



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH NOVEMBER 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), R Dunning (RD), M Hayman (MH), N Anscombe (NA) (7.35), A Hemmings (AH) and L Alford (LA).

In attendance: D Dunning (Clerk) and Ward Cllr S Reade

Public Participation

None.

2020/11/18 No 1. To Note Apologies For Absence

Cllr Phillips (CP). Ward Cllr B Stokes did not attend.

2020/11/18 No 2. Declarations of Interest

None

2020/11/18 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 4th November 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

2020/11/18 No 4. AGENDA ITEMS

Standing orders were suspended and it was agreed to move item 4b to the end of the agenda.

In the absence of any members of the press or public, the council agreed that despite the confidential nature of the business, it did not need to resolve to go into closed session pursuant to 1 (2) of the public bodies (admission to meeting act 1960, to transact this business.

2020/11/18 4a) To receive legal update and agree any actions.

The report including financial implications was noted.

Investigations relating to the village hall lease are ongoing

St Aldams - Garage area resolved. Transfer of land (plot 4) to the parish council has been rejected. A response has been received on behalf of the Bord of Director of Pucklechurch Custodial Services Limited who have decided that due to legal complications encountered with Ministry of Justice (MOJ), they will hand back the plot of land which is a subject of enquiry to Ministry of Justice (MOJ), our client, at the end of the concession period of the PFI contract in October 2024.

The parish council has written for further information as this latest advice does not reflect previous discussions.

Remembrance Garden – legal advice has been received.

Resolved to take back full maintenance responsibilities for the site.

Parkfield Rank – extent of land ownership and liabilities were noted.

Millennium Green – with approximately 70 trees on the site, liabilities and potential costs were noted should this land become parish council property.

2020/11/18 4b) To receive and consider supporting information and initial draft budget 2021/22

See end of minutes

2020/11/18 4c) To received notification from NALC of a consultation by The Committee on Standards in Public Life into the institutions, processes and structures in place to support high standards of conduct and agree if any response required

Resolved to defer this item to next meeting. Councillors are requested to prepare responses for discussion at the meeting.

2020/11/18 4d) To receive notification of The West of England Combined Authority's consultation on its Spatial Development Strategy and agree any actions.

Resolved to defer this item to next meeting. Councillors are requested to prepare responses for discussion at the meeting.

2020/11/18 No 5 AGENDA ITEMS TO NOTE

None

6. PLANNING

2020/11/18 6a Planning Applications

2020/11/18 6ai) P20/21929/RM Emersons Green East (Adjoining parish)

Approval of reserved matters to include appearance, landscaping, layout and scale (to be read in conjunction with PK04/1965/O (superseded by P19/09100/RVC) a proposal for a drainage culvert.

Noted as adjacent parish.

2020/11/18 6b Planning decisions

2020/11/18 6bi) P20/02701/R3F Land Adjacent To Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Creation of new foot and cycle path. Deemed consent.

Noted

2020/11/18 6bii) P20/13137/CLP 18 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL

Erection of single storey building to form swimming pool. Approved Certificate of Lawfulness

Noted

2020/11/18 6c Planning Enforcement and other actions

2020/11/18 6ci) COM/20/0839/OD 68 Main Road Mangotsfield South Gloucestershire

Development is not in accordance with the approved plans for PK18/1556/F.

Noted

2020/11/18 6cii) COM/20/0845/OD Land Off Shortwood Hill Pucklechurch

Clearance of woodland. Delivery of hardcore with possible intent to build without permission in Green belt.

Noted

2020/11/18 NO.7. REPORTS

2020/11/18 7a To receive pre-submitted reports from Councillors.

None

2020/11/18 7b To receive report from District Councillor(s).

- Suggested the parish council might wish to raise the land transfer at St Aldams with Luke Hall MP especially as the parish council is trying to enhance the area and the scheme is of community value.
- Should South Gloucestershire Council consider a future transfer of the Millennium Green to the parish council in the future, it would be to reduce costs so spending on additional tree surveys might not be considered beyond its existing legal obligations.

