Council
c/o 25 Parkfield Rank
Pucklechurch
Bristol BS16 9NR

Phone Number: 07525 842 095

E-mail: clerk@pucklechurchparishcouncil.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



DOCUMENT RETENTION AND DISPOSAL POLICY

Introduction

The guidelines set out in this policy supports Pucklechurch Parish Council's Data Protection Policy and compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

The Council accumulates vast amounts of information and data during the course of its everyday activities both internally generated and information obtained from individuals and external organisations. This data is an important asset to the Council and measures need to be in place to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and is necessary to ensure it can demonstrate accountability and good governance.

This policy sets out the arrangements the Parish Council has in place for

- the retention and disposal of documents and data
- the minimum requirements for the retention of documents and
- the requirements for the disposal of said documents.

It is important to note that this is a 'live' document which may be subject to change to comply with legislative and statutory changes.

Aims and Objectives

Pucklechurch Parish Council aims to ensure that information is not kept for longer than is necessary. It will only retain appropriate information that it required to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

Up to date, reliable and accurate information is vital to support the work that the Parish Council does and the services it provides to our residents. This policy will help the council to:

- Maintain and retain relevant information that is necessary for the Council to operate and provide services to the public.
- Maintain and retain relevant information that is necessary to comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Maintain and retain relevant information to aid its ability to effectively retrieve relevant information as required.
- Where applicable safeguard the retention of archival records of historical value for the benefit of future generations.

DOCUMENT RETENTION AND DISPOSAL POLICY

The Data Protection Act 1998 requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Councils are responsible for ensuring that they comply with these principles namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Scope

Any reference in this policy to 'documents', 'records' or 'data' can refer to both hard copy and electronic formats.

Where possible the storage and retention of hard copy paper records will be the original documents rather than photocopies.

Standards of good practice

The Parish Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule in Appendix A.
- Personal information will be securely stored in cloud-based applications via the Local Council Community Cloud from Microshade VSM. Data held in the UK in a secure data centre. Any paper document are retained in locked filing cabinets.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- It is noted that information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes.

DOCUMENT RETENTION AND DISPOSAL POLICY

Breach of Policy and Standards

Depending on the circumstances of the case, any employee who knowingly or recklessly contravenes any instruction contained within this Policy may face disciplinary action, which could include dismissal.

Where there is a breach of the policy, the Council may need to immediately consider whether there is also a breach of the GDPR and take appropriate actions.

Roles and Responsibilities

The Parish Clerk has responsibility for the effective implementation of the policy including ad-hoc checks to ensure compliance.

Retention

Timeframes for the retention of documents are set out in Appendix A. List of Documents for Retention or Disposal which provides guidance on the recommended minimum retention periods for specific classes of documents and records. This schedule is compiled from recommended best practice by Public Records Office, the Records Management Society of Great Britain, sector specific guidance and in accordance with relevant legislation

The conditions regarding safe storage and controlled access will remain in place at all time.

Disposal

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period.

DOCUMENT RETENTION AND DISPOSAL POLICY

- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

APPENDIX A Pucklechurch Parish Council Appendix A: List of Documents for Retention or Disposal – subject to change in accordance with legislation

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	N/A. Older original signed paper copies of Council minutes of meetings should be archived with relevant service provider
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A

Document	Minimum Retention Period	Reason	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753)	Bin
Equipment inspection reports	21 years	Management	
For Burial Grounds <ul style="list-style-type: none"> • Register of burials and interments • Register of purchased graves • Register/plan of grave spaces • Copy of certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)	N/A
For Allotments Register, contract and plans	Indefinite	Audit Management	N/A
Investments	Indefinite	Audit, Management	N/A
Title deeds, Trust deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire or be gifted records of local interest and wish to promote the use for such records.	N/A

Document	Minimum Retention Period	Reason	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence should only be kept for as long as they are needed and no more than two years.	Management	Bin (shred confidential waste)
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely in personnel files and should not be kept for longer than is necessary for the purpose it was held. After an employment relationship has ended + 6years	Legal/employment requirements	Confidential waste
Freedom of Information requests	Can delete nine months after latest correspondence relating to request	FOI legislation	Confidential waste

This policy is reviewed bi-annually at the annual council meeting or when required by legislative or statutory changes.

