

project schedule

PROJECT - PUCKLECHURCH



Week 01

Canvassing - Leaflets through doors, getting our faces out there, engaging with locals and young people in the surrounding area.

Week 02

Canvassing - Leaflets through doors, getting our faces out there, engaging with locals and young people in the surrounding area.

Week 03

Building relationships - Laid back informal sessions led by youth voice, icebreakers and relaxed activities that promote conversation.

Week 04

Building relationships - Laid back informal sessions led by youth voice, icebreakers and relaxed activities that promote conversation.

Week 05

Graffiti Jigsaw Project - Young people trace out and cut jigsaw pieces from wood (under 1-to-1 supervision) which are made to fit into each other.

project schedule

PROJECT - PUCKLECHURCH



Week 06

Graffiti Jigsaw Project - Young people trace out and cut jigsaw pieces from wood (under 1-to-1 supervision) which are made to fit into each other.

Week 07

Young people plan out their individual designs for a stencil to be sprayed onto their jigsaw pieces.

Week 08

Young people plan out their individual designs for a stencil to be sprayed onto their jigsaw pieces.

Week 09

Young people transfer their stencils onto cardboard and cut them out. Making 2 versions in case of any issues that may arise, young people have a backup.

Week 10

Young people transfer their stencils onto cardboard and cut them out. Making 2 versions in case of any issues that may arise, young people have a backup.

project schedule

PROJECT - PUCKLECHURCH



Week 11

Spray painting the stencils onto their jigsaw pieces. Slightly more time allocated to this stage to allow for any problems young people may encounter.

Week 12

Spray painting the stencils onto their jigsaw pieces. Slightly more time allocated to this stage to allow for any problems young people may encounter.

Week 13

Spray painting the stencils onto their jigsaw pieces. Slightly more time allocated to this stage to allow for any problems young people may encounter.

Week 14

Jigsaw pieces are then put together either mounted onto a wooden board or free form (depending on how it will be mounted).

Week 15

Mounting the final piece within the rec center and grand unveiling, taking pictures with young people and the work they have achieved.



Pucklechurch Parish Council

Allotment handbook

Pucklechurch Parish Council

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Reviewed August 2026



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1. Introduction

Pucklechurch Parish Council would like to introduce this new Allotment Gardener's Handbook. This booklet has been prepared using plain English. It explains the rules of the tenancy agreement and what can and can't be done on our allotment site. It also explains how the allotment site is managed and who to contact if you have any problems.

There are also some tips on allotment gardening. For those of you who are novices there is some basic advice on getting started, safety and composting. For those of you who are experts—you might not need that part of the handbook!

We would like to encourage as many people as possible to take up allotment gardening, so please tell your friends about the benefits of growing your own produce—the exercise, the fresh air and the satisfaction of eating fresh fruit and vegetables that you have grown.

2. Pucklechurch allotments

There is a long tradition of allotment gardening in Pucklechurch. The site now in use was formerly agricultural land which was converted for allotment use. There are currently 30 plots and an area of woodland adjacent to the Gardens.

The allotments are situated on the Westerleigh Road on the right-hand side, near the motorway. There is an active Allotment committee - Pucklechurch Allotment Association (PAA).

Who can apply for an allotment?

Anyone who lives in Pucklechurch Parish can apply for a plot.

How do you apply for a plot?

Contact the Clerk to the Council and you will be added you to the waiting list. Once a plot becomes available the Clerk will arrange for you to look at the site and ask any questions. If you decide to go ahead you will need to complete a tenancy agreement, provide proof of address and pay the annual rent, pro rata.

Waiting list policy

If all the plots are occupied the Parish Council will keep a waiting list for those who are interested in renting a plot. When a plot becomes available it will be offered to the person who has been on the waiting list the longest.

3. Site management

The Parish Clerk co-ordinates the running of the site, renewals and general enquiries. Any business relating to the Allotments can be included at Parish Council meetings. There is a public open session during the meeting when you may speak to the Council, you may also observe the remainder of the meeting. Any serious complaints or concerns should also be expressed in writing to the Parish Clerk. All



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maintenance work on the site is contracted out to an independent contractor appointed by the Parish Council.

