



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 20TH OCTOBER 2025 AT 19:30 AT THE SCOUT HUT PUCKLECHURCH.

PRESENT.

Cllrs G Boyle, R Dunning, J Hawkins, S Reid & D Freestone
In attendance: Ward Councillors Palmer and Stokes, Clerk D Dunning

Guests: Bristol Energy Network (BEN) - David Tudgey, Chloe Hood and Oliver Swanston, Emersons & Lyde Community Energy CIC (ELCoE) Chris Sunderland and Grace Courtney South Gloucestershire Council (SGC) - Ian Dubber, Cllr Chris Willmore and Cllr Louise Harrison

No members of public.

Cllr Boyle welcomed everyone and outlined the format of the council meeting.

Public Participation.

None

2025/10/20 No 1. To receive apologies for absence.

Cllrs Parker, Pibworth, Symons and Hemmings..

2025/10/20 No 2. To receive a presentation from Bristol Energy Network on their proposal for wind turbines at Leigh Farm.

Chloe Hood and David Tudgey provided a presentation on BEN and the progress to date on this West of England Mayoral Combined Authority (WECA) funded project.

Chris Sunderland introduced ELCoE which works across Emersons & Lyde Green, Westerleigh, Pucklechurch, Mangotsfield, Staple Hill, and Blackhorse and what it sees as the community benefits from this project.

This community energy project plans to channel any financial surplus back into the community and BEN is looking to work with all partners on this and to address any concerns. The indicative project timescales:

2025

July - Feasibility project approved by SGC

October - Screening and scoping opinion identified the need for an Environmental Impact assessment

November - Pre planning public consultations

2026

Q1 - Apply for planning permission

Q3 - Anticipated decision.

Questions, clarification and concerns raised by councillors

Concerns were raised over timescales and the suitability and difficulties of consultations during November.

BEN confirmed WECA funding is in place until March 2026 hence the desire to submit a planning application before the deadline although BEN is looking at other social funders.

Preliminary topics covered:

- Size, setting and impact
- Economic and financial viability.
- Noise
- Role and challenges for parish councils
- Community engagement
- Partnership and collaborative working
- Meeting local community needs
- Communication and transparency
- Public perception
- Pre-judgement/pre-determination of project dates.

From these initial discussions, further meetings will be required.

Meeting closed 21:10pm

DRAFT SUBJECT TO APPROVAL NEXT MEETING

5a Community Centre changing room windows

One of the things we have had on our list of things to do for a while now is to have the 7 small windows facing the rec on the ground floor, bricked up. They are currently boarded up to protect them from vandals and balls, but the boards are now in a poor state and the idea is to brick them up to make a more permanent solution. Obviously, depending on the cost, we may want to wait until after the building survey before proceeding with it and we are only in the process of trying to get quotes, but thought we would run it past you guys first, in case you have any objections.

5b Scout hut cleaning costs

To clean the scout hut will be **£90.00 per calendar month** but the **first month will be £105.00** to allow for an initial deep clean.

We will supply cleaning products and refuse bags etc..

Cleaning will be carried out on a Tuesday but can be changed with sufficient notice if a booking requires it..

The cleaning at the scout hut will be all the kitchen and toilet areas.. All floors will be vacuumed and mopped. All rubbish will be removed and put in the bins in the car park..



ACTION PLAN 2025-26

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

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

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

The parish action plan has been developed based on identified community priorities which for 2025/26 are:

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

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

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



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

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



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

2. Improving Parish council governance

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



Training	Ongoing training of Councillors and Officers to ensure understanding, best practice and compliance with statutory and legislative requirements	Council commitment to training	Agreed training budget	Ongoing	Councillor and Officers	Evidence of professionalism and good standards of governance
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3. Improving communications

