

Special Expenses Policy

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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.

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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

BILL OF QUANTITY RATES			
DESCRIPTION OF WORK	Unit	2026/27 Rates	PUCKLECHURCH
		Value	
Grassed Areas			
Grass Cutting - Amenity	m2	£0.43	TRUE
Grass Cutting - Quality Amenity	m2	£1.50	FALSE
Grass Cutting - Low Maint. Verge Grass	m2	£0.03	FALSE
Grass Cutting - Low Maint. Meadow Grass	m2	£0.15	TRUE
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.80	FALSE
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.69	FALSE
Grass Edging - Amenity	Lm	£0.19	TRUE
Grass Edging - Quality	Lm	£0.38	FALSE
Ornamental Borders - Shrubs/Rose/			
Herbaceous/Seasonal Bedding			
Ground Cover	m2	£1.33	FALSE
Shrub Bed - Non-mulched	m2	£2.99	FALSE
Shrub Bed - Mulched	m2	£3.93	TRUE
Aquatic Border	m2	£2.50	FALSE
Rose Bed - Non-mulched	m2	£12.88	FALSE
Amenity Edging - Long/short handled shears	Lm	£1.08	TRUE
Floral Display - Bedding	m2	£108.72	FALSE
Summer Bedding Only	m2	£59.29	FALSE
Floral Graves (Plant & Maintain)	m2	£17.18	FALSE
Tree Maintenance			
Whip and Seedling Trees	m2	£0.92	FALSE
Woodland Block (Mulch Mat)	m2	£0.68	FALSE
Woodland Block (Bark Mulch)	m2	£2.01	FALSE
Low Maint Woodland	m2	£0.26	FALSE
Hedge Cutting - Open Spaces			
Informal Hedge (All Heights) 2 sides + top	L m	£8.34	TRUE
Informal Hedge (All Heights) 1 side + top	L m	£4.17	TRUE
Informal Hedge (All Heights) 1 side only	L m	£2.08	TRUE
Formal Hedge below 1.5m High 2 sides + top	L m	£4.01	FALSE
Formal Hedge below 1.5m High 1 side + top	L m	£2.38	FALSE
Formal Hedge below 1.5m High 1 side only	L m	£1.84	FALSE
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£14.47	FALSE
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£8.27	FALSE
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£6.20	FALSE
Hedge Cutting - New Hedge	L m	£5.05	FALSE
Car Parks and Paths			
Hard Bound Surfaces and Paved Areas	m2	£0.18	TRUE
Loose Surfaces (Bark, Gravel etc)	m2	£0.17	FALSE
Stonedust Paths (Loose Surfaces)	m2	£0.15	TRUE
Litter			
Open Spaces Litter Clearance	m2	£0.08	TRUE
Litter Pick Only	m2	£0.08	FALSE
Litter Bins	Unit	£69.63	TRUE

Implications of the changes

Under the proposals, from financial year 2027/28, maintenance of these facilities and open spaces would cease to be funded through special expenses and instead could be financed by making a provision through your precept charges, giving local people greater choice over funding levels.

To make things easy for you, from next April, nothing necessarily needs to change about *how* the maintenance is completed and *who* completes it. Unless you specifically want to put in place alternative arrangements, South Gloucestershire Council could continue with existing schedules of work on your behalf paid from your precepts. This would include mowing grass, completing safety checks and maintenance on play equipment and cleaning of public conveniences etc.

Do you have any comments or concerns about the new policy and approach to the funding of maintenance of local facilities and services?



PUCKLECHURCH PARISH COUNCIL

Pucklechurch Parish Council Environment Policy

Purpose

To promote and ensure appropriate consideration is given to the environment whilst Pucklechurch Parish Council (PPC) and its employees or contractors are conducting its business and activities. In order to do this, PPC needs to take responsibility for its actions and need to have a sense of duty and care for the world in which we live.

Scope

All employees, contractors, those receiving grant funding from PPC and users of PPC owned resources (land and buildings). This document also has a bearing on those with delegated authority to purchase materials and or goods from suppliers and to instruct/employ contractors to undertake various types of work with or on behalf of Council, as these third party activities can have a direct impact on the environment.

