



**CROMHALL PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>TH</sup> MAY 2022 at**  
**19:30 IN CROMHALL VILLAGE HALL**

**PRESENT:**

Cllrs Daren Jeffery (DJ), David White (DW), Mark Daniel (MD) Chair after item 1, Mike Line (ML) (Chair until item 1), Paul Daly (PD) and Andy New (AN)

**In attendance:** Clerk Daphne Dunning, 1 member of public and Ward Cllr O'Neill

**PUBLIC PARTICIPATION**

Deer have stripped bark off trees at Hawkers Knapp, so some protection has been purchased on behalf of the council. The council expressed their thanks and agreed to cover costs.

Query over markings on the pavement on the Townwell side of the Bristol Road opposite the bus shelter and if these are to drop the curve. Concerns as this area had previously been deemed unsuitable by South Gloucestershire Council, Ward Cllr O'Neill to investigate.

**05/2022      1. To elect the Chairman of the Council.**

**Resolved** to appoint Cllr Daniel as chair of council.

**05/2022      2. To receive the Chairman's signed Declaration of Acceptance of Office.**

Declaration of Acceptance of Office was duly signed by Cllr Daniel and witnessed by the clerk.

Cllr Daniel assumed the role of Chair of council.

**05/2022      3. To elect the Vice Chairman of the Council.**

**Resolved** to appoint Cllr Jeffery as Vice Chair of Council/

**05/2022      4. To receive the Vice Chairman's signed Declaration of Acceptance of Office.**

Noted not a legal requirement.

**05/2022      5. Apologies**

None.

**05/2022      6. Declarations of interest**

None.

**05/2022      7. Minutes**

Minutes of meeting on 26<sup>th</sup> April 2022 were accepted as a true record and duly signed by the chair.

**05/2022      8 To receive Report from District Councillor**

- Supplied update to the Clerk on local situation housing refugees from Ukraine – this has been circulated to all councillors.
- Speeding group in Cromhall being very pro-active. Lots of speeding data being collected. Building on actions in Gloucestershire, looking for ANPR cameras in Charfield and Cromhall although to date Avon and Somerset Police are not 'on-board'. Writing to Crime Commissioner. Councillors expressed some legal and privacy concerns.
- Charfield Station planning application progressing and new Co-op nearing completion.



## CROMHALL PARISH COUNCIL

### 05/2022 9. AGENDA ITEMS TO ACTION

#### 05/2022 9a. To review and adopt the following policies:

- Standing Orders (revised as per NALC changes to SO18)
- Financial Regulations – amendment to FR11h
- Code of Conduct - adopted LGA model code in line with best practice
- Publication scheme - unchanged
- Training and development policy - unchanged
- Disciplinary Policy - unchanged
- Grievance Policy - unchanged
- Complaints procedure – amend chair details

Reviewed and **resolved** to approve all policies

#### 05/2022 9b. To review and approve Risk Assessment.

**Resolved** to approve

#### 05/2022 9c. To review GDPR compliance, review un-changed data protection policy, privacy notices, and confirm if any breaches during 2021/22.

Reviewed and re-adopted all policies and procedures unchanged. Noted GDPR compliance and no breaches in 2021/22.

#### 05/2022 9e. To review and approve asset register.

**Resolved** to approve asset register subject to adding defibrillator from 26/04/22 as per April minutes.

#### 05/2022 9f. To review and approve scheme of delegation to the clerk.

**Resolved** to approve scheme of delegation.

#### 05/2022 9g. To review and appoint councillor representatives to outside bodies and committees.

- ALCA representative – **Resolved** to appoint Cllr New with support from Cllr Line
- Reaffirm Cllr White to Cromhall Pools Allotment charity – **Resolved** Cllr White to continue
- Community Engagement Forum representative - **Resolved** to appoint Cllr Line (with support from Cllr New)
- Town and Parish Forum - **Resolved** clerk to attend.
- Road Safety representative – **Resolved** to appoint Cllr White

#### 05/2022 9h. To receive and note the Annual Internal Audit Report for year end 31/03/22

Noted comment by internal auditor that the November 2022 minutes did not record the actual amount of precept £22,330.00 although the budget and precept is published and publicly available. Audit report reviewed and noted.

#### 05/2022 9i To consider and approve the Annual Governance Statement (Section 1) for year end 31/03/22

All questions reviewed and affirmative answers approved. **Resolved** to approve the signing of the annual governance statement by the clerk and Chair of council.

#### 05/2022 9j To consider and approve the Accounting Statements (Section 2) for year end 31/03/22 noting the end of year reconciliation and explanation of variances including approval of reserves.

After review of all paperwork which was duly noted, **resolved** to approve the accounting statement which was duly signed by the Chair of council.



## CROMHALL PARISH COUNCIL

**05/2022 9k To note the period for the exercise of public rights is set from Wednesday 1st June 2021 and ending on Thursday 14th July 2021.**  
**Noted.**

**05/2022 9l To review information from South Gloucestershire Council relating to lack of ownership of bus shelters at Woodend Lane area and agree how to proceed.**  
 After careful consideration **resolved** that the parish agrees for South Gloucestershire Council take on ownership and maintain the shelters (for which parishes get charged a maintenance fee under special expenses).

