



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 20TH AUGUST 2025 AT 19:30 AT THE BUNGALOW HMP ASHFIELD.

PRESENT.

Cllrs G Boyle, H Parker, J Hawkins, S Reid, A Hemmings, M Pibworth, T Symons, D Freestone and R Dunning.

In attendance: Clerk D Dunning and Ward Councillors M Palmer and B Stokes

Public Participation.

None

2025/08/20 No 1. To receive apologies for absence.

None

2025/08/20 No 2. Declarations of interest (if any) and dispensations.

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

2025/08/20 No 3. To approve minutes and sign as a correct record of the council meeting.

Resolved to approve the minutes of 16th July 2025. Minutes were duly signed by the Chair of meeting.

2025/08/20 No 4. To receive report from ward councillor(s).

Ward Cllr Palmer:

- Useful meeting with South Gloucestershire Council regarding Leigh Farm
- 525 bus route has been extended to incorporate the 'Birds' estates in Yate
- Meadow View planning application referred to Development Management Control committee.

Ward Cllr Stokes:

- Ukrainian Independence Day celebrations 31st August between 1-4pm at The Chantry Community and Arts Centre, 52 Castle Street, Thornbury BS35 1HB
- Grimsby Farm consultation has closed and a process has begun to agree a new operator
- Emergency Bike Kits are being offered to suitable organisations.
- There is a push to encourage fostering
- Cool Ventures are offering small business support
- South Gloucestershire Council has a new App
- Ward Cllr Stokes thanked the Clerk for her correspondence detailing the measures taken to try and address concerns about road safety in Pucklechurch. Meeting agree to publish these on the website for information.

2025/08/20 No 5. AGENDA ITEMS TO ACTION.

2025/08/20 No 5a. To receive updates and agree any actions relating to the Community Centre to include:

- i) Feedback from working group meeting.
Verbal feedback noted.

- ii) Fire alarm quotations and request for financial contributions.
Quotes vary greatly in specifications.
Resolved to obtain professional advice before agreeing a contractor.
- iii) Electrical installation condition report.
Noted.

There remain issues from the fire assessment that need addressing.

Resolved that as the landlord the parish council will need to provide financial support for the above.

2025/08/20 No 5b. To receive updates on the Scout hut to include:

- i) Land registry
Resolved to register Scout Hut with Land Registry. Anticipated legal costs were noted and approved.
- ii) Feedback from working group.
Circulated report noted. Utility transfers are ongoing. All measures are temporary and will be reviewed once condition survey obtained and action plan agreed. **Resolved** to:
 - close any new casual bookings until further notice and obtain update on existing bookings
 - continue regular bookings for Guide groups and dog training with appropriate invoicing
 - offer new 6-month cleaning contract

2025/08/20 No 5c. To receive any updates and agree any actions on other projects to include:

- i) Recreation ground improvements project.
 - Work to the drainage is likely to occur in September. The contractor will be asked to ensure the working area is appropriately secured to protect the public during excavations.
 - Work on the cricket pitch is scheduled to start on 1st September. Once re-seeded the area will need to be 'out of bounds' to everyone for several months to allow successful regrowth.
 - Re-seeding of the football pitch has failed due to the extreme dry weather.
- ii) Leigh Farm woodland project to include:
 - a) feedback from meeting with South Gloucestershire Council following the parish council's clarification statement relating to the wider Leigh Farm proposals.
Circulated update noted. This was a very positive meeting where it was agreed South Gloucestershire Council will address parish council concerns in writing. Ward Cllr Palmer will ask questions on this matter at the next South Gloucestershire Council meeting in October.

2025/08/20 No 5d. To consider and agree matters relating to data controls and GDPR including:

- i. Agree and adopt revised data privacy notice
Resolved to adopt revised data privacy notice
- ii. Agree and adopt revised data retention and disposal policy
Resolved to adopt revised data retention and disposal policy
- iii. Agree and adopt a bring your own device BYOD policy
Resolved to adopt a bring your own device BYOD policy
- iv. Agree and adopt Data sharing policy

- Resolved** to adopt Data sharing policy
- v. To review check lists
Noted
- vi. To agree new email for Pucklechurch News –
pucklechurchnews@pucklechurchparishcouncil.gov.uk
Resolved to approve new email address for Pucklechurch News
- vii. To consider any other issues.
None.

2025/08/20 No 5e. To receive a request to install a bench in the burial ground and agree any actions.

Resolved that a bench can be installed at an agreed location in the burial ground. As the bench needs to be movable to allow maintenance it was agreed that it should be purchased by the parish council with a request that the resident makes a donation to cover costs. Clerk to investigate costs and options.