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

4. Protection of green spaces and environmental enhancement.

Project/policy priority	Details of project	Agreed actions	Budget/financial implications	Timescales	By whom	Next steps/outcomes
New woodland on land at Leigh Farm to support South Gloucestershire Council's (SGC) strategic	Project to develop community woodland and enhance biodiversity	To work with SGC to agree lease agreement. Source external funding. Develop community project to compliment SGC plans for the remaining land	S106 funds from Oaktree Avenue developments circa £60,500.00	2025-2027 Lease by end July 25 SGC liaison ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group,	Develop partnerships to progress project with support from SGC



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



Local climate and Nature plan	Develop plan for parish	Research and prepare draft	Officer's time	Ongoing	Woodlands, open spaces, Street Care & Allotments working group & Clerk	Adopted plan and action plan
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5. Wellbeing

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



				Cricket wicket by 31/3/26		
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Report to Pucklechurch Parish Council

Title: Draft budget commentary 2026/27

Author: Daphne Dunning

Status of the report: For action

Draft budget with initial proposals and suggestions for further consideration.

Income

Pucklechurch Parish Council (PPC) has very limited income sources and relies almost exclusively on the precept. Other income beyond the precept is based on

- Burial ground –some pre-paid burial plots are yet to be used plus around 10 interment plots remain in the remembrance garden.
- 30 allotment gardens charged at £20/garden.
- Fees for sports usage of the Recreation ground at current rates raise £845.
- Wayleave and ground rent unchanged £97.95.
- Income from Scout hut until formal decision with Pucklechurch Community Association.

PPC still has some S106 revenue funding remaining from the Oaktree developments for The Recreation ground project (Sports) and Woodland project (natural and semi-natural habitats). Limited drawn down is not included in the budget calculations but could potentially occur at year end.

Expenditure

Each cost centre has been reviewed and best guess estimate of increase charges/inflation etc made. Many costs are statutory or contractual.

Salary, tax, NI, mileage, home allowance, payroll costs and pension	Statutory requirements includes one spine point increase and guesstimate for 26/27 pay award. No employee NI for 26/27
Rent Shortwood	As charged by owner. Land subject to potential development
Insurance	Costs increase as insurance for Scout hut
Electricity Defib	Based on actual charges £18/m & £24/m + small contingency
Room rental	Meeting space donation by prison. 4 hours school hall hire for annual meeting plus one other meeting
Pucklechurch news	As per contract price agreed for 26/27
Internet	Community centre –fixed price contract will end- anticipate up to £40/month
Phone	Based on current fixed charges + contingency for price/inflation rises
Audit	Internal and external higher as PPC exceeds £200K income or expenditure
Professional fees consultancy	Planning support Local Plan
Membership/subscriptions	Anticipated ALCA/NALC £800. SLCC £355 CPRE£40 GPFA £50 ICO £35 Green bin £75 Zoom £145

Report to Pucklechurch Parish Council

Litter picking/ Rec Village waste /dog bins	Localism charge SGC estimate £7000 bins, £750 waste bin community centre (includes contingency)
Grass cutting/gardening	£6K Rec/Eagle/St Aldams Localism charge estimate SGC £2750 Shortwood play area up to £400/yr part of lease agreement Parkfield £600/yr – value for money
Tree survey	Annual inspections required.
Maintenance contract	Based on £22K including £2.6K for litter
Bank charges	Unity
Admin general stat post print	Includes HP ink subscription £170 – value for money
Play area maintenance/ repairs & renewals	Allow £1K/play area
Ground maintenance	Includes general repairs and maintenance and charges for SGC bus shelters
New hedges contract	Removed from maintenance contract for stand alone contract to get better value for money
Training/conferences	Increase to include attendance at SLCC National Conference
Heartstart Defib maintenance	Minimal as new defibs
Office equipment & software included email hosting. .gov domain and website	Vision .gov license, SSL, emails, hosting £500 and Microshade remote hosting £500. Start building a reserves for equipment purchases/replacements.
Grants	Maintained at £4.5K
Recruitment costs	Required during 26/27 suggest £1K
Election costs	£1K for reserves - election due 2027
legal	Reserves
Open spaces s106	Capitol being retained by SGC. Revenue draw down possible 26/27 or 27/28 with an agreed programme of contributions to the Woodland project
Sports s106	Revenue draw down as required late 26/27 or 27/28
Rebekka's memorial garden	Consolidated into grounds maintenance
Woodland and tree work	All ash trees are infected requiring annual works
Parkfield turning space	Continue to build reserves
Play areas	Continue to build reserves especially for Rec