Bonfires and rubbish disposal

Bonfires, BBQs and fireworks are **NOT** permitted on the allotment site.

Green waste can be made into compost but other waste must be removed from the site. The nearest refuse disposal site to the allotments is at Mangotsfield.

Keys and security

Access to the site is via a chained roadway and coded padlock on the main gate. Tenants are provided with the code. **You must lock the allotment gate every time you enter or leave the site and do not share the code with others.** If you are worried about any aspect of site security please contact the Parish Council immediately. Occasionally we have experienced theft of belongings from the site (especially from sheds please report any such incident to the Parish Council and most importantly to the Police. For crimes in progress ring 999 for less urgent matters ring the local Police on **101**.

Pucklechurch Parish Council will try to ensure that the allotment site is as safe as possible but we rely on tenants keeping us informed if there are any problems. The Parish Council takes no responsibility for the loss of tenants' belongings through criminal activity. You are advised to have your own insurance and to take reasonable precautions to keep your belongings safe.

Sheds, greenhouses and polytunnels

If you would like to erect a shed on your plot or any other built structure (eg a cold frame, greenhouse, timber compost heap) please contact the Parish Council first and do not begin construction until you have permission in writing. New structures should not be larger than 8' x 6' and must be positioned so that they do not shade neighbouring plots. All structures must be safe and sound and are erected at your own risk. Asbestos must not be brought on to the allotment site. Permission will only be given for 1 shed and a greenhouse.

Water

As there is no provision of water at the site, tenants are encouraged to install their own water collection systems. These should be of stout materials, covered where possible and positioned high enough to be out of reach of small children. Stagnant water should be discarded as it poses a health risk and is not beneficial to plants.

Right of entry

Councillors, Officers of the Parish Council and others employed by the Parish Council have the right to enter the allotment site to inspect and carry out work without notice. The allotment gardens are inspected on a quarterly basis to ensure that all tenants are complying with the terms of the tenancy agreement.



Limits on the use of your plot

Your allotment must only be used for growing fruit, flowers and vegetables and for no other purpose. **New** tenants must ensure that 1/3 of the plot is cultivated within 3 months of joining the site and 2/3 within 12 months of taking over the plot. Tenants whose rental extends beyond the initial year must ensure they are gardening the majority of the plot throughout the growing season and adequately maintaining the site during the fallow period.

Opening hours

Tenants must only visit the site during daylight hours and should not enter the site after dusk for their own safety. You must not cause a nuisance or annoyance to other tenants on the allotment site. The Parish Council will not tolerate bullying or harassment on the site. In the unlikely and unfortunate event of any disagreements or disputes between tenants, the matter must be referred to the Parish Council whose decision shall be final.

4. Maintenance of allotment gardens

Pucklechurch parish council has overall responsibility for the allotment garden site. Pucklechurch Allotment Association (PAA) undertakes the day-to-day maintenance of all aspects of the site management and will report any major issues to the Parish Council. Working together, larger maintenance projects after approval by the parish council may be undertaken by a parish council contractor or arranged and overseen by the PAA as appropriate.

Paths

There should be a fence between each allotment plot and each allotment tenant is responsible for keeping their fencing in good repair. Tenants are asked not to block pathways either in front of your allotment or the public pathways leading to the Community Woodland.

Fences

Tenants are responsible for fencing surrounding their own plots. Please do not put rubbish up against fences as this will cause them to lean and rot.

Repairs and maintenance

If you see a broken padlock, damaged fence, or any other problem on the site please report it to the Parish Clerk on 07525 842 095 as soon as possible so that repairs can be carried out promptly.

5. Allotment site

How big are the allotment plots?

Allotment plots vary in size and shape.



What can you grow?

You can grow any vegetables, fruit and flowers which do not take more than 12 months to mature. If you want to plant a fruit tree you must have written permission from the Parish Council. You are only permitted to grow 1 fruit tree, if there is already a tree in existence then permission would not be granted. Please contact the Clerk with details of the tree you want to plant. Large trees are not permitted because they will cast shade over a wide area and take nutrients and water from neighbouring plots.