2025/08/20 No 6. AGENDA ITEMS TO NOTE

2025/08/20 No 6a. To note items of correspondence:

- i) Bin request via South Gloucestershire Council
Noted – no budget for additional bins.
- ii) Dog bin request for Merlin Ridge
Noted there are already bins available. No budget for additional bins
- iii) Shortwood resident enquiry regarding community planters for Main Road
Noted
- iv) Microshade has joined the Flotek Group
Noted.

2025/08/20 No 6b. To note steps have been painted in St Aldams to address H&S concerns.

Noted, the council confirmed it is very pleased with the results.

2025/08/20 No 6c. To note highway improvement request for a speed limit change to 30mph on the B4465 Shortwood Road.

Noted this has been added to the South Gloucestershire Council investigation list.

2025/08/20 No 7. PLANNING.

2025/08/20 No 7a. Planning applications.

2025/08/20 No 7ai P25/01813/RVC 2 Edmund Court Pucklechurch South Gloucestershire

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.

Resolved No objections

2025/08/20 No 7aii P25/01817/PIP Land To The Rear Of Court Farm 49 Westerleigh Road Pucklechurch South Gloucestershire

Permission in principle for the erection of up to 1no. dwelling.

Objection - subject to the following concerns

1. It is not clear whether the site forms part of the curtilage of Court Farmhouse which is Grade II listed and irrespective of this, what the overall impact would be on the designated heritage assets in the immediate vicinity, either singly or collectively.

2. The size of the proposed property is not in keeping with those within its vicinity and as it sits immediately adjacent to the conservation area it is not clear what the impact would be when viewed from the open countryside to its north.

3. Whilst a shared access exists to Westerleigh Road it is not clear whether the existing driveway between the properties would be capable of enabling emergency vehicles to attend, e.g. in the case of fire.

4. Whilst technical details would follow PIP, the materials and design ideally should be attentive of those described in the Design Code commissioned by Pucklechurch Parish Council as part of its emerging Neighbourhood Development Plan.

Resolved to approve submitted comments under delegated powers

Applications received after agenda issued.

2025/08/20 No 7a) P25/01933/HH 52 Homefield Road Pucklechurch South Gloucestershire BS16 9QA

Demolition of existing garage and erection of detached outbuilding to form home office, gym and garden store.

Resolved to approve that the clerk responds with no objections under delegated powers

Adjacent parish

2025/08/20 No 7aiv) P25/01931/PIP Land At The Rosary Lyde Green South Gloucestershire

Permission in principle for the erection of a minimum of 4no. and up to a maximum of 9no. dwellings.

Resolved to approve that the clerk responds with no objections under delegated powers

2025/08/20 No 7b. Planning decisions. All noted.

2025/08/20 No 7bi P25/01205/CLP Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Siting of a mobile home ancillary to the main dwelling. Approve Certificate of Lawfulness.

2025/08/20 No 7bii P25/01204/HH Ivywell Cottage Parkfield Pucklechurch South Gloucestershire BS16 9NS

Erection of detached annexe ancillary to the main dwellinghouse. Refused.

2025/08/20 No 7biii. APPEAL REFERENCE: APP/P0119/W/25/3369680 - P24/02055/F Land Opposite Meadow View Shortwood Road Pucklechurch South Gloucestershire

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.

2025/08/20 No 7c. Planning enforcement and any other actions.

Update on COM/25/0360/HH was **noted**.

2025/08/20 No 8. REPORTS.

2025/08/20 No 8a. To receive report from the Clerk.

- Shared information on Doynton Half Marathon
- Shared information from the Town and Parish forum group on the new area committee structure
- Circulated letter of thanks from The Guides

- Playground checks are occurring next week – Gordon Inspections was appointed as they remain the most cost efficient
- Wasp nest in the burial ground is being monitored
- Submitted documentation for rate relief at the Scout hut
- New defibrillators and blood kits have been received. The blood kit dispensers are wall mounted so negotiation three cabinet mounted versions
- Update from maintenance contractor - old trim trail bridge at St Aldams has been removed as has the aged bench from the Recreation ground. New gate installed at Shortwood and bench repaired
- Pucklechurch News printing contract has been issued to HMP Ashfield
- To meet operational needs, an additional 8 hours were worked between 16-18th September.
- Submitted submissions for the Local Awards scheme. The cost will be £50 for Bronze and £65 for Silver
- Annual tree surveys due. The cost is £850.00+vat (same as last year). Council approved commissioning of this specialist service.
- Midland Forest will be asked to provide professional advice on any further works in the Pucklechurch Woodland. Council approved the commissioning of this specialist service.

