



MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 1ST 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) and R Dunning (RD)
In attendance: D Dunning (Clerk).

Public Participation

There were no members of public.

2020/07/01 No 1. To Note Apologies For Absence

Apologies were received from Cllrs Putt and Phillips and Ward Cllrs S Reade and B Stokes

2020/07/01 No 2. Declarations of Interest

None.

2020/07/01 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 17th June 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

2020/07/01 No 4. Agenda Items

2020/07/01 4a) To consider and agree allotment questionnaire and agree any actions.

Resolved to approve agreed questionnaire. Allotment holders will be invited to participate either online or via a hard copy questionnaire.

2020/07/01 4b) To consider three quotations received for new website and agree any actions.

On reviewing the quotations, the council agreed that to ensure best value, it would contact a number of councils who have commissioned websites from these companies to obtain feedback on their experiences.

2020/07/01 4c) To receive update on Scout hut issues (if received) and agree any actions.

It was agreed that the drain should be covered, clerk to investigate.

2020/07/01 4d) To receive end of year accounts 2019/20 for approval.

Resolved to approve the end of year accounts report which was duly signed by the chair.

2020/07/01 4e). To approve and sign annual governance statement 2019/20.

Resolved to answer yes to each governance statement and approve annual governance statement which was duly signed by the chair.

2020/07/01 4f) To receive, review and approve internal audit report including responses to issues raised.

Resolved to approve the internal audit report. Matters arising from the report have been investigated to the satisfaction of the council and the following were approved.

- It was noted it is best practice to enter payment detail chronologically.

- Auditor supplied cashbook is being used.
- Subscription to Sage has been cancelled with last payment due July 2020.
- Payroll provider has confirmed accuracy of national insurance contributions.
- It was noted that general fund reserves may need to be increased to ensure they are maintained at an adequate level.
- Asset register has been updated and approved and is consistent with AGAR.

2020/07/01 4g) To approve end of year bank reconciliation, reconciliation between Box 7 and Box 8 and explanation of variances

Approved.

2020/07/01 4h) To approve and sign Annual Accounting Statement 2019/20.

Resolved to approve the annual accounting statement which was duly signed by the chair.

2020/07/01 4i) To note notice of public rights and publication of the annual governance and accountability return runs from Monday 6th July 2020 to Friday 14th August 2020.

Noted.

2020/07/01 4j) To approve publication scheme

Resolved to approve publication scheme and to charge an administration fee of £10 to cover staff costs plus the costs of any printing and postage for each request.

2020/07/01 4k) To review and agree representatives for outside bodies and working groups.

Resolved to appoint the following:

Representation on external bodies

ALCA – Cllrs Boyle and Putt

Prison liaison – Cllr Boyle

West of England Rural Network (WERN) Cllrs Dunning and Putt

Healthwatch - Cllr English

Town and Parish Forum – Clerk

Boyd Valley community engagement – anyone to attend

Neighbourhood Plan – Cllrs Dunning and Boyle

Council working groups

Burial ground – contact in absence of the clerk Cllr Boyle

Woodland/open spaces/Streetcare/street furniture and allotments – Cllrs Dunning and Phillips.

Planning liaison – Cllrs Boyle, English and Phillips

Community centre liaison – Cllrs Boyle and English

Staffing – chair, vice chair and Cllr Phillips

2020/07/01 4l) To consider current parish councillor vacancies and agree any actions

Agreed to re-publicise vacancies.

2020/07/01 4m) To consider the additional information requested from Pucklechurch CASC in relation to their grant application, delayed by Covid-19 lockdown and agree any actions.

In accordance with its powers under section 137 of the Local Government Act 1972, agreed to incur 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. **Resolved** to grant £1,200.00 to CASC.

2020/07/01 No 5 Planning

2020/07/01 5a Planning Applications

2020/07/01 5ai) P20/10428/TCA 1 Shortwood Road Pucklechurch South Gloucestershire BS16 9RA

Works to reduce 1 no Fig tree by 1.5m in height and lateral growth to suit, thin by 20% and reduce 1 no Apple tree by 1m in height and lateral growth to suit, thin by 20% situated in the Pucklechurch Conservation Area.

No objections. Noted.

2020/07/01 5aii) P20/10427/TCA 16 Abson Road Pucklechurch South Gloucestershire BS16 9RH

Works to remove low branch over garage and give me 1m clearance to electrical wiring to 1 no. Horse Chestnut tree and crown lift 1 no. Sycamore tree to 4m with the removal of 2 no. low limbs and 1 no. low branch. Both trees situated within the Pucklechurch conservation area.

No objections. Noted.

2020/07/01 5aiii) P20/10395/F Gingells Farm 126 Shortwood Hill Mangotsfield South Gloucestershire BS16 9PF

Erection of a single storey side extension to form double garage.

