



PUCKLECHURCH PARISH COUNCIL

Pucklechurch Parish Council Risk Assessment Schedule 2026/27

Reviewed and approved 13th May 2026 2026/05/13 7d

INSURANCE

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Damage to third party property or individuals Risk to third party as a consequence of providing a service	Employers' Liability and Public and Products Liability insurance. Regular checks and maintenance of physical assets.	Annual check prior to renewal on level of cover in place by council and RFO recorded in minutes. Complaints/issues actioned and reported to council Agreed delegation for emergency repairs and expenditure by the Clerk	Reviewed 13/05/26 Records held by clerk Emergency repairs reported to council
Protection of Council properties, furniture and equipment	Appropriate Insurance Asset Register	Annual review of risk and adequacy of Insurance cover at annual meeting. Register of Assets maintained in accordance with Proper Practices and reviewed annually	Reviewed 13/05/26 Physical check of assets prior to approval May 2025
Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Local Councils, as recommended by Avon Local Councils Association (ALCA)	Free legal service and advice from National Association of Local Councils and Avon Local Councils Association	Sector specialist insurers used to minimise risk
Loss through theft or dishonesty of staff or members	Appropriate Fidelity insurance	Annual review of Fidelity Guarantee and adequacy of cover Thorough vetting of job applicants, references taken up and staff reviews. Internal financial controls	Reviewed 13/05/26 As applicable Monthly financial controls
Personal Accident to Members and Officers Assault to Officers	Appropriate Employers' Liability and Public and Products Liability insurance	Annual check on level of cover in place by council and RFO	Reviewed 13/05/26



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ASSETS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Playgrounds	Regular play equipment checks by qualified person Annual independent inspection by qualified professional	Play equipment and defibrillators checked by Maintenance Contractor and faults reported to Clerk. ROSPA qualified professional commissioned for annual checks Play area working group	Checklist held by clerk Reported to council Annual report on website
Damage to and safety of seats, bins and fencing etc.,	Regular maintenance by appointed contractor Reports from members of the public	Councillors/ contractor report any problems to Clerk Reported, investigated and actioned as needed	Records held by clerk Reports to council
Emergency situations when using public buildings e.g. fire Disturbance by member of public in a Council meeting	Mobile phone on-hand to summon assistance Location of fire exits made known Managed in line with Standing Orders	Procedures in place to deal with this in the Council's Standing Orders. Members trained in conflict resolution	ongoing
Allotments	Work with Allotment Association affiliated to National Allotment Society	Annual tenancy agreements and handbook with safe operating practices. Dedicated allotment page on council website Independent allotment committee H&S and risk review of allotment site	Website
Health and Safety	Dedicated Councillor with relevant H&S knowledge to lead on H&S matters	Risk assessments of burial ground Liaise with Pucklechurch Community Association to meet lease requirements for H&S matters Where required professional advice will be sought.	Minutes



FINANCIAL RISKS AND CONTROLS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Awareness of and annual review of Financial & Standing Orders	Review of Financial & Standing Orders in line with legislation	At annual council meeting	recorded in minutes
Review of contracts and performance (where appropriate)	Review in line with agreed contracts	Council review and approve actions	recorded in minutes
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Compliance with Code of Conduct	Register of Interest completed by each Member of the Council Gifts and hospitality are not accepted Disclosure of interests Signing the acceptance of office commits to adhering to Code.	Registers of Interest held by South Gloucestershire Council (SGC) NB – This is the responsibility of individual Councillors. Recorded every meeting Council signatory to Civility and Respect pledge Roles and Responsibilities of Councillors published on website	Link from council website to SGC In minutes Reaffirm at annual meeting
Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure every month Records kept in accordance with Proper Practice and relevant legislations including Accounts and Audit Regulations	Financial regulations adopted and reviewed annually Annual Internal Audit by suitable professional Annual External Audit Qualified RFO	13/05/26
Payments supported by invoices, authorised and minuted.	Invoices supplied to authorising councillors for checks prior to approving on-line payments set up by the clerk/RFO	Payment schedule approved by council prior to payment Payments recorded in minutes	Recorded in monthly minutes
Scrutiny of internet bank payments including authorisation procedures	Payments list and invoices checked at meetings	Clerk inputs details & 2 councillors authorise payments according to approved schedule and invoices	monthly



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	Payments made in line with agreed on-line payment process		
Scrutiny of grants awarded by the Council	Payment list presented to council for approval after grants awarded	Grants paid in line with agreed on-line payment process	Recorded in minutes and on accounts page of council website
Banking Arrangements	Monthly bank reconciliations Unity online banking All payments in line with Financial Regulations	Formal approval of monthly reconciliation to bank statements Reconciliations verified and signed off by a non-authorising Councillor Payments made in line with agreed on-line payment process above.	Recorded in minutes
Failure to collect rents from Council's leases and allotments	Regular monitoring of income received Annual allotment agreements issued 1 st April.	Reports to council Annual Internal and External Audit Register maintained and monitored	In minutes
Budget setting process in accordance with Proper Practices	Budget process commences October Adequate reserves in line with proper practice	Detailed consideration of proposed budgets in line with business planning, Budget approved by council Formal notification of precept to South Gloucestershire council.	In minutes
CIL income and expenditure	Recorded appropriated in accounts in accordance with legislation	Unspent funds retained in earmarked reserves Annual return to South Gloucestershire Council	In minutes
Budget monitoring	Quarterly statements to Parish Council comparing income/expenditure to budget	Council approval Recorded in minutes and in accounts information on website	In minutes
Delegated Powers	Identified and approved by council	Annual review	Published on website
Complying with restrictions on borrowing	Borrowing approval authorised by Council in line with current restrictions	Guidance from National Association of Local Councils and ALCA	Currently N/A
Payroll Fair pay for staff	Payroll outsourced to professional payroll company Salaries set in accordance with NALC/SLCC recommended scales	PAYE/NIC/Pension produced by PATA Payroll checked, approved and authorised by council Regular reviews to ensure salary meets changing demands of role	In minutes Last review 2024/04/10 5e.



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Unfair dismissal claims	Grievance and Appeals procedure	Grievance and Appeals procedure in place	website
Exercise of public rights of inspection	Accounts published in accordance with proper practice Publication scheme	Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations	Website Pucklechurch noticeboard
Loss of Income, or the need to provide essential services	Reserve in the budget	Levels agreed by council as part of annual risk assessment process	Minutes website
VAT	VAT identified and recorded VAT reclaimed as a minimum on an annual basis	Record keeping in accordance with legislation VAT returns reported to council	Minutes Internal audit
Supplies and Services provided to the Council	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations. Where required tenders are advertised in line with relevant legislation Ensure Contractors have adequate insurance and public liability cover	All contracts ratified by Council Copy of insurance certificate supplied before award of contract	website



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OTHER CONTROLS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Ensuring all requirements met under employment law	Employment contracts for all staff	Councillors made aware of their responsibilities as an Employer. Councillor training	Staffing working group
Ensuring all business activities are within legal powers applicable to local council	Councillor and staff training All expenditure in accordance with appropriate legislation and the general power of competence	Provide adequate training budget Council resolved it meets the conditions of the general powers of competence 17/5/23.	Internal audit / External audit
Failure of Computer system	Remote hosting Virus protection	via Microshade/Flotek and password protected Microshade/Flotek provided virus protection	Ongoing contract
Compliance with Data Protection Legislation	Annual review	ICO registration Review of FOI and SAR requests Councillor and Clerk training	March 2026 13/05/26
Model Publication Scheme up to date	Annual review	Annual review	13/05/26
Annual review of GDPR policies	Annual review	Annual review	13/05/26
Compliance with Website Accessibility Requirements:	Annual review and MOT by Vision ICT as required	.gov.uk website and dedicated .gov.uk email addresses for councillors and officers Website Security Certificate Accessibility statement on website	See website
Responding to consultation invitations, including commenting on planning applications	Consultation documents presented at Council meeting to formulate response	Agreed actions minuted Delegated powers in place Where relevant, consider impact on crime and disorder and duty to consider biodiversity	minutes
Breach of Confidentiality	Procedures for dealing with confidential data Password protected computer systems	Appropriate use of Standing Orders for taking in private session with resolution to exclude the public	minutes
Proper, timely and accurate reporting of	Draft minutes circulated to councillor	Draft minutes on website until replaced by approved minutes Signed copy held by clerk	Internal Audit



