



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 5<sup>TH</sup> MAY 2021  
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), A Hemmings (AH) and R Dunning (RD)

In attendance: D Dunning (Clerk)

**Public Participation**

**None**

**2021/05/05 No 1. To elect the Chair of the Council.**

It was proposed and seconded that Cllr Boyle be elected Chair for the year 2021-22. There were no other proposals.

**Resolved** that Cllr Boyle is elected chair of Pucklechurch parish council.

**2021/05/05 No 2 To receive the Chair's signed Declaration of Acceptance of Office.**

Cllr Boyle signed and dated the Declaration of Acceptance of Office at the meeting in the presence of the Proper Officer of the Council.

**2021/05/05 No 3 To elect the Vice Chair of the Council.**

It was proposed and seconded that Cllr English be elected Vice Chair for the year 2021-22. There were no other proposals.

**Resolved** that Cllr English is elected Vice Chair of Pucklechurch parish council.

**2021/05/05 No 4 To receive the Vice Chair's signed declaration of acceptance of office.**

Cllr English will arrange to signed and date the Declaration of Acceptance of Office in the presence of the Proper Officer of the Council.

**2021/05/05 No 5 To Note Apologies for Absence**

Apologies were received from Cllrs. Anscombe, Phillips and Alford. No Ward Cllrs were present.

**2021/05/05 No 6. Declarations of Interest**

Cllr English declared a non-pecuniary interest in 8m as she lives by the Trading Estate.

**2021/05/05 No 7. To Confirm The Minutes Of The Previous Meeting**

The minutes of the meeting on Thursday 22nd April 2021 were accepted as a correct record of the meeting and were duly signed by the Chair.

**2021/05/05 No 8. AGENDA ITEMS**

**2021/05/05 8a To review and adopt Standing Orders and Financial Regulations.**

**Resolved** to adopt Standing Orders and Financial Regulations.

**2021/05/05 8b. To review Code of Conduct.**

**Resolved** to adopt the Code of Conduct.

**2021/05/05 8c. To review and approve the Risk Assessment.**

**Resolved** to adopt the risk assessment.

**2021/05/05 8d. To review and confirm arrangements for insurance cover in respect of all insured risks.**

**Resolved** that the arrangement for insurance is appropriate to cover risks.

**2021/05/05 8e. To review and appoint committees/working groups and councillor representatives on outside bodies and committees.**

Cllr Boyle

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Staffing	Prison liaison
Burial ground contact in absence of the clerk	Avon Local Councils Association (ALCA)
Planning liaison	ALCA/SGC Strategic Partnership
Community hall liaison	Neighbourhood Plan Steering Group
Play area working group	

Cllr English

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Staffing	Healthwatch
Community hall liaison	Boyd Valley Community Engagement forum
Planning liaison	

Cllr Dunning

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Woodlands, open spaces, StreetCare & Allotments	Neighbourhood Plan Steering Group
	The West of England Rural Network (WERN)

Cllr Phillips

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Staffing	
Woodlands, open spaces, StreetCare & Allotments	
Planning liaison	

Cllr Anscombe

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Crime working group	Boyd Valley Community Engagement forum
Play area working group	

Cllr Hemmings

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Woodlands, open spaces, StreetCare & Allotments	
Crime working group	
Play area working group	

Cllr Alford

<b>Committees/working groups</b>	<b>Representative on external bodies</b>
Crime working group	
Play area working group	

**2021/05/05 8f. To review GDPR compliance and confirm any breaches during 2020/21.**

**Resolved** to confirm compliance and record there were no breaches during 2021/21.

**2021/05/05 8g. To review Freedom of Information requirements and subject access request policy and note any FOI/SAR requests received for 2020/21.**

**Resolved** to confirm one Subject Access Request during 2020/21 which was duly actioned and to record compliance with Freedom of Information requirements.

**2021/05/05 8h. To agree and approve schedule of meetings for the current year.**

**Resolved** that as previously agreed, as the appeal to extend remote meetings has been rejected, The council will suspend meetings until step 4 of the Government Roadmap out of Lockdown is achieved.

**2021/05/05 8i. To receive and note the Annual Internal Audit Report for year end 31/03/21**

Considered and **noted**

**2021/05/05 8j. To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/21**

Council considered and **resolved** to respond in the positive to each statement in the Annual Governance Statement. The Annual Governance Statement was duly signed by the Clerk and Chair.

