



## PUCKLECHURCH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH JULY 2020 7:30PM by video link (Zoom)**

On Government Advice over COVID-19, this meeting was held in exceptional circumstances via conference call.

#### **PRESENT.**

G Boyle (GB) Chair, L English (LE), C Phillips (CP) and R Dunning (RD)  
In attendance: D Dunning (Clerk)

#### **Public Participation**

There were no members of public.

#### **2020/07/15 No 1. To Note Apologies For Absence**

Apologies were received from Cllr Putt and Ward Cllrs Stokes and Reade.

#### **2020/07/15 No 2. Declarations of Interest**

None.

#### **2020/07/15 No 3. To Confirm The Minutes Of The Previous Meeting**

The minutes of the meeting on Wednesday 1<sup>st</sup> July 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

#### **2020/07/15 No 4. AGENDA ITEMS**

##### **2020/07/15 4a) To review equality and diversity and agree any actions.**

**Resolved** to approve policy with no changes.

##### **2020/07/15 4b) To review information on other councils' experience of selected website providers and agree next steps.**

Feedback was noted. **Resolved** to arrange meeting with selected contractors for on-line presentation and Q&A sessions.

##### **2020/07/15 4c) To receive annual safety checks of playgrounds undertaken on 8<sup>th</sup> July 2020 (if received) and agree any actions.**

Deferred.

##### **2020/07/15 4d) To receive update on allotment survey and agree any actions.**

**Resolved** the on-line survey would be prepared by 20<sup>th</sup> July. Closing date for responses mid-August to allow a feedback report to be presented to the council for consideration on 19<sup>th</sup> August. Stamped addressed envelopes will be provided with paper surveys.

##### **2020/07/15 4e). To consider public consultation on South Gloucestershire Council's draft Council Plan and agree any actions. This consultation will be open until 26th July 2020.**

**Resolved** to submit the following responses.

##### ***Priority 1 Creating the best start in life for our children and young people.***

Q2 all strongly agree

Q3 no comment

Q4: Overall these commitments can only be achieved if there is equality of provision across rural and urban areas.

It is not clear how these commitments are going to be achieved.

In response to 'we will be an exemplar in corporate parenting...' there is nothing supporting parenting outside the corporate provision.

**Priority 2 Helping people to help themselves**

Q5 All strongly agree except 'we will shift the balance of support more towards prevention' where council somewhat disagree.

Q6 It is difficult to understand if preventative measures are effective and if they are not effective, what the fall-back position would be if there is no funding.

Q7 The digitally disadvantages must be taken into account and a default of 'digital' is not a position the council should be taking to achieve the commitment to ensuring people have access to the best possible information, advice, guidance and support.

Commitment must be for all areas with equality of provisions across rural and urban areas.

**Priority 3 Promoting sustainable inclusive communities, infrastructure and growth.**

Q8 All strongly agree except 'we will enable people and business to recover and thrive...' where council somewhat disagree.

Q9 Whilst the council agrees with the commitment it needs qualification as there is too much ambiguity. These are two separate issues i) business and recovery and ii) cohesive communities and diversity.

Q10 Where is the commitment to public transport, cycling and walking. There must be alternatives to cars.

**Priority 4 Realising the full potential of our people and assets**

Q11 All strongly agree except 'we will increase our commercial operations and use assets for maximum benefit where council somewhat disagree.

Q12 The concept of 'one council' can be un-wieldy and dampen innovation and should not be to the detriment of efficiency.

There are risks attached to reliance on funds from commercial operations and not mention of risk mitigation. It is not clear what the commercial operations might be and what the increase in funds from these operations would be used for.

Q13 no comment

Q14 All responses Don't know

Q15 There are no details on how these aspirations will/might be achieved.

Q16 no comment

**2020/07/15 No 5 AGENDA ITEMS TO NOTE**

**5a) To note submission of and acknowledgement of receipt of the 19/20 Annual Governance and Accountability Return (AGAR).**

Noted.

**5b) To note application for online banking submitted.**

Noted.

**5c) To note playgrounds have been safety checked, Covid-19 risk assessed and reopened in line with advice from Government and insurers.**

Noted.

**6. PLANNING**

**2020/07/15 6a Planning Applications**

**2020/07/15 6ai) P20/11547/TCA 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL**

Works to crown reduce 1no. Horse Chestnut tree to leave a finished height of 16m and radial spread of 7m, and to crown thin by 25% in Pucklechurch Conservation Area.

Defer to tree officer.

## 2020/07/15 6b Planning Decisions

None.