Updated 20th August 2025



BRING YOUR OWN DEVICE POLICY

In this policy:

‘Council Members’ means all elected and co-opted members of the Parish Council
‘Devices’ means computers (desktop and laptop), tablets, smartphones and external hard drives.

‘Parish Council Business’ means any activity undertaken in the role of member of the Parish Council.

‘Personal Data’ has the meaning set out in Article 4(1) of the General Data Protection Regulation: “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”

‘Personally owned’ means ownership of a Device by a person or legal entity which is not the Parish Council

1. Introduction and Background

Pucklechurch Parish Council recognises that council members have to use personally owned electronic devices for parish council business, whether that is at home or at meetings. Such devices include laptops, smart phones and tablets. This practice is commonly known as ‘bring your own device’ or BYOD which the parish council supports.

The use of such devices to create and process council information and data creates issues that need to be addressed, particularly in relation to data protection, information security and GDPR compliance. The parish council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out the processing of personal data.

This policy is intended to protect the security and integrity of personal data controlled and processed by Pucklechurch Parish Council. Pucklechurch Parish Council Members must agree to adhere to the terms and conditions set out in this Bring Your Own Device (BYOD) policy in order to receive and process Council data on their devices.



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2. Security

Most data to enable council business to be conducted is provided to Council Members via email. All councillors must use their dedicated Pucklechurch Parish Council email with the 'name'@pucklechurchparishcouncil.gov.uk address. The use of personal emails is not permitted for council business.

- In order to prevent unauthorised access, personal devices must be password protected using strong passwords.
 - Passwords must be kept confidential and must not be shared with family members or third parties.
 - Passwords must be changed if it is disclosed to another person or discovered.
 - Devices must lock if left idle for 5 minutes or more.
 - Home Wi-Fi networks must be encrypted and secure.
 - Devices must have appropriate and up to date anti-virus and anti-malware software.
 - Caution must be exercised if public Wi-Fi networks are used.
 - Care must be taken to avoid using devices in a manner which could pose a risk to confidentiality – such as clicking on links in suspicious emails, accessing potentially harmful websites or using potentially harmful application software.
-
- Personal data must not be used by any person for any other purpose than that for which it has been provided.
 - Personal data received for the purposes of Parish Council business must not be shared with any other person or organisation.
 - Data must only be stored on internal memory, never on a removable memory cards and deleted once its purpose is met.
 - Any remaining emails and correspondence must be deleted after 2 years unless a longer period is necessary to fulfil the purpose outlined in the council's privacy notice.
-
- Councillors will undertake training as required to keep abreast of relevant risks such as phishing attacks, spam etc.

Risks/Liabilities/Disclaimers

- All data relating to Pucklechurch Parish Council must be permanently erased at the end of a Councillor's term.
- Any Data breaches must be immediately reported to the Clerk and dealt with in accordance with the council's Data Breach Policy.



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- Any lost or stolen devices must be immediately reported to Pucklechurch Parish Council. Councillors are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors agree to adhere to Council's BYOD policy as outlined above.
- Councillors are personally liable for all costs associated with his/her device.

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DATA SHARING POLICY

This policy aims to help prevent unlawful or excessive disclosure and shows the council takes its data sharing responsibilities seriously. Any data sharing will only be in accordance with the following ICO guidance

<https://ico.org.uk/media2/migrated/2615580/parish-councils-six-steps-fact-sheet.pdf>

Details copied below

Data sharing in local councils – six steps to take

These six steps have been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

1. Be clear about your purposes

There must be a specific purpose for sharing personal data. Before you share information with another organisation you should be clear on what the sharing is meant to achieve. You will need to record your purposes and specify them in your council's privacy information to individuals.

There are a variety of reasons why local councils may need to share personal data. For example, it may be necessary for you to share data to deal with a residential complaint or perhaps for employment purposes or to administer community memberships.

2. Identify your lawful basis

To comply with UK GDPR you must identify and document an appropriate lawful basis for sharing the information. There are six lawful bases and no single basis is better or more important than the others – the most appropriate one for your council will depend on your purpose. Use our lawful basis tool to identify your lawful basis.

3. Check the sharing is necessary

Many of the lawful bases for processing depend on the processing being necessary. The sharing has to be more than just useful or standard practice for it to be necessary. If you can reasonably achieve the same purpose another way or by sharing less information, then the sharing won't be necessary and your lawful basis won't be valid.



