



## PUCKLECHURCH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 17TH 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 B Stokes and D Dunning (Clerk).

#### **Public Participation**

There were no members of public.

#### **2020/06/17 No 1. To Note Apologies For Absence**

Apologies were received from Ward Cllr S Reade

#### **2020/06/17 No 2. Declarations Of Interest**

None.

#### **2020/06/17 No 3. To Confirm The Minutes Of The Previous Meeting**

The minutes of the meeting on Wednesday 3<sup>rd</sup> June 2020 were accepted as a correct record of the meetings and were duly signed by the Chair.

#### **2020/06/17 No 4. Agenda Items**

##### **2020/06/17 4a) To receive the Neighbourhood plan update and agree any actions**

The new draft has been prepared by Lemon Gazelle and circulated to the Neighbourhood Plan (NP) group for comment and a virtual meeting will be arranged once comments collated. Copies of the draft are available to councillors. It was noted that Covid-19 has delayed the neighbourhood planning process.

##### **2020/06/17 4b) To receive allotments report and agree any actions**

**2020/06/17 4bi)** To consider the redesign of some allotment space to allow smaller plots to widen participation and increase accessibility for a wider range of residents.

**Resolved** that in principle the council is willing to consider investigating the re-configuration of plots to widen accessibility and inclusivity. Further **resolved** that any investigation needed the involvement of all allotment holders and council agreed to arrange a survey and dedicated meeting. Cllr Phillips to draft questions for council approval by 1<sup>st</sup> July 2020.

**2020/06/17 4bii)** A request to explore the possibility of devolving some or all of the management responsibilities of its allotment site to the allotment holders committee.

Devolved or self-management is the practice of devolving a share of the responsibility for managing allotment sites to the allotment gardeners themselves.

**Resolved** that in principle the council is willing to explore some form of self-management subject to more extensive fact finding.

##### **2020/06/17 4c) To review meeting dates for 2020/21**

**Resolved** meetings to remain on the first and third Wednesday of each month subject to review.

**2020/06/17 4d) To review and approve financial risk assessment**

Following review **resolved** to adopt the financial risk assessment.

**2020/06/17 4e). To review and approve members code of conduct**

**Resolved** to adopt code of conduct. It was noted NALC is consulting on a revised version.

**2020/06/17 4f) To review and approve**

- I. *Document retention and disposal policy*
- II. *Information and data protection policy*
- III. *Data breach policy*
- IV. *Subject access request procedure*
- V. *Privacy notice*
- VI. *and confirm that data has been handled in accordance with said policies above and there have been no data breaches in 2019/20*

All policies reviewed and checked for accessibility. Information Commissioner's Office certificate is displayed on the website (under Accounts). It was noted the council requires a more detailed publication scheme, clerk to action.

**Resolved** to approve the policies detailed above. The clerk and councillors confirmed that all data was handled in accordance with regulations and no breaches occurred in 2019/20.

**2020/06/17 4g) To consider correspondence in relation to possible damage to drainage by the Scouts hut.**

Agreed more information is needed, clerk to action.

**2020/06/17 No 5 Planning**

**2020/06/17 5a Planning Applications**

**2020/06/17 5ai)** Application for a Certificate of Lawfulness P20/09180/CLP Erection of single storey garage and gym

114 Westerleigh Road Pucklechurch South Gloucestershire BS16 9PX

No reasons to object to the certificate of lawfulness.

**2020/06/17 5b Planning Decisions**

**2020/06/17 5bi)** P20/06986/TCA Pear Tree Cottage 14 Parkfield Road Pucklechurch South Gloucestershire BS16 9PN

Works to fell 1 no. Laburnum tree which is situated within the Pucklechurch conservation area. No Objections

**Noted**

**2020/06/17 5c Planning Enforcement**

**None.**

**2020/06/17 NO.6. REPORTS**

**2020/06/17 6a To receive pre-submitted reports from Councillors.**

Council reviewed report on Pucklechurch Foodbank which is open twice a week on Tuesday and Thursdays and since April has donated 143 food parcels to the local area. It was noted the foodbank in Mangotsfield is to close with the re-opening of the Lamb pub. Report to be shared with Ward Cllr B Stokes.