2020/11/18 7c To receive report from the clerk.

- Spoken to Marc Cashmore regarding bollards. Verge by the road is managed by Highways the land to the rear is Open spaces. Any plans to cover both areas would need SGC approval at Executive level. Have now heard from Sally Pattison who is keen to progress a project to plant shrubs if the council is interested (some contribution may be required).
- Speed table project has been delayed due to over-run of road closure at Wick. New date unknown due to other operational pressures on department - 2020/11/04 4a)
- Responded to receive request to improve area of land behind the Scout Hut 2020/11/04 4d).
- Written to Canmoor regarding noise at Pucklechurch trading estate, both Property and Project Managers are looking into the issues, 2020/11/04 4f).
- Responded to planning applications P20/20341/TCA Fern Cottage Bed and Breakfast 188 Shortwood Hill Mangotsfield and P20/20463/F Land at Shortwood Hill Mangotsfield South Gloucestershire BS16 9PE
- Arranged allotments meeting.
- Rebooked agreed cemeteries training 3rd & 4th March 2021
- Responded to resident explaining budget process runs until early 2021 and along with other priorities measures to address dog fouling will be considered.
- CIL return submitted
- Written to cricket and football clubs to confirm no charges for 2019/20 and to explain VAT position. Football club have responded thanking the parish council for its decision to not bill the club for use of the Recreation ground for 2019/20. The club is not currently not using the facility due to Government Lockdown rules. The club also informed the Parish Council it has spent £2,500.00 on the pitch over the last few months improving the pitch quality after obtaining a grant.

Resolved to approve a pro-rata of charges for 2020/21 due to coronavirus.

Agreed to remind football club that any improvements should be notified to the parish council for agreement prior to any work. Lease agreement needs to be reviewed and signed for each year.

- Tree planting - it was possible to arrange for Sally Pattison to join the meeting. It was noted her circulated proposals are on SGC land.

Resolved to confirm

- SGC agreement for wildflower meadow at the barrage site and request for no further planting.
- Council would like a proposal drawn up for the land at Westerleigh/Castle Roads
- The Recreation ground is parish council land and any proposal would need careful thought to meet multi-use requirements. Area of land in Lansdown Road believed to belong to Bromfield was suggested as another site.

2020/11/18 NO. 8. FINANCE

2020/11/18 8a To agree payment of contractual or other obligations

Cheques for authorisation 18/11/20						
Payee	Description	Net	VAT	Amount Paid	Chq Number	Power
D Dunning	Salary Nov 2020	£1,095.80	£0.00	£1,095.80	2949	LGA 1972 s112
HMRC	tax & NI Nov 20	£364.07	£0.00	£364.07	2950	LGA 1972 s112
Anna Chelmicka	litter picking Nov	£350.00	£0.00	£350.00	2951	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	2952	open spaces act 1906 ss9&10
Primrose Gardening	Materials for benches	£46.57	£0.00	£46.57		open spaces act 1906 ss9&10
Primrose Gardening	Hedge cutting at Rec (2020/10/21 7c)	£195.00	£0.00	£195.00		open spaces act 1906 ss9&10
Primrose Gardening	St Aldams hedge cutting (2020/11/04 7b)	£295.00	£0.00	£295.00	£1,915.74	open spaces act 1906 ss9&10
South Gloucestershire Council	Localism charges Oct - Dec Bins £1261.71 grass £462.33	£1,679.04	£335.81	£2,014.85	2953	open spaces act 1906 ss9&10
ALCA	Essential councillor course Hayman and Anscombe	£120.00	£0.00	£120.00	2954	LGA 1972 s111
ALCA	Essential councillor Alford	£60.00	£0.00	£60.00	£180.00	LGA 1972 s111
Total	n/a	£5,584.65	£335.81	£5,920.46	n/a	n/a
Direct debits for Nov 2020						
Supplier	Goods	Net	VAT	Total	Column1	Date
o2	phone	£14.73	£2.95	£17.68		monthly
Plusnet	Internet access	£15.00	£3.00	£18.00		monthly
NEST (Oct)	Pension Contributions	£60.13	£0.00	£60.13		monthly
EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00		01/11/2020
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00		01/11/2020
707 Oct	Dec	£32.89	£6.58	£39.47		monthly