Policy Statement

PPC is committed to protecting and maintaining the quality of the environment by managing its land and properties and carrying out its services in an environmentally sensitive way **wherever possible**. PPC recognises the growing importance of environmental considerations and will, wherever practicable, promote the concepts of sustainable development. Sustainable development is about 'meeting the needs of today's society without compromising future generation's ability to meet their own needs'.

PPC believes it has a responsibility to care for and protect the environment in which it operates. PPC is fully committed to improving environmental performance across all of its activities and will encourage our delivery partners and members of the wider community to join us in this effort.

PPC recognises its key impacts to be in the areas of:

- energy use
- raw material use
- waste generation
- emissions to air/water
- water use
- transport
- procurement.

It will strive to:

- Adopt the highest environmental standards in all areas of operation, meeting and exceeding all relevant legislative requirements.
- Assess its activities and identify areas where it can minimise impacts.
- Minimise waste through careful and efficient use of all materials and energy.
- Purchase sustainable products wherever feasible [e.g. recycled, FSC or low environmental impact products and energy from renewable sources].
- Publicise its environmental position.
- Ensure contractors use good environmental practice and encourage involvement in environmental action.
- **Where possible** reduce risks from environmental, health or safety hazards for parishioners.
- Adopt an environmentally sound transport strategy.



PUCKLECHURCH PARISH COUNCIL

- Aim to include environmental and ethical considerations in purchasing decisions where appropriate.
- Assist in developing solutions to environmental problems.
- Continually assess the environmental impact of all our operations.

Energy

PPC will reduce the amount of energy and water it uses by careful housekeeping and where possible use energy from sustainable sources.

Paper

PPC will reduce the amount of paper it uses by:

- Writing and printing on both sides of the paper whenever possible
- Filing photocopies for use at a later date if appropriate
- Sending information electronically where appropriate
- Buying paper that is environmentally friendly.

Any paper that cannot be re-used will be recycled.

Purchasing & Contracts

Where possible and practicable PPC will purchase its goods and services from local suppliers who share the Council's environmental viewpoint:

- Purchase and use products, which have been manufactured from recycled materials and can be disposed of in an environmentally sustainable way.
- Use contractors (as and when required) who share the Council's environmental objectives or when working for the Council, adopt equivalent environmental standards.

Waste Disposal

Council (and contractors) will aim to reduce the amount of waste produced and where practicable recycle/re-use so reducing the amount of waste that goes into landfill.

PPC fully supports South Gloucestershire Council's recycling door step/kerbside collection scheme and will support and promote recycling facilities within the Parish.

All other forms of green waste collected (where practicable) will be recycled through composters and turned into a garden mulch/soil for use in Council maintained areas.

Management and Maintenance

Council (or council contractors) will:

- Assess chemicals used, ensuring there is appropriate safe disposal
- **Avoid** the use of harmful pesticides and herbicides.
- Compost and shred green waste and not use burning.
- Routinely service and maintain equipment to ensure efficient operation.

Transport

Council will liaise with the **Unitary authority** and other relevant bodies in embracing all initiatives aimed at encouraging the use of, and improvements to, the public transport infrastructure. This will include schemes aimed at increasing the number of people



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who walk or cycle to work/school and the use of public footpaths for pedestrians and the less able bodied people to use and enjoy.

Litter & Dog Fouling

The Council will actively seek to discourage all forms of littering in particular Dog Fouling. Any incidents brought to the Council's attention will be investigated and reported to the relevant authorities including the Police and Dog Warden.

Natural & Historic Environment

PPC will work to protect, enhance and preserve the natural environment within the Parish for today's and future generation's enjoyment.

Building & Development

PPC will support South Gloucestershire Council's approach to managing the impact of development on the local natural and historic environment as well as its features and resources as referenced in the policies contained within its Local Plan Core Strategy 2006 – 2027.

