

# CROMHALL PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 24<sup>th</sup> MAY 2017 at 7.30pm IN THE VILLAGE HALL, TALBOTS END CROMHALL

**PRESENT:** Cllrs D White (DW), Roland Hobbs (RH), Steve Aston (SA) M Line (ML) and Daren Jeffery (DJ)  
In attendance:, D Dunning (Clerk)  
No member of public

**NO. 1 TO ELECT** a chair and receive Declaration Acceptance of Office

Cllr M Line was proposed by Cllr Hobbs and seconded by Cllr Jeffery and was duly elected chair.  
The acceptance of office was duly signed.

**NO. 2. TO ELECT** a Vice Chair

Cllr Jeffery was proposed by Cllr D White and seconded by Cllr Hobbs and was duly elected vice chair.  
The acceptance of office was duly signed.

**NO. 3. APOLOGIES:**

Apologies were received from Cllr K White (KW) and Ward Councillor John O'Neill (JON) and accepted.  
Cllr A Gent (AG) was absent

**NO. 4 DECLARATIONS OF INTEREST:** in any items on agenda:

There were no declarations of interest

**No. 5. ADOPTION of the MINUTES:**

Minutes of the meeting on 12<sup>th</sup> April 2017 were accepted as a correct record of the meeting and signed by the Chair.

**NO. 6 PUBLIC PARTICIPATION:**

None

**NO. 7 TO APPOINT representative**

It was **resolved** to appoint the following:

- Frome and Ladden Valley Environmental Link Group - Cllr S Aston
- Safer Stronger Community Group – Cllrs R Hobbs and S Aston
- Quarry Liaison Group – Cllr R Hobbs
- Village Hall Committee – Cllr M Line
- Cromhall Poor Allotment Charity – Cllr D White

**NO. 8 PLANNING APPLICATIONS**

**8a.** PT16/4903/F Erection of timber car port (retrospective). 11 Woodland Road Leyhill Wotton Under Edge South Gloucestershire GL12 8HT

It is understood that the carport has been subject to a previous enforcement notice which the council supports.

**8b.** PT17/1812/O Demolition of existing temporary dwelling and erection of 1no. dwelling (Outline) with all matters reserved. Sycamore Farm Stidcot Lane Tytherington Wotton Under Edge South Gloucestershire  
After consulting the parish map, council believes this application falls outside Cromhall parish. Clerk to notify planning department.

# CROMHALL PARISH COUNCIL

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**8c.** PT17/1051/PNH The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.3m, for which the maximum height would be 3m, and for which the height of the eaves would be 3m. 7 Woodland Road Leyhill Wotton Under Edge South Gloucestershire GL12 8HT. Decision notice No Objection.

**Noted**

**8d.** PT17/2024/F Windsor Cottage Cowship Lane Cromhall Wotton Under Edge South Gloucestershire. Demolition of existing garage. Erection of two storey side extension to form garage with additional living accommodation over.

**Noted and no comment**

**8e.** PT17/2036/F Well Cottage Bristol Road Cromhall Wotton Under Edge South Gloucestershire. Erection of single storey side extension to provide additional living accommodation. Council to consider and advise clerk of any submission by Monday 29<sup>th</sup> May 2017.

**8f.** PT17/2097/F and PT17/2098/LB Pendicks Farm Stidcot Lane Tytherington South Gloucestershire GL12 8QD Demolition of existing single storey annexe and erection of single storey side and rear extension with associated alterations

After consulting the parish map, council believes this application falls outside Cromhall parish. Clerk to notify planning department

## **9. AGENDA ITEMS**

**9a** To CONFIRM Standing Orders

Standing Orders were reviewed and accepted.

**9b** To CONFIRM Financial Regulations

Financial Regulations were reviewed and subject to updating section 11 regarding Public Contracts Regulations 2015, were accepted.

Action: Clerk to update.

**9c** To REVIEW Code of Conduct

Code of conduct was reviewed and accepted.

**9d** To APPROVE and sign Risk Assessment

Risk Assessment was considered, accepted and signed by Chair.

**9e** To consider notice board Talbots End

Tortworth Estate had confirmed this is not their notice board but it is attached to their building.

Resolved Cllr Aston to investigate overall condition of noticeboard and replacement of perspex in the doors

## **NO. 10 CORRESPONDENCE**

**10a** To consider ALCA email on Internal Audit for 2018 / 19

**Resolved** in principle to support the clerk joining an ALCA Internal Audit Consortium but would like a little more information.