New projects identified by council

Scout hut	£5K required for general running costs per year. Other spending to be agreed set at £10K
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Report to Pucklechurch Parish Council

Community centre	Programme of contributions to upgrade to be agreed set at £15K
Metal fencing at Recreation ground	Metal fencing by The Star is subsidising. Advice required. £5K allocated
Burial ground	Priority to address H&S issues with uneven ground. Topping up and re-seeding £1K allocated
Adopt the listed phone box	Adoption costs £1 plus insurance & upkeep. Use to be decided £1.5K
Revel 75	One off grant £1K
Memorials	Ideas for memorials once burial ground full. Set aside £7.5K
Accessing EGTC community bus	Possible use in Pucklechurch – waiting for details of offer £3K set aside

Reserves – estimates at year end and subject to adjustment

Reserves:	25/26	
CIL	£0.00	
Financial policy reserve (=4/5 months)	£50,000	Ideally over £72K if draft precept agreed
Play equipment Reserve	£40,000	
Neighbourhood Plan	£2969	To cover final costs to complete
Village hall project reserve	£0.00	Assumes used as contributions to current list of urgent work
Sports project S106	£14,472	
Woodland/trees/ash die back	£2000	
Professional fees/legal	£4000	
Parkfield road repairs	£6,000	£5K to financial reserves. Smaller reserve for pothole repairs
Scout hut	£0.00	Assumes used for any urgent work
Election costs	£0.00	
Environmental monies	£500	Insurance payout Eagle Crescent
Earmarked sub total	£119,941	
General reserves		

Pucklechurch Parish Council approved three year budget 2026/27 - 2028/29
TAX BASE OF 947 for last year although SGC predict 964
All figures subject to adjustment