2025/08/20 No 9 FINANCE

2025/08/20 No 9a. To approve contractual and other obligations for July 2025.

To note payment approved at July meeting subject to final invoice

Payee	Description	Net	VAT	Total
Clear councils	Insurance for scout hut	£472.94	£0.00	£472.94
	Total	£472.94	£0.00	£472.94

To note payment required in advance to purchase approve defibrillators

Payee	Description	Net	VAT	Total
AED Locator (EU) Ltd	5 replacement defibrillators and 1 new cabinet	£6,522.95	£1,304.59	£7,827.54
	Total	£6,522.95	£1,304.59	£7,827.54

Payments for August 2025

Payee	Description	Net	VAT	Total
D Dunning	salary	£2,276.48	£0.00	£2,276.48
HMRC	Tax and NI	£968.52	£0.00	£968.52
SLCC BK222364-1	Training managing grant applications	£60.00	£12.00	£72.00
Primrose Gardening 237	Site maintenance - Shortwood, St Aldams & The Rec	£685.00	£0.00	£685.00
Primrose Gardening 238	Contract	£1,585.00	£0.00	£1,585.00
Primrose Gardening 239	Litter	£200.00	£0.00	£200.00

South Gloucestershire Council	Localism charges 3900040256	£2,239.11	£447.82	£2,686.93
Total		£8,014.11	£459.82	£8,473.93

All invoices checked and confirmed for accuracy against payment list - Cllr Hawkins.
Resolved to approve payments. Cllrs Boyle and Hemmings to authorise.

Direct debits

Supplier	Goods	Net	VAT	Total
O ₂	phone	£11.00	£2.20	£13.20
BT	broadband	£35.87	£7.17	£43.04
NEST	Pension Contribution	£167.91	£0.00	£167.91
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
Unity Bank	charges July 25	£9.00	£0.00	£9.00

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

2025/08/20 No 9b. To receive and agree reconciliations for July 2025.

Balance per bank statements as at 01/07/25	£
Unity Bank current	£100,154.93
Unity Instant access savings	£50,197.26
Hinckley and Rugby BS	£75,000.00
Unity Bank current	
Less: payments for July 2025	£9,848.49
Plus: Unity income for July 2025	£405.00
Balance as at 31/07/25	£90,711.44
Unity Bank instant access savings	
Less: payments for July 2025	£0.00
Plus: Income for July	£40,000.00
Balance as at 31/07/25	£90,197.26
Hinckley and Rugby BS savings account	
Less: payments for July 2025	£0.00
Plus: income for July 2025	£0.00
Balance as at 31/07/25	£75,000.00
Balance as at 31/07/25	£255,908.70

Figure 1 Print screen of July 2025 accounts.

Less: payments in month	0.00	0.00	9,848.49		0.00	0.00	106,097.18
Balance c/fwd	75,000.00	90,197.26	50,711.44				
	A	B	C				
Combined balance	D	215,908.70		Bank rec at 31 7 25			
				Hinckley and Rugby 90 day	75,000.00		
				Unity instant access saving	90197.26		
				Unity	90,711.44		
Balance as at 1st April 2025		244,038.85					
Plus: receipts in year to date		117,967.03					
Less Payments in year to date		106,097.18		Less: uncleared chqs			
Balance as at 31st July 2025	E	255,908.70		F should equal D & E	255,908.70	Diff	0.00

Figure 2 Print screen Unity Bank current account statement July 2025

21/07/2025	Transfer	B/P to: SLCC Enterprises	£36.00	£0.00	£93,850.18
21/07/2025	Faster Payment Debit	B/P to: Proludic	£2,712.25	£0.00	£91,137.93
23/07/2025	Faster Payment Debit	B/P to: Clear Insurance	£472.94	£0.00	£90,664.99
24/07/2025	Credit	SOUTH GLOS SCHOOLS	£0.00	£50.00	£90,714.99
28/07/2025	Credit	Pucklechurch Commu	£0.00	£5.00	£90,719.99
31/07/2025	Fee	Service Charge	£8.55	£0.00	£90,711.44

Figure 3 Print Screen Unity savings account July 2025

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/06/2025		Balance brought forward	£0.00	£0.00	£50,197.26
02/07/2025	Transfer	Transfer from 20461111	£0.00	£40,000.00	£90,197.26

Figure 4 Print Screen Hinckley and Rugby BS savings account July 2025

Savings Accounts Summary

17011058069

Available balance
£75,000.00

Pending balance
£75,000.00

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 Hawkins

2025/08/20 9c. To note Q1 and agree revised earmarked reserves

Q1 noted. Earmarked reserves agreed as:

Reserves:	Adjusted at 30/06/25
CIL	£0.00
Play equipment Reserve	£50,000.00
Neighbourhood Plan	£2,969.44
Village hall project reserve	£13,000.00
Woodland/ tree/ash die back	£4,622.50
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	£0.00
Scouts hut	£15,000.00
Parkfield play area	£2,261.00
Defib fund	£6,527.02
	£243,653.67
General reserves	£0.00
	£0.00
Total	£243,653.67

Date of next meeting 17th September 2025

Meeting closed at 20:45

Appendix 1 Proposal for Rock House Farm Shortwood



Appendix 2 Masterplan proposal for Marsh Farm





Leigh Farm Woodland



5d PPC Small grants: recommended revisions

September 2025

PPC's small grants scheme has been in operation for a number of years without significant revision. After careful review of both the current process and applicant trends that have materialised, the revisions proposed here address:

1. Pressure on parish council's budget
2. Continued support for parish-based organisations
3. Fair access to multiple groups
4. Equitable distribution of funds
5. Over reliance on parish council funding

A table of grants awarded over the last 5 years was created to identify trends, the amounts awarded, and groups supported. In summary this showed:

- A number of groups apply on an annual basis
- Grants have been regularly awarded for standard operational costs (insurance)
- Most applications are for amounts of c.£500 or less
- One organisation has received more than £3000 spread over 4 years
- The largest single grant of £2000 was awarded to an organisation not based in Pucklechurch parish
- The cumulative value of applications regularly exceeds the amount set aside
- The highest number of awards made in any one year was 12

Difficulties have arisen during the decision-making process at full council meetings with regard to prioritisation and balancing what has been applied for against funds that are available. There has also been a fear expressed that the regular provision of grant aid may hinder the long-term financial resilience of some groups by creating dependency on receipt of parish council funds that cannot be guaranteed year on year. This may undermine local capacity in the longer term and discourages the development of self-sustaining funding systems. In addition, larger wider-sector charitable groups supplying services to the community have become very adept at demonstrating the benefits they bring our residents and have therefore been very successful in being awarded larger amounts of money. These larger groups are also those that have the greatest capacity to fundraise and the ability to adapt to, and recover from challenges like funding changes, evolving demands, and crises.

The changes that are proposed to address this are as follows:

1. Limiting the maximum amount of award to any one group to £500.00 per round.

Most grant-making bodies have funding parameters. This upper limit will still accommodate most applications and can be awarded as a contribution to a more costly project or activity. Some groups may be prompted to become more self-reliant in fundraising to support activity. Funds may be more equitably shared.

2. Creating a priority order for allocation and decision-making purposes as follows:

Priority will be given to grant applications from organisations and groups based in the Parish of Pucklechurch and those that did not have a grant awarded in the previous year as follows:

Priority 1: Groups/organisations based in Pucklechurch Parish that have not received PPC grant funding in the previous year

Priority 2: Groups/organisations based in Pucklechurch Parish

Priority 3: Wider sector service/support groups/organisations able to demonstrate the specific benefits/services they provide to residents of Pucklechurch Parish

This aids the decision-making process and focuses on grants being made available to locally based groups who have less capacity to fundraise on a large scale. Local groups that do not apply annually are prioritised over those that do, to address over-dependency on parish council funds.

3. Applications for funding of travel arrangements will not normally be approved.

This addresses problems council has sometimes had when determining the benefits of trips being supported by grant aid for a limited number of individuals and the level of wider community legacy this affords.

4. Applications must be supported with a copy of the previous year's financial accounts or a financial statement detailing annual income, expenditure and reserves.

This will support the decision-making process with regard to level of financial need and security.

5. All organisations must supply a written report about how the grant has been used and the impact and benefits it has had for potential inclusion in Pucklechurch News and/or the parish council website.

This will ensure council is better informed of the outcomes arising from awards, provide evidence of community support and that this information is shared with residents.

A revised Small Grants Applications pack has been drafted that incorporates the changes has been supplied as a separate document for review.

Cllr G Boyle

Cllr H Parker



Small Grant Applications

THE CLOSING DATE FOR APPLICATIONS IS 23rd JANUARY 2026.

Applications to be returned to:

clerk@pucklechurchparishcouncil.gov.uk

OR

Pucklechurch Parish Clerk
c/o 25 Parkfield Rank
Pucklechurch
Bristol BS16 9NR
Telephone: 07525 842 095

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GUIDANCE NOTES

These notes have been prepared to explain the main details of the Council's Small Grants Scheme. Please read them carefully before you complete the grant application form.