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

Circulated reconciliation for October 2020

Balance per bank statements as at 01/10/20	£
NatWest reserve account	£30,132.48
Petty cash float (if applicable)	£37.46
NatWest current account	£112,784.28
Current A/C activity for October 2020	
Less: payments for Oct 2020	-£8,266.67

Plus: income for Oct 2020	£17.95
Balance per current A/C bank statements as at 31/10/20	£104,535.56
Total bank accounts as at 31/10/20	£134,705.50
Less: any un-presented cheques as at 31/10/20	
2929	-£50.00
2943	-£364.27
2944	-£350.00
2947	-£180.00
	-£944.27
Add: any un-banked cash as at 31/10/20	£0.00
Net Current A/C balance as at 31/10/20	£103,591.29
Total balances all bank accounts as at 31/10/20	£133,761.23

Figure 1 Print screen of accounts reconciliation

Pucklechurch Parish Council											
Cashbook 2020-21											
Receipts											
Date	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-Oct		Total receipts	107,769.59	30,132.48	37.46		4,178.30	0.00	0.00	1,069.60	364.27
31-Oct		Less: payments in month	4,178.30	0.00	0.00		38,278.80	0.00	0.00	7,492.65	2,549.91
31-Oct		Balance c/fwd	103,591.29	30,132.48	37.46						
			A	B	C						
		Combined balance	D	133,761.23		Bank rec at 31 10 20					
						NW Current A/c	104,535.56				<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		77,392.28			134,705.50				
		Less Payments in year to date		38,278.80		Less: uncleared chqs	944.27				<i>Total value of uncleared cheques at quarter end</i>
		Balance as at 31st October 2020	E	133,761.23		<i>F should equal D & E</i>	133,761.23		<i>Diff</i>	0.00	
											<i>Detail needs to be entered in these cells</i>

Figure 2 Print screen of bank statement for October 2020

00779808 00045 0001/0001		NatWest		Current Account			
Date	Details	Withdrawn	Paid in	Balance			
5 Oct 2020	BROUGHT FORWARD			111,085.68			
6 Oct	Cheque 002937	60.00		111,025.68			
7 Oct	Cheque 002933	1,215.70					
	Direct Debit 02						
	05412111/001	17.68		109,794.30			
14 Oct	Direct Debit 707 LIMITED						
	C-PUC001	49.53					
	Cheque 002884	1,595.00		107,701.45			
	Cheque 002934	448.54					
15 Oct	Direct Debit EDFENERGY CUST PLC			107,615.56			
	9451555555	86.07					
21 Oct	Direct Debit NEST			107,542.33			
	IT000000793489	73.03					
23 Oct	Cheque 002945	1,529.17		105,973.21			
	Cheque 002948	39.95		105,613.21			
27 Oct	Cheque 002946	360.00		105,631.16			
28 Oct	Credit No.100588		17.95	104,535.56			
	605114						
29 Oct	Cheque 002941	1,095.60					
	Cheque 002944	350.00					
2 Nov	Direct Debit EDF ENERGY			9.00			
	671063327375	9.00					

2020/11/18 4b) To receive and consider supporting information and initial draft budget 2021/22

Each cost centre was considered, adjustments made and potential ideas reviewed. Budget will be further considered next meeting.

2020/11/18 9 Future agenda items.

Agreed Pucklechurch news article - welcome to new councillors and crime report.

2020/11/18 10. To note date of the next meeting 2nd December 2020

Signed:

Date: 02.12.2020

APPROVED MINUTES SIGNED VERSION HELD BY CLERK