PUCKLECHURCH PARISH COUNCIL

Council business in minutes	Minutes approved by council at next meeting of Council and signed by chair	Remote backup	
Document control – correspondence, storage and filing, etc.	Correspondence held in accordance to legislation Filing systems maintained in lockable metal cabinets.	Remote back up for electronic papers The production and storage of physical documents is restricted as far as possible. Storage of old documents at Gloucester Archives	Remote hosting
Changes to legislation and procedures	Provide effective training for Staff and Councillors	Professional membership of SLCC by Clerk Provide adequate budget for training Training record	Renewed May 2025 In budget Website

Reviewed and re-approved 13/05/26 7d

7h fees and rents

Football £470.00

Cricket £375.00

Community centre £5.00

Allotments £20.00/garden

Outdoor events – at council discretion as per usage policy for outdoor events



PUCKLECHURCH PARISH COUNCIL

Clerk & Clerk to the
Burial Board:
Mrs Daphne Dunning

25 Parkfield Rank, Pucklechurch
Bristol BS16 9NR
Telephone: 07525 842 095
Email: clerk@pucklechurchparishcouncil.gov.uk

SUMMARY OF FEES RELATING TO EXCLUSIVE RIGHT OF BURIAL in accordance with the Local Authorities' Cemeteries Order 1977

EXCLUSIVE RIGHT OF BURIAL in a new grave space for 100 years in an earthen grave, 7ft 2" by 4ft. This may be used for the interment of a maximum of two coffins

EXCLUSIVE RIGHT OF BURIAL OF CREMATED REMAINS in an earthen grave, 2' (60cm) square, for 100 Years, in that part of The Cemetery set aside for the interment of Cremated remains. This may be used for the interment of a maximum of two caskets: -

	<u>Resident</u>	<u>Non-Resident</u>
Full size grave, Exclusive Right of Burial	£400	£800
Cremation, Exclusive Right of Burial	£200	£400
INTERMENT FEE (excluding all charges for Labour)		
Double depth grave	£200	£400
Reopening and burial in occupied grave	£200	£400
A child whose age at the time of death exceeded one month but did not exceed 16 years	100	200
A stillborn child or a person whose age at the time of death did not exceed one month.	No charge	
Ashes in cremation plot	100	200
Ashes (Double casket) in cremation plot	150	300
Ashes in existing cremation plot	100	200
Ashes in occupied grave	100	200

MEMORIALS may not be made of wood, metal, concrete or synthetic material and shall not be painted. See regulations for further details.

New Memorial headstone 3'2" (90 cm) max height	£50
New Plaque or tablet 21" (53 cm) square (the base)	£50
Additional stone work to existing grave	£50
Amending an inscription	No charge

SEARCHES

Search of paper records	£20
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7i Direct debits

Supplier	Goods
o2	phone
BT	broadband
NEST	Pension Contribution
EDF Energy	Electricity Eagle Crescent
EDF Energy	Electricity Parkfield
EDF Energy	Electricity Scout hut
Reconomy	Monthly waste collection
ICO	Registration
Unity Bank	Service charges
Water2Business	Scout hut annual water and sewerage

Report to Pucklechurch Parish Council

Title: Annual review of Data and Digital Governance compliance – Assertion 10

Author: Daphne Dunning Parish Clerk

Status of the report: to consider

This report provides information on the actions the clerk has undertaken as part of Pucklechurch Parish Council's annual governance review.

Background information

Assertion 10 of the Annual Governance and Accountability Return (AGAR) is a new requirement for English local councils, effective from the 2025/26 financial year, that formalises digital and data compliance. It requires councils to have an IT policy, use a council-owned domain for official email, ensure their website meets WCAG 2.2 AA accessibility standards, and comply with data protection legislation like the UK GDPR. This replaces previous, implied requirements under Assertion 3 to give digital governance and data protection requirements their own standalone section.

Details of what has changed

Email and Communication Systems

- All official correspondence uses the Council domain email address clerk@pucklechurchparishcouncil.gov.uk and all councillors use dedicated 'cillname@pucklechurchparishcouncil.gov.uk' emails. Council information is only sent to councillors by the clerk to their .gov.uk email address and not to personal email addresses.
- Email systems are monitored, backed up, and secured with appropriate IT controls under a contract with Microshade/Flotek.
- Email and communication policies are regularly reviewed. Councillors' official communications follow GDPR principles.

Website Accessibility and Information

- The Council's website has been reviewed by Vison ICT during 25/26 who confirm it complies with Web Content Accessibility Guidelines (WCAG) 2.2 AA standards. - www.pucklechurchparishcouncil.gov.uk
- An up-to-date Accessibility Statement is published on the website.
- Website content is kept up to date, including agendas, minutes, policies, and financial information as required by the Transparency Code.
- Website content is reviewed for accessibility compliance (alt text for images, correct document formats, appropriate colour contrast, etc.).
- Publication of Council information aligns with the ICO Model Publication Scheme.

Data Protection Compliance (UK GDPR & DPA 2018)

- Data Protection Policy is adopted and reviewed periodically and as required.
- A record of processing activities is maintained.
- Data Protection Impact Assessments (DPIAs) are conducted for relevant projects.
- Subject Access Requests (SARs) procedures are compliant with statutory timelines.
- Secure storage and disposal protocols for personal data are in place. The council utilises the services of Microshade/Flotek and the data is stored in their cloud and is backed up daily.
- SAR requests are reported annually to council in May.

Report to Pucklechurch Parish Council

Freedom of Information (FOI) Compliance

- An FOI Policy is adopted and publicly available.
- The Council has adopted the ICO Model Publication Scheme.
- Internal procedure exists for handling FOI requests.
- The Council responds to FOI requests within statutory deadlines.
- FOI requests are reported annually to council in May.

IT and Cybersecurity Governance

- IT policies and acceptable use guidelines are in place for councillors and staff.
- Antivirus, firewall, and software update protocols are in place and regularly reviewed under contract with Microshade/Flotek.
- Backups of digital records are performed daily and securely stored in the cloud.

Record-Keeping and Audit Trail

- All key decisions, agendas, and minutes are published in line with Transparency Code requirements
- A document retention policy is adopted and implemented.
- Records of FOI, SAR, and other information governance requests are maintained.
- An internal audit trail exists to confirm compliance with data protection and FOI obligations.
- A data audit on internal data held (map personal data, lawful bases, retention schedules) is maintained.

Training and Awareness

- All councillors and staff are provided with regular training opportunities on FOI, GDPR, and website accessibility obligations.
- Training records of staff and councillors are maintained and published.

Annual Review

- A formal review of Assertion 10 compliance is conducted annually before approving the AGAR. This report constitutes the formal review for year end 2025/26.
- Any issues identified are addressed and recorded.
- Relevant policies are formally reviewed and approved at May 2026 annual council meeting.

Pucklechurch Parish Council

Internal Audit Report: 2025-26

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2025-26 financial year during our interim & final reviews of the records undertaken on 9th March 2026 following collection of the records from the Clerk and remotely on 16th April 2026. We thank the Clerk for assisting the process, providing all necessary documentation in electronic or hard copy format to facilitate completion of this year's review: we also wish to again acknowledge and thank the Clerk for the very tidy nature with which the records are maintained, which has again assisted our review process. We have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council has robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the "IA Certificate" as part of the Council's AGAR process, which requires independent assurance over several control objectives.