Adherence to Policy

It is the responsibility of the Clerk to notify and provide copies of this policy to contractors and councillors.

Review

This policy will be reviewed regularly and amended as necessary.

Reviewed 18/0826

Approved council

Next review 2028

This policy is reviewed bi-annually by the council at the annual council meeting when any relevant changes will be made. See minutes for further details



PUCKLECHURCH PARISH COUNCIL

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she/**they** made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she/**they** is suspected of doing so. However, an employee is not protected from victimisation if he/she/**they** acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or

home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council may monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held

personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy. The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

This policy is reviewed bi-annually by the council at the annual council meeting when any relevant changes will be made . See minutes for further details

Reviewed 18/5/26

Approved council

Next review 2028



Community Engagement Policy

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

Principles of Engagement

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

Why do we engage with the community?

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

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

How do we engage?

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

Approved by council 16/07/25

Commented [Unknown A1]: Should we add here about our social media policy ?



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

Monitoring and Evaluation

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

I would review again in 2 years. 2028.

Commented [Unknown A2]: Should we Add a Data Protection clause: *"The Council will ensure that all community engagement activities comply with current data protection legislation (UK GDPR and the Data Protection Act 2018). Personal data collected during consultations or via communications channels will be kept secure, used only for the stated purpose, and retained only as long as necessary."* or point towards the correct documents

Commented [Unknown A3]: Add a quick Roles section:
The Clerk / Proper Officer: Responsible for maintaining official channels (website, noticeboards, formal press releases) and managing data. Elected Councillors: Responsible for listening to council, and directing residents to official channels. residents, representing community views back to the



Customer Care Policy

1. Pucklechurch Parish council is a Civility and Respect Pledge council. The Council will treat all members of the public and customers of its services and facilities in a courteous, helpful and professional manner. It will recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

2. In particular the Council will:
 2. Provide information in accordance with its:
 - o Information & Data Protection Sharing Policy and Model Publication Scheme
 - o Data Protection Policy
 - o Freedom of Information Policy.
 2. Give clear and accurate information.
 2. Respect confidentiality unless it is legally required to disclose information.
 2. Deliver its services in accordance with stated standards and its Equal Opportunities Policy.
 2. Return telephone calls within two working days.
 2. Respond to letters and emails within five working days of receipt.
 2. Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or act as advocate by contacting the other organisations on the customer's behalf.

3. If a member of the public or customer has a grievance against the Council, it will be dealt with in accordance with the Council's Complaints Procedure.

4. We would ask you in return to treat our staff with courtesy and respect, in a manner in which you would expect to be treated.

Reviewed Cllr
Approve by council
Next review 2028

Commented [Unknown A1]: Are these to policies the same? Should it be sharing policy?

Commented [Unknown A2]: ensuring that residents who need information in alternative formats (large print, audio, or digital-accessibility-compliant formats) can request it.

Commented [Unknown A3]: consider adding a clause specifying whether social media channels are monitored for official correspondence, or explicitly state that official queries must be sent via email/letter to trigger the 5-day response window.

Commented [Unknown A4]: We kindly ask that you treat our staff and councillors with the same courtesy, respect, and professionalism that you expect to receive. The Council reserves the right to protect its staff from abusive, harassing, or vexatious communication.

Commented [Unknown A5]: We would ask you in return to treat our staff with courtesy and respect. could explicitly state the council's stance on zero tolerance for abuse.
Suggested update: "The Council operates a zero-tolerance policy towards abusive, persistent, or vexatious behaviour, and expects the public to treat our staff and councillors with the same courtesy and respect they receive."

Pucklechurch Parish Council: Outdoor Events Policy

Use of Council-Owned Lands and Open Spaces

Pucklechurch's public open spaces are held in trust to provide vital recreational and green areas for the health, well-being, and enjoyment of all residents. This Public Outdoor Events Policy has been introduced to ensure these lands remain available for their primary purpose. It should be noted that scheduled seasonal sports team fixtures are granted standing priority usage of large areas of the Recreation Ground by way of rental agreements.