**2020/06/17 6b To receive report from District Councillor(s).**

Ward Cllr Stokes advised that South Gloucestershire Council is discussing support and monitoring the situation as some town and parish council's income has been badly impacted by Covid-19 restrictions. It was noted that Pucklechurch parish council is not currently reliant on raising revenue to support its services.

Ward Cllr Stokes confirmed that there is an accelerated process for MAF funding which will consider requested for under £250. It was noted foodbanks may be eligible and village halls (Pucklechurch Community Association) may be able to ask for assistance for items such as social distancing signage.

Concerns are growing over the impact of Covid-19 on mental health with communities such as Pucklechurch seen as potentially being at risk. CAB is operating but only taking phone calls at present. The council was pleased to note that the parish is fortunate to have an active good neighbourhood scheme and a range of volunteers helping the community. Ward Cllr Stokes will send details to the clerk of where help is available.

Schools are slowing re-opening under a stage programme. South Gloucestershire Council is developing a Covid-19 emergency response plan for dealing with localised outbreaks which should be available by the end of the month. Road-safe initiatives continue to allowing social distancing. The deadline for responses to the Local Plan is 26<sup>th</sup> July 2020.

Ward Cllr Stokes left the meeting.

**2020/06/17 6c To receive and note a verbal report from the clerk.**

- Tree blocking footpath on Oaktree Avenue reported Reference Number: 1410733.
- Updated policies are in an accessible format.
- Request received to cut the hedge along footpath off St Aldams Drive. This will be investigated and if council property will be actioned.
- Requests for website quotations issued with two proposals received.

It was noted that the latest Pucklechurch News only had a print run of 500. The council has not received the PDF for publishing. Clerk to chase.

**2020/06/17 NO. 7. FINANCE**

**2020/06/17 7a To note payment of contractual or other obligations made under delegated powers since last meeting.**

Bank and cashbook reconciliations were provided for April and May to support approved payments.

**Resolved** to approve reconciliations. Appendix 1.

**2020/06/17 7b To receive update on progress on internal audit if received**

Internal audit concluded and report received. AGAR will be presented to council for approval on 1<sup>st</sup> July 2020.

A new cashbook has been provided. Sage subscription has been cancelled, with required notice it will terminate at the end of July.

**2020/06/17 8 Future agenda items.**

Allotments  
End of year accounts

**2020/06/17 9. Agree date of next meeting**

1<sup>st</sup> July 2020

There being no further business the Council meeting closed at 8.39pm

**Signed:**

**Date: 01.07.2020**

## Appendix 1

### April 2020 Print screen of cash book

30-Apr	Less: payments in month	3,607.41	0.00	0.00
30-Apr	Balance c/fwd	97,840.40	30,132.48	37.46
		<b>A</b>	<b>B</b>	<b>C</b>
	Combined balance	<b>D</b>	<b>128,010.34</b>	<b>=A + B + C</b>
	Balance as at 1st April 2020		94,647.75	
	Plus: receipts in year to date		36,970.00	
	Less Payments in year to date		3,607.41	
	Balance as at 30th April 2020	<b>E</b>	<b>128,010.34</b>	

<b>Bank rec at 30.04.20</b>			
NW Current A/c	104175.46		
NW Bus Reserve A/c	30132.48		
Petty cash	37.46		
	134345.40		
Less: uncleared chqs	6335.06	<i>Total value of uncleared cheques at quarter end</i>	
	128010.34		
<b>F should equal D &amp; E</b>	<b>128010.34</b>	<i>Diff</i>	<b>0.00</b>
<i>Detail needs to be entered in these cells</i>			

### Bank reconciliation April 2020

		£	£
<b>Balance per bank statements as at 01/04/20:</b>			
	NatWest deposit bank balance 30.04.20	£30,132.48	
	NatWest current bank balance 30.04.20	£104,175.46	
			134,307.94
	Petty cash float (if applicable)		37.46
	Less: any un-presented cheques as at 30/04/20		
	2879 A Chelmicka	(350.00)	
	2884 Pucklechurch Primary school	(1,595.00)	
	2885 Ist Pucklechurch Brownies	(148.35)	
	2887 Tower playgroup	(879.88)	
	2888 VEDay committee	(512.97)	
	2889 Pucklechurch Revel	(781.68)	
	2890 Pucklechurch cricket club	(950.00)	
	2897 A S Hall	(420.00)	
	2900 HMRC	(347.18)	
	2901 A Chelmicka	(350.00)	
			(6,335.06)
	Add: any un-banked cash as at 30/04/20		<b>128,010.34</b>