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For example, a parish council receives reports of anti-social behaviour on a number of its allotments. The police want to offer crime prevention advice to the allotment tenants and asks the council for a list of contact details of the tenants from its allotment database. The council decided that sharing the contact information with the police in this instance was not necessary. The same purpose (crime prevention advice) could still be achieved by the council distributing the advice to the tenants themselves, on behalf of the police.

4. Only share the personal data you need to

Councils should only share the minimum amount of personal data that is needed to help your council achieve its purpose. Sharing more information than is needed may be considered excessive and in contravention of UK GDPR.

For example, a local council has received an email from a resident about a pothole that has recently damaged their car. The clerk reports the pothole to the highways agency but as it is located in a rural area, it is necessary for them to provide the address details of the house it is near to so it can be fixed. The clerk recognises that it is not necessary to share any other personal data (such as the complainant's information) in this instance.

5. Inform individuals about the data sharing

Individuals have a right to be informed about the use of their personal data. It's also a key transparency requirement under the UK GDPR. When you collect the information from individuals, the UK GDPR requires you to inform them of certain information. This is known as privacy information. Even if you don't get the personal data directly from the individual concerned, you still must provide them with privacy information.

For example, before sharing any data with a third party, make sure that individuals have been informed about it. You must tell individuals (amongst other things) who you will share their information with, the reason(s) why, and your lawful basis for doing it. You can meet this requirement by putting the information in the council's privacy notice but you must make individuals aware of it and give them an easy way to access it – for example providing them a link to the privacy notice on the council's website when you collect their information.

6. Demonstrate your accountability

The accountability principle requires you to take responsibility for what you do with personal data and how you comply with the other principles of UK GDPR. If



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you're sharing personal data you'll need to evidence your compliance and justify your approach. Documenting the purposes and lawful bases for your council's data sharing is a good example to demonstrate your accountability. If you regularly share data with the same organisation, then a data sharing agreement would be good practice to demonstrate your accountability.

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01813/RVC
(Please quote at all times)
Your ref:
Date: 30th July 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 2 Edmund Court Pucklechurch South Gloucestershire BS16 9PW
DESCRIPTION: Variation of condition 2 attached to permission P25/00847/HH to amend the approved plans. Erection of front porch. Installation of 2no. front dormers. Erection of single storey rear extension to form additional living accommodation with rear raised patio.
REFERENCE NO: P25/01813/RVC

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 Alex Hemming

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: P25/01817/PIP
(Please quote at all times)
Your ref:
Date: 29th July 2025

TOWN AND COUNTRY PLANNING (PERMISSION IN PRINCIPLE) ORDER 2017 (AMENDED)

Dear Ms Dunning

LOCATION: Land To The Rear Of Court Farm 49 Westerleigh Road
Pucklechurch South Gloucestershire
DESCRIPTION: Permission in principle for the erection of up to 1no. dwelling.
REFERENCE NO: P25/01817/PIP

I enclose details of an application(s) submitted in respect of the above proposal. Please note that the details and plans enclosed relate to the reference(s) stated on the attached letter(s). Additionally, the application documents may be viewed via the Planning web site at <https://developments.southglos.gov.uk/online-applications/> free internet access is available at all South Gloucestershire libraries.

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 the documents enclosed within this letter consist of only a copy of the submitted application form and an O.S. Site Plan, this means that the applicant has declined to submit an extra copy of the application documents despite being requested to do so. In this case a full set of the application documents can be viewed on the web site as noted above. 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 James Reynolds
Yours faithfully





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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01205/CLP
(Please quote at all times)
Your ref:
Date: 18th July 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Ivywell Cottage Parkfield Pucklechurch South Gloucestershire
BS16 9NS
DESCRIPTION: Siting of a mobile home ancillary to the main dwelling.
REFERENCE NO: P25/01205/CLP

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

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: P25/01204/HH
(Please quote at all times)
Your ref:
Date: 18th July 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Ivywell Cottage Parkfield Pucklechurch South Gloucestershire
BS16 9NS
DESCRIPTION: Erection of detached annexe ancillary to the main
dwellinghouse.
REFERENCE NO: P25/01204/HH

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

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

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: P24/02055/F
(Please quote at all times)
Date: 25th July 2025

**TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED BY THE PLANNING AND
COMPENSATION ACT 1991)**

Dear Ms Dunning

LOCATION:	Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire
DESCRIPTION OF DEVELOPMENT:	Change of use of land to travellers site with the erection of 1no. day room, 1no. stable block, siting of 2no. mobile homes and 2no. touring caravans, creation of hardstanding, access onto a classified highway (Class B) and associated works.
APPLICATION NUMBER:	P24/02055/F
DOE APPEAL REFERENCE:	APP/P0119/W/25/3369680
APPELLANT'S NAME:	Mr Jason McDonagh

I refer to the above details. An appeal has been made to the Secretary of State against the decision of South Gloucestershire Council. The appeal is against the refusal of planning permission by the Council. The appeal will proceed by way of a **Hearing**. The procedure to be followed is set out in the Town and Country Planning (Hearings Procedure) (England) Rules 2000, as amended.. You will be informed shortly of the date. This may proceed as a virtual event. You will be provided with further information about how the event will be managed nearer the time. Any person may attend the Hearing and may give evidence or give their views at the Inspectors discretion, in person or through a representative. In the event of such a person being unable or not willing to attend or be represented at the Hearing, they may submit their views by the Appeals Casework portal at <https://acp.planninginspectorate.gov.uk> West2@planninginspectorate.gov.uk or in writing addressed to **Sean Ernsting** The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN quoting the appeal reference number. Any comments made at the application stage will be copied to the Planning Inspectorate. Please write to the Planning Inspectorate and not the Council, if you wish to amend these comments. Any written views should be made to the Planning Inspectorate within five weeks of 23rd July 2025, ensuring that three copies of the comments are sent. Any letters received after this date will not normally be seen by the Inspector and will be returned. Letters will not be acknowledged by the Planning Inspectorate unless specifically asked to do so. The Planning Inspectorate will publish details of the appeal and a copy of appeal decisions on the Planning Portal website at <https://acp.planninginspectorate.gov.uk>



You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from the Gov.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us. A copy of the decision will also be available on the Council website at <http://developments.southglos.gov.uk/online-applications/> please contact our Customer Services If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.Email: planningapps@southglos.gov.uk

The Case Officer for this appeal is Roger Hemming.

Yours faithfully

Technical Support Team Leader

Q1 01/04/25 - 30/06/25			
INCOME	Budget 2025/26	Income at Q1	%
Precept	£146,960.00	£73,480.00	50.00%
Burial ground	£1,000.00	£0.00	0.00%
Allotments £20.00 per site x 30	£620.00	£580.00	93.55%
Grants - Neighbourhood Plan	£0.00	£0.00	0.00%
Football club	£470.00	£0.00	0.00%
Cricket club	£375.00	£0.00	0.00%
PCA ground rent & Scout hut	£5.00	£0.00	0.00%
Wayleave (Western power distribution)	£92.95	£0.00	0.00%
Bank Interest	£50.00	£197.26	394.52%
\$106 draw down	£60,619.95	£0.00	0.00%
CIL Payments	£0.00	£1,856.61	
Suez grant	£0.00	£40,000.00	0.00%
Insurance claim	£0.00	£0.00	0.00%
Donation	£0.00	£0.00	0.00%
Hire of Rec	£200.00	£250.00	125.00%
Total Income	£210,392.90	£116,363.87	55.31%
Last years VAT		£1,558.16	
As per accounts on Income & expenditure basis		£117,922.03	
Expenditure	Budget 2025/26	Spend at Q1	%
Salaries (net)	£25,200.00	£6,231.96	24.73%
Mileage & home office allowance	£400.00	£101.18	25.30%
NI & tax (employee and employer)	£9,500.00	£2,369.01	24.94%
Pension (employee and employer)	£1,900.00	£416.40	21.92%
Payroll PATA Costs	£208.00	£47.46	22.82%
Rent Shortwood	£360.00	£0.00	0.00%
Insurance	£1,000.00	£1,066.30	106.63%
Electricity Defib	£520.00	£126.00	24.23%
Room rental	£100.00	£50.00	50.00%
Pucklechurch news	£4,000.00	£358.88	8.97%
Broadband	£420.00	£107.61	25.62%
Phone	£165.00	£37.66	22.82%
Audit	£1,200.00	£510.00	42.50%
professional fees consultancy	£1,000.00	£0.00	0.00%
Membership/subscriptions	£1,400.00	£1,782.73	127.34%
Litter picking/ Rec Village waste /dog bins	£12,000.00	£2,419.34	20.16%
Grass cutting/gardening	£8,700.00	£2,631.81	30.25%
Tree survey	£1,500.00	£0.00	0.00%
Maintenance contract	£21,000.00	£4,755.00	22.64%
Bank charges	£150.00	£34.75	23.17%
Admin general stat post print	£350.00	£115.59	33.03%
Play area maintenance/ repairs & renewals	£5,000.00	£205.00	4.10%
Ground maintenance	£4,200.00	£1,370.00	32.62%
Training/conferences	£700.00	£45.00	6.43%
Heartstart Defib maintenance	£1,300.00	£0.00	0.00%

