



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21st OCTOBER 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), A Hemmings (AH) and L Alford (LA).

In attendance: D Dunning (Clerk).

Public Participation

None

2020/10/21 No 1. To Note Apologies For Absence

Apologies were received from Cllr Phillips (CP). Ward Cllrs B Stokes and S Reade did not attend.

2020/10/21 No 2. Declarations of Interest

None

2020/10/21 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 7th October 2020 were accepted as a correct record of the meeting and were duly signed by the Chair.

2020/10/21 No 4. AGENDA ITEMS

2020/10/21 4a) To consider the national planning white paper consultation on changes to the planning system and agree any responses.

Resolved to submit submission prepared by Cllr Boyle who was thanked for her research.

2020/10/21 4b) To consider any response to appeal APP/P0119/W/20/3257774 Land Off Abson Road Abson Road Pucklechurch Bristol South Gloucestershire

Resolved that the council's responses to the planning application still stand and have already been given as evidence.

2020/10/21 4c) To review proposals under the council's duty to conserve biodiversity and agree any actions to include:

4ci) To receive report on plans to create wildflower meadows and agree next actions.

Report was noted. Agreed a communication strategy and requested costings for information boards. Clerk to chase South Gloucestershire Council regarding reinstatement of barrage tether site by the developer.

4cii) To receive report from Sally Pattison SGC Biodiversity officer on proposed tree planting and agree any actions.

Report was noted. Council requires improved location maps. Agreed to invite Sally Pattison to future meeting.

2020/10/21 4d) To consider latest allotment report and agree further actions as part of the wider allotment review.

Resolved to send improvement letters for plots 3, 5 and 19; to write to allotment holder 21a

and terminate tenancy for plot 9 due to breach of conditions 9 and 12. Agreed to arrange a dedicated meeting with allotment holders.

2020/10/21 4e). To consider the proposed suggestion of 'Grove Paddock' as the name for the new development at Grove Farm Coxgrove Hill and agree any actions.

Resolved no objection to name and no alternative proposals.

2020/10/21 4f). To approve consultation letter and if received, to consider the response to the parish council request for boulders rather than bollards as part of the Speed table scheme at Westerleigh Road and agree any further actions.

South Gloucestershire Council's response was noted. Having already agreed in principle to the installation of safety measure, **resolved** to write to identified residents. Agreed to contact SGC for their decision on materials.

2020/10/21 No 5 AGENDA ITEMS TO NOTE

2020/10/21 5a) Yate Town Improvement Masterplan.

Noted

2020/10/21 5b Playground repairs tracker

Costs and progress noted.

6. PLANNING

2020/10/21 6a Planning Applications

2020/10/21 6ai) P20/18688/F. The Old Stables Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Installation of 2 no. bi-fold doors to facilitate garage conversion.

No objections.

2020/10/21 6aii) P20/18687/LB. The Old Stables Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY

Internal and external alterations to include the installation of 2 no. bi-folding doors to existing garage openings and installation of 2 no. roof lights to the western roof slope.

No objections.

6aiii) P20/17894/RVC Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2UP

Variation to condition no. 6 attached to planning permission PK16/5514/F to extend the cessation of works date to 31st August 2022 (PK16/5514/F - Proposed golf course re-design, provision of temporary club house facilities, erection of new club house and associated works). Adjoining parish

No objections.

2020/10/21 6b Planning Decisions

2020/10/21 6bi) P20/02521/RM Land at Emersons Green East South Gloucestershire
Details of layout, scale, landscaping and appearance, in respect of a proposal for a Public Bridleway, (Outline) (Approval of Reserved Matters to be read in conjunction with outline permission PK04/1965/O). Approved with conditions. **Noted.**

2020/10/21 6bii) P19/5564/RM Land At Emersons Green East Phase 5

Construction of roads 1B, 6 (part) and 7 together with associated drainage and services (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PK15/4232/RVC, formerly PK04/1965/O) amendment to previously approved scheme PK15/1380/RM to amend site levels and drainage. Approved with conditions. **Noted.**

2020/10/21 6c Planning Enforcement and other actions**2020/10/21 6ci) COM/20/0759/OD Grove Farm**

Excavation work taking place in strip of land outside of the application site. **Noted.**

2020/10/21 NO.7. REPORTS**2020/10/21 7a To receive pre-submitted reports from Councillors.**

Planning and allotments already dealt with.

2020/10/21 7b To receive report from District Councillor(s).

None

2020/10/21 7c To receive report from the clerk.