Bringing compost/manure onto the site

Gardeners may bring green waste such as grass and hedge cuttings onto their plot for making into compost for their own use. Manure may also be brought onto the site in appropriate quantities provided it is stored and used appropriately. Please remember that humans are at risk of infection from handling animal manure (e-coli bacteria is especially prevalent in fresh manure) and always wear gloves when handling any type of manure. If taking delivery of manure please ensure that you are on site to oversee the delivery and ensure that vehicles do not drive onto neighbouring plots causing damage to the plot and soil compaction. **The storage of any compost or manure outside the perimeter of your plot is only permitted in designated areas as agreed by the PAA, so as not cause any obstructions or health and safety issues.**

Keeping of livestock (including bees)

The Parish Council does not permit tenants to keep chickens or cockerels, or any livestock on the site. The keeping of bees on the allotments is prohibited.

Dogs

Tenants may bring their dogs onto the allotment site but must keep them on a lead and strictly on their own plot. Ensure that you clear up after your dog, having consideration for other tenants. As a tenant if you have any problems with dog fouling, please report this to the Clerk.

Vermin

Vermin infestation can present a serious threat to health because of the numerous diseases which rats carry and the Parish Council is very keen to minimise infestations. Whilst it is acknowledged that vermin are opportunists and as crops grow there is always a seasonal spike in mice and rat numbers on the allotment site, please be careful to avoid any practices which might encourage vermin. Open composters are fine for grass cuttings and weeds but not for kitchen waste. Overgrown plots and piles of rubbish will also attract rats so it is important to keep your plot tidy. Where problems arise, tenants are advised to work with the PAA to arrange appropriate trapping and limited baiting in a protected manner. Do not use poisons yourself as this will affect wildlife within the Gardens.

Use of chemicals

No chemicals, pesticides or herbicides may be stored anywhere on site at the allotments.



Pucklechurch Parish Council has committed to minimise the use of harmful pesticides and herbicides on its land. Whilst you are free to bring and use sprays and fertilisers on your own plot in accordance with the manufacturer's instructions, in doing so you must take care that you do not affect any adjoining plots, hedges, trees etc.

You should only use chemicals where absolutely necessary within your own plot and that will cause the least harm to the environment, members of the public, game birds and other wildlife (other than vermin or pests) and you must comply with the law about use of pesticides and chemicals. You should be aware that game birds in particular are protected by law. Where possible, alternative solutions should always be used to protect the natural environment and encourage bio-diversity.

Pucklechurch parish council supports South Gloucestershire Council's hedgehog heroes project and intends to encourage actions that will help address the decline in hedgehog numbers. The parish council is currently in discussions with the Allotment committee but would like to encourage all allotment holders **not** to use slug pellets.

Sale of produce

The sale of surplus produce from your allotment is prohibited as the allotment is should be used to cultivate produce for your own personal consumption. Running a business or trading from an allotment garden is also prohibited.

Vehicles on site

You may drive your vehicle on to the site but you must lock the gate behind you each time and stick to the tracks. The Parish Council takes no responsibility for any damage caused to your vehicle on the site. Please exercise care and drive slowly bearing in mind that there may be children on site. Please avoid using vacant plots as a turning circle as this compacts the soil and makes the ground extremely difficult to work. Whether you park your vehicle on site or outside the gates you are advised to keep your vehicle locked at all times. Remember, it is against the law to park on the pathway on Westerleigh Road.

6. Conditions of tenancy agreement

This part of the Handbook explains some of the most important aspects of your tenancy agreement. Please read this carefully.

Allotment agreement

The annual tenancy agreement is between Pucklechurch Parish Council and you, the Tenant. When you sign the agreement, you are agreeing to pay the rent, to take on the plot, to look after it and to abide by the tenancy agreement and the conditions and rules explained in this handbook. The ownership of the plot stays with Pucklechurch Parish Council throughout the period of the tenancy.



Change of circumstances

If your personal circumstances change please inform the Parish Council, eg if you change address, or leave the Parish.