After careful consideration, agreed that there are no grounds to object to this application based on planning rules/regulations.

2020/07/01 5aiv) 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 consider this in detail at the next council meeting.

2020/07/01 5b Planning Decisions

The following was noted from a pre-submitted report from councillors *P19/15337/RVC The Meadows Parkfield Pucklechurch Bristol South Gloucestershire - Removal of condition 1 attached to planning permission PK16/0672/F, to allow permanent use of the site. (PK16/0672/F)- the change of use of land for the siting of 1 no Gypsy caravan with 1 no. day room. Erection of relocated stable block.)*

South Gloucestershire Council has confirmed that the submitted Section 73 (S73) expired on 21st Oct. 2019 so the application as submitted cannot be determined. The current situation is therefore a breach of planning control and the applicant has been asked to submit a full application.

2020/07/01 5c Planning Enforcement

None.

2020/07/01 NO.6. REPORTS

2020/07/01 6a To receive pre-submitted reports from Councillors.

See 5b

2020/07/01 6b To receive report from District Councillor(s).

None.

2020/07/01 6c To receive and note a verbal report from the clerk.

- Requested bin collection at the community centre is reinstated. Contractor apparently sent a newsletter informing customers collections would stop unless requested otherwise but from the conversation with the contractor, it would seem many customers did not receive it/where not aware of changes.
- Requested quotation for hedge at St Aldams Drive.

- Hill View footpath hedge cutting has been done by South Gloucestershire Council.
 - Arranged weed treatment of football pitch in line with environmental policy (completed Friday 26th July 2020), cost £290.00
 - Arranged for playgrounds to be safety checked ready for opening on 4th July.
 - Produced risk assessments for opening playgrounds.
 - Produced new signage for playgrounds.
 - Annual playground inspections booked for Wednesday 8th July 2020.
 - Attended clerks networking meeting.
 - Attended Town and Parish forum meeting and produced report.
 - Useful discussion with Wessex Water. Sewer at community centre not part of Wessex or SGC networks.
 - Chased solicitors for update on community centre lease.
 - Updated website with approved policies.
 - Mental health – researched and updated website with links to support <http://pucklechurchparishcouncil.weebly.com/community-information.html>
 - New countryside code on website.
 - New social distancing guidance on buses published on website and forwarded to contractor to place in bus shelters.
 - Damage to fencing at St Aldams resolved, contractor who caused damage is arranging repairs.
 - Request from visitor over lost keys placed on Shout out Pucklechurch.
 - Latest Pucklechurch News on website.
 - Uploading information to council Facebook page.
 - Council members wishing to be authorised for on-line banking.
- Agreed Cllr English
- Permission to allow Cromhall pc to use council's zoom on payment of a donation. **Resolved** to trial shared use of Zoom.
 - Request for permission to metal detect on any parish council land. **Resolved** that the council's adopted position that no metal detecting is permitted on council owned land unless it is part of a programmed research or scientific research project remains unchanged.

2020/07/01 6d. To note feedback from Town and Parish Council forum
Report **noted**.

2020/07/01 NO. 7. FINANCE

2020/07/01 7a To note payment of contractual or other obligations made under delegated powers since last meeting (Appendix 1).
Noted.

2020/07/01 8 Future agenda items.
SGC draft Council Plan consultation

2020/07/01 9. Date of next meeting
15th July 2020

There being no further business the Council meeting closed at 9.28pm

Signed:

Date: 15.07.2020

Appendix 1

Cheques for authorisation in June 2020							
Name	Description	Net	VAT	Amount Paid		Chq Number	Power
D Dunning	Salary June 2020	£1,072.36	£0.00	£1,072.36	£1,146.10	2910	LGA 1972 s112
	stamps	£22.80	£0.00	£22.80			LGA 1972 s111
	viking office	£42.45	£8.49	£50.94			LGA 1972 s143
HMRC	tax & NI June20	£347.18	£0.00	£347.18		2911	LGA 1972 s112
Anna Chelmicka	litter picking May June	£350.00	£0.00	£350.00		2912	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	£1,455.13	2913	open spaces act 1906 ss9&10
	Tape, varnish, paint and cleaner	£75.96	£0.00	£75.96			
Lemon Gazelle	Preparing Neighbourhood Plan document	£800.00	£0.00	£800.00		2914	Localism Act 2011 ch3 s116
Auditing Solutions	Internal audit	£445.00	£89.00	£534.00		2915	Local Audit and Accountability Act 2014 s7
PATA	Payroll April - June	£30.00	£0.00	£30.00		2916	LGA 1972 s112
		£4,564.92	£97.49	£4,662.41			
Direct debits for June							
	phone	£14.73	£2.95	£17.68			
Plusnet	Internet access	£12.50	£2.50	£15.00			
NEST (May)	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			