1. Introduction and Strategic Priorities

This Public Outdoor Events Policy outlines Pucklechurch Parish Council's (PPC) commitment to enabling safe, inclusive outdoor events that enhance the health, wellbeing, and community spirit of our residents. All applications will be evaluated against the following strategic priorities:

- **Culture:** Fostering community cohesion, supporting young people, and celebrating local identity and creative innovation.
- **Economy:** Maximising opportunities to boost the local economy and supporting the financial well-being of local people.
- **Environment:** Protecting the physical environment, local biodiversity, trees, and legally protected species and habitats.
- **Legislation:** Securing absolute compliance with statutory obligations to ensure public safety.
- **People:** Promoting accessibility, protecting public health, and minimising disruption to nearby residents and businesses.
- **Place:** Enhancing the long-term reputation, visual appeal, and positive public image of Pucklechurch.

2. Core Criteria and Usage Prohibitions

In addition to meeting the council's core priorities, all applications must comply with the following strict usage criteria:

- **Priority for Local Parish Groups:** Pucklechurch parish groups, charities, and locally based community organisations will be granted absolute priority for the hire and use of all council-owned land. Parish-based groups will, however, still need to make formal applications for the use of parish land and must not assume the right has automatically been granted. Applications for external or commercial entities, including organised exercise classes, will only be considered if they do not conflict with local needs.
- **Prohibition of Large Private Hire Events:** Council lands are strictly unavailable for large-scale private lets, including, for example, wedding receptions, private music festivals, milestone or school parties, or commercial private hire functions.
- **Discretionary Exception for Small-Scale Lets:** Small-scale private hires may be authorised solely at the absolute discretion of the Parish Council. Such requests will be assessed on a case-by-case basis regarding site suitability, potential disruption, and impact on regular public use.

- **Prohibition of Fireworks, Balloons and Lanterns:** The use of fireworks, pyrotechnics, or loud explosives is strictly prohibited across all parish council lands, including any displays associated with the hire of the local village hall or the scout hut. The release of balloons or sky lanterns is also strictly prohibited.
- **Parking Restrictions:** Excepting essential community events tailored explicitly for the residents of Pucklechurch, council lands will not be available for event car parking. Small allocations of essential event operational parking remain strictly at the council's discretion.
- **Right to Levy Fees:** The Parish Council reserves the absolute right to levy an application fee, hire charge, or ground maintenance contribution for the use of any council-owned land or open space.
- **Financial Resilience:** Organisers must demonstrate the financial capacity to clear all event costs, pay infrastructure/hire fees promptly, and fully fund any site repairs or ground reinstatement required as a direct result of the event.

3. Event Classifications and Notice Periods

Applications are classified by expected "attendance capacity". Notice periods are the minimums required for processing. Anyone, including Pucklechurch community-based groups wishing to make an application is advised to contact the Clerk in writing PRIOR to making any arrangements.

For the avoidance of doubt the following definitions will apply:

- **Community Events:** Non-profit festivals or activities run by local charities or voluntary groups with a base in the parish directly benefiting Pucklechurch residents.
- **Commercial Events:** Any activity falling outside the community definition.

Classification	Capacity	Notice Required	Operational Limitations
Smaller Events	Up to 499 people	3 Months minimum for application – must demonstrate dialogue with clerk in advance of application.	No road closures or Premises Licences required.
Larger Events	500 to 1,999 people	6 Months minimum - must demonstrate dialogue with clerk in advance of application.	Events likely requiring a Temporary Event Notice (TEN), Premises Licence, or Traffic Management Order.

4. Conflict of Users

Where multiple applications clash, Pucklechurch Parish Council will resolve the conflict using the following definitive hierarchy:

1. Regular, pre-scheduled seasonal sports team fixtures holding valid rental agreements.
2. Applications from established, locally based annual parish events.
3. Applications from Pucklechurch parish groups and local voluntary organisations.
4. The formal submission date of a completed application form.

The council retains absolute authority to assess the individual merits of any application, and all decisions it makes are final.