Your rent

Rent is payable on 1st April and in paying the rent you are agreeing that you accept the tenancy terms and conditions which were issued with the annual invoice. The rent is reviewed by the Parish Council **on an annual basis** and if there is to be an increase in the annual rent, the Parish Council will provide tenants two months written notice. New tenants who join post April will pay a pro-rata rent.

How to pay your rent

An invoice will be sent to you and this can be paid via electronic banking, by cheque through the post to the Parish Clerk or by cash or cheque at the Parish Council meetings. Please do not send cash through the post for security reasons.

Subletting/sharing your plot

The plot can only be let to one person and the tenancy agreement will be made out in the name of that person. You are not permitted to sublet or share the plot.

Giving up your plot

If you decide you no longer want your plot you need to inform the Parish Clerk in writing. You will be asked to complete a termination form and this will end your agreement on the date we agree (even if this is a few months away). We will make every effort to have your plot taken over as soon as possible so that it does not become overgrown. However, the Parish Council is unable to refund any rent which has already been paid.

Caring for your allotment plot

The most important responsibility as a tenant is to look after and maintain your plot. This means you must keep your plot cultivated and free from weeds (as per your tenancy agreement) and you must keep the plot safe and tidy by removing rubbish.

The plot must be kept free of hazards eg broken glass and scrap metal. If you are not cultivating all of your plot you can cover part of it with polythene membrane to keep the weeds down. It is really important to keep your plot tidy so that it does not interfere with the successful gardening of other tenants. **NB failure to control weeds which then affect neighbouring allotments may result in the termination of the tenancy agreement.**

If your personal circumstances mean you cannot cultivate your plot (eg you are unwell, go away temporarily etc) please tell the Parish Council so this can be considered when inspections are carried out. Please remember that as an allotment tenant you have a duty of care to make sure that your plot does not present health and safety hazards to any people accessing the allotment site eg other tenants, visitors, contractor's even unauthorised intruders. We have a number of tenants who



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like to bring their children with them to enjoy the allotment site and we need to make sure the site is safe for all users including curious children.

Site inspections/notice to quit

The site is regularly inspected **and a report with photographs is presented to the council.** If your plot is not cultivated or is not tidy and free from weeds you will receive a warning letter. You will be given 28 days in which to clear the plot of any weeds and to remove any rubbish. If after this time you have not cleared the plot then the Council will instruct its contractor to carry out the work in order to prevent a nuisance being caused to neighbouring plots. The Council will invoice you "the tenant" for this work and if you fail to pay or keep your plot tidy and free from weeds or if you break the terms of the tenancy agreement in some other way you will then be given notice to quit.

If a tenant is served with notice to quit then the Parish Council is able to recover the allotment plot after the notice period has been served your plot deposit will be retained and the Parish Council will be unable to refund any rent to the tenant. The Parish Council does not want to serve notice to quit on any tenant and will always try to negotiate to resolve any problems before taking this drastic step. However, it is unfair on other tenants who do adhere to the terms of their tenancy agreement to allow other tenants to consistently allow their plot to become overgrown, tidy them up and then neglect them again.

Clearance of plots

It is the Tenants responsibility to clear the plot when you give up your tenancy and leave the land ready for the next tenant. If you leave your plot in an untidy state so that it is not fit to be re-let to another tenant the Parish Council will invoice the exiting tenant for costs incurred. This includes removal of rubbish and dismantling of unsafe structures.

7. General Complaints

If you are unhappy about any aspect of the way the site is being managed or if you have a complaint about the way you have been treated you should put your complaint in writing and address it to the Parish Clerk. All complaints will initially be referred to the Allotments Working Party and you will be kept informed about the way your complaint is being handled.