We are pleased to acknowledge the actions taken to ensure compliance with the GDPR and website security arrangements relating to the assignment of ".gov.uk" email addresses for the Clerk and Councillors, also ensuring that appropriate security arrangements are in place to help ensure website security with an appropriate raft of policies and procedures in place.

Overall Conclusion

We are pleased to again conclude that, based on the satisfactory conclusions drawn from our programme of work for the year, the Clerk and Council have again maintained adequate and effective internal control arrangements.

Based on the satisfactory conclusions drawn from our review, we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Clerk has again maintained the financial transactions in a spreadsheet cashbook which we consider appropriate given the level of annual transactions. An account with Unity Bank was opened during 2024-25 with the former NatWest accounts closed and balances on both transferred to the Unity account. A further Unity account has been opened during 2025-26 together with a Hinkley & Rugby Building Society account, both with a view of maximising interest earning capabilities. Consequently, we have: -

- Ensured that an appropriate analysis of receipts and payments exists in the spreadsheet cashbook;
- Ensured the accurate carry forward of the 2024-25 closing balances to the 2025-26 spreadsheet cashbook detail;
- Ensured that the cashbook remains in balance at the financial year-end;
- Checked and agreed the full year's transactions on all accounts to the supporting bank statements;
- Verified the accurate recording of detail on the combined account bank reconciliations throughout the year with no uncleared transactions existing at the year-end; and
- Ensured the accurate disclosure of the combined account balances at 31st March 2026 in the AGAR at Section 2, Box 8.

We are also pleased to note that bank reconciliations continue to be subjected to independent scrutiny and sign-off throughout the year and that the Clerk sets up the Unity account payments online with two councillors then going online to release them.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and procedures in place; that Council meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have examined the Council's minutes for the year to determine, as far as we are able, whether any issues exist that may have an adverse effect, through litigation or other causes on the Council's future financial stability and are pleased to report that no such matters have been identified currently.

We note that both the SOs and Financial Regulations (FRs) have been reviewed, brought into line with the latest NALC model documents and adopted at the Council meeting in April 2025. We are also pleased to note that, following our previous recommendation, both now record a consistent value of £30,000 for formal tender action.

We are also pleased to note that the external auditors signed off the 2024-25 AGAR following its return for an amendment to the asset value at Box 9 of Section 2: we also note that the Council has published an appropriate Notice of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015 affording the requisite 30 working days for the public to examine the Council's financial records.

We are also pleased to record that the Council has taken appropriate action to facilitate the provision of a positive assurance to the new, for 2025-26, Assertion 10 in the AGAR Governance Statement with an appropriate raft of policies in place and “.gov.uk” addresses on the website and the Clerk's / Members' email addresses.

Conclusions

No issues arise in this area this year. We shall continue to consider the effectiveness of the Council's approach to governance issues, also reviewing the minutes of meetings, at our future years' reviews.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All payments are being reported to Council;
- VAT has been calculated correctly for periodic recovery; and
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.

We have reviewed the procedures for the approval and processing of trader and other payments and consider them generally sound and are pleased to note that, following our prior year recommendation, a councillor is now evidencing a sample of the documentation supporting the monthly payments. We again note that payment detail is submitted to the Council monthly and formally incorporated in the minutes, including detail of payees' names and the payments due to each.

The final 2024-25 VAT reclaim was prepared and submitted to HMRC with repayment received in May 2025. We have reviewed the two reclaims prepared and submitted for 2025-26 agreeing detail to the year's cashbook.

Conclusions

We are pleased to record that no issues have been identified in this area this year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that

appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We are pleased to note that a formal Risk Register remains in place and that it has been reviewed and formally re-adopted by the Council at its meeting in May 2025: we have again reviewed the document and consider that it remains appropriate for the Council's present requirements.

The Council's insurance cover has again been provided through "Clear Councils": we have examined the year's schedule and consider that appropriate cover is in place with Employer's and Public Liability both set at £10 million, together with Fidelity Guarantee cover at £250,000.

Conclusions

No issues arise in this area. We shall continue to monitor the Council's approach to governance at future year's reviews.

Precept Determination and Budgetary Control

We aim in this review area to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the parent Council; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the 2026-27 budget and precept were debated appropriately and approved at the January 2026 full Council meeting with the latter set at £175,000.

We are also pleased to note that the Clerk has continued to provide members with detail of the Council's budgetary performance quarterly during the year and have examined the year-end outturn with no significant concerns identified.

We have reviewed the level of reserves retained by the Council, which have decreased at 31st March 2026 to £181,833 (£244,039 as at 31st March 2025) including earmarked reserves (EMRs).

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation this year.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council, to ensure that income is invoiced, where appropriate, in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

To gain assurance that appropriate controls are in place, we have examined income arising from allotment rents, noting that a formal register of tenants remains in place with, as in prior years, a proportion of the rents for 2025-26 and 2026-27 received and banked appropriately in March 2025 and 2026 respectively.

Two interments are recorded in the Burial Register as occurring to the date of our interim review in the year with a further one awaiting confirmation of the interment date at the end of February 2026: we have examined the underlying paperwork (undertaker applications and the legally required burial / cremation certificates). In each case, we have ensured that the appropriate fees have been received and banked accordingly with no issues arising.

Finally in this review area, we note that cemetery fees have been reviewed at the May 2025 meeting, members determining that they remain unchanged for the current financial year.

Conclusions

We are pleased to record that no issues arise in this area this year warranting comment or formal recommendation.

Petty Cash Account

No petty cash account has been in operation during 2025-26, nor are any cash floats held, or other cash payments made.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation and the deduction and payment over of income tax and NI contributions. We note Council's approval for implementation of the 2025-26 national pay award which was applied to the December 2024 salary payment. We have consequently: -

- Checked and agreed the Clerk's monthly gross pay for a sample of two months during the year (August 2025 and January 2026) with the national 2025-26 pay award paid in the former month together with arrears backdated to 1st April 2025;
- Ensured that Income Tax codes and National Insurance Tables are being applied correctly;
- Noted that the Clerk contributes to the NEST pension scheme; and
- Ensured that payments to HMRC and NEST are made appropriately each month.

Conclusions

We are pleased to record that the procedures in place for the determination and physical payment of the Clerk's salary continue to operate soundly.

Fixed Asset Register

The Practitioner's Guide requires all Councils to maintain a comprehensive register of all assets owned and leased by the Council. We are pleased to note the continued existence of an appropriate register with all new asset acquisition during the financial year added to the register and the value of disposals deleted.

Conclusions

No matters of concern have been identified in this review area this year.

Investments and Loans

The Council has no long-term investments in place currently, all funds at the financial year-end being held in the Unity bank deposit account, together with the newly opened Hinckley and Rugby 90-day account. No loans are in place either repayable by, or to the Council. We have noted previously the development and adoption of a formal Investment Policy, the content of which we have reviewed and consider that it remains appropriate for the Council's present requirements.

Statement of Accounts and AGAR

The Accounts and Audit Arrangements require councils to submit their annual Accounts in the form of a summarised financial statement in the AGAR. We are again pleased to note that the Clerk has prepared a more detailed Statement of Accounts for the year adjusting the cashbook values accordingly to reflect the few debtors and creditors existing at the financial year-end, full detail of which is reported accordingly in the detailed Statement of accounts. We have agreed the entries recorded in the detailed Statement of Accounts to the cashbook values as adjusted by the disclosed year-end debtors and creditors and then transferred to the AGAR at Section 2.