5. Statutory Legislation and Compliance Framework

Event organisers must ensure their event complies with all relevant current UK legislation, including but not limited to health and safety, fire safety, licensing, and environmental protection regulations. They must also be able to demonstrate that an appropriate level of public liability and other insurance is in place.

Document Status:

- **Approved By Council:** [Insert Date]
- **Next Scheduled Review:** 2028

Application for the Hire of Pucklechurch Parish Council-Owned Public Spaces

Before completing this application form, please read the **Public Outdoor Events Policy (Use of Council-Owned Lands and Open Spaces)**.

Applicants are responsible for informing the Parish Council of event plans and applying for all necessary permissions and licences to demonstrate that the event will be safe and thoroughly planned. As the event organiser, you must comply with common law and assume the legal "duty of care" under Health and Safety at Work legislation to ensure a safe environment and safeguard public welfare. Organisers are responsible for the health and safety of everyone attending, including committee members, staff, hired workers, contractors, performers, and the public.

Furthermore, you must ensure compliance with all relevant current UK legislation, including environmental protection regulations to prevent public nuisance to nearby residents, and fire safety and licensing regulations. Ignoring known hazards or creating a nuisance is illegal and may render you liable to prosecution or civil claims.

Submission Requirements & Notice Periods

- **Smaller Events (Up to 499 people):** Minimum **3 months' notice** required. Applicants must demonstrate dialogue with the Clerk prior to submitting this form. No road closures or Premises Licences permitted.
- **Larger Events (500 to 1,999 people):** Minimum **6 months' notice** required. Applicants must demonstrate dialogue with the Clerk prior to submitting this form. These events are likely to require a Temporary Event Notice (TEN), Premises Licence, or Traffic Management Order.
- **Pre-Application Dialogue:** Anyone wishing to make an application is advised to contact the Clerk in writing *prior* to making any arrangements.

All organizers must submit a comprehensive **Event Management Plan, Risk Assessments, a Site Plan**, and copies of all supporting documentation. The Parish Council reserves the absolute right to levy an application fee, hire charge, or ground maintenance contribution. Where levied, charges must be paid promptly to confirm the booking.

1. Applicant's Details

Field	Details
Name of Applicant:	
Email Address:	
Daytime Tel / Mobile:	
Name of Organisation / Group:	
Charity Registration Number <i>(if applicable)</i> :	
Position within Organisation <i>(e.g. Secretary)</i> :	
Full Postal Address:	
Address for Invoice <i>(if different)</i> :	

2. Event Classification & Core Criteria Compliance

Is the organising body a Pucklechurch parish group, local charity, or locally based community organisation? Tick as applicable.

Yes (Community Event): A non-profit festival or activity run by a local charity/voluntary group with a base in the parish, directly benefiting Pucklechurch residents.

No (Commercial/External Event): Any activity falling outside the community definition (including organised exercise classes). Note: External applications are only considered if they do not conflict with local needs.

Is this a large-scale private hire event?

Yes

No

Note: Council lands are strictly unavailable for large-scale private lets (e.g. wedding receptions, private music festivals, milestone/school parties, or commercial private hire functions). Small-scale private hires are subject to the absolute discretion of the Parish Council assessed on a case-by-case basis.

Pre-Application Dialogue Tracker:

Please state the date(s) you engaged in preliminary dialogue with the Parish Clerk regarding this event proposal:

Date of communication: _____

3. Premises & Operational Details

Field	Details
Date of Proposed Event:	
Location of Proposed Event:	
Purpose of Hire / Event Description:	<i>(Please describe all proposed activities below)</i>
Expected Attendance Capacity:	<input type="checkbox"/> Up to 499 people <input type="checkbox"/> 500 to 1,999 people
Set-up Time on Site:	
Event Start Time:	

Event Finish Time:	
Dismantle / Clear-up Time on Site:	

Site Features & Infrastructure:

Please tick all that apply and ensure their locations are clearly marked on your attached **Site Plan**:

- Bouncy Castle / Inflatables
 PA / Sound System
 Stage
 Marquee
 Barbecue / Food Stalls
 Other: _____

Strict Prohibitions Acknowledgement:

Please check the box to confirm your understanding of the council's environmental safety rules:
 I confirm that no fireworks, pyrotechnics, loud explosives, balloons, or sky lanterns will be used, displayed, or released during this event across any parish council lands.