## 2020/07/15 6c Planning Enforcement and other actions

### 6ci) P19/19005/F DOE Appeal Reference: APP/P0119/W/20/3249497 Fleur De Lys 12 Shortwood Road Pucklechurch Bristol South Gloucestershire.

Demolition of single storey rear extension to existing building; erection of 9no. dwellings, with associated works.

To consider any response to Town and Country Planning (Listed Building and Conservation Areas) Act 1990 Appeal under Section 20/78.

The council submitted robust objections to both this and the re-submitted plans and fully concur with South Gloucestershire Council's adjudication. It was noted that Ward Cllrs Reade and Stokes will be called upon to comment and a copy of the parish council's objections has already been forwarded to them.

## 2020/07/15 NO.7. REPORTS

### 2020/07/15 7a To receive pre-submitted reports from Councillors.

Cllr English declared a non-pecuniary interest as she lives in this location.

Pre-submitted report from Cllr English regarding poor vision at the junction of St Aldams Drive and the road to the social club due to the overgrown hedge was received.

**Resolved** to accept a quotation for £215.00 from Primrose Gardening to cut the hedges.

### 2020/07/15 7b To receive report from District Councillor(s).

None.

### 2020/07/15 7c To receive report from the clerk.

- Publication scheme on website 2020/07/01 4j.
- Updated details for councillors and representation on external bodies 2020/07/01 4k.
- Planning decisions uploaded to SGC planning portal 2020/07/01 5.
- Further playground checks undertaken after complaint about black slime on swing bucket seats, no slime found but seats re-cleaned.
- Complaint received from member of public that our grass cutting contractor has not repaired their damaged fence resulting in a dog escaping and costs incurred for its release from the pound. Referred the member to public to the contractor.
- Fly tipping at entrance to woodland reported to South Gloucestershire Council ref 1435606 and cleared.
- Allotments have been broken into again, photos circulated. Allotment committee has reported this to the Police with cctv images.
- Request by member of the public to paint bench in burial ground. Responded confirming council has a programme in place for repairs/painting over the next few months.
- South Gloucestershire Council has requested any historic information the council may hold regarding management of Lyde Green Common.
- It is reported that Back Lane is becoming overgrown. Clerk to report to PROW.
- Bins at village hall now emptied and collections re-instated.

Planning matters received after agenda issued

- P20/11942/TCA Flat 1 The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire Works to fell 1 no. Holly and 1 no. Sycamore tree and cut back side branches by 4m away from property to 1 no Yew tree situated within the Pucklechurch Conservation Area  
Agreed defer to tree officer.

Notification of enforcement

- Grove Farm PK18/4150/F - concerns raised by a parishioner that trees alongside the cycle track may be being removed in contravention of planning consent have been forward to planning officer. COM/20/0485/BOC Grove Farm Coxgrove Hill Pucklechurch. Breach of condition 2 attached to planning permission PK18/4150/F - Works not in accordance with Arboricultural Impact Assessment and Method statement.

**Noted.**

- COM/20/0494/OD Lyndhurst 55 Main Road Mangotsfield. Timber building erected and being used as hairdressing salon.

**Noted**

- Public engagement for Lyde Green new school provision consultation (08 Jul 2020 to 27 Jul 2020).

The council confirmed it will not be commenting on designs.

- Scout hut drains – Report from inspection. The drain in the car park is full of soil and rubbish and has obviously not been looked at for many years. Without excavating it is impossible to know if it is connected/disused or what the condition is like. There does not appear to be any evidence of rats. To ensure resident safety, the area has been fenced off. Options:

- Get the drain fully excavated and professional advice on whether to fill the whole drain with concrete.
- Leave the drain as it is but cement a flagstone over the hole - costs likely to be around £100. This is not a permanent solution but would address the immediate H&S issues and the flagstone could be removed in future if required.
- Replace metal cover but existing surround has curved edges and covers are now square and surround would have to be re-built. Metal covers are extremely prone to theft.

Council **resolved** to cement flagstone over hole, clerk to arrange under delegated powers.

- Quote received for cutting main hedge at St Aldams Drive. Clerk to liaise with contractor to consider minimal cut now to ensure vehicular and pedestrian safety. Council to re-consider full cut in the autumn outside the nesting season.