- 2020/10/07 minutes 4b-d all planning responses submitted
- Remembrance service sorted
- General repairs across play areas £320 still getting prices for new swing seats
- Complaint about hedge alongside scout hut (Rec side) cost £195
- Undertaken training on Accessible Excel documents (paid by Cromhall pc)
- Responded to resident over turning circle at Parkfield.
- Responded to resident over crime concerns

2020/10/21 NO. 8. FINANCE**2020/10/21 8a To agree payment of contractual or other obligations**

Name	Description	Net	VAT	Amount Paid	Chq Number	Power
D Dunning	Salary Oct 2020	£1,095.60	£0.00	£1,095.60	2941	LGA 1972 s112
HMRC	tax & NI Oct20	£364.27	£0.00	£364.27	2943	LGA 1972 s112
Anna Chelmicka	litter picking Oct	£350.00	£0.00	£350.00	2944	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17	2945	open spaces act 1906 ss9&10
Primrose Gardening	Materials for repairs	£150.00	£0.00	£150.00	n/a	open spaces act 1906 ss9&10
PKF Littlejohn	Annual audit	£300.00	£60.00	£360.00	2946	LGA 1972 s111
C S Hall	Shortwood play area rent	£180.00	£0.00	£180.00	2947	open spaces act 1906 ss9&10
G Boyle	Refund payment for HP Ink	£33.30	£6.65	£39.95	2948	LGA 1972 s111
Total	n/a	£3,852.34	£66.65	£3,918.99	n/a	n/a

Cheque 2942 spoilt

Resolved to approve payments. Cheques signed Cllrs Dunning and Boyle except number 2948 signed Cllrs Dunning and English

Direct debits for Oct						
Supplier	Goods	Net	VAT	Total	Column1	Date
o2	phone	£14.73	£2.95	£17.68		04/10/2020
Plusnet	Internet access	£12.50	£2.50	£15.00		
NEST (Sept)	Pension Contributions	£73.03	£0.00	£73.03		

EDF Energy	Electricity Eagle Crescent	£9.00	£0.00	£9.00		01/10/2020
EDF Energy	Electricity Parkfield	£9.00	£0.00	£9.00		01/010/2020
707 Oct	Sept/Oct collections	£41.27	£8.26	£49.53		

September reconciliation below noted and approved.

Balance per bank statements as at 01/09/20	£
NatWest reserve account	£30,132.48
Petty cash float (if applicable)	£37.46
NatWest current account	£84,785.17
Current A/C activity for September 2020	
Less: payments for Sept 2020	-£8,750.89
Plus: income for Sept 2020	£36,750.00
Balance per current A/C bank statements as at 30/09/20	£112,784.28
Total bank accounts as at 30/09/20	£142,954.22
Less: any un-presented cheques as at 30/09/20	
2884	-£1,595.00
2929	-£50.00
2933	-£1,213.70
2934	-£448.34
2937	-£60.00
2938	-£633.60
2939	-£30.00
2940	-£1,002.00
	-£5,032.64
Add: any un-banked cash as at 30/09/20	£0.00
Net Current A/C balance as at 30/09/20	£107,751.64
Total balances all bank accounts as at 30/09/20	£137,921.58

Figure 1 Cash book extract 30/09/20

Payee	NW Current A/c	NW Bus Res A/c	VAT No.	NW Current A/c	NW Bus Res A/c	Petty cash	Staff pay	Tax&NI	F
	A	B							
Combined balance	D	137,921.58	Bank rec at 30 9 20						
			NW Current A/c	112,784.28					
			NW Bus Reserve A/c	30132.48					
Balance as at 1st April 2020		94,647.75	Petty cash			37.46			
Plus: receipts in year to date		77,374.33							
Less Payments in year to date		34,100.50	Less: uncleared chqs	5,032.64					
Balance as at 30th September 2020	E	137,921.58	F should equal D & E	137,921.58		Diff	0.00		

Detail needs to be entered in these cells

Figure 2 Bank statement 300920

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
4 Sep 2020	BROUGHT FORWARD			80,687.14
7 Sep	Direct Debit PNET1822180-1	15.00		80,672.14
10 Sep	Cheque 002932	2,014.85		78,657.29
14 Sep	Direct Debit NEST			
	IT000000793489	57.56		78,599.73
16 Sep	Cheque 002926	347.38		78,252.35
17 Sep	Cheque 002931	66.00		78,186.35
18 Sep	Direct Debit 707 LIMITED			
	C-PUC001	7.90		78,178.45
25 Sep	Cheque 002936	1,794.17		76,384.28
29 Sep	Cheque 002935	350.00		76,034.28
30 Sep	Automated Credit SOUTHGLOS-GENERAL			
	1001158		36,750.00	112,784.28
1 Oct	Cheque 002938	633.60		
	Direct Debit EDF ENERGY			

2020/10/21 8b) To review Q2 figures and agree any actions.

Noted (appendix 1). **Resolved** in light of the coronavirus not to enforce the retrospective charges to the football and cricket teams for pitch hire on the Recreation ground. However, future bookings need to be in advance to comply with VAT rules. Clerk to action.

2020/10/21 8c) To identify CIL payments received as earmarked reserves and agree future spending plans and actions.