INCOME	2024/25	Budget 2025/26	2025/26		2026/27	2027/28	2028/29	
	Actual		Actual as of 31 Oct 25 adjusted for I&E	Estimated year end 2025/26	Proposal For Precept	Proposal For Precept	Proposal For Precept	
Burial ground	£2,150.00	£1,000.00	£750.00	£800.00	£800.00	£800.00	£800.00	30 gardens
Allotments £20.00 per site x 30	£600.00	£620.00	£640.00	£640.00	£600.00	£600.00	£600.00	
Grants - Neighbourhood Plan	£7,566.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Football club	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	
Cricket club	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	£375.00	
PCA ground rent	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	Dog show & Tai Anticipate tran:
Wayleave (Western power distribution)	£92.95	£92.95	£17.95	£92.95	£92.95	£92.95	£92.95	
Bank Interest	£352.47	£50.00	£706.32	£850.00	£400.00	£450.00	£500.00	
S106 draw down	£104,528.17	£60,619.95	£0.00	£1,400.00	£0.00	£0.00	£0.00	
CIL Payments	£1,337.65	£0.00	£1,856.61	£1,856.61	£0.00	£0.00	£0.00	
Donation	£500.00	£0.00	£627.52	£627.52	£0.00	£0.00	£0.00	
Suez grant			£40,000.00	£40,000.00	£0.00	£0.00	£0.00	
Hire of Rec	£250.00	£200.00	£250.00	£250.00	£250.00	£250.00	£250.00	
Hire of Scout hut			£540.00	£700.00	£600.00	£0.00	£0.00	
Total other income	£118,227.24	£63,432.90	£46,238.40	£48,067.08	£3,592.95	£3,042.95	£3,092.95	
	Actual	Budget 2025/26	Actual as of 31 Oct 25 adjusted for I&E	Estimated year end 2025/26	Proposal For Precept	Proposal For Precept	Proposal For Precept	
Expenditure								
Salaries (net)	£23,559.50	£25,200.00	£14,409.93	£24,702.74	£26,750.00	£27,750.00	£28,900.00	SPC28 from 1/!
Mileage & home office allowance	£401.78	£400.00	£226.11	£387.62	£420.00	£450.00	£450.00	
NI & tax (employee and employer)	£8,436.01	£9,500.00	£6,022.60	£10,324.46	£9,300.00	£11,000.00	£11,250.00	£4.3K Employee
Pension (employee and employer)	£1,667.08	£1,900.00	£1,052.17	£1,803.72	£0.00	£2,000.00	£2,000.00	
Payroll PATA Costs	£195.81	£208.00	£109.92	£200.00	£220.00	£235.00	£250.00	
Rent Shortwood	£360.00	£360.00	£180.00	£360.00	£360.00	£0.00	£0.00	Assumption lar
Insurance	£784.59	£1,000.00	£1,539.24	£1,539.24	£2,000.00	£2,250.00	£2,500.00	general £1300+
Electricity Defib	£420.00	£520.00	£294.00	£504.00	£530.00	£550.00	£580.00	
Room rental	£70.00	£100.00	£0.00	£0.00	£100.00	£100.00	£100.00	
Pucklechurch news	£1,509.00	£4,000.00	£717.76	£1,435.52	£1,537.84	£1,650.00	£1,750.00	£384.46 per ed
Internet	£397.32	£420.00	£251.39	£430.95	£480.00	£480.00	£485.00	will need new c
Phone	£142.56	£165.00	£80.69	£138.33	£150.00	£150.00	£165.00	Fixed price+ inf
Audit	£920.00	£1,200.00	£1,140.00	£1,140.00	£1,250.00	£1,300.00	£1,400.00	higher as over f
professional fees consultancy	£8,555.31	£1,000.00	£0.00	£0.00	£4,500.00	£0.00	£0.00	planning supp
Membership/subscriptions	£1,380.56	£1,400.00	£1,832.73	£1,832.73	£1,900.00	£2,000.00	£2,000.00	
Litter picking/ Rec Village waste /dog bins	£10,077.84	£12,000.00	£5,161.70	£11,000.00	£8,000.00	£8,100.00	£8,200.00	Add litter pickir
Grass cutting/gardening	£7,469.33	£8,700.00	£4,729.62	£8,107.92	£8,700.00	£8,850.00	£9,000.00	
New - hedging maintenance	£0.00	£0.00	£0.00	£0.00	£4,000.00	£4,000.00	£4,000.00	
Tree survey	£850.00	£1,500.00	£850.00	£850.00	£900.00	£950.00	£950.00	
Maintenance contract	£18,512.54	£21,000.00	£11,095.00	£19,020.00	£22,000.00	£22,500.00	£23,000.00	inclduing litter
Bank charges	£109.85	£150.00	£70.60	£121.03	£150.00	£160.00	£170.00	
Admin general stat post print	£403.35	£350.00	£115.59	£198.15	£350.00	£365.00	£380.00	
Play area maintenance/ repairs & renewals	£7,367.13	£5,000.00	£1,018.00	£4,500.00	£5,000.00	£5,000.00	£5,000.00	Parkfield footb.