Conclusions

Based on the satisfactory conclusions drawn from our review programme for the year, we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Annual Internal Audit Report 2025/26

Pucklechurch Parish Council

ENTER A URL www.pucklechurchparishcouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			ns/ Applicable
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/03/2026

16/04/2026

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

16/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

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 2026, that:

	Agreed		
	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 have assured 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
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS www.pucklechurchparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Pucklechurch Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	137,989	243,575	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	121,896	146,960	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	118,227	49,661	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	33,663	36,330	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	100,874	206,702	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	243,575	197,164	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	244,039	181,834	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	170,482	235,811	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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bank reconciliation - Template

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR - and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: PUCKLECHURCH PARISH COUNCIL

County area (local councils and parish meetings only): AVON

Financial year ending 31 March 2026

Prepared by (Name and Role): Daphne Dunning Clerk and Responsible Financial Officer

Date: 08/04/2026

	£	£
Balance per bank statements as at 31/3/26		
Unity Bank T2 account	13,950.34	
Unity Bank Instant Access account	91,676.60	
Hinkley and Rugby BS Local Council 90 day notice account	76,206.99	
		181,833.93

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/26 (enter these as negative numbers) 0.00

Add: any un-banked cash as at 31/3/26 -

Net balances as at 31/3/26 **181,833.93**

What is the figure in Box 8 in the Accounting Statement? **181,834.0**

Does the bank reconciliation above agree to Box 8? Yes

Reconciliation between Box 7 and Box 8 in the Accounting Statements - Template

Applies to Accounting Statements prepared on an income and expenditure basis only

Please complete the highlighted boxes.

Name of smaller authority:

PUCKLECHURCH PARISH COUNCIL

County area (local councils and parish meetings only):

AVON

There should only be a difference between Box 7 and Box 8 where the Accounting Statements within the AGAR have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Please note that all authorities using the income and expenditure basis should include either a VAT debtor or creditor in the table below.

	2025		2026	
	£	£	£	£
Box 7: Balances carried forward		243,575.00		197,164.00
Deduct: Debtors (enter these as negative numbers)				
VAT	- 1,558.16		- 17,486.95	
	(1,558.16)		(17,486.95)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)				
	0.00			
Total deductions		(1,558.16)		(17,486.95)
Add: Creditors (must not include community infrastructure levy (CIL) receipts)				
C Hall	180		180	
AS Hall and Sons	612		510	
NEST	134.42		144.37	
HMRC	676.14		701	
BT	39.73		45.87	
Dodington Parish Council	20		0	
At all things clean	0		180	
EDF	0		35.76	
	1,662.29		1,797.00	
Add: Receipts in advance (must not include deferred grants/loans received)				
Plot 3	20.00		20.00	
Plot 19a	-		20.00	
Plot 15	20.00			
Plot 4			20.00	
Plot 20	20.00			
Plot 9a	-		20.00	
Plot 10	20.00		20.00	
Plot 11			20.00	
Plot 9b	20.00		20.00	
Plot 5a	20.00		20.00	
Plot 6b	-		20.00	
Plot 17	-		20.00	
Plot 12	-		20.00	
Plot 21c	20.00		20.00	
Plot 18a	20.00		20.00	
Plot 6a	20.00		20.00	
Plot 1	20.00		20.00	
SW Springer Spaniel event	100.00			
Plot 13	20.00			
Plot 23	20.00			
Plot 18b	20.00			
Plot 15	-		20.00	
Plot 21a	-		20.00	
Plot 16	-		20.00	
	360.00		360.00	
Total additions		2,022.29		2,157.00
Box 8: Total cash and short term investments		244,039.13		181,834.05

Accounting statements 2025-26

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance		Explanation required
	31-Mar-25	31-Mar-26			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	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	
1. Balances brought forward	137,989.00	243,575.00				Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	Please explain within the relevant tab
2. (+) Precept or Rates and Levies	121,896.00	146,960.00	25064	21%		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
3. (+) Total other receipts	118,227.00	49,661.00	-68566	-58%		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.	No explanation required
4. (-) Staff costs	33,663.00	36,330.00	2667	8%		Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
5. (-) Loan interest/capital repayments			0	0%		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
6. (-) All other payments	100,874.00	206,702.00	105828	105%		Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
7. (=) Balances carried forward	243,575.00	197,164.00					
Bal c/f checker	243,575.00	197,164.00					
8. Total value of cash and short term investments	244,039.00	181,834.00				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	170,482.00	235,811.00	65329	38%		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.	Please explain within the relevant tab
10. Total borrowings			0	0%		The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

Precept or rates and levies

2025 121896

2026 146960

Difference 25064

% Change 21% Yes explain

Use the table below to breakdown your explanation

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
5000	2000	-3000	smaller increase in reserves for ash die back in woodland
5000	15000	10000	Play areas reserves to replace aging equipment
0	10000	10000	Scout hut reserves as parish council took over ownership in July 2025
0	8000	8000	commuity centre reserves
		0	
Total	10000	35000	25000

Enter more lines as appropriate

Other receipts

2025 2026

Difference
 % Change yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)
 Please ensure you complete the value for both years, please do not provide the movement only.*

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
7566	0	-7566	Neighbourhood planning grant
17254.46	0	-17254.46	S106 funds
87273.71	0	-87273.71	S106 funds
0	40000	40000	Suez grant
352.47	2883.59	2531.12	bank interest
2150	1350	-800	cemetery
0	1170	1170	Scout hut hire
0	627.52	627.52	Donations
		0	
		0	
		0	
		0	
		0	
		0	
		0	
Total	114596.64	46031.11	-68565.53

Enter more lines as appropriate

Reserves

Box 7

197164 Precept 146960

Earmarked reserves:

	£	£	£
CIL	£1,856.61		
Play equipment Reserve	£50,000.00		
Neighbourhood Plan	£2,000.00		
Village hall project reserve	£22,500.00		
Woodland/ tree/ash die back	£4,000.00		
Professional /legal fees	£4,000.00		
Financial contingency	£55,000.00		
Parkfield turning circle	£12,000.00		
Recreation ground sports project S106	£29,472.71		
Environmental monies	£500.00		
Scouts hut	£15,000.00		

£196,329.32

General reserve

£834.68

£834.68

Total reserves (must agree to Box 7)

197164

Total fixed assets inc. long term investments

2025 170482 2026 235811

Difference 65329
% Change 38% Yes explain

Use the table below to breakdown your explanation

(include any new additions or sold assets which should be reflected in other receipts or other payments)

Fixed assets

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
0	2260.21	2260.21	New goal post Parkfield		Y
0	58,455.56	58455.56	St Aldams active play equipment		Y
974.95	1150	175.05	New Bexen cardio Reanibex defibrillator Old Dairy		Y
1311.65	749	-562.65	disposal of Cabinet Old Dairy café removed as broken		Y
974.95	1150	175.05	Disposal of old defib and replacement with new Bexen cardio Reanibex defibrillator vilage hall		Y
974.95	1150	175.05	Disposal of old defib and replacement with new Bexen cardio Reanibex defibrillator PVSSC		Y
974.95	1150	175.05	Disposal of old defib and replacement with new Bexen cardio Reanibex defibrillator Shortwood		Y
974.95	1150	175.05	Disposal of old defib and replacement with new Bexen cardio Reanibex defibrillator Parkfield		Y
0	890	890	Heartsafe Cabinet Eagle Crescent		Y
0	480	480	New bench burial ground		Y
0	2930.00	2930	New Springer Recreation ground		Y
Total	6186.4	71514.77	65328.37		

31/3/26

EC cabinet not yet installed, old cabinet still in place

Report to Pucklechurch Parish Council

Title: Consideration of the Special Expenses as proposed by South Gloucestershire Council

Author: Daphne Dunning Parish Clerk

Status of the report: For Action

1. Purpose of the report

To inform councillors of the consultation period for Pucklechurch Parish Council to consider the policy from SGC on the transfer of the costs of special expenses from SGC to town and parish councils

2. Background Information

An email was received on Monday 13th April as follows:

“Dear Clerk,

South Gloucestershire Council has launched a consultation on a proposed new Town & Parish Council Special Expenses Policy. The proposed new policy could have implications for all councils and we would encourage you to have your say by providing a consultation response.