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Current Account

Date	Details	Withdrawn	Paid in	Balance
24 Apr 2020	BROUGHT FORWARD			68,660.32
27 Apr	Automated Credit PLOT17 AND PLOT 7			
	Automated Credit PLOT 13		40.00	
	Credit No.100584 Automated Credit PLOT 23		20.00 275.00	68,995.32
	OnLine Transaction PLOT 25		20.00	
	Cheque 002895	296.00		
	Cheque 002899	1,216.36		
30 Apr	Automated Credit SOUTHGLOS-GENERAL 1001158		36,750.00	67,522.96
	Cheque 002881	69.50		
	Cheque 002896	28.20		
1 May	Direct Debit EDF ENERGY 671063327375	8.00		104,175.46
	Direct Debit EDF ENERGY 671067502741	11.00		104,156.46
	CARRIED FORWARD			104,156.46

**May 2020 Print screen of cashbook**

31-May	Total receipts	98,050.39	30,132.48	37.46
31-May	Less: payments in month	5,626.99	0.00	0.00
31-May	Balance c/fwd	92,423.40	30,132.48	37.46
		<b>A</b>	<b>B</b>	<b>C</b>
	Combined balance	<b>D</b>	<b>122,593.34</b>	
	Balance as at 1st April 2020		94,647.75	
	Plus: receipts in year to date		37,179.99	
	Less Payments in year to date		9,234.40	
	Balance as at 31st May 2020	<b>E</b>	<b>122,593.34</b>	

<b>Bank rec at 31 5 20</b>			
NW Current A/c	103,756.68	<i>Enter bank statement balance here</i>	
NW Bus Reserve A/c	30132.48	<i>Enter bank statement balance here</i>	
Petty cash	37.46		
	<b>133,926.62</b>		
Less: uncleared chqs	11,333.28	<i>Total value of uncleared cheques at quarter end</i>	
<b>F should equal D &amp; E</b>	<b>122,593.34</b>	<i>Diff</i>	<b>0.00</b>
<i>Detail needs to be entered in these cells</i>			

**Bank reconciliation May 2020**

	£	£
<b>Balance per bank statements as at 31/05/20:</b>		
<b>NatWest deposit bank balance 31.05.20</b>	<b>£30,132.48</b>	
<b>NatWest current bank balance 31.05.20</b>	<b>£103,756.68</b>	
		133,889.16
 Petty cash float (if applicable)		 37.46
 Less: any un-presented cheques as at 31/05/20		
2879 A Chelmicka	(350.00)	
2884 Pucklechurch Primary school	(1,595.00)	
2887 Tower playgroup	(879.88)	
2888 VEDay committee	(512.97)	
2889 Pucklechurch Revel	(781.68)	
2890 Pucklechurch cricket club	(950.00)	
2897 A S Hall	(420.00)	
2901 A Chelmicka	(350.00)	
2904 D Dunning	(1,217.39)	
2905 HMRC	(347.38)	
2906 A Chelmicka	(350.00)	
2907 Primrose Gardening	(1,379.17)	
2708 G Boyle	(184.96)	
2909 SGC	(2,014.85)	
		(11,333.28)
 Add: any un-banked cash as at 31/05/20		 <b>122,593.34</b>

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NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
5 May 2020	BROUGHT FORWARD			104,181.46
6 May	Automated Credit PLOT 19 NICHOLLS			
	Direct Debit 02 05412111/001	17.68	20.00	104,183.78
7 May	Automated Credit 21C			
11 May	Automated Credit PLOTS 8 AND 14 GAR		20.00	104,203.78
12 May	Cheque 002900	347.18	40.00	104,243.78
18 May	Direct Debit SAGE SOFTWARE LTD KDKHECS	24.00		103,896.60
19 May	Automated Credit HCAFEE			
20 May	Cheque 002885	148.55	89.99	103,962.59
21 May	Direct Debit NEST IT000000793489	57.56		103,814.24
1 Jun	Direct Debit EDF ENERGY 671063327375	8.00		103,756.68
	CARRIED FORWARD			103,748.68