Personal safety at the allotments

We are always working to make sure that the allotment site is as safe and secure an environment for tenants as possible. However, it is not possible to make an allotment site a "risk free zone" so please note the following safety advice:

- Ensure that you keep your tetanus injections up to date
- Observe basic hygiene rules when handling manure, soil and chemicals.
- Lots of gardeners often spend long periods of time on their own on site, make sure that you tell someone where you are going and how long you expect to be



Pucklechurch Parish Council

- Report any hazards on the site (e.g. broken glass) to the Parish Council as soon as possible
- Always store sharp tools and chemicals securely
- Supervise your children at all times
- Report any crime or suspicious behaviour to the police 101 for non-emergencies and 999 for crimes in progress. Please also keep the Parish Council informed

Recycling

Many allotment gardeners make use of recycled materials for gardening purposes, eg railway sleepers, oil drums etc. The Parish Council encourages tenants to be inventive and to re-use old materials but reminds tenants that all structures must be safe and secure. Please do not bring anything on to the site unless you have a specific use for it and the project will be completed within a short timeframe. Piles of recycled materials will encourage rats and rabbits who will quite happily live above ground providing there is sufficient shelter.

Composting

Composting is a cheap and easy way of providing your plot with an environmentally friendly garden conditioner. Rich in plant nutrients, compost is a crumbly, brown, soil-like material, which forms from the decomposition of organic matter. The addition of compost to your soil will improve its structure and increase the level of biological activity both of which are vital for successful plant growth.

- **DO COMPOST**
 - Fruit and vegetable peelings
 - Grass cuttings, autumn leaves and annual weeds
 - Tea bags/leaves and coffee grounds
 - Soft prunings and clippings, finely cut hedge clippings
 - Hair and Pet fur, pure wood jumpers
- **DON'T COMPOST**
 - Fat or bones
 - Coal
 - Ash
 - Products soiled with oil
 - Paper
 - Metal, glass or plastic
 - Nappies
 - Meat
 - Cooked Vegetables
 - Bread
 - Cat/dog litter
 - Sauce covered foods
 - Woody Material



Tips for new plot holders

Plan your plot. A well-planned plot is more likely to be successful. Good gardens don't just happen.

Decide what you want to grow. Grow what you enjoy eating, what your children enjoy eating—getting children involved at a young age is a great way of promoting healthy eating. Find out what your crops require with regard to soil type, sunlight or whether they require a greenhouse.

Do not be afraid to ask. As a rule, gardeners are friendly and helpful, so ask the person who seems to have the best plot or the most successful one. It is worth remembering that the two plots are not necessarily the same.

Do not try to do too much at once. Do a bit at a time. A little done well will likely be more successful than a lot done hurriedly. Patience is definitely a virtue in the garden.

Be prepared to accept a failure. It happens to EVERYONE!

Try to have the right tools for the job and look after them, as it will make life easier. Enjoy your plot. If you enjoy it you will look after it. If you look after it, your chances of success are likely to be higher. If you allow your plot to become a chore, then you can almost guarantee to fail.

Good luck and good gardening!



PUCKLECHURCH PARISH COUNCIL

HEALTH AND SAFETY STATEMENT

Pucklechurch Parish Council is committed to securing, as far as is reasonably practicable, the Health, Safety and Welfare of employees and other persons likely to be affected by the activities of the Council.

The Council recognises that effective Health and Safety performance can only be achieved through the support of its staff, and a management commitment to continuous improvement.

In addition, the arrangements of routine work activities within the workplace and these areas used for recreational purposes with a public audience require that hazards associated with these activities are systematically identified, assessed and controlled through a variety of system measures.

In order to adequately control the risks to staff and the public, the Council is committed to:

- a) The rigorous recruitment and selection of personnel.
- b) A system of training based on the demonstration and maintenance of competence.
- c) The procurement, testing, maintenance and use of suitable equipment.
- d) The provision of information relating to hazards, their associated risks and appropriate control measures.
- e) The competent supervision of all employees through training.
- f) Simple effective procedures and systems.
- g) The application of discipline and clear instructions at all workplaces.
- h) Risk assessments carried out at least annually by the people identified on the Health and Safety management structure.

It is the policy of the Council that the arrangements contained in this document are strictly adhered to.