Special Expenses currently fund services such as parks and open spaces, play areas, public conveniences and allotments in some towns and parishes. As the district is now fully parished, the new policy aims to introduce a fairer and more transparent approach to how these services are funded and managed in future. The consultation runs from Monday 13 April to Sunday 19 June 2026.

You can view the consultation detail, including supporting information, and submit a response, via the commonplace consultation site here:

<https://specialexpensespolicy.commonplace.is/>

As part of the consultation and engagement process, we will be joining two upcoming meetings to support sessions where officers will talk through the proposals and be available to answer questions:

Town & Parish Clerks’ Briefing – Monday 20 April 2026

Town & Parish Council Forum – Tuesday 28 April 2026

The consultation site includes information specific to your council to help support your consideration of the proposals, including details of the services currently funded through Special Expenses in your area and maps of the facilities and spaces these relate to.

If you have specific questions after reviewing the consultation material, these can be sent to specialexpenses@southglos.gov.uk

We will monitor the mailbox and feed back regularly, initially at the sessions above and then as updated FAQs.

Please provide your feedback at <https://specialexpensespolicy.commonplace.is/>

This is a request to consider the payment of **£31,420.00 for Pucklechurch or for Pucklechurch Parish Council to bring the service that is currently provided by SGC in house. The alternative is that SGC will cease to maintain the local public spaces.** This information is within the spreadsheet. SGC have kindly calculated that this equates to an increase of 18% on our current precept/council tax bill. The only other information was a summary one-page spreadsheet and a one-page map of the locations.

3. Options to be consider:

- a. For SGC to continue to do the work yet Pucklechurch Parish Council pay the cost via a precept rise from 1st April 2027.
- b. For Pucklechurch Parish Council to take this in-house and fund it from the precept from 1st April 2027.
- c. An extreme is a parish poll for locals to decide the maintenance arrangements on the facilities and spaces and which to fund from Pucklechurch Parish Council precept.

What is not made clear is what will happen if we decide not to agree to this proposal and not pay.

Having attended the Clerks Networking meeting on 20th April and through local networking with other town and parish councils, I have responded to the above email by submitting an FOI request for further detailed information as currently I do not feel able to give any advice to the council. Although the council is only

Report to Pucklechurch Parish Council

being asked to respond to the draft policy, this still requires all the background information on its programme of works and impact to fully understand what you might be committing the council to..

4. Concerns

The local clerk network has noted that it is unusual in the final year of a 4-year election cycle for a parish council to saddle an incoming administration with a large liability/burden like this. Usually, projects would have been started earlier in the cycle with time to embed, so that a new administration is then guided by the officers on previous decisions. This is different and it might be prudent to ask that this request be moved into the first year of the new administration, giving time for things to settle and for an action plan over the four years to be created. This cannot be achieved in such a short time frame as is being proposed.

Timing: to be given such a short period of time, and with so many unanswered questions, our work risk being rushed. The consultation period does not consider our own workloads as we go into a new financial year and council annual meetings (creating new committees, election new Chair etc).

As a parish council, Pucklechurch prides itself on being transparent and thorough and when we enter contracts there is an extensive period of fact finding, meetings, providing detailed information to councillors on which they can make an informed decision. There is so much lacking in the information provided that as clerk I would have to advise you that you are unable to make an informed decision. I would also be unable to provide adequate information for our auditor.

All parish and town councils are being considered at the same time, and yet the councils range from being asked to take on £0 or say £3,000 worth of expense, with over 10 councils being asked to take on over £100k of expenses. Percentage wise, some councils are being asked to raise their precept by up to 187%.

If Pucklechurch parish council agreed to do this, there would be additional costs in addition to paying the fee to SGC: These could include but are not limited to staffing and additional hours, potential contract preparations and contract management, insurance, professional membership fees, possible legal fees and audit costs.

5. Specific concerns about the proposal.

It is too vague and does not say what is excluded: for example graffiti removal, repair to damaged items, fly tipping in these spaces. There appears no mention of indirect costs where appropriate which will need to be factored in: ranging from the impact on ITC, payroll, uniform budget, training, and general management resource for managing additional resources. There is no evidence of conditions surveys on each site outlining details of liabilities for repair and replacement where applicable. Nor are there schedules of work for each site including any path and fencing replacements, tree work, replacement bins at end of life etc.

Each council will make its own decisions but there appears no consideration for the potential overall impact on SGC grounds staff and what would happen to the SGC staff if town and parish councils make their own arrangements – would they be made redundant?

This also impacts apportioning costs: currently the staff and machinery and tools etc used by SGC are shared across several parishes. For example what will happen to costs if some councils take work in house or others choose to work collectively? There may be many unintended consequences culmination from each council's decision which Pucklechurch Parish Council has no control or influence over.

Discussions with neighbouring parishes have highlighted similar concerns:

- i. Huge cost implications

Report to Pucklechurch Parish Council

- ii. Passing a cost to residents who don't fully understand why the precept has gone up and not getting anything in addition for the increased costs
- iii. The councils being exposed to public criticism and thus undermine their confidence in the town and parish sector
- iv. That the town and parish sector do not have the staffing capacity to take this piece of work on in the manner that is being proposed. Whilst some of the aspect of maintenance can be outsourced there still needs to be strong governance and this creates a significant administrative burden

Town and Parish councils are currently uncapped and can raise the precept by any amount (unlike other tiers of local government that are capped at an increase of 5%). Any increase in our precept should be because the council wants to achieve more and raise additional funds, not to fund costs that have been transferred from another tier of local government. If the town and parish council sector are capped in the near future, then this will have a huge impact on what we can achieve and could put our own ambition on hold to manage the fall-out from this proposal.

6. Recommendations

- i. To note the report and the concerns from the clerk
- ii. To advise the clerk of next steps.

Special Expenses Policy

Date: 13 April 2026

Contact: specialexpenses@southglos.gov.uk

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DRAFT

Special Expenses Policy

1. Purpose

1.1. The purpose of this policy is to ensure that, so far as is practicable, local services are delivered equitably across the South Gloucestershire area at the most appropriate level of democratic accountability. This policy sets out both which areas of local expenditure will be met as a Special expense and which may be provided by Parish or Town Councils.

2. Overview

2.1. Special expenses are applied when South Gloucestershire Council provides a service in a parish which is provided in other parishes by a town or parish council.

2.2. The cost of this service has to be met by the council taxpayers of the town or parish where South Gloucestershire Council is providing the service so a special expense is charged to the council taxpayers of that parish.

2.3. Special expenses are not additional spending over and above the budget set by the South Gloucestershire Council but a classification within the overall budget. The Authority's budget includes Special Expenses, and some Council Tax calculations are based on the total including Special Expenses.

3. Legislation

3.1. Section 35 of the Local Government Finance Act 1992 (the Act) specifies the items which are to be treated as special items for the purposes of calculating the Council Tax. Essentially, there are three areas within the provisions of Section 35 of the Act that it is considered apply to the Council:

3.1.1. A precept relating to part only of the Council's area e.g. parish precepts;

3.1.2. The whole of the expenses (or only some) of those incurred by the Council in performing in a part of its area a function performed elsewhere in its area by a Parish Council are its special expenses.

3.1.3. Any net expenses which arise out of the Council's possession of property held in trust for a part of its area are Special Expenses.

3.2. The first two items above can only be treated as a special expense if the Council has made resolutions to that effect.

3.3. In practical terms this is done by the Council at the time of setting the Council Tax in February each year as the report presented to the Council is in the form of a resolution which sets out the calculations required under Chapter III of the Act.

4. Process

4.1. Special expenses are estimated for the year approaching (in line with all other budget estimates), in order to set the budget for South Gloucestershire Council and Council Tax for all parishes in the district.