**05/2022 9m To consider production of a parish wide leaflet and agree any actions.**  
**Resolved** to publish monthly report in 5 Alive and monitor.

### **05/2022 10. AGENDA ITEMS TO NOTE**

**05/2022 10a P21/05331/O Land To The Rear Of South Face Cowship Lane Cromhall South Gloucestershire GL12 8AY**

Demolition of existing barns and erection of 1 no. dwelling (Outline) with access to be determined, all other matters reserved. Approved with conditions  
**Noted.**

### **05/2022 11. REPORTS**

**05/2022 11a To receive and note report from the Clerk.**

- ALCA internal audit – completed at a cost of audit to Cromhall of 3 hours
- Playground improvements. Having approved a new Tipi carousel it is recommended that it includes a top brace for greater Inclusivity.  
**Resolved** to approve additional spending anticipated in the region of £720.
- Application for flower show to use the school playing fields between 2<sup>nd</sup> and 5<sup>th</sup> September 2022  
**Resolved** to approve hire. Cllr Daniel holds key and will be the parish contact.
- Contact form for external auditor updated to show new chair of council details.
- Insurance is due on 1<sup>st</sup> June but although the clerk is in correspondence with the insurers, to date no renewal paperwork has been received.  
**Resolved** to authorise clerk to arrange payment once paperwork received.

**05/2022 11b To receive any other reports including playgrounds and defibrillator.**

- Playgrounds – no issues beyond identified repairs **noted**.
- New Deal report **noted** with concerns over the presentation and poorly thought-out ideas.
- Defibrillator reports **noted** – Cllr Daly to cover checks when Cllr White is absent.
- Speed watch group report **noted**.

### **05/2022 11c Finance reports**

**05/2022 11ci) To receive and approve payments for May 2022**

Name	Invoice no	Details	Net	Travel	Ex-penses	VAT	Total	cheque no	Power
Daphne Dunning		Salary May 22 + 3hrs audit	£434.89	£36.00	£6.75	£0.00	£477.64	1676	LGA 1972 s112(2)
HMRC		Tax May 22	£108.60	£0.00	£0.00	£0.00	£108.60	1677	LGA 1972 s112(2)



## CROMHALL PARISH COUNCIL

Cromhall parish hall & Recreation Trust		Hall hire for Jubilee exhibition	£100.00	£0.00	£0.00	£0.00	£100.00	1678	LGG 1972 s111
SLCC		Subscription	£98.28	£0.00	£0.00	£0.00	£98.28	1679	LGA 1972 s143
Total			<b>£741.77</b>	<b>£36.00</b>	<b>£6.75</b>	<b>£0.00</b>	<b>£784.52</b>	£784.52	

**Resolved** to approve payments. Cheques signed by Cllrs Line and White.

Cllr Daly and Ward Cllr O'Neil left the meeting at 8.25pm

### 05/2022 11cii) To approve bank reconciliation.

Table 1 April 2022 reconciliation

Bank reconciliation		In	Out	Total	Balance
Balance in bank at 01/04/22					£40,770.79
	expenditure this month		£0.00	£0.00	
	prev month expenditure		£1,110.40	£1,110.40	
	Income	£26,854.74		£26,854.74	
Balance as at 30/04/22					£66,515.13
Less		1670	£509.14		
		1671	£101.60		
		1672	£50.00		
		1673	£242.00		
		1674	£205.00		
Uncleared cheques		1675	£194.34		
			£1,302.08	Actual	£65,213.05

Table 2 Print screen of bank statement

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
2 Apr 2022	BROUGHT FORWARD			40,770.79
5 Apr	Cheque 001662	20.00 ✓		
	Cheque 001665	20.00 ✓		
	Cheque 001668	150.00 ✓		40,580.79
7 Apr	Cheque 001666	500.00 ✓		40,080.79
11 Apr	Cheque 001669	300.00 ✓		39,780.79
13 Apr	Cheque 001664	120.40 ✓		39,660.39
29 Apr	Automated Credit SOUTHGLOS-GENERAL 9015827		11,165.00	
	Automated Credit SOUTHGLOS-GENERAL 9015827		15,689.74	66,515.13



## CROMHALL PARISH COUNCIL

Table 3 Print screen of accounts

	<b>Bank as at end of April 2022</b>
bbf	£40,770.79
cleared cheques 21/22	£1,110.40
cleared chqs	£0.00
sub total	£39,660.39
income	£26,854.74
sub total	£66,515.13
uncleared chq	£1,302.08
total	£65,213.05
not yet presented from 21/22	£0.00
Actual	£65,213.05

Noted and approved

**05/2022 11ciii) To receive Q4 report and agree any actions**

Approved as accurate

**05/2022 11civ) To note award of CIL monies**

Noted award of £15,689.74

The Council meeting closed at 20:35hrs.

*Date of next meeting: Wednesday 8<sup>th</sup> June 2022.*

CHAIRMAN:-

**8<sup>th</sup> June 2022.**