Reviewed and approved by council 16th September 2026
Next review 2028



Avon and Somerset Police
NEIGHBOURHOOD POLICING

Boyd Valley, Emersons and Lyde Green update

PARISH COUNCIL REPORT

August 2026

General Update

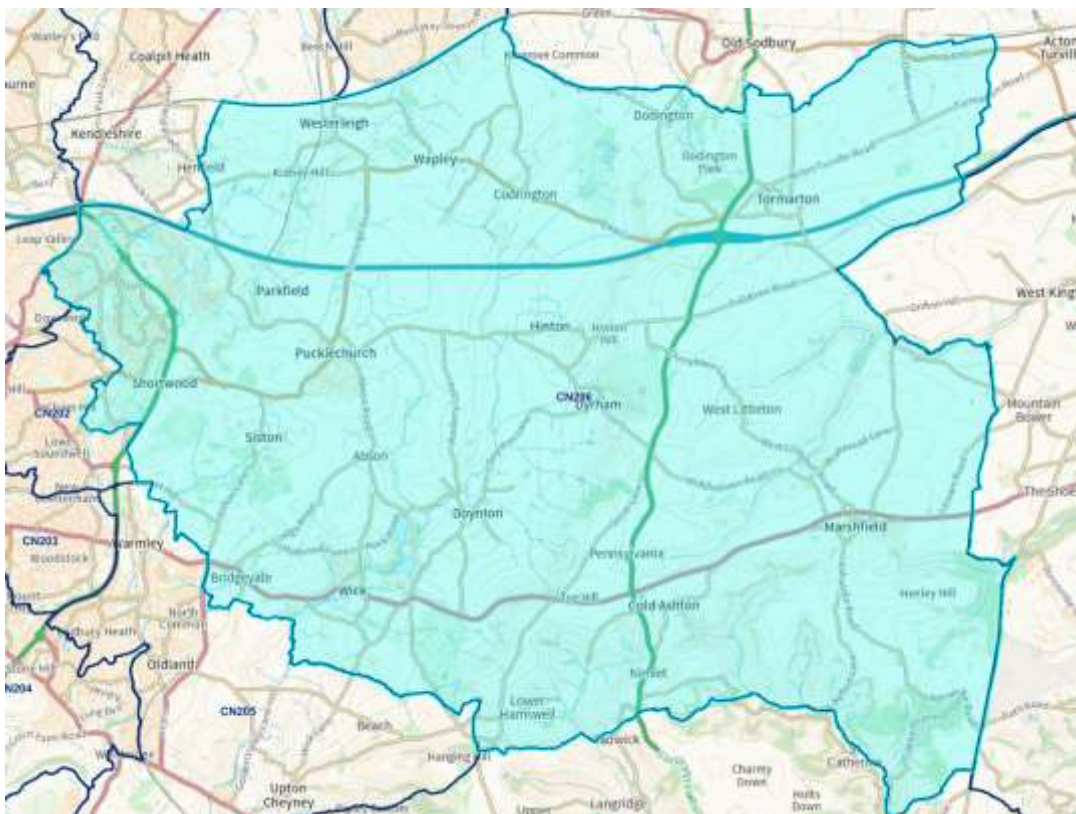
The Boyd Valley, Emersons and Lyde Green area is overseen by Neighbourhood Managers, PC Daniel Andrews, PC Nathan Chappell and PCSO Sam Norster, operating from Staple Hill police station.



Awaiting
photo



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

We apologise for the lack of reports in recent months; staffing problems and summer demand have taken their toll. Hopefully, we will now be able to continue with a single monthly update to be sent out to the eleven Parish Councils that we report to.

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 hold Talk to Us events every four weeks at Sainsburys, Emersons Green. These are received positively by shoppers who interact with us, talk about concerns they have and enjoy the freebies on offer. Future events are planned for Sunday 6th September, 4th October, 1st November and 29th November between 2 and 3pm.

On Thursday 17th September we will be attending Lyde Green Community Centre between 1pm and 5pm 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 when the new academic year commences. This helps us 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 look forward to attending the new school at Lyde Green and seeing it grow over the coming years.

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 to. 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

There is still a high number of rural burglaries and several farm properties have had barns broken into and machinery interfered with. If rural property owners require additional information about securing their property, please advise them to contact the neighbourhood policing team.

Some rural burglaries involve the theft of high value cars with keys taken during the burglary. 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.

Patrols along the Bristol to Bath cycle path have been increased following recent incidents. Further interventions are planned in the coming weeks to address the use of illegal scooters on the path.