5. Special expenses items

5.1. The Council levies Special Expenses in accordance with the policy in respect of the following services:

5.1.1. Closed Church Yards

5.2. The whole of the net expense (inclusive of any income) is to be included in the definition of the special expense.

5.3. Those debt charges will be included for all projects which fall within a special expense (above) only to the extent that it would be for prudential borrowing, capital receipts or revenue finding, and debt charges on historic capital expenses would not be included.

DRAFT

Explanatory note

South Gloucestershire Council completed the process of “parishing” all of the district in April 2023 following the 2022 – 2023 Community Governance Review.

Prior to that review there were significant areas of the district that were unparished. Special Expenses were an appropriate mechanism for ensuring that services in unparished areas were appropriately budgeted and charged to council taxpayers’ in those areas.

Now that the district is fully “parished” it is appropriate to revisit the use (and choice) of Special Expenses to remove discrepancies that have arisen between parish and town councils on the types of services that are delivered locally.

Parish and Town councils are not subject to a precepting cap (unlike South Gloucestershire Council) and such have more flexibility over the level of local taxation that they can apply enabling them to make decisions that best fit local need and character.

For the financial year 2026/27 the following items are charged as special expenses:

- Allotments
- Closed Churchyards
- Bus Shelters
- Public Conveniences
- Play Areas and Playing Fields
- Commuted sums
- Parks and Open Spaces

It is of note that various Parish and Town Council’s already provide all of the above services through the process of precepting and as such the most equitable solution is to ensure that all Parish and Town Councils are able to have greater choice over which services best meet local need.

Similarly, it is important that where a service is required for the whole district – the cost of that service is borne equally across all local taxpayers.

Accordingly, and from the financial year 2027/28 onwards, the following categorisation will apply:

1) Items to be met from South Gloucestershire general expenditure:

- Bus Shelters

2) Items to be charged as Special Expense Items:

- Closed churchyards

3) Items to be a local choice expense item (funded through Parish / Town Council precept):

- Allotments
- Public Conveniences
- Play Areas and Playing Fields
- Commuted sums
- Parks and Open Spaces



Dear Rachel and Daphne,

I wanted to make contact regarding the Places for People land at North of Lyde.

State of play

As you may know, the site forms part of South Gloucestershire Council's emerging Local Plan, which commences examination in public next month. Work on the site is continuing, including surveys/ technical assessments and ongoing discussions with Council officers, but the proposals are not yet at a stage where it would be helpful to present a fixed scheme publicly.

Our current programme remains geared towards an application submission in later 2026 / early 2027. On that basis, we expect the more detailed phase of engagement to begin in the autumn, likely from September / October 2026, once the scheme is further developed and there is more meaningful detail to discuss.

Invitation to meet

In advance of that, I wanted to make contact now so that the parish council is aware of the current position and anticipated programme. We are keen to approach the next phase of engagement in the right way and, before that wider work begins, I would welcome the opportunity for an introductory meeting and listening session with the parish council.

The purpose would be straightforward: to hear any early views on the local issues that matter most, understand the groups and interests that should be involved as the engagement programme develops, and help shape the most useful approach to consultation later in the year. Where helpful, that could include an early discussion around topics such as sports provision and recreation need.

This would be an informal conversation rather than a presentation of final proposals, but I would be very happy to meet at a convenient time if that would be useful and perhaps at the same time with representatives from both Pucklechurch Parish Council, and Westerleigh and Coalpit Heath Parish Council.

I look forward to hearing from you.

Best wishes,

Matthew Besant

Senior Planning Manager

Places for People

CC. Cllr Rob McCullough, Chair Westerleigh & Coalpit Heath Parish / Cllr Gail Boyle, Chair Pucklechurch Parish Council / SGC Cllrs Jon Lean, Tristan Clark, David Goodwin, Ben Stokes, Marilyn Palmer



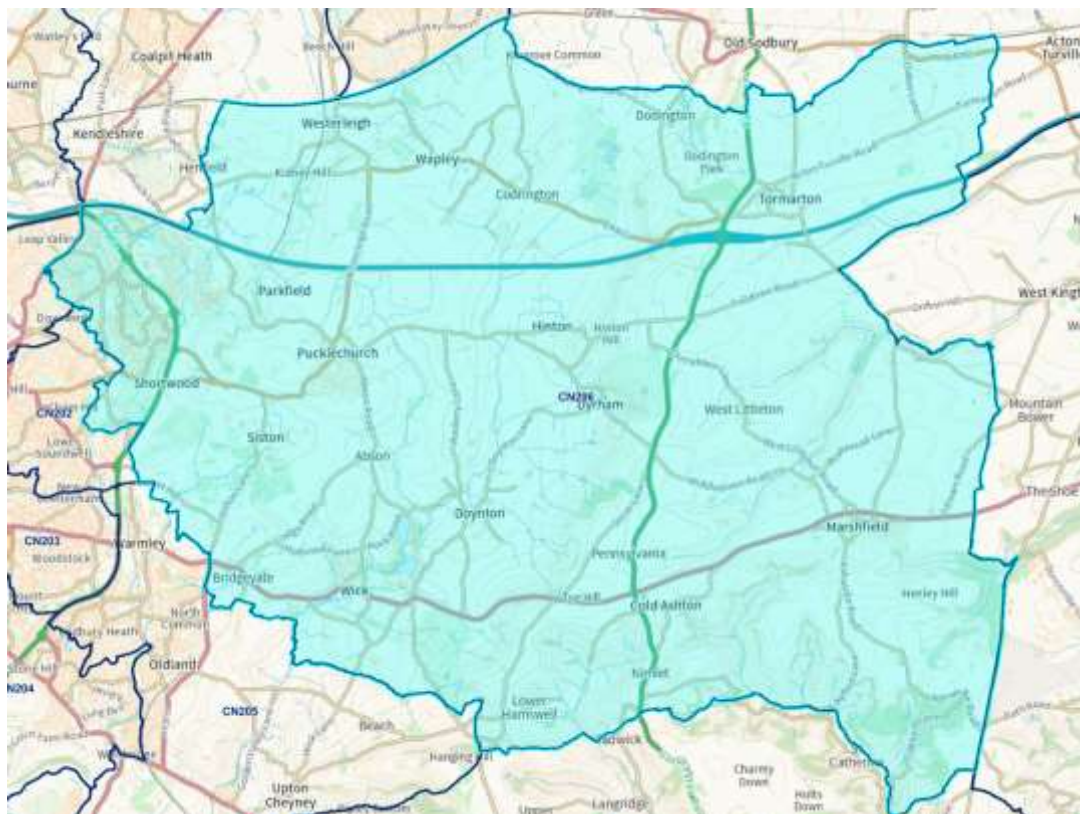
Boyd Valley, Emersons and Lyde Green update

General Update

The Boyd Valley, Emersons and Lyde Green area is overseen by Neighbourhood Manager, PC Daniel Andrews and PCSO Sam Norster, operating from Staple Hill police station.



We cover a large area from Westerleigh and Tormarton down to Wick and Nimlet. This is predominantly rural but includes the urban areas of Emersons Green and Lyde Green.



Parish Council Reports

For the foreseeable future, we will be compiling a single monthly update to be sent out to the eleven Parish Councils that we report to. We will send this at the same time to all parishes, regardless of the frequency of their meetings, to ensure that everyone has the same information. This will enable each of the Parish Councils to fully understand the work we are carrying out on behalf of our entire neighbourhood, rather than just a small area.

If we are able to attend the meetings, we will be happy to present the report ourselves and answer any questions that arise.

Community Engagement

We held two Talk to Us events at Sainsburys, Emersons Green, in January and March. These were received positively by shoppers who interacted with us, talking about concerns they have and enjoying the freebies on offer. Sainsburys have agreed that we can hold Talk to Us events every four weeks; the first events are planned for Sunday 17th May, Saturday 13th June and Sunday 12th July between 1 and 2pm.

On Saturday 16th May we will be attending Lyde Green Community Centre between 10am and 2pm for a sustainable travel event in partnership with South Gloucestershire Council. We will be offering bike marking alongside Br Bike and the travel roadshow.