Office equipment & software included email hosting. .gov domain and website and remote hosting	£2,000.00	£195.00	9.75%
Grants	£4,500.00	£0.00	0.00%
Recruitment costs	£0.00	£0.00	0.00%
Election costs	£1,000.00	£0.00	0.00%
Legal	£2,000.00	£0.00	0.00%
Play area s106	£0.00	£0.00	0.00%
CIL	£0.00	£0.00	0.00%
Open spaces s106	£60,619.95	£0.00	0.00%
Sports s106	£0.00	£0.00	0.00%
Woodland and tree work	£2,000.00	£0.00	0.00%
Parkfield turning space	£1,000.00	£0.00	0.00%
Reserves to refurbish play areas	£15,000.00	£0.00	0.00%
Neighbourhood plan consultancy fees	£0.00	£0.00	0.00%
St Aldams active play project	£0.00	£58,455.56	
Local climate and nature action plan	£0.00	£0.00	0.00%
Scout hut	£10,000.00	£0.00	0.00%
Parkfield football	£2,000.00	£0.00	0.00%
Community centre	£8,000.00	£0.00	0.00%
Total	£210,392.95	£83,432.24	39.66%
VAT for year		£24,247.44	
		£107,679.68	
Reserves:			
CIL	£1,167.00	-£1,167.00	
Play equipment Reserve	£50,000.00		
Neighbourhood Plan	£2,969.44		
Village hall project reserve	£5,000.00	£8,000.00	
Woodland/ tree/ash die back	£4,672.50		
Professional /legal fees	£4,000.00		
Financial contingency	£45,000.00		
Parkfield turning circle	£12,500.00		
Recreation ground sports project S106	£87,273.71		
Environmental monies	£500.00		
St Aldams active play	£20,000.00	£40,000.00	-£58,455.56
Scouts hut	£5,000.00	£10,000.00	
Parkfield play area	£2,372.00	£2,000.00	-£2,111.00
Defib fund		£1,167.00	£2,111.00
	£240,454.65		
General reserves	£3,120.07	-£1,465.49	-£1,654.58
	£3,120.07		
Total	£243,574.72		

						Adjusted at 30/06/25	
						£0.00	use £1167 CIL for defibs
						£50,000.00	
						£2,969.44	
						£13,000.00	
					-£50.00	£4,622.50	move £50 to defibs
						£4,000.00	
						£45,000.00	
						£12,500.00	
						£87,273.71	
						£500.00	
						£0.00	move £1544.44 to defibs
						£15,000.00	
						£2,261.00	move £2111 to defibs
				£1,544.44	£1,654.58	£50.00	
						£243,653.67	
						£0.00	move £1654.58 to defibs
						£0.00	
						£243,653.67	

Bank rec at 30 6 25

Hinckley and Rugby 90 day		£75,000.00	
Unity instant access savings		£50,197.26	£225,352.19
Unity	£100,154.93		-£1,323.22
	£225,352.19		£40,000.00
Adjustments for I&E	100154.93		£264,028.97
Unity due in June not paid til July	£1,323.22		£12,556.33
Suez grant received 1/7/25	£40,000.00	£138,831.71	£276,585.30
vat paid	£12,556.33		
	£151,388.04		
Adjusted to reflect income and expenditure			
Hinckley and Rugby 90 day	£75,000.00		
Unity instant access savings	£50,197.26		
Unity	£151,388.04		
	£276,585.30		
Reserves	£243,653.67		
Adjusted for I&E income to 30/06/25	£116,363.87		
Adjusted for I&E expenditure to 30/06/25	£83,432.24		
	£276,585.30		£0.00