Ground maintenance	£6,104.41	£4,200.00	£3,473.38	£5,954.37	£6,000.00	£6,150.00	£6,300.00	
Training/conferences	£290.00	£700.00	£376.00	£644.57	£1,000.00	£1,000.00	£800.00	
Heartstart Defib maintenance	£156.86	£1,300.00	£0.00	£0.00	£500.00	£500.00	£500.00	
Office equipment & software included email hosting. .gov domain and website and remote hosting	£983.71	£2,000.00	£210.00	£1,000.00	£1,500.00	£1,600.00	£1,700.00	
								Visions ICT wet
Grants	£4,207.21	£4,500.00	£0.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00	
Recruitment costs	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	Retirement
Election costs		£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	£500.00	Election due 2025
Legal	£2,000.00	2000	£750.00	£1,285.71	£1,500.00	£1,500.00	£1,500.00	
sub total	£107,331.75	£111,773.00	£55,706.43	£101,981.06	£115,597.84	£116,090.00	£118,330.00	
Play area s106	£17,471.50	£0.00	£58,455.56	£58,455.56	£0.00	£0.00	£0.00	
CIL	£5,213.39	£0.00	£1,167.00	£1,167.00	£0.00	£0.00	£0.00	used for defibs
Open spaces s106	£0.00	£60,619.95	£0.00	£0.00	£0.00	£0.00	£0.00	
Sports s106	£0.00	£0.00	£57,801.00	£72,801.00	£0.00	£0.00	£0.00	
Woodland and tree work	£0.00	£2,000.00	£0.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	Ongoing need for
Parkfield turning space	£0.00	£1,000.00	£0.00	£500.00	£0.00	£0.00	£0.00	
Reserves to refurbish play areas	£0.00	£15,000.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Essential for ar
Grantscape donation for Active play project	£4,465.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Neighbourhood plan consultancy fees	£0.00	£0.00	£0.00	£2,000.00	£0.00	£0.00	£0.00	
Local climate and nature action plan	£0.00	£0.00	£0.00	£500.00	£0.00	£500.00	£500.00	
Scout hut	£0.00	£10,000.00	£595.62	£10,000.00	£15,000.00	£10,000.00	£12,000.00	£5k running costs
Parkfield football	£0.00	£2,000.00	£2,260.21	£2,260.21	£0.00	£0.00	£0.00	
Community centre	£0.00	£8,000.00	£0.00	£20,000.00	£15,000.00	£15,000.00	£16,000.00	Contribution to
Burial ground refund	£55.00		£0.00	£0.00	£0.00	£0.00	£0.00	
New defibs			£5,355.95	£5,355.95	£0.00	£0.00	£1,000.00	
Metal fencing upkeep along Recreation ground					£5,000.00	£2,500.00	£2,500.00	Fencing is slow
Burial ground landscape improvements					£1,000.00	£1,000.00	£1,000.00	H&S issues levied
BT phone box adoption and use					£1,500.00	£0.00	£0.00	£1 to purchase
Revel 75					£1,000.00	£0.00	£0.00	One off payment
Memorials for parish					£7,500.00	£0.00	£0.00	see paper and I
Accessing EGTC community bus					£3,000.00	£2,500.00	£2,500.00	EGTC is looking
Sub total	£27,204.89	£98,619.95	£125,635.34	£187,039.72	£63,000.00	£45,500.00	£49,500.00	
Total	£134,536.64	£210,392.95	£181,341.77	£289,020.78	£178,597.84	£161,590.00	£167,830.00	
PRECEPT REQUIREMENT	£121,896	£146,960	£146,960	£146,960				
Income Precept	£121,896	£146,960	£146,960	£146,960				
Total other Income	£118,227	£63,433	£46,238	£48,067	£3,593	£3,042.95	£3,092.95	
Total expenditure	£134,537	£210,393	£181,342	£289,021	£178,598	£161,590.00	£167,830.00	
DIFF	£105,587	-£0	£11,857	-£93,994	-£175,005	-£158,547.05	-£164,737.05	
2026/27								
Precept agreed 25/26		£146,960.00						
Precept 2025/26		£175,005						
Increase for 2026/27		£28,045						

Band D tax base 947	947	£184.80
increase from previous year £		£29.62
Increase per week		£0.57
Anticipated tax base 947		
Reserves:	25/26	
Anticipated		
CIL	£0.00	
Play equipment Reserve	£40,000.00	£25K committed to St Aldams project
Neighbourhood Plan	£2,969	
Village hall project reserve	£0.00	
Woodland/ tree/ash die back	£2,000.00	
Professional /legal fees	£4,000.00	
Financial contingency	£45,000.00	
Sports s106	£14,472.00	
environmental money	£500.00	
Scout hut	£0.00	
Parkfield turning circle	£11,000.00	
	£119,941.00	
General reserves	£0.00	
	£119,941.00	

5k Rough sleepers

Every year, we carry out an estimate of the number of rough sleepers in South Gloucestershire. We do this to ensure that we know how many rough sleepers there are in the district, so we can develop the appropriate services to support this client group.

