



PUCKLECHURCH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 3RD JUNE 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, C Phillips (CP), L English (LE), R Dunning (RD) and L Putt (LP)
In attendance: Ward Cllr S Reade (SR) and D Dunning (Clerk). Ward Cllr B Stokes had technical difficulties and was unable to access the meeting.

Public Participation

There were no members of public.

2020/06/03 No 1. To Note Apologies For Absence

None.

2020/06/03 No 2. Declarations Of Interest

None.

2020/06/03 No 3. To Confirm The Minutes Of The Previous Meeting

The minutes of the meeting on Wednesday 18th March 2020 were accepted as a correct record of the meetings and were duly signed by the Chair, observed by council.

2020/06/03 No 4. Agenda Items

2020/06/03 4a) To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.

Resolved to adopt Supplementary Standing Orders

2020/06/03 4b) To approve remote meeting protocol.

Reviewed. **Resolved** to adopt remote meeting protocol.

2020/06/03 4c) To review and approve updated Standing Orders.

Reviewed. **Resolved** to approve updated Standing Orders including appended supplementary Standing Orders.

2020/06/03 4d) To review and approve updated Financial Regulations.

Reviewed. **Resolved** to approve updated financial regulations.

2020/06/03 4e) To review and approve Fixed Asset Register.

Reviewed and agreed addition of tree seat on the Recreation ground and removal of village orderly equipment. **Resolved** to approve amended Fixed Asset Register.

2020/06/03 4f) To review and approve Risk Assessment Schedule.

Risks were reviewed and no issues identified. **Resolved** to approve Risk Assessment schedule.

2020/06/03 4g) To note any Freedom Of Information Requests for 2019/20.

No requests under Freedom of Information were received in 2019/20.

2020/06/03 4h) To consider a briefing on the council's existing website which is non-compliant with the website accessibility requirements, and agree a recommendation to commission a new GDPR and website accessibility requirements compliant website using contractors experienced in the parish council sector.

It was noted that the current website is not compliant with the new accessibility requirements. Councillors to review other websites and inform clerk of preferred options. **Resolved** to obtain quotations for a compliant website from companies specialising in parish council websites.

2020/06/03 No. 5. Planning

2020/06/03 5a Planning Applications

None

2020/06/03 5b To Note Planning Decisions Approved With Conditions

2020/06/03 5bi P20/03838/LB Flat 3 20 Shortwood Road Pucklechurch.

Internal and external alterations to include the installation of 1 no. boiler and flue to side elevation.

2020/06/03 2020/06/03 5bii) P20/03818/F Flat 1 The Poplars 20 Shortwood Road Pucklechurch.

Installation of 1 no. boiler flue.

2020/06/03 5biii) P20/03638/LB Flat 1 Willow House The Poplars 20 Shortwood Road Pucklechurch.

Internal and external alterations to include the installation of 1 no. boiler flue.

2020/06/03 5biv) P19/19181/F 1 Meadow View Shortwood Road Pucklechurch

Change of use of land to single Gypsy pitch and erection of a single storey outbuilding to be used as a day room.

2020/06/03 5bv) P20/03367/F 3 Edmund Court Pucklechurch.

Installation of two front and one rear dormers to facilitate a loft conversion.

2020/06/03 5bvi) P20/02177/F Ferndale 37 Main Road Mangotsfield.

Creation of vehicular access onto classified road (B3364 - Main Road). Removal of existing retaining wall to form enlarged vehicular parking area.

2020/06/03 5bvii) Adjoining parish P19/13689/RM Lyde Green Cricket Pavilion Emersons Green.

Erection of cricket pavilion and associated works with appearance, landscaping, layout, scale and access to be determined.

2020/06/03 5bviii) Appeal Ref: APP/P0119/W/19/3233999 2 Hillview Road, Pucklechurch, Bristol, BS16 9RQ

Erection of a single storey detached outbuilding to form garage, cycle store and workshop. The appeal is allowed and planning permission is granted

2020/06/03 5biix) P20/03948/TCA Kings Lane Pucklechurch.

Works to fell 2no. Elder and 3no. Willow trees. All trees situated within the Pucklechurch Conservation Area. No objections

2020/06/03 5bx) P20/03348/TC The Vicarage Westerleigh Road Pucklechurch.

Works to reduce back 1no. Beech tree and 1no. Sycamore situated within the Pucklechurch Conservation Area No objections

2020/06/03 5bxi) P20/03317/TCA 30 Homefield Road Pucklechurch.