We have received a number of reports regarding sexual activity at Tog Hill and Beacon Lane Plantation. It has been agreed that police intervention will take place where the activity is interrupting the enjoyment of public areas, particularly those used by families. High visibility patrols will be conducted along the road access alongside Beacon Lane Plantation and within the car park area and green space of Tog Hill picnic area.

Business Engagement

Anti-social behaviour at the Emersons retail park has been a priority for us over the past couple of months. Numerous reports have been received regarding the behaviour of youths towards staff and the public, shoplifting and the dangerous use of electric scooters. Regular foot patrols have been carried out in the area to identify the youths involved.

As a result, banning letters have been issued to several of the youths which now prevent them from accessing the retail park. We have also seized and destroyed electric scooters belonging to four of the young people.

We are aware of car meets at Sainsburys, Emersons Green and subsequent racing along the A4174 and Emerson Green area. We are working alongside the owners of the retail park to make the car park less attractive for this purpose. Speed humps have been laid in the area of the car park used for racing and ANPR is due to be installed in the near future.

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

June 2026

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

Category	Crimes recorded
Anti-social behaviour	34
Burglary	7
Criminal damage arson	14
Drugs	4
Other theft	10
Public order	10
Shoplifting	8
Theft from the person	1
Vehicle crime	1
Violent crime	47
Other crime	2

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 we 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.



Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

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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* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We 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:

13/05/2026

and recorded as minute reference:

2026/05/13 7jiii

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

Chair

Clerk

www.pucklechurchparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

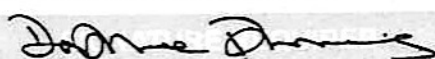
Pucklechurch Parish Council

	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.



Date: 30/04/2026

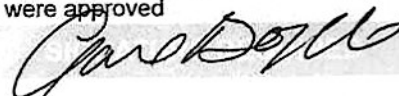
I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2026

as recorded in minute reference:

2026/05/13 Jiv.

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



Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Pucklechurch Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

None

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME BDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:
BDO LLP
467DFB746A8A428...

Date

03 September 2026 YY

Balance per bank statements as at 01/08/26	£
Unity Bank current	£77,216.49
Unity Instant access savings	£92,122.30
Hinckley and Rugby BS	£76,206.99
Unity Bank current	
Less: payments for August 2026	£9,577.33
Plus: Unity income for August 2026	£1,120.00
Balance as at 31/08/26	£68,759.16
Unity Bank instant access savings	
Less: payments for August 2026	£0.00
Plus: Income for August 2026	£0.00
Balance as at 31/08/26	£92,122.30
Hinckley and Rugby BS savings account	
Less: payments for August 2026	£0.00
Plus: income for August 2026	£0.00
Balance as at 31/08/26	£76,206.99
Balance as at 31/08/26	£237,088.45

Printscreen of August 2026 accounts

Hinckley and Rugby 90 day	Unity Instant access savings	Unity	VAT No.	Hinckley and Rugby 90 day
76,206.99	92,122.30	78,336.49		0.00
0.00	0.00	9,577.33		0.00
76,206.99	92,122.30	68,759.16		
A	B	C		
D	237,088.45		Bank rec at 31 08 26	
			Hinckley and Rugby 90	76206.99
			Unity instant access savi	92122.30
	181,833.93		Unity	68,759.16
	108,207.65			237,088.45
	52,953.13		Less: uncleared chqs	0.00
E	237,088.45		F should equal D & E	237,088.45
			Diff	0.00

Print screen August 2026 balance Unity bank account

Account Statement

01 August 2026 to 31 August 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number:
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£77,216.49	£9,577.33	£1,120.00	£68,759.16

Print screen August 2026 balance Unity bank Savings account

Account Statement

01 August 2026 to 31 August 2026

Account Name: Pucklechurch Parish Council
Sort Code: 608301
Account Number:
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£92,122.30	£0.00	£0.00	£92,122.30

Print screen Hinckley and Rugby BS savings account accessed 10/09/26

Account Overview

Your Business or Charity Savings Accounts

Pucklechurch Parish Council	View Account
Local Council 90 Day Notice 17011058069	Pending Balance £76,206.99