Parking Requirements:

Will this event require vehicular parking on council land?

- No**
 Yes – Essential Community Event: Tailored explicitly for the residents of Pucklechurch.
 Yes – Essential Operational Parking Only: Subject strictly to council discretion.

Note: Excepting essential community events for local residents, council lands will not be available for event car parking.

4. Insurance & Financial Resilience

It is a strict requirement that anyone hiring council-owned facilities possesses adequate public liability insurance, including an indemnity for damage to the council's property.

Please place an **X** next to the appropriate statement:

- I am a representative of a club/organisation, and our public liability insurance details are stated below.
 I am a private individual / representative of a group organizing a public event, and my public liability insurance details are stated below.

Insurance Field	Details
Name on Policy:	

Insured By (Provider):	
Policy Number:	
Limit of Indemnity:	£ _____ (Minimum £5,000,000)
Start Date:	
Expiry Date:	

Financial Resilience Declaration:

I confirm that the organising body has the full financial capacity to clear all event costs, pay infrastructure/hire fees promptly, and fully fund any site repairs or ground reinstatement required as a direct result of the event.

5. Safeguarding: Images of Children and Vulnerable Adults

To ensure the protection of vulnerable adults and children, the photography and video filming of children and vulnerable adults by event organisers on council-owned land is permitted only when written consent forms are obtained in advance. For children and young people under 18, the form must be signed by a parent or carer. This includes activities where children or vulnerable adults are not the main focus but may be present in the background or as spectators.

6. Declaration & Submission

By signing this declaration, you confirm and agree to comply with the following:

1. I have read, understood, and agree to abide by the Pucklechurch Public Outdoor Events Policy.
2. To be held legally and financially responsible for all fees, charges, and potential ground reinstatement costs in respect of this hire.
3. To provide an up-to-date, comprehensive Risk Assessment and Event Management Plan.
4. I confirm that to the best of my knowledge the information provided on this application is accurate. Any subsequent changes will require the formal approval of Pucklechurch Parish Council.

Signed:	Print Name:
Position:	Date:
For and on behalf of:	<i>(Name of club or organisation)</i>

Please return the completed paperwork, site plan, and risk assessments by email to:

clerk@pucklechurchparishcouncil.gov.uk

All information provided will be held in accordance with current Data Protection legislation.

Document Control:

Form Updated: June 2026

Pucklechurch Parish Council: Training and Development Policy

1. Introduction

Pucklechurch Parish Council is committed to the continuous professional development of its staff and Councillors. The Council recognises that well-trained, informed personnel promote statutory compliance, good governance, and effective service delivery. The Council values the dedication given by its members to the community and aims to maximise the impact of their time by ensuring they are equipped to discharge their roles effectively.

2. Staff Training

The employees of the Council are fundamental to its service delivery and development. Accordingly, the Council is committed to ensuring all staff are fully trained to carry out their duties efficiently.

- **Annual Appraisals:** A formal staff appraisal will be conducted annually by the Staffing Committee (or designated members). Training and development needs will be identified, prioritised, and addressed during this process, as well as on an ongoing basis throughout the year.
- **Professional Qualifications:** The Clerk is expected to hold, or be actively working towards, the Certificate in Local Council Administration (CiLCA) within a specified timeframe of appointment. The Council supports the acquisition of further professional certificates relevant to the scope of the role.
- **Budgeting:** The Council will maintain a dedicated annual budget for staff training and professional subscriptions.

3. Councillor Training

As the strategic policies and financial decisions of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors receive appropriate training.