Works to fell 1 no. Robinia tree situated within the Pucklechurch Conservation Area No objections

2020/06/03 5C PLANNING ENFORCEMENT

None.

2020/06/03 NO.6. REPORTS

2020/06/03 6a To receive pre-submitted reports from Councillors.

None.

2020/06/03 6b To receive report from District Councillor(s).

Ward Cllr Stokes had wishes to talk to the council about care home grant funding. Meeting agree the clerk should contact Cllr Stokes for further information.

Ward Cllr Reade outlined South Gloucestershire council's approach to repurposing roadways into cycle and pedestrian areas to address coronavirus concerns. Requested the council flag up any local schemes for consideration. It was noted many single width footways around the parish cause issues for social distancing.

2020/06/03 6c To receive and note a verbal report from the clerk.

All grant cheques issued.

Website updated on a regular basis to ensure community remains informed.
Covid-19 information circulated.

All queries, correspondence and emails have been responded to throughout the lockdown.

Allotments were targeted with several shed broken into in early April.
Invoices issued for allotment fees 2020/21.

Growing requests for assistance in maintaining allotments, Phil Owen's has been co-ordinating support to those who are struggling. Full report will be presented to council in due course.

PCA has been sent information for halls regarding assistance during Covid-19 lockdown.

Litter picking and village maintenance has resumed subject to social distancing requirements. Our contractors have been sent appropriate Government advice.
Permission was granted for access to the Recreation ground to erect scaffolding.

A response has been sent to a resident complaining about grass cutting on 8th May.
In response to complaints about the hedge alongside the community centre at Hill View, our contractor will supply quote.

Social distancing signs displayed in open spaces.

Eagle Crescent defibrillator returned and recommissioned.

Cleaning of parish council owned bus shelters arranged.

Covid-19 sports advice shared with local clubs.

Overflowing bins on the Recreation ground reported.

2020/06/03 NO. 7. FINANCE

2020/06/03 7a To note payment of contractual or other obligations made under delegated powers since last meeting.

Cheques for April 2020 Authorisation of contractual payments under delegated powers. Cheques signed by Cllrs. Dunning and Boyle.

Table 1 payments for April 2020

PUCKLECHURCH PARISH COUNCIL PAYMENTS AUTHORISED SINCE 17.04.2020							
Cheques for authorisation in April 2020							
Name	Description	Net	VAT	Amount Paid		Chq No	Power
ALCA	Annual subs	£527.78	£0.00	£527.78		2894	LGA 1972 s143
Action Print	Good Neighbourhood leaflet	£296.00	£0.00	£296.00		2895	LGA 1972 S111
PCA	Room hire March	£28.20	£0.00	£28.20		2896	LGA 1972 s133
A S Hall	Lease Shortwood	£350.00	£70.00	£420.00		2897	LG (misc Prov) Act 1976 s19
C Hall	Rent Shortwood	£180.00	£0.00	£180.00		2898	LG (misc Prov) Act 1976 s19
D Dunning	Salary March 2020	£1,072.36	£0.00	£1,072.36	£1,216.36	2899	LGA 1972 s112
	Preparing to meet website accessibility guidelines course	£120.00	£24.00	£144.00			LGA 1972 s111
HMRC	tax & NI April 20	£347.18	£0.00	£347.18		2900	LGA 1972 s112
Anna Chelmicka	litter picking April 2020	£350.00	£0.00	£350.00		2901	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17		2902	open spaces act 1906 ss9&10

Jodie Bailey	Refund of McAfee subscription	£89.99	£0.00	£89.99			LGA 1972 s111
		£4740.68	£94.00	£4834.68			

Cheques for May 2020. Authorisation of contractual payments under delegated powers. Cheques signed by Cllrs. Dunning and Boyle except 2908* signed by Cllrs. Dunning and English