Aim of Pucklechurch Parish Council Grant Scheme

The aim of this scheme is to support and promote an active community in Pucklechurch. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide limited financial support for community organisations working for the benefit of Pucklechurch parishioners, with the intention of improving the range of services and activities in the parish.

Who can apply

Many types of organisations may be awarded grants such as:

- Parish organisations
- Youth/Senior citizens groups
- Sports clubs and art groups.

Priority order for decision making

The scheme provides small grants for new organisations as well as grants to existing organisations for work or projects that will be of benefit to Pucklechurch Parish as a community. In all cases, the applicant organisation must be able to demonstrate that it benefits a number of people living in Pucklechurch and how.

Our grants will only be awarded for the direct benefit of Pucklechurch Parish and its residents, there will be some situations where we will not be able to provide grants. These include:

- general appeals (eg national / international disasters);
- national organisations without a locally based group;
- individuals (eg sponsorship for individual sportsmen and women).

Priority will be given to grant applications from organisations and groups based in the Parish of Pucklechurch and those that did not have a grant awarded in the previous year as follows:

Priority 1: Groups/organisations based in Pucklechurch Parish that have not received PPC grant funding in the previous year

Priority 2: Groups/organisations based in Pucklechurch Parish

Priority 3: Wider sector service/support groups/organisations able to demonstrate the specific benefits/services they provide to residents of Pucklechurch Parish

What grants can be used for

Grants can be used for capital projects (eg the acquisition of or construction of lasting assets) or for revenue costs. Examples of what grants might support include:

- Equipment
- Repairs and maintenance
- Projects
- Publicity relating to community events
- Training
- Insurance

Please note:

- Applications for funding of staff costs will not normally be approved.
- Applications for funding of travel arrangements will not normally be approved.

Examples of awards given to groups in previous years can be found on the Pucklechurch parish council website at:

https://www.pucklechurchparishcouncil.gov.uk/Grant_Scheme_33812.aspx

Value of the funding available

Parish council aims to provide an identified amount of funding for grant aid purposes within its agreed annual budget. The amount that can be provided will vary from year to year, and there is no guarantee that funds can be set aside for this purpose every year. Groups should not therefore rely on receiving awards on an annual basis to fund regular activity.

The total amount of money any one group may be awarded is £500.00 *

It is expected that the amount requested by community groups will collectively exceed the amount set out in the budget. Where this occurs Parish council will determine the award of grants strictly in priority order and may choose to make awards that offer a smaller proportion of the amount being requested. It is important, therefore, that all questions on the application form are answered as fully as possible to provide a detailed picture of your organisational activities within the parish. Groups should try to avoid applying for the same items/services year on year.

* *This amount may only be exceeded in truly exceptional circumstances.*

How to apply

An application form is included in this pack. You will need to include:

- a statement in support of your request
- a copy of your organisation's constitution if it has one
- a copy of your previous year's financial accounts or financial statement detailing annual income, expenditure and reserves.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria for and Conditions attached to Funding'. All sections of this application form must be completed and returned with the necessary documentation by midnight on the designated day of deadline. **Late applications will not be considered.**

Who to contact for more information or advice

If you have any questions, require further information or would like help filling in the form, please contact:

Daphne Dunning, Parish Clerk, Pucklechurch Parish Council,

Tel: 07525 842 095

Email clerk@pucklechurchparishcouncil.gov.uk



ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING

All applicants must be able to comply with the following eligibility criteria and conditions.
Please read these carefully before submitting your application.

Eligible organisations

The applying organisation should be a non-profit making body and must be able to demonstrate significant benefit to residents of Pucklechurch Parish.

Applications will **not** be considered from:

- individuals.
- organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
- private organisations operated as a business to make a profit or surplus.
- "upward funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
- organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Religious or faith-based groups

Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.

Start-up grants

New groups that require funding to enable their establishment may make an application for a grant award providing the group can demonstrate the specific benefits it will bring to residents of Pucklechurch parish. Parish council would need to be satisfied at the point of application that the new group had clearly articulated forward plans for becoming both organisationally and financially resilient.

Capital grants

Applications for funding in support of larger capital projects are welcomed but will not be approved unless the organisation concerned can demonstrate at the point of application that it already has clear plans in place for raising the remainder of the necessary finance.