To help us, we are asking you to complete the enclosed form on **ONE NIGHT ONLY** over the night of the Thursday 20th November into the morning of Friday 21st November 2025.

As you can see, the form asks for basic information on the rough sleeper including the date you believe they were rough sleeping, their name if they are known to you and where they are sleeping.

I have enclosed a map of the South Gloucestershire area and the Government's definition of what constitutes a 'rough sleeper'.

Please note that we only want to know about people sleeping rough during the night of the 20th November into the morning of the 21st November 2025 in South Gloucestershire.

At the end of the count, please e-mail your completed form to chris.benson@southglos.gov.uk.

I would be grateful if you could return the form by MONDAY 1 DECEMBER 2025. If your form has not been returned by this date, we will assume you have not identified any rough sleepers.

6bii Data breach

Dear Sir/Madam,

I am writing to you as I need to bring to your attention a data breach issue that took place on Friday 24 October that we anticipate may have impacted the personal data that you provided to the council as part of making comments on the council's Local Plan under Regulation 19 (of the Town & Country Planning (Local Planning) (England) Regulations 2012), consultation that took place between February and April this year.

As you will be aware from the notification received, the council published (on its consultation website) all of the documents that are required by the Planning Inspectorate in order to move to the next stage of the examination process (examination in public) on Friday 24 October 2025.

As part of the documentation that was published, we included all of the feedback received through the Regulation 19 consultation process. We are required to publish that feedback and describe who it was received from (the names of individuals, groups or organisations). Other identifying information, such as addresses, phone numbers and email addresses were also provided when feedback was submitted and this was moved to a hidden tab on the spreadsheets. That information should have been deleted completely before publication and it wasn't, which meant that for a short period, it was available online.

Having been made aware of this on Monday 27 October (approx. 1600 hrs) Council officers took immediate steps to remove the spreadsheets in question from the consultation website. As I hope that you can see from the very prompt action of its officers' the Council takes matters of data protection extremely seriously.

An initial assessment of the notified incident has been undertaken; in consultation with the Council's Data Protection Officer and in line with the council's personal data breach procedures which resulted in this personal data breach being reported to the Information Commissioner's Office.

The council's initial assessment indicates that, due to the nature of the personal data that may have been available, there is currently a low risk to you (as data subject). However, the council would encourage you to be cautious when responding to any unsolicited emails, telephone calls etc in the albeit unlikely event of attempted scams or attempts at "phishing".

In the meantime, if you have any further questions or concerns, please email these to policy.consultation@southglos.gov.uk

Finally on behalf of the Council I would like to offer my unreserved apologies for this incident, and I hope you are reassured by the steps we have taken.

Yours sincerely

Patrick Conroy
Strategic Planning Policy and Specialist Advice Manager
South Gloucestershire Council

Midland Forestry Limited
 Rear of Eastcote Hall Farm
 Barston Lane
 Hampton in Arden
 Solihull, West Midlands
 B92 0HR
 Tel: 01675 443400
 Email: enquiries@midlandforestry.co.uk
 VAT Reg No: 831 2883 31
 Co. Reg No: 04975930



**midland
forestry
limited**

Registered Office: C/O Leigh Christou LLP, Leofric House, Binley Road, Coventry, CV3 1JN

Daphne
 Pucklechurch Parish Council

Quotation No	5080
Quotation Date	27/10/2025
Expiry Date	27/04/2026

Payment is due within 30 days of completion of work.