**2020/07/15 NO. 8. FINANCE**

**2020/07/15 8a** To agree payment of contractual or other obligations

*Table 1 July contractual payments*

Name	Description	Net	VAT	Amount Paid		Chq No	Power
D Dunning	Salary July20	£1,071.36	£0.00	£1,071.36	£1,741.11	2917	LGA 1972 s112
	BHIB *	£669.75	£0.00	£669.75			LGA 1972 s143
HMRC	tax & NI July20	£348.18	£0.00	£348.18		2918	LGA 1972 s112
Anna Chelmicka	litter picking July	£350.00	£0.00	£350.00		2919	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	£1,379.17	2920	open spaces act 1906 ss9&10

CPRE	Subscription	£36.00	£0.00	£36.00		2921	LGA 1972 s111
Ensign Print	Pucklechurch News summer	£95.00	£0.00	£95.00		2923	LGA 1972 s142
		<b>£3,949.46</b>	<b>£0.00</b>	<b>£3,949.46</b>			
*Due to a misunderstanding over payment methods, the premium was not collected although cover was maintained. Immediate payment has made by the clerk for reimbursement							
In accordance with its powers under section 137 of the Local Government Act 1972, approve expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed							
Pucklechurch CA Social	Grant	£1,200.00	£0.00	£1,200.00		2922	LGA 1972 s137
		<b>£1,200.00</b>	<b>£0.00</b>	<b>£1,200.00</b>			
Direct debits for July							
o2	phone	£14.73	£2.95	£17.68			
Plusnet	Internet access	£12.50	£2.50	£15.00			
NEST (June)	Pension Contributions	£57.56	£0.00	£57.56			
EDF Energy	Electricity Eagle Crescent	£8.00	£0.00	£8.00			
EDF Energy	Electricity Parkfield	£11.00	£0.00	£11.00			
Sage	Sage	£20.00	£4.00	£24.00			

In accordance with its powers under section 137 of the Local Government Act 1972 **resolved** to grant £1,200.00 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure incurred.

**Resolved** to approve all payments. Cheques were signed by Cllrs Dunning and Boyle.

#### Bank reconciliation for June 2020

Table 2 Bank reconciliation for June 2020

Balance per bank statements as at 01/06/20				£		£	£
	NatWest reserve account			£30,132.48			
						£30,132.48	
	Petty cash float (if applicable)			£37.46			
						£37.46	
	NatWest current account			£103,756.68			
						£103,756.68	
	Total accounts as at 01/06/20						£133,926.62
<b>Activity for June 2020</b>							
	less: Payments for 2019/20			-£1,720.00			
	Less: payments for June 2020			-£7,432.12			

Plus: income for June 2020					£260.00		
					£94,864.56		
<b>Balance per bank statements as at 30/06/20</b>						£94,864.56	
<b>Total bank accounts as at 30/06/20</b>							£125,034.50
Less: any un-presented cheques as at 30/06/20							
	2884				-£1,595.00		
	2887				-£879.88		
	2888				-£512.97		
	2889				-£781.68		
	2910				-£1,146.10		
	2911				-£347.18		
	2912				-£350.00		
	2914				-£800.00		
	2915				-£534.00		
	2916				-£30.00		
					-£6,976.81		
Add: any un-banked cash as at 30/06/20					£0.00		
<b>Net balances as at 30/06/20</b>					£87,887.75		£87,887.75
<b>Total balances all bank accounts as at 30/06/20</b>						<b>£118,057.69</b>	£118,057.69

ite	PIS ref:	Payee	NW Current A/c	NW Bus Res A/c	Petty cash	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Staff pay	Tax&NI
31-May		Balance c/fwd	87,887.75	30,132.48	37.46						
			<b>A</b>	<b>B</b>	<b>C</b>						
		Combined balance	<b>D</b>	<b>118,057.69</b>		Bank rec at 30 6 20					
						NW Current A/c	94,864.56				<i>Enter bank statement balance here</i>
						NW Bus Reserve A/c	30132.48				<i>Enter bank statement balance here</i>
		Balance as at 1st April 2020		94,647.75		Petty cash	37.46				
		Plus: receipts in year to date		37,439.99			125,034.50				
		Less Payments in year to date		14,030.05		Less: uncleared chqs	6,976.81				<i>Total value of uncleared cheques at quarter end</i>
		Balance as at 30th June 2020	<b>E</b>	<b>118,057.69</b>		<b>F should equal D &amp; E</b>	<b>118,057.69</b>		<b>Diff</b>	<b>0.00</b>	
											<i>Detail needs to be entered in these cells</i>

**2020/07/15 9 Future agenda items.**

None.