General conditions applicable to all awards

- All applications must be made using the application form provided, supported by the documents specified and by the deadline set for applications.
- Individuals completing the application must have organisational authority to do so.
- The applicant must demonstrate that they have (or can acquire) the expertise to complete projects or activities and the resources to carry them out.
- Evidence that the money has been used for the purpose stated will be required. Parish council reserves the right to specify the evidence it requires.
- All organisations must supply a written report about how the grant has been used and the impact and benefits it has had for potential inclusion in Pucklechurch News and/or the parish council website.
- Receipts for all goods/services may requested by the Parish Clerk as proof of purchase of goods and services acquired with grant funding.
- Parish council reserves the right to reclaim the full amount of the grant in the event of it not being used for the purpose specified on the application form, or sufficiently well-evidenced.
- All funding or part thereof, or items purchased by the organisation with Parish council grant funding must be returned to the Parish Council should the organisation fold during the financial year in which the grant is presented.
- An award of a grant to support revenue costs does not constitute a commitment by parish council to provide similar or ongoing funding in future years under this scheme.
- Decisions made by the parish council with regard to grant awards are final.



PUCKLECHURCH PARISH COUNCIL GRANT APPLICATION FORM

Please complete all sections using black ink.

1. When was your organisation formed and what does it do?
2. Is your organisation a registered charity - please indicate yes or no.
YES NO

Charity number if applicable:

3. Is your organisation part of, or affiliated to, any national organisation - please indicate yes or no.

YES NO

If yes, please give details:

4. Where does your organisation meet and how often?
5. How is your organisation funded – for example what are your present charges/subs/fees?
Please submit a copy of your previous year's accounts or a financial statement detailing annual income, expenditure and reserves with your application.

6. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Pucklechurch.

7. Approximately, how many people do you expect to benefit from your project?

Age Group	In Pucklechurch Parish	Outside Pucklechurch Parish
0 – 25		
26 – 49		
50+		
All Ages		
Special or minority groups (please specify)		
TOTAL		

8. Please describe how you think your application matches the Parish council grants scheme

9. What is the identified need for your proposal?

10. When do you intend to start your project and when will it end?

11. How will you measure the success of your project?

12. What size of grant are you seeking?

£.....

Please note the Council cannot consider your grant request if no amount is indicated.

13. What is the total cost of the project for which you are seeking a grant?

£.....

14. If you are not applying for the full amount, please specify where the remaining funds will come from:

14. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? - please indicate yes or no.

YES NO

If YES please include details of all applications (successful and unsuccessful)

Organisation	Purpose	Successful/Unsuccessful (If money is not yet received but promised please include)	Amount Received

15. Please give details of your organisation's own fund-raising efforts:
16. If you wish to purchase equipment or services, **please ensure that you supply copies of quotes or evidence of the cost of items.** Additional literature, leaflets or recent annual reports may be enclosed with the application. Please list below what you have supplied:
17. Have you previously received, or applied for, a grant from Pucklechurch parish council - please indicate yes or no.
- YES NO

If YES, please give details of amount(s) and year(s) and purpose:

18. YOUR ORGANISATIONS BANK DETAILS

Name of Bank:

Name of Account:

Account number:

Sort Code:

19. Where did you learn you could apply for a Pucklechurch Parish Council grant?
Please indicate all that apply.

- Noticeboard
- Website
- Press
- Minutes
- Others (please specify)

***Please read the application checklist on page 12 before you sign the declaration below
and then submit your application form***

DECLARATION

I declare that:

I have read and accept the Guidance Notes and Eligibility and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Pucklechurch Parish Council will be recognised on any material produced and in any form of publicity as a result of this grant. Our organisation agrees to supply a written report as specified in the conditions for use in Pucklechurch News or the parish council website

I understand that:

Pucklechurch parish council reserves the right to request detailed information about our group and its members.

Pucklechurch parish council may ask for additional information at any stage of the application process. I will be required to submit evidence showing how the grant funding was used as well as receipts for all goods and services acquired with this grant. Pucklechurch Parish Council reserves the right to reclaim the grant in the event of it not being used or sufficiently evidenced for the purpose specified.

The application form and supporting information will be copied and discussed at a public Parish council meeting. Personal data that has been supplied will not be disclosed and will be held by Pucklechurch parish council in accordance with its Data Protection Policy and Data Protection legislation.

Name:

Position

Signed

Date

Applicants will be advised of the Parish council's decision in writing

APPLICATION CHECK LIST

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:

1. A copy of your organisation's current CONSTITUTION if it has one.
2. A copy of your organisation's previous year accounts or a financial statement detailing annual income, expenditure and reserves.
3. Copies of quotes or evidence of the cost of items/services the grant will be used for.
4. In the case of a newly formed organisation, a **budget and business plan** must be submitted.