Action: Clerk to write to ALCA

**10b** To consider further options for funding from transparency-fund

**Noted.** Cromhall Parish Council has already received a grant.

# CROMHALL PARISH COUNCIL

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**10c** To consider - Battle's Over – A Nation's Tribute

**Noted**

**10d** To consider and agree insurance for Cromhall Parish Council due on 01/06/2017

**Resolved** to accept quotation supplied by Came and Company from Hiscox and to commit to a three-year agreement.

**10e** To receive playing field booking request for St. Andrew's PCC in association with St Andrew's school PFTA.  
To agree council contact and opening/closing details

**Resolved** to approve booking subject to

- i) add statement to booking form to conform with South Gloucestershire Safety Advisory Group (SAG) advice – Cllr Jeffery to supply
- ii) ask for completion of updated version of booking /terms and conditions form

Cllr Aston will act as point of contact and open/shut gates.

**10f** Electoral review of South Gloucestershire: warding arrangements.

**Noted**

**10g** To received letter of thanks from St Andrews School grass cutting

**Noted**

## REPORTS

**11a** To receive report from ward Cllr John O'Neill

Written update on The Orchards was noted

**11b.** To RECEIVE and NOTE a verbal report from the Clerk

- End of year accounts completed and internal audit undertaken
- Booked planning course on 10<sup>th</sup> June 2017 cost £50. Approved by council. Council agreed attendance at training course on Commons and village greens.
- No further movement on suitable projects to utilise developer contribution. Clerk to contact Ward Cllr O'Neil as no response from SGC regarding their land in Rectory Lane. The Council is keen to provide outdoor equipment if suitable land can be sources.
- ALCA survey - noted

**11c.** To RECEIVE report on Townwell play area

No problems. Safety matting is being monitored. It is believed the safety check may have been undertaken this week.

**11d.** Link group meeting attended by Cllr Aston

**Noted**

**11e.** School Governors meeting attended by Cllr Line

**Noted**

**11f.** Neighbourhood Plan update - Cllr Jeffery

Interested residents and those expressing an interest at the annual parish meeting have been contacted. Council agreed leaflet which will be left in the Community shop as agreed with Patrick Martin.

# CROMHALL PARISH COUNCIL

## NO. 12. FINANCE

**12a** To receive financial update and AGREE and sign cheques.

Bank reconciliation April 2017								
Balance in bank at 1/04/17							£18,474.36	
			IN	OUT	TOTAL			
		cheques cleared in April		£1,756.10	£1,756.10		£16,718.26	
		Income	£10,118.00		£10,118.00		£26,836.26	
balance in bank as at 30/4/17							<b>£26,836.26</b>	
Items not yet cleared								
		Churchyard grant		£750.00	£750.00			
		Half costs of grass cutting 15/16		£563.22	£563.22			
					£1,313.22			
Actual financial position as at 30/4/17							<b>£25,523.04</b>	
Cheques for signing on 12th April 2017								
payments due in 2016/17		Net	Travel	Expenses	VAT	Total		
HMRC	1371	Tax for April	£12.80	£0.00	£0.00	£0.00	£12.80	LGA 1972 s112(2)
Daphne Dunning	1372	Salary April &	£355.60	£30.78	£70.90	£12.83	£470.11	LGA 1972 s112(2)
Iain Selkirk	1370	Internal Audit	£80.00	£0.00	£0.00	£0.00	£80.00	LGA 1972 s111
Cromhall Media	1373	website	£200.00	£0.00	£0.00	£0.00	£200.00	LGA 1972 s145
Came and Company		Insurance	£391.65	£0.00	£0.00	£0.00	£391.65	LGA 1972 s111
Tree and Country services	1374	Grass cutting and weed killing 634	£300.00	£0.00	£0.00	£60.00	£360.00	Highways Act 1980 s96
		Grass cutting 647	£250.00	£0.00	£0.00	£50.00	£300.00	
<b>TOTAL</b>			<b>£1,590.05</b>	<b>£30.78</b>	<b>£70.90</b>	<b>£122.83</b>	<b>£1,814.56</b>	<b>£1,814.56</b>

**12b** To AGREE and sign cheques

Cheques were agreed and signed by Cllrs Line and Hobbs

**13c.** To receive draft Year End Accounts following Internal Audit and approve Accounting Statement

**Resolved** to accept internal audit paperwork which was duly signed by Chair and RFO

**Resolved** to approve Accounting Statement which was duly signed by Chair and RFO

**Resolved** to agree completion of check list

## No 14. FUTURE AGENDA ITEMS

Village gates – clerk to obtain prices. Projector – clerk to obtain prices

The Council meeting closed at 21.05hrs.

*Date of next meeting:* 14<sup>th</sup> June 2017 at 7.30pm in the Village Hall, Talbots End, Cromhall.

CHAIRMAN:-

14<sup>th</sup> June 2017

Daphne Dunning  
Clerk and RFO Cromhall Parish Council clerk@cromhallpc.org.uk  
Contact details: 25 Parkfield Rank Pucklechurch, South Gloucestershire BS16 9NR