- **New Councillors:** All newly elected or co-opted Councillors are expected to attend introductory training (e.g., Core Councillor Fundamentals) within six months of taking office.
- **Ongoing Opportunities:** All Councillors will be offered opportunities to attend relevant training courses to refresh their knowledge on key issues such as the Code of Conduct, Planning Law, Local Government Finance, and GDPR.
- **Providers:** The Council recognises that formal training is primarily delivered by external bodies. Close links will be maintained with South Gloucestershire Council, the Avon Local Councils Association (ALCA), and the Society of Local Council Clerks (SLCC).
- **Approvals:** All training requests must be approved by the Council (or delegated committee), in consultation with the Clerk, to ensure the effective and transparent use of public funds.

4. Record Keeping and Evaluation

- The Clerk shall maintain a central register of all training requested and completed by staff and Councillors.
- Attendees may be requested to provide a brief feedback report to the Council to share best practice and evaluate the effectiveness of the training provider.

Document Control

5i consultation

Dear Town and Parish Councils, Local Councillors and Members of Parliament,

South Gloucestershire Council is currently consulting on updating the Climate and Nature Strategy for 2026. The consultation will be open until **Sunday 19th July 2026**

As key stakeholders, we welcome your input and we would appreciate if you could cascade this message to anyone who might be interested.

You can find out more on our consultation page: <https://cns26.commonplace.is>

How to have your say:

- Provide your feedback via our online questionnaire:
<https://online1.snapsurveys.com/cns26>
- Email: Consultation@southglos.gov.uk
- Write to:
Freepost Plus RTXL-YHGY-GSYS
South Gloucestershire Council
Corporate Consultation Team
Council Offices
Badminton Road
Yate
BRISTOL
BS37 5AF
- Request paper copies of all paperwork and the consultation survey at any local library or One Stop Shop

Kind regards,

Insights and Engagement Team, South Gloucestershire Council

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P26/00979/HH
(Please quote at all times)
Your ref:
Date: 21st May 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 38 Becket Court Pucklechurch South Gloucestershire BS16 9QG
DESCRIPTION: Replacement of existing greenhouse. (Retrospective)
REFERENCE NO: P26/00979/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Helen Turner

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: P26/01053/F
(Please quote at all times)
Your ref:
Date: 19th May 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: 82 Shortwood Road Pucklechurch South Gloucestershire BS16 9PJ
DESCRIPTION: Change of use from dwellinghouse (Class C3) to childrens home (Class C2).
REFERENCE NO: P26/01053/F

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

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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 Chloe Summerill

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: P26/01219/PIP
(Please quote at all times)
Your ref:
Date: 8th June 2026

PLANNING APPLICATION

Dear Ms Dunning

LOCATION: Land At Windmill Bungalow Westerleigh Road Coalpit Heath
South Gloucestershire BS36 2UP
DESCRIPTION: Permission in principle for the erection of a minimum of 4no and
a maximum of 8no dwellings.
REFERENCE NO: P26/01219/PIP

We have received details of an application submitted in respect of the above proposal.

As an adjoining parish this may be of interest to you. **As this is not a statutory consultation request the application will not appear in your consultee in tray.** The application documents may be viewed via the Planning web site at <http://developments.southglos.gov.uk/online-applications/>. If you wish to submit comments online please use the 'make a comment tab' by filling in the relevant boxes selecting commentor type Parish Council.

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. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Suzanne D'Arcy

Yours faithfully

Technical Support Team Leader

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



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: 27th May 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

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

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

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

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

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

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

Yours faithfully

Technical Support Team Leader

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

Please ask for: Customer Service Centre
Tel: 01454 868004
Our ref: P25/02994/F
(Please quote at all times)
Your ref:
Date: 22nd May 2026
Email: planningapps@southglos.gov.uk

TOWN AND COUNTRY PLANNING ACTS

Dear Sir/Madam

LOCATION: Barn At Barley Close Barn Hinton Road Pucklechurch South Gloucestershire BS16 9SJ
DESCRIPTION: Conversion and extension of agricultural building to form 1no. self build residential dwelling with parking and associated works.
REFERENCE NO: P25/02994/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

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

Contact: Customer Service Centre
Tel: 01454 868004
Our ref: (Please quote at all times)
Date: 10th June 2026

**TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED BY THE PLANNING AND
COMPENSATION ACT 1991)**
APPEAL AGAINST ENFORCEMENT NOTICE

Dear Ms Dunning

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

DESCRIPTION OF DEVELOPMENT: 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

Further to my previous letter, I am writing to inform you of the arrangements for the Hearing into the above appeal.