Parish council is committed to operating within an equal opportunities' framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own. Groups that have been formed for one year or longer should have an Equal Opportunities Policy of their own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

Have you completed **ALL** sections of the form?
(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).

Does your application set out how your organisation meets the requirements of the 'eligibility criteria'?

Have you signed the statement on the last page of your application form to certify that all the details are correct?

When completed, this form together with supporting documents should be sent to:

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

or email clerk@pucklechurchparishcouncil.gov.uk

Please Note: you will be required to provide the Parish Council with pictures of how the Parish Council grant funding has been spent and copies of publicity/printed material where relevant, should you be successful in your application.

For office use:

Acknowledged:	
Decision:	
Informed:	

5g Training advice

Dear Clerks & Chairs,

Following recent discussions with Clerks and Chairs through our Network sessions this summer, I am pleased to provide clarification on the training requirements linked to Assertion 10, which has come out of direct discussions with SAPPP and NALC, having raised the concerns of some of our members in terms of increased pressure on staff time, council budgets and councillor commitments during working hours.

To help you meet the new Assertion 10 requirements in a proportionate way, we've worked with external specialists and sector partners to identify a robust, risk-based training framework that is good value for money. It focuses on short, accessible sessions (covering induction plus periodic refreshers), aligned to the Practitioners' Guide 2025 and ICO expectations. The online sessions with Breakthrough Communications do get booked up quickly, but we will be organising additional dates in early 2026 to ensure all of our members have the opportunity to engage with the training.

There is a statutory requirement for **ALL** staff and councillors to have undertaken training in GDPR / FOI in order to be certain of meeting the criteria with strong evidence. There is also a requirement for ongoing training, which would be achieved through refresher courses, but the frequency can be determined by each council according to the appropriate level of risk. **This does not have to be renewed annually, but we recommend that councils renew every two years.**

Initial training prior to AGAR 2025/26:

We are recommending that as a minimum provision, Clerks, Deputy Clerks and Chairs of **ALL** councils attend the following online sessions delivered by Breakthrough Communications:

- **Data Protection for councils Part 1: Foundations & theory [£35]** *Dates available - 3 Nov 2025 (9:30-11:30)*
- **Freedom of Information for local councils: obligations, procedures and exemptions [£35]** *Dates available - 24 Oct 2025 (9:30-11:30) & 12 Dec 2025 (9:30-11:30)*

It is recommended that all other contracted staff should engage with the following initial training as a minimum requirement:

- **Freedom of Information for local councils: obligations, procedures and exemptions [e-Learning Module - £14]**
- **Data Protection Essentials (GDPR) - [e-Learning Module - £14]**

The advice for **ALL other councillors** (unless completed in the last 12 months) is to attend the following courses:

- **Councillors: data protection for councillors [Online via Zoom with Breakthrough Communications - £35]** *Dates available - 10 Nov 2025 (18:30-20:30) & 8 Dec 2025 (18:30-20:30)*
- **Freedom of Information Essentials [e-Learning Module - £14]**

Subsequently, newly elected or co-opted Councillors would need to engage with this same initial package of training as part of their induction process.

Renewal of Training (after 1 July 2026):

Councils are advised that they should subsequently evidence renewal of training for all staff and councillors **EVERY TWO YEARS** using the following e-learning modules :

- [Freedom of Information for local councils: obligations, procedures and exemptions \[e-Learning Module - £14\]](#)
- [Data Protection Essentials \(GDPR\) - \[e-Learning Module - £14\]](#)

We will aim to provide discounts for renewal packages and these will be advertised from April 2026.

ALCA is currently providing a service for all councils to support the upgrade from Windows 10 to Windows 11 as part of the Data Compliance process, as support for Windows 10 is due to end on 14th October 2025. If your council is affected, then please do get in touch and I will be happy to help you further.

More information will be provided on practical steps that can be taken towards preparation for the arrival of Assertion 10 in the coming weeks, but please do contact me if you require any further assistance.

Kind regards,
Barnaby

**Barnaby Harding
Chief Officer
Avon Local Councils' Association**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

PUCKLECHURCH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2025

and recorded as minute reference:

2025/05/21 No 7j (iv)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Gene Doyle
Diana Jones

<https://www.pucklechurchparishcouncil.gov.uk>

Section 2 – Accounting Statements 2024/25 for

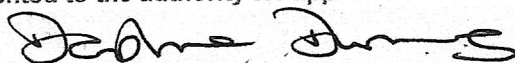
PUCKLECHURCH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	135,014	137,989	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	96,896	121,896	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13,955	118,227	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	29,323	33,663	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	78,553	100,874	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	137,989	243,575	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	134,805	244,039	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	161,246	RESTATE 171,457 170,482	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/04/2025

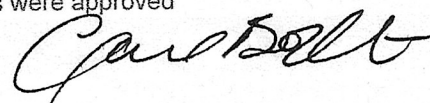
I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2025

as recorded in minute reference:

2025/05/21 No 73 (10)

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Pucklechurch Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review.
The AGAR was returned for boxes 9 to be amended and has now been corrected.