**2021/05/05 8k. To consider and approve the Accounting Statements (Section 2) for year end 31/03/21 noting the end of year reconciliations, explanation of variances and agree end of year report.**

**Resolved** to approve the Accounting Statement which was duly signed by the Chair. Noted the end of year reconciliations, explanation of variances and end of year report.

**2021/05/05 8l. To note the period for the exercise of public rights is set from Monday 7<sup>th</sup> June 2021 and ending on Friday 16th July 2021.**

**Noted.**

**2021/05/05 8m. To agree a response to the letter from planning enforcement.**

**Resolved** that Cllr Boyle draft the letter for approval by councillors and that the clerk issues it on behalf of the council.

**2021/05/05 No 9 AGENDA ITEMS TO NOTE**

**2021/05/05 10. PLANNING**

**2021/05/05 10a Planning Applications**

**2021/05/05 10ai. P21/02739/PNH 30 St Aldams Drive Pucklechurch South Gloucestershire**

Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.8m, for which the maximum height would be 3.4m, and for which the height of the eaves would be 2.6m.

**Resolved** no comments.

Urgent application received after the agenda issued

**P21/00793/F 9 Dyrham View Pucklechurch South Gloucestershire BS16 9TF**

Creation of vehicular access onto classified highway (Class C).

**Resolved** to object, Cllr Boyle to draft response.

**2021/05/05 10b Planning decisions**

**2021/05/05 10bi. P21/01178/F 7 Homefield Road Pucklechurch South Gloucestershire BS16 9QA**

Erection of single storey side extension to form additional living accommodation. Approved with conditions.

**Noted.**

To note decisions made after agenda issued

**P21/00756/F 7 Castle Road Pucklechurch South Gloucestershire BS16 9RF**

Erection of a single storey extension and the insertion of a roof light to the rear. In addition to the relocation of the front door, and the erection of a store to front. Approved with conditions

**Noted**

**2021/05/05 10c Planning Enforcement and other actions**

**To note correspondence since agenda issued**

COM/21/0316/OD Fields Behind Shortwood Traveller Site Shortwood Road Pucklechurch South Gloucestershire BS16 9PQ

Erection of very large building without planning permission. No further action

A response from the parish council has been sent to South Gloucestershire Council following receipt of additional information on the matter.

## **2021/05/05 NO.11 REPORTS**

### **2021/05/05 11a To receive pre-submitted reports from Councillors.**

Additional correspondence relating to fields Behind Shortwood Traveller Site Shortwood Road Pucklechurch.

### **2021/05/05 11b To receive report from District Councillor(s).**

None.

### **2021/05/05 11c To receive report from the clerk.**

Additional planning

- **P21/02867/F Communications Mast Westerleigh Road Pucklechurch South Gloucestershire BS16 9PY**

Replacement of existing monopole with new 17.5m monopole accommodating 6no. antennas, the installation of ERS units, alterations to the existing cabin with minor ancillary works.

**Noted**

- **P21/02949/RVC Units 1-6 Pucklechurch Estate Pucklechurch**

Variation of condition 2 attached to permission PK18/4218/RVC (originally PK18/2104/F) to amend the approved plans. Erection of 6 no units for Class B1C, B2 & B8 uses with car parking, service areas, landscaping and associated works.

**Noted**

- South Gloucestershire Council (SGC) has informed a member of the public that Kings Lane footpath is to be monitored.
- SGC has been informed of area for inclusion in the community governance review – item 2021/04/22 4c.
- Written to First Bus - item 2021/04/22 4e.
- As instruction requested call in of P20/04054/RVC 85A Parkfield Road and raised concerns over P19/15337/RVC.
- Following annual parish assembly, Cllr Hemmings was contacted by a member of public regarding a possible donation for play equipment. Resolved Cllr Hemmings follows up on this matter in the first instance.
- Following the revamp of the Millennium Garden the council has been informed that that the stone in front of the Millennium stone has broken away from its plinth and would need re cementing or rebuilding. Maintenance contract asked to review.
- Damage has been caused to the goal posts at St Aldams.

## **2021/05/05 NO. 12. FINANCE**

### **2021/05/05 12a To agree payment of contractual or other obligations.**

None.

### **2021/05/05 13 Future agenda items.**

Planning training for councillors on 19<sup>th</sup> May 2021.

**2021/05/05 14. The date of the next council meeting is subject to completing the Government's roadmap out of lockdown on or around the 21<sup>st</sup> June 2021.**

**Meeting closed at 8.30pm**

**Signed:**

**Date: 7<sup>th</sup> July 2021**