Table 2 payments for May 2020

Name	Description	Net	VAT	Amount Paid		Chq Number	Power
D Dunning	Salary May 2020	£1,072.16	£0.00	£1,072.16	£1,217.39	2904	LGA 1972 s112
	Livesafe virus protection	£19.99	£0.00	£19.99			LGA 1972 s111
	SLCC membership	£125.24	£0.00	£125.24			LGA 1972 s143
HMRC	tax & NI April 20	£347.38	£0.00	£347.38		2905	LGA 1972 s112
Anna Chelmicka	litter picking May 2020	£350.00	£0.00	£350.00		2906	open spaces act 1906 ss9&10
Primrose Gardening	Monthly maintenance contract	£1,379.17	£0.00	£1,379.17		2907	open spaces act 1906 ss9&10
G Boyle	Refund Ink and Zoom sub	£179.64	£5.32	£184.96		2908*	LGA 1972 S111
South Gloucestershire council	Localism charge dog bins	£1,216.71	£243.34	£1,460.05	£2,014.85	2909	open spaces act 1906 ss9&10
	Localism charge grass cutting	£462.33	£92.47	£554.80			
		£5,152.62	£341.13	£5,493.75			
Direct debits during May							
Supplier	Description	Value		Timing			
O2	Mobile phones for Parish Clerk	£14.35	plus vat/calls	Monthly		Variable	
Plusnet	Internet access	£12.50	plus vat	Monthly			
707 Resource Management	General Waste Bin - Community Centre - £14.00 per lift	£30.45	plus vat	Monthly			
	refund for INV56227	-£26.31	-5.26	one-off			
NEST	Pension Contributions	£57.56		Monthly		Variable	
EDF Energy	Electricity for Eagle Crescent Defib	£9.00	plus vat	Monthly			
EDF Energy	Electricity for Parkfield Rank Defib	£11.00	plus vat	Monthly			
Sage	Sage 50 Accounts Essentials	£20.00	plus vat	Monthly			

BHIB Insurance brokers	annual insurance due 1/6/20	£669.75		annual			
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2020/06/03 7b To receive update on progress in producing and internally auditing 2019/20 end of year accounts.

Council noted circulated Q4 analysis (appendix 1).

Sage accounting package is not being used. All financial transactions for the year have been checked and posted to a new spreadsheet. The end of year accounts for 2019/20 are complete subject to audit and have been circulated to councillors for information. All supporting audit information has had to be scanned and sent electronically to the auditors which has been a very time-consuming process. Limited records for end of year calculations 2018/19 have caused a few issues which have been raised with the auditor.

As approved by council during this year's budget setting, earmarked reserves have been stated as £76,872.00 to reflect precious spending from the Neighbourhood Plan Reserve.

It was agreed that the clerk investigated on-line banking.

2020/06/03 8 Future agenda items.

Neighbourhood plan update
 Allotments report
 Review of meeting dates

2020/06/03 9. Agree date of next meeting

Council agreed to resume normal pattern of meeting on the first and third Wednesday of each month with regular reviews to ensure meeting effectiveness.

There being no further business the Council meeting closed at 8.17pm

Signed:

Date:

APPROVED MINUTES SIGNED COPY HELD BY CLERK

Table 3 Appendix 2 Q4

Pucklechurch parish council Year ending 31/03/20								
Calculation on receipts and payments basis					Calculations adjusted for income and expenditure			
PPC Budget Income Account	Budget	Actual to date	% difference	Notes	Budget	Adjusted for income and expenditure	% difference	
2019/2020								
Income								
Precept	£70,891.00	£70,891.00	100.00%		£70,891.00	£70,891.00	100.00%	
LCT Grant	£347.00	£336.00	96.83%		£347.00	£336.00	96.83%	
Cemetery	£200.00	£2,050.00	1025.00%	increased burials in existing plots	£200.00	£2,050.00	1025.00%	
Allotments	£440.00	£420.00	95.45%	£60 received in previous year. Total £480	£440.00	£480.00	109.09%	
Grants	£0.00	£0.00			£0.00	£0.00		
Rec Hire (Football / Cricket)	£826.00	£826.00	100.00%		£826.00	£826.00	100.00%	
Hall & Scout hut Rent	£6.00	£6.00	100.00%		£6.00	£6.00	100.00%	
Misc refund of petty cash	£0.00	£61.39			£0.00	£61.39		
Bank Interest recd	£0.00	£60.69			£0.00	£60.69		
Wayleave western power	£97.65	£92.95	95.19%		£97.65	£92.95	95.19%	
CIL Payments Received	£0.00	£260.84			£0.00	£260.84		
Total Income	£72,807.65	£75,004.87	103.02%		£72,807.65	£75,064.87	103.10%	
(plus vat refund £3157.6= £78162.47 as per spreadsheet)								
Expenditure								
Grass Cutting/gardening	£7,500.00	£7,252.24	96.70%		£7,500.00	£7,252.24	96.70%	
Contract Ground work/ maint.	£16,500.00	£11,752.47	71.23%	three months without contractor	£16,500.00	£11,752.47	71.23%	
Sundry	£300.00	£0.00	0.00%		£300.00	£0.00	0.00%	
Advertising	£200.00	£0.00	0.00%		£200.00	£0.00	0.00%	