**2020/07/15 10. To note date of the next meeting is 5<sup>th</sup> August 2020**

There being no further business the Council meeting closed at 8:35pm

**Signed:**

**Date: 05.08.2020**

## Appendix I

Q1 2020/21				
<b>INCOME</b>	<b>BUDGET</b>	<b>INCOME AT Q1</b>	<b>%</b>	<b>BALANCE</b>
Precept	£73,500	£36,750.00	50.00%	£36,750.00
Cemetery (Burial ground £200.00 per burial)	£200.00	£200.00	100.00%	£0.00
Allotments £20.00 per site 21 plots	£420.00	£400.00	95.24%	£20.00
Grants	£0.00		0.00%	£0.00
Recreation Hire	£0.00		0.00%	£0.00
Football club	£470.00		0.00%	£470.00
Cricket club	£375.00		0.00%	£375.00
PCA ground rent & Scout hut	£6.00		0.00%	£6.00
Compensation/insurance claims	£0.00		0.00%	£0.00
Wayleave (Western power distribution)	£92.95		0.00%	£92.95
Bank Interest	£5.00		0.00%	£5.00
Misc.	£0.00	£89.99		-£89.99
Sub total excluding precept	£1,568.95		0.00%	£1,568.95
S106 draw down	£39,647.00		0.00%	£39,647.00
CIL Payments	£0.00		0.00%	£0.00
Sub total including S106/CIL/grants	£41,215.95		0.00%	£41,215.95
<b>Total Income</b>	<b>£114,715.95</b>	<b>£37,439.99</b>	<b>32.64%</b>	<b>£77,275.96</b>
<b>Expenditure</b>	<b>BUDGET</b>	<b>SPEND AT Q1</b>	<b>%</b>	<b>BALANCE</b>
Advertising	£200.00	£0.00	0.00%	£200.00
Salaries SPC 17 & personal expenses, mileage, home office allowance and other claims that cannot be invoiced	£12,410.00	£3,216.88	25.92%	£9,193.12
NI & tax (employee and employer)	£4,600.00	£1,041.74	22.65%	£3,558.26
Pension (employee and employer)	£750.00	£173.24	23.10%	£576.76
Expenses councillors	£100.00	£0.00	0.00%	£100.00
Payroll PATA Costs	£120.00	£30.00	25.00%	£90.00
Rent Shortwood	£360.00	£0.00	0.00%	£360.00
Insurance	£750.00	£0.00	0.00%	£750.00
Electricity memorial light & Defibs	£500.00	£142.23	28.45%	£357.77
Room rental	£620.00	£0.00	0.00%	£620.00
Pucklechurch news	£1,300.00	£0.00	0.00%	£1,300.00
Internet connection	£150.00	£37.50	25.00%	£112.50
Phone	£200.00	£43.81	21.91%	£156.19
Audit	£820.00	£445.00	54.27%	£375.00
professional fees consultancy	£1,200.00	£800.00	66.67%	£400.00
Membership/subscriptions	£780.00	£379.10	48.60%	£400.90



Litter picking/ Rec Village waste /dog bins	£9,500.00	£2,271.83	23.91%	£7,228.17
Grass cutting/gardening	£9,000.00	£462.33	5.14%	£8,537.67
Maintenance contract	£18,000.00	£4,137.51	22.99%	£13,862.49
Admin general stat post print	£300.00	£101.01	33.67%	£198.99
Play area maintenance/ repairs	£2,859.00	£0.00	0.00%	£2,859.00
Ground maintenance	£1,250.00	£75.96	6.08%	£1,174.04
Training/conferences	£500.00	£120.00	24.00%	£380.00
'Heartstart' Defib maintenance	£400.00	£0.00	0.00%	£400.00
Office equipment	£400.00	£60.00	15.00%	£340.00
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£4,000.00	£0.00	0.00%	£4,000.00
Recruitment costs	£0.00	£0.00	0.00%	£0.00
Election costs	£0.00	£0.00	0.00%	£0.00
Woodlands (in grants)	£0.00	£0.00	0.00%	£0.00
Project (playground 20/21, Sports 21/22, allotments and natural spaces 22/23)	£39,647.00	£0.00	0.00%	£39,647.00
Road safety project	£4,000.00	£0.00	0.00%	£4,000.00
<b>Total</b>	<b>£114,716.00</b>	<b>£13,538.14</b>	<b>11.80%</b>	<b>£101,177.86</b>
<i>vat paid to date</i>		<i>£491.91</i>		
		<i>£14,030.05</i>	<i>as per accounts</i>	
<b>From reserves</b>				
Professional fees for St Aldams	£4,000.00			
Additional funding for Maintenance Contract	£1,500.00			
Actual expenditure	£120,216.00			
Earmarked reserves:				
Working Capital	£14,000.00			
Financial policy reserve	£30,000.00			
Play equipment Reserve	£20,000.00			
Neighbourhood Plan	£7,872.00			
Village hall project reserve	£5,000.00			
	£76,872.00	£76,872.00		
General reserves	£20,324.00	£20,324.00		
<i>As agreed at 31/03/20</i>		£97,196.00		