Following the Internal auditors review of the smaller authority's processes and controls, some recommendations were raised.
The smaller authority should review and act upon appropriately.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER BDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:
SIGNATURE REQUIRED
BDO LLP
467DFB746A8A428...

Date

08 August 2025/ /YYYY

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/00374/F
(Please quote at all times)
Your ref:
Date: 8th September 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 114 Westerleigh Road Pucklechurch South Gloucestershire
BS16 9PX
DESCRIPTION: Extension of existing vehicular access.
REFERENCE NO: P25/00374/F

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: P25/02078/RVC
(Please quote at all times)
Your ref:
Date: 9th September 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Churchmead Farm Hodden Lane Pucklechurch South Gloucestershire BS16 9SG
DESCRIPTION: Variation of condition 2 attached to P24/01494/F to substitute the approved plans A201 Rev D and A200 Rev A with A201 Rev E and A200 Rev C.
REFERENCE NO: P25/02078/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 Suzanne D'Arcy

Yours faithfully

Technical Support Team Leader

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

PAR

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P19/1275/F
(Please quote at all times)
Your ref:
Date: 27th August 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Land At Lyde Green Farm Emersons Green South Gloucestershire
DESCRIPTION: Erection of 393 no. dwellings, including 139 affordable housing units. Alteration of existing vehicular access off Henfield Road. Provision of public open space, landscaping, sustainable urban drainage and related infrastructure and engineering works.
REFERENCE NO: P19/1275/F

I am notifying you that the Council has received revised proposals regarding the above, which you may wish to inspect at one of our one stop shop offices during normal working hours. Brief details of the amendment(s) are as follows:

Revised plans have been received for application P19/1275/F. This is on the basis that it is now proposed by the applicant to retain in situ a high-pressure gas main which is located to the west of the Application Site. This has necessitated an alteration to the site layout to ensure no built development is located on the route of the gas main or within the offsets / easements required to either side of the pipe.

Further details of the proposed amendments, together with a table of revised plans, are set out in the Lyde Green Farm Update Letter and Appendix (P2272 - dated 24th July 2025 & uploaded to case file on 27th August 2025).

If you have any comments on the revised proposal I shall be glad to receive them by 17th September 2025, in order that they may be taken into account when the application is considered. Can I take this opportunity to remind you that any representations received will be available for inspection by the general public. If no reply is received within that time, the application will be considered on the assumption that your previous observations on the proposal apply equally to the amended scheme.

The application documents may be viewed via the Internet <http://developments.southglos.gov.uk/online-applications/>. Please allow up to 7 days from the date of this letter for the documents to appear on the web site. Any comments you may wish to make can be made on line. Please note that the law requires that any comments made on a planning application are made publicly available, which includes via the Council's website. Free internet access is available at all South Gloucestershire libraries.



The Case Officer dealing with this application is Patrick Jackson.

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

Yours faithfully

Planning and Environment and Major Sites Manager

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01996/F
(Please quote at all times)
Your ref:
Date: 25th August 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Fleur De Lys 12 Shortwood Road Pucklechurch South
Gloucestershire BS16 9RA
DESCRIPTION: Change of use of part of building to 1no dwelling (Use class C3)
as defined in the Town and Country Planning (Use Classes)
Order 1987 (as amended).
REFERENCE NO: P25/01996/F

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

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

PAR



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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01817/PIP
(Please quote at all times)
Your ref:
Date: 2nd September 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

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

With reference to your correspondence this is to inform you that this application has now been considered and the Council's 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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P24/01726/F
(Please quote at all times)
Your ref:
Date: 4th September 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Land At Shortwood Road Pucklechurch South Gloucestershire
DESCRIPTION: Change of use of land from agriculture to gypsy and traveller caravan site to facilitate the stationing of 1no. mobile home, 1no. touring caravan, the erection of 1no. day room, installation of hardstanding and associated works.
REFERENCE NO: P24/01726/F

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

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

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

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

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

Yours faithfully

Technical Support Team Leader

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/01549/HH
(Please quote at all times)
Your ref:
Date: 21st August 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

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

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

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

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

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

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

Yours faithfully

Technical Support Team Leader