School patrols will be carried out regularly to build positive relationships with children and their families. We will patrol the area around the school entrance to address issues with parking and unsafe driving.

We are happy to attend school or youth groups to talk about our jobs or safety related issues. Please contact us via 101 or online reporting to request this.

We appreciate that many communities have WhatsApp and Facebook groups that they report concerns and suspicious activity too. It is important that this information is reported to the Police too as we don't have access to the social media groups.

Rural Engagement

We have seen an increase in burglaries in rural areas in recent weeks. Some of these have targeted high value cars but others have been focussed on money and jewellery. Residents are reminded that they need to keep the keys for high value cars in a secure place and their properties locked. Valuable belongings should not be left in sight within vehicles.

Business Engagement

Regular foot patrols are carried out around Emersons retail park and the surrounding businesses. Working relationships are being built with business owners and communication is being improved to tackle the issues they raise regarding shoplifting and anti-social behaviour.

The Neighbourhood Policing Team hope to extent this to other business areas in the coming months and will be encouraging businesses with CCTV to register their cameras with our new scheme to improve the collection of footage.

Local priorities

Disrupting prolific and high-impact shoplifting offenders

Neighbourhood officers will focus on identifying and targeting prolific shoplifters who are having the greatest impact on the community within Emersons Green Retail Park.

Addressing anti-social behaviour at Emerson Green and Lyde Green

There has been an increase in anti-social behaviour from youths in the Emersons Green retail park and Lyde Green. Working alongside local businesses, we are seeking to identify the youths involved and start anti-social behaviour proceedings to address their behaviour.

Investigating rural burglaries

We will assist in the investigation of rural burglaries by carrying out local enquiries, collating CCTV evidence and being available to offer support and reassurance to those impacted.

Crime Statistics

February 2026

128 crimes were recorded in Boyd Valley, Emersons and Lyde Green

Category	Crimes recorded
Anti-social behaviour	23
Burglary	8
Criminal damage arson	5
Drugs	3
Other theft	16
Possession of weapons	2
Public order	4
Robbery	1
Shoplifting	6
Vehicle crime	2
Violent crime	53
Other crime	5

Useful Contacts

Report every crime; every report helps us to help you. We can't solve an issue if we don't know it's happened.

- Scan the left for online reporting
- Scan the right to meet the Neighbourhood Policing team



Our Neighbourhood Policing team is based at Staple Hill police station and covers the parishes of Westerleigh and Coalpit Heath, Dodington, Tormarton, Emersons and Lyde Green, Pucklechurch, Dyrham and Hinton, Siston, Wick and Abson, Doynton, Cold Ashton and Marshfield.

Community is at the heart of our policing, and we want to know about any issues or problems that are taking place in our area, in order to be able to keep everyone safe. We are often out and about in the community, so please come and speak to us when you see us. Also, if you would like us to attend any community events, please do let us know in advance.

Keep up to date

Facebook is a great way to keep up to date with your local Neighbourhood Policing team. We do post about incidents that have taken place, the work we do in the area or any events will be attending.

Follow us on: **South Gloucestershire Neighbourhood Policing**

Street Safe

StreetSafe is a service that allows you to report safety concerns in public places anonymously. This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Please note: StreetSafe is not for reporting crimes or emergencies. If you witness a crime or emergency, please call the police on 101 or report a crime online. If you're unsure whether something is a crime or not, read our advice.

Examples of situations that should be reported to StreetSafe include a poorly lit alleyway that makes you feel unsafe or a park with broken equipment that poses a safety hazard.



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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/00925/TRE
(Please quote at all times)
Your ref:
Date: 24th April 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Applebee House The Old Orchard Pucklechurch South Gloucestershire BS16 9AR
DESCRIPTION: Works to crown reduce 1no Oak Tree And 1no Beech Tree by 2m covered by Tree Preservation Order SGTPO44/14 dated 11th May 2015.
REFERENCE NO: P26/00925/TRE

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 Lea Bending

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



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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/00676/TCA
(Please quote at all times)
Your ref:
Date: 5th May 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Court Farm 49 Westerleigh Road Pucklechurch South
Gloucestershire BS16 9RD
DESCRIPTION: Works to 1.no Robinia Pseudoacacia Tree to reduce mid crown
by 1.5m. Tree situated within Pucklechurch Conservation Area.
REFERENCE NO: P26/00676/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: P26/00372/F
(Please quote at all times)
Your ref:
Date: 27th April 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Moor Paddock Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY
DESCRIPTION: Creation of 2no. additional pitches comprising of 2no. additional mobile homes, associated parking and drainage (part retrospective).
REFERENCE NO: P26/00372/F

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

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

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

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

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

Yours faithfully

Technical Support Team Leader

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/00537/TCA
(Please quote at all times)
Your ref:
Date: 20th April 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Old Court Barn Westerleigh Road Pucklechurch South Gloucestershire BS16 9RD
DESCRIPTION: Works to 1no Horse Chestnut Tree (T1) to crown reduce by 1m. Works to 1no Silver Birch Tree (T2) to crown reduce by 1.5m all within Pucklechurch Conservation Area.
REFERENCE NO: P26/00537/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

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: COM/24/0660/OD/13
(Please quote at all times)
Date: 23rd April 2026

Dear Ms Dunning

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 174**

LOCATION: Land North Of Meadow View Shortwood Road
Pucklechurch Bristol South Gloucestershire

DESCRIPTION OF BREACH: Appeal against without planning permission, the change of use of land to the stationing of residential caravans and the associated operational development including the laying of hardcore and the erection of a day room and fencing.

ENFORCEMENT REFERENCE: COM/24/0660/OD/13

DOE APPEAL REFERENCE: APP/P0119/C/26/3378285

APPELLANT'S NAME: Mr Thomas Stephen McDonagh

I am writing to inform you that an appeal has been lodged with the Planning Inspectorate against an Enforcement Notice issued by this Council in respect of the above.

The Council considers it expedient to issue the Enforcement Notice for the following reasons:

It appears to the Council that the breach of planning control has occurred within the last 10 years.

The site is located to the north of an established Gypsy and Traveller site known as Meadow View, on Shortwood Road between Siston and Pucklechurch, outside of any settlement boundaries. Meadow View is an established caravan site with the lawful use as 6 Gypsy and Traveller pitches. The lawful use of this parcel of land is agricultural with a previous history of planning permission being granted for a single, much smaller Gypsy pitch and the erection of a day room.

The breach consists of the siting of caravans for residential purposes and the associated operational development including the clearing and levelling of land laid with hardcore and erection of a day room and boundary fencing.

The site is located within the Bristol/Bath Green Belt and the development, due to its resultant loss of openness as well as encroaching into the open countryside, does not fall within the limited categories of development normally considered not inappropriate within the Green Belt. The development is therefore contrary to the provisions of Policies CS5 and CS34 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013, Policy PSP7 of The South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) Nov. 2017, The South Gloucestershire Development in the Green Belt SPD Adopted June 2007 and the National Planning Policy Framework (NPPF).

The number of caravans on the site is an unacceptable intensification of caravan development within the immediate location; as the site is adjacent to existing caravan sites, which have also numbers controlled. Furthermore, an unconditioned number of caravans on the site could result in additional over intensification. Without such controls on the number and location of caravans, the development causes harm to the Green Belt and to the area, by not respecting and enhancing the character, distinctiveness and amenity, failing to provide a positive contribution to the area. The overall landscape of the locality is also impacted with the unrestricted creep of numerous caravans also not respecting the character of the area and countryside surround. Overall, the development is considered contrary to policies CS1, CS5, CS9 and CS34 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013, PSP1, PSP2 and PSP40 of The South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) Nov. 2017 and the NPPF.

No very special circumstances have been demonstrated, such that the normal presumption against development in the Green Belt and any other harm, should be overridden.