Resolved to show identified CIL money of £8856.86 as separate entry in earmarked reserves. Agreed this will be initially allocated to speed table infrastructure project.

2020/10/21 9 Future agenda items.

- Review of parish owned land
- Budgets
- Crime and disorder
- Emergency planning
- Trading estate

2020/10/21 10. To note date of the next meeting 4th November 2020

Signed:

Date: 04.11.2020

APPROVED MINUTES SIGNED PERSON HELD

Appendix 1 Q2

INCOME	BUDGET	INCOME AT Q2	%	BALANCE
Precept	£73,500	£73,500.00	100.00%	
Cemetery	£200.00	£600.00	300.00%	
Allotments £20.00 per plot	£420.00	£420.00	100.00%	
Grants	£0.00	£0.00	0.00%	
Recreation Hire	£0.00	£0.00	0.00%	
Football club	£470.00	£0.00	0.00%	
Cricket club	£375.00	£0.00	0.00%	
PCA ground rent & Scout hut	£6.00	£0.00	0.00%	
Compensation/insurance claims	£0.00	£0.00	0.00%	
Wayleave (Western power)	£92.95	£0.00	0.00%	
Bank Interest	£5.00	£0.00	0.00%	
Misc	£0.00	£162.85		
Sub total	£75,068.95	£74,682.85	99.49%	
S106 draw down	£39,647.00	£0.00	0.00%	
CIL Payments	£0.00	£0.00	0.00%	
Sub total including S106/CIL/grants	£114,715.95	£74,682.85	65.10%	
Total Income	£114,715.95	£74,682.85	65.10%	
VAT from 19/20		£2,691.48		
<i>As per accounts</i>		£77,374.33		
EXPENDITURE	BUDGET	SPEND AT Q2	%	BALANCE
Advertising	£200.00	£0.00	0.00%	£200.00
Salaries (net) SPC 17 & mileage	£12,410.00	£6,423.05	53.01%	£5,830.95
Home office allowance		£156.00		
NI & tax (employee and employer)	£4,600.00	£2,185.64	47.51%	£2,414.36
Pension (employee and employer)	£750.00	£345.92	46.12%	£404.08
Expenses councillors	£100.00	£0.00	0.00%	£100.00
Payroll PATA Costs	£120.00	£60.00	50.00%	£60.00
Rent Shortwood	£360.00	£0.00	0.00%	£360.00
Insurance	£750.00	£669.75	89.30%	£80.25
Electricity memorial light & Defibs	£500.00	£279.40	55.88%	£220.60
Room rental	£620.00	£0.00	0.00%	£620.00
Pucklechurch news	£1,300.00	£95.00	7.31%	£1,205.00
Internet connection	£150.00	£75.00	50.00%	£75.00
Phone	£200.00	£88.00	44.00%	£112.00
Audit	£820.00	£445.00	54.27%	£375.00
professional fees consultancy	£1,200.00	£1,635.00	136.25%	£-435.00
Membership/subscriptions	£780.00	£465.10	59.63%	£314.90
Litter picking/ Rec Village waste /dog bins	£9,500.00	£4,628.93	48.73%	£4,871.07
Grass cutting/gardening	£9,000.00	£3,891.66	43.24%	£5,108.34
Maintenance contract	£18,000.00	£8,275.02	45.97%	£9,724.98
Admin general stat post print	£300.00	£119.25	39.75%	£180.75

Play area maintenance/ repairs	£2,859.00	£828.00	28.96%	£2,031.00
Ground maintenance	£1,250.00	£771.96	61.76%	£478.04
Training/conferences	£500.00	£180.00	36.00%	£320.00
Heartstart Defib maintenance	£400.00	£0.00	0.00%	£400.00
Office equipment	£400.00	£80.00	20.00%	£320.00
Misc. & grants (s137) £8.12 x 2195 = £17823 max	£4,000.00	£1,200.00	30.00%	£2,800.00
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)	£39,647.00	£0.00	0.00%	£39,647.00
Road safety project	£4,000.00	£0.00	0.00%	£4,000.00
Total	£114,716.00	£32,897.68	28.68%	£81,818.32
<i>vat paid to date</i>		£1,202.82		
		£34,100.50	<i>as per accounts</i>	
From reserves				
Professional fees for St Aldams	£4,000.00	£0.00		
Additional funding for Maintenance Contract	£1,500.00	£0.00		
Actual expenditure	£120,216.00	£0.00		
Earmarked reserves:				
Working Capital	£5,143.14	£0.00		
CIL Payments	£8,856.86	£0.00		
Financial policy reserve	£30,000.00	£0.00		
Play equipment Reserve	£20,000.00	£0.00		
Neighbourhood Plan	£7,872.00	£0.00		
Village hall project reserve	£5,000.00	£0.00		
	£76,872.00	£0.00		
General reserves	£20,324.00	£0.00		
As agreed at 21/10/20	£97,196.00	£0.00		