Salary	£15,000.00	£13,007.30	86.72%	Overall staff costs 92.99% of budget		£18,300.00	£17,026.80	93.04%
NI & Tax	£2,750.00	£3,305.23	120.19%	Original budget an under estimation				
Pension	£550.00	£705.47	128.27%	Original budget an under estimation				
Childcare Vouchers	£1,200.00	£376.84	31.40%			£1,200.00	£376.84	31.40%
Payroll costs	£150.00	£120.00	80.00%			£150.00	£120.00	80.00%
Rent Shortwood	£200.00	£620.00	310.00%	lease costs not included in budget		£200.00	£620.00	310.00%
Insurance	£750.00	£664.62	88.62%			£750.00	£664.62	88.62%
Electric - Millennium Stone/Defibs	£700.00	£632.61	90.37%			£700.00	£623.11	89.02%
Room hire	£1,000.00	£551.70	55.17%			£1,000.00	£505.50	50.55%
Pucklechurch News	£1,500.00	£1,802.00	120.13%	Includes one issue from 2019 total for year £1414 94.27% of budget		£1,500.00	£1,414.00	94.27%
Internet	£150.00	£147.50	98.33%			£150.00	£132.50	88.33%
Phone	£400.00	£118.23	29.56%			£400.00	£114.99	28.75%
Audit Fees	£800.00	£730.00	91.25%			£800.00	£730.00	91.25%
Consultancy Fees	£1,000.00	£700.00	70.00%			£1,000.00	£700.00	70.00%
Membership /NALC/ALCA/CPRE/GPFA	£500.00	£943.78	188.76%	Includes quality council costs £120 and ALCA subscription not included in budget		£500.00	£943.78	188.76%
Dog Bins/ Waste / Litter Picking	£9,000.00	£9,457.54	105.08%			£9,000.00	£9,457.54	105.08%
Ground Maint	£0.00	£1,161.27				£0.00	£1,161.27	
Stationary post printing	£1,000.00	£497.86	49.79%			£1,000.00	£913.18	91.32%
Play Area maint / Repairs & Renewals	£6,300.00	£1,019.93	16.19%			£6,300.00	£1,019.93	16.19%
Training staff/ Councillors Conferences	£1,174.00	£120.00	10.22%			£1,174.00	£120.00	10.22%
Defibs	£500.00	£123.30	24.66%			£500.00	£123.30	24.66%
Office Equipment / Software	£500.00	£325.14	65.03%			£500.00	£325.14	65.03%

misc.	£1,000.00	£0.00	0.00%			£1,000.00	£0.00	0.00%
Recruitment expenses	£0.00	£144.84				£0.00	£144.84	
Election Costs 2019	£7,000.00	£175.00	2.50%			£7,000.00	£175.00	2.50%
Total cost of income & expenditure	£77,624.00	£56,454.87	72.73%			£77,624.00	£56,417.05	£17.87
Other Expenditure								
	£0.00	£0.00				£0.00		
Grants paid out under LGA 1972 s137	£0.00	£7,965.94				£0.00	£7,965.94	
Grants paid out under LGA 1972 s142 & s144	£0.00	£1,850.00	£9,815.94			£0.00	£1,850.00	£9,815.94
Emergency Plan	£0.00	£0.00				£0.00		
Memorial Garden	£0.00	£0.00				£0.00		
Character Assessment & design ST-13	£0.00	£0.00				£0.00		
Wild Flowers Grass Verges & Meadows	£0.00	£0.00				£0.00		
Quality Council	£0.00	£0.00				£0.00		
Neighbourhood Plan	£0.00	£0.00				£0.00		
Village hall Project (doors)	£0.00	£2,306.00				£0.00	£2,306.00	
Leases for Hall and Scout hut	£0.00	£0.00				£0.00		
m4 J18A As per 2.8.17	£0.00	£0.00				£0.00		
Play Area Renewals	£0.00	£0.00				£0.00		
Land Acquisition	£4,000.00	£0.00				£4,000.00		
Vat to be reclaimed	£0.00	£2,691.48				£0.00		
Total expenditure	£81,624.00	£71,268.29	87.31%			£81,624.00	£68,538.99	83.97%