The Council has considered the Article 8 rights of all persons whose rights are engaged and has carried out the necessary proportionality assessment. While the enforcement action would severely interfere with their home and family life, it is considered that the interference is proportionate in the public interest, in accordance with the Human Rights Act 1998 section 6(2)(b).

The appellant appealed against the Enforcement Notice on the following grounds:

- (a) That planning permission should be granted for what is alleged in the notice.
- (b) That the breach of control alleged in the enforcement notice has not occurred as a matter of fact.
- (c) That there has not been a breach of planning control (for example because permission has already been granted, or it is "permitted development").
- (e) The notice was not properly served on everyone with an interest in the land.
- (f) The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.
- (g) The time given to comply with the notice is too short.

The appeal will be determined on the basis of a **Hearing**. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Hearings Procedure) (England) Rules 2002.

It is open to the Planning Inspector to grant planning permission if he allows the appeal. Any person interested may attend the Hearing (personally or through a representative) and at the Inspector's discretion may present any evidence considered relevant or give views on the possible grant of planning permission.

Any persons who cannot or do not wish to attend the Hearing may present their evidence or give their views in writing. If you wish to make comments, you can do so online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>. If you do not have access to the internet, you can send your comments to: Paul Eland, The Planning Inspectorate, C/o Quadient, 69 Buckingham Avenue, Slough, SL1 4PN **All representations must quote the appeal reference.**

I would advise you that such representations will be disclosed to the parties concerned and may be read out at the Hearing . The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed onto the Inspector dealing with the appeal. Please ensure that any representations which you wish to make on this appeal are received by the Planning Inspectorate within six weeks of 23rd April 2026, otherwise there is a risk that your representations will not be considered.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate within six weeks of the date above.

The appeal documents are available to view online at [Search and comment on planning applications | BETA - South Gloucestershire Council](#)

You can get a copy of one of the Planning Inspectorate’s “Guide to taking part in enforcement appeals” booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published on the Planning Portal. The Planning Inspectorate will send a copy of the decision letter to you provided you specifically ask for one.

Details of the Council’s case and of the appellant’s grounds of appeal are on deposit at these offices and may be inspected during normal office hours, by appointment. The Case Officer for this appeal is Aaron Bush.

Yours sincerely

Technical Support Team Leader

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

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: COM/25/0204/OD/1
(Please quote at all times)
Date: 21st April 2026

Dear Ms Dunning

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 174**

LOCATION: Land Adjacent To Orchard Farm Cottage
Pomphrey Hill Mangotsfield South
Gloucestershire

DESCRIPTION OF BREACH: Appeal against without planning permission, the
change of use of land to a residential caravan site
and associated operational development
including the importation and laying of hardcore
to level the site and the erection of a building.

ENFORCEMENT REFERENCE: COM/25/0204/OD/1

DOE APPEAL REFERENCE: APP/P0119/C/26/3378284

APPELLANT'S NAME: Mr James McDonagh

I am writing to inform you that an appeal has been lodged with the Planning Inspectorate against an Enforcement Notice issued by this Council in respect of the above.

The Council considers it expedient to issue the Enforcement Notice for the following reasons:

It appears to the Council that the breach of planning control has occurred within the last 10 years.

The site is a plot of rough land located to the land adjacent to Orchard Farm Cottage, Pomphrey Hill, Mangotsfield that contained dilapidated buildings and appeared to be used to store various waste materials across the whole site for numerous years. The site sits just outside the settlement boundary and within the Bristol/Bath Green Belt. The site is accessed from its northern boundary from Pomphrey Hill. To the south is public open space.

Planning permission was previously granted on 15th July 2022 for a three pitch residential caravan site with three caravans permitted, subject to various conditions, including pre-commencement conditions relating to land contamination due to the previous use of the site. Officers visited site on 27th July 2025 and noted that works had commenced on site including the levelling out and raising of levels on the site, via the importation of materials, and a utility block in the process of being erected, all without the discharge of said pre-commencement conditions. Whilst on site officers were also informed that 12 pitches were being created, with 11 utilities already visible in the ground, including soil pipes. More than 10 caravans are currently on the site.

The site is located within the Bristol/Bath Green Belt and the development, whilst the previous permission was for a residential caravan site, this was subject to conditions limiting the number of pitches and caravans on site. Without the relevant controls on numbers of caravans, due to its resultant loss of openness as well as encroaching into the open countryside, does not fall within the limited categories of development normally considered not inappropriate within the Green Belt. The development is therefore contrary to the provisions of Policies CS5 and CS34 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013, Policy PSP7 of The South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) Nov. 2017, The South Gloucestershire Development in the Green Belt SPD Adopted June 2007 and the National Planning Policy Framework (NPPF).

The number of caravans on the site is an unacceptable intensification of caravan development within the immediate location; as the site is adjacent to existing caravan site, which have also numbers controlled. Furthermore, an unconditioned number of caravans on the site could result in additional over intensification. Without such controls on the number and location of caravans, the development causes harm to the Green Belt and to the area, by not respecting and enhancing the character, distinctiveness and amenity, failing to provide a positive contribution to the area. The overall landscape of the locality is also impacted with the unrestricted creep of numerous caravans also not respecting the character of the area and countryside surround. Overall, the development is considered contrary to policies CS1, CS5, CS9 and CS34 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013, PSP1, PSP2 and PSP40 of The South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) Nov. 2017 and the NPPF.

Due to the previous use of the land, without information about the condition of the land and adequate measures taken to mitigate against potential contamination it is not clear if the site is suitable and safe for residential use. The development is therefore contrary with Policies CS9 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013 and PSP21 of The South Gloucestershire Local Plan: Policies, Sites and Places Plan (Adopted) Nov. 2017, and the NPPF.

No very special circumstances have been demonstrated, such that the normal presumption against development in the Green Belt and any other harm, should be overridden.

The Council has considered the Article 8 rights of all persons whose rights are engaged and has carried out the necessary proportionality assessment. While the enforcement action would severely interfere with their home and family life, it is considered that the interference is proportionate in the public interest, in accordance with the Human Rights Act 1998 section 6(2)(b).

The appellant appealed against the Enforcement Notice on the following grounds:

- (a) That planning permission should be granted for what is alleged in the notice.
- (b) That the breach of control alleged in the enforcement notice has not occurred as a matter of fact.
- (c) That there has not been a breach of planning control (for example because permission has already been granted, or it is "permitted development").

- (e) The notice was not properly served on everyone with an interest in the land.
- (f) The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.
- (g) The time given to comply with the notice is too short.

The appeal will be determined on the basis of **Hearing**. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Hearings Procedure) (England) Rules 2002.

It is open to the Planning Inspector to grant planning permission if he allows the appeal. Any person interested may attend the Hearing (personally or through a representative) and at the Inspector's discretion may present any evidence considered relevant or give views on the possible grant of planning permission.

Any persons who cannot or do not wish to attend the Hearing may present their evidence or give their views in writing. If you wish to make comments, you can do so online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>. If you do not have access to the internet, you can send your comments to: The Planning Inspectorate, C/o Quadient, 69 Buckingham Avenue, Slough, SL1 4PN **All representations must quote the appeal reference.**

I would advise you that such representations will be disclosed to the parties concerned and may be read out at the Hearing. The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed onto the Inspector dealing with the appeal. Please ensure that any representations which you wish to make on this appeal are received by the Planning Inspectorate within six weeks of 17th April 2026, otherwise there is a risk that your representations will not be considered.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate within six weeks of the date above.

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You can get a copy of one of the Planning Inspectorate's "Guide to taking part in enforcement appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published on the Planning Portal. The Planning Inspectorate will send a copy of the decision letter to you provided you specifically ask for one.

Details of the Council's case and of the appellant's grounds of appeal are on deposit at these offices and may be inspected during normal office hours, by appointment. The Case Officer for this appeal is Aaron Bush.

Yours faithfully

Technical Support Team Leader