All works carried out to BS3998:2010 and BS5837:2012 by qualified arborists and arboriculturalists.
 Midland Forestry Ltd is covered by £10 million public liability insurance in all aspects of tree surgery and complies with relevant legislations such as LOLER, RIDDOR, and Chapter 8 of the Traffic Regulations.

Description	Net Amt (£)
Recreation Ground	557.00
Tree No. Species Work Recommended Cost	
T12 Robinia Remove dead wood (major greater than 25mm). £90	
Total: £90	
St. Aldams Drive	
Tree No. Species Work Recommended Cost	
T02 Blue Cedar Remove dead wood (major greater than 25mm) £72	
T04 Leyland cypress Crown clean £110	
G15 Leyland cypress Remove hangers and snapped branches £80	
T18 Field maple Crown lift to 3m £48	
T36 Field maple Crown clean £72	
T43 Norway maple Remove dead wood (major greater than 25mm). £85	
Total: £467	

If you require any further information regarding this quotation please do not hesitate to contact me.

Total Net Amount	£	557.00
Total Tax Amount	£	111.40
Invoice Total	£	668.40

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/02491/F
(Please quote at all times)
Your ref:
Date: 11th November 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Harwood Farm Castle Road Pucklechurch South
Gloucestershire BS16 9RF

DESCRIPTION: Erection of oak-framed gazebo link extension between
farmhouse and existing barn and installation of PV panels on
south-west facing roof of the barn.

REFERENCE NO: P25/02491/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: P25/02362/O
(Please quote at all times)
Your ref:
Date: 29th October 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Land At Marsh Farm Feltham Road Pucklechurch South Gloucestershire BS16 9SQ

DESCRIPTION: Outline planning application with all matters reserved except means of site access, for residential development of up to 100no. dwellings (use class C3); sustainable urban drainage systems; public open space and landscaping; and all ancillary and enabling works.

REFERENCE NO: P25/02362/O

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 Jonathan Ryan

Yours faithfully



Strategic 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: P25/02475/LB
(Please quote at all times)
Your ref:
Date: 11th November 2025

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Harwood Farm Castle Road Pucklechurch South
Gloucestershire BS16 9RF

DESCRIPTION: External works for the erection of oak-framed gazebo link
extension between farmhouse and existing barn and installation
of PV panels on south-west facing roof of the barn.

REFERENCE NO: P25/02475/LB

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: P25/01931/PIP
(Please quote at all times)
Your ref:
Date: 12th November 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Land At The Rosary Lyde Green South Gloucestershire
DESCRIPTION: Permission in principle for the erection of a minimum of 4no. and up to a maximum of 9no. dwellings.
REFERENCE NO: P25/01931/PIP

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:

Application site boundary has been amended to include potential footpath links.

If you have any comments on the revised proposal I shall be glad to receive them by 26th November 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 Alex Hemming.

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: P25/02191/LB
(Please quote at all times)
Your ref:
Date: 4th November 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Moat House Kings Lane Pucklechurch South Gloucestershire
BS16 9PP
DESCRIPTION: Internal and external works to replace lintel above south east
window (WF07) and stabilise masonry.
REFERENCE NO: P25/02191/LB

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: P25/02248/TCA
(Please quote at all times)
Your ref:
Date: 5th November 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Crump House 30 Shortwood Road Pucklechurch South
Gloucestershire BS16 9PL
DESCRIPTION: Works to 1 no Ash Tree to crown reduce by 2.5m, giving a clear
2.0m clearance within Pucklechurch conservation area.
REFERENCE NO: P25/02248/TCA

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: No Objection.

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: P25/02078/RVC
(Please quote at all times)
Your ref:
Date: 7th November 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

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

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: P25/01386/RM
(Please quote at all times)
Your ref:
Date: 10th November 2025
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Land Adjacent To 150 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY
DESCRIPTION: Erection of 2 no. self-build dwellings (outline) with appearance, landscaping, layout and scale to be determined. Approval of reserved matters to be read in conjunction with Outline permission P24/02049/O.
REFERENCE NO: P25/01386/RM

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