An Inspector, Grahame Kean, has been appointed by the Secretary of State for the Environment, Transport and the Regions under paragraph 1(i) of Schedule 6 of the Town and Country Planning Act 1990 to determine this appeal and will conduct the Hearing on 14th July 2026 at 10:00am at the Council Offices, Badminton Road, Yate, Bristol, BS37 5AF. You may attend the Hearing and may give your views at the Inspector's discretion.

Details of the appeal are available on the Council's website at <http://developments.southglos.gov.uk/online-applications/> search for appeals using reference 26/00034/ENF or alternatively telephone our Customer Service Centre on 01454 868004 to arrange an appointment before visiting the Council offices.

A copy of the decision will be made available to view online at [Search and comment on planning applications | BETA - South Gloucestershire Council](#) The Planning Inspectorate will send a copy of the decision letter to those who ask for one in writing.

Please contact the Council if you would like information on the facilities available at the Hearing for people with disabilities. The Case Officer for this appeal is Aaron Bush.

Yours sincerely
Technical Support Team Leader

Balance per bank statements as at 01/05/26	£
Unity Bank current	£111,687.84
Unity Instant access savings	£91,676.60
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for May 2026	£11,172.25
Plus: Unity income for May 2026	£875.00
Balance as at 31/05/26	£101,390.59
Unity Bank instant access savings	
Less: payments for May 2026	£0.00
Plus: Income for May 2026	£0.00
Balance as at 31/05/26	£91,676.60
Hinckley and Rugby BS savings account	
Less: payments for May 2026	£0.00
Plus: income for May 2026	£0.00
Balance as at 31/05/26	£76,206.99
Balance as at 31/05/26	£269,274.18

Printscreen of May 2026 accounts

Total receipts	76,206.99	91,676.60	112,562.84		0.00	0.00	11,172.25
Less: payments in month	0.00	0.00	11,172.25		0.00	0.00	18,821.70
Balance c/fwd	76,206.99	91,676.60	101,390.59				
	A	B	C				
Combined balance	D	269,274.18		Bank rec at 31 5 26			
				Hinckley and Rugby 90	76206.99		
				Unity instant access sa	91676.60		
				Unity	101,390.59		
Balance as at 1st April 2026		181,833.93			269,274.18		
Plus: receipts in year to date		106,261.95		Less: uncleared chqs			
Less Payments in year to date		18,821.70		F should equal D & E	269,274.18	Diff	0.00
Balance as at 31st May 2026	E	269,274.18					

Print screen May 2026 balance Unity bank account

Transactions for Current T2 account 20461111

Date	Type	Details	Paid Out £	Paid In £	Balance £
21/05/2026	Direct Debit	Direct Debit (NEST)	£148.75	£0.00	£101,206.45
26/05/2026	Direct Debit	Direct Debit (MICROSHADE)	£75.11	£0.00	£101,131.34
26/05/2026	Credit		£0.00	£50.00	£101,181.34
27/05/2026	Credit		£0.00	£20.00	£101,201.34
28/05/2026	Credit	DIGNITY FNRLS PAY1	£0.00	£200.00	£101,401.34
31/05/2026	Fee	Service Charge	£10.75	£0.00	£101,390.59

Print screen May 2026 balance Unity bank Savings account

Transactions for Instant Access account 20529914

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/04/2026		Balance brought forward	£0.00	£0.00	£91,676.60

Print screen Hinckley and Rugby BS savings account accessed 01/05/26



Savings Accounts Summary

Pucklechurch Parish Council

Local Council 90 Day Notice
17011058069

Interest rate: 2.8 %

Available balance
£76,206.99

Pending balance
£76,206.99