



CROMHALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH OCTOBER 2022 at 19:30 IN CROMHALL VILLAGE HALL

PRESENT:

Cllrs M Daniel (Chair), A New, D White, M Line and P Daly.

In attendance: D Dunning (Clerk) and 1 member of public.

PUBLIC PARTICIPATION

None.

10/2022. No 1 APOLOGIES.

Cllr D Jeffery and Ward Cllr O'Neill.

10/2022. No 2 DECLARATIONS OF INTEREST.

In any items on agenda. Cllr New declared an interest in item 6h and took no part in the discussion or decision.

10/2022. No. 3. ADOPTION of the MINUTES.

Minutes of meetings on 10th and 31st August 2022 were accepted as true records and duly signed by the chair.

10/2022. No. 4. To NOTE Report from Ward Councillor.

None.

10/2022. No. 5. PLANNING

10/2022 5a Planning applications

10/2022 5ai) P22/04709/HH Ranby Cottage Talbots End Cromhall South Gloucestershire GL12 8AJ

Erection of a two-storey front, side and rear extension and single storey rear extension to form additional living accommodation. Erection of single storey detached outbuilding. No comments submitted. **Noted.**

10/2022 5aii) P22/05069/F Land At Cromhall Quarry Bristol Road GL12 8AA

Siting of 50 no. shipping containers with other associated works to facilitate change of use of land and 2 no. existing buildings from HGV and waste metal storage facility to battery testing facility (sui generis) as defined in Town and Country planning (Use Classes) Order 1987 (as amended). No comments submitted. **Noted.**

10/2022 5aiii) g P22/05321/F Talbot End House Talbots End Cromhall South Gloucestershire GL12 8AJ

Conversion of existing stables to form 1no. dwelling, to include single storey extension and associated works. No comments submitted. **Noted.**

10/2022 5aiv P22/05726/F Buildings At H M Prison Leyhill Tortworth Road Tortworth South Gloucestershire GL12 8BT

Installation of 4 no. access ramps and 3 no. fire escape doors.

Noted.

10/2022 5av P22/05803/RVC Wickwar Quarry The Downs Wickwar South Gloucestershire GL12 8LF

Variation of condition no. 8 attached to planning permission P20/16114/MW to change form stating - No excavated materials shall leave the site except by the approved tunnel and via the existing conveyor beneath the B4509 with the exception of a period not exceeding two months commencing one week after notification being submitted to the Minerals Planning Authority in writing to allow during this two month temporary period excavated materials to be permitted to leave the site using the route illustrated by approved drawing no. W12-230922-SRJ only.
Noted.

Adjoining parish

10/2022 5avi P22/05778/R3F Land Off Station Road Charfield South Gloucestershire

Installation of 2 no. platform railway station with station forecourt ((including cycle parking, bus shelter and car parking), erection of pedestrian footbridge and accessible lifts, passenger waiting shelters, creation of car park off Station Road, with associated infrastructure and works to Station Road, Wotton Road and Little Bristol Lane.
Noted.

10/2022 5b Planning decisions.

10/2022 5bi P22/01488/RM Land and Buildings at Ivy Cottage Bristol Road Cromhall South Gloucestershire GL12 8AR

Erection of single storey extension to incidental outbuilding and other associated works to facilitate conversion into 1 no. new dwelling with appearance and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission P21/07740/O). Approved with conditions.
Noted.

10/2022 5bii P22/01803/F Land at Leyhill South Gloucestershire GL12 8HW

Erection agricultural building for the housing of livestock and storage of fodder and machinery. Approved with conditions.
Noted.

10/2022 5biii P22/03840/CLE Land at Cromhall South Gloucestershire GL12 8BJ

Use of land as a Builders Yard (Class B8 Storage or Distribution). Approved Certificate of Lawfulness.
Noted.

10/2022 5c Planning enforcement and other matters.

None.

10/2022 No. 6 ITEMS FOR ACTION

10/2022 6a. To receive information on the option to opt-out of the SAAA central external auditor appointment arrangements and agree recommendation not to opt-out.

Resolved to not opt-out.

10/2022 6b. To received and agree play area repair log.

Resolved to agree log and obtain quotes for repairs and replacement of benches.

10/2022 6c. To consider and agree the request to sign the Civility and Respect pledge and introduce a new Dignity at Work policy. To further consider if the parish council wishes to write to Luke Hall MP on the matter.

Resolved to adopt Civility and Respect pledge, adopted Dignity at Work policy and agreed to write to Luke Hall MP.

10/2022 6d. To review and agree contract for grass cutting for 2023-25.

Resolved to approve contract and closing date and circulate to potential contractors.

10/2022 6de To agree design of signage for village green.

Resolved to re-circulate options and agree designs for quotations.

10/2022 6f To agree grant process and dates for 2022/23.

Resolved to agree paperwork and open grant scheme with a closing date of 27th January 2023.

10/2022 6g. To consider the co-option of a new councillor.

Deferred as member of public could not attend.

10/2022 6h To consider request for additional planting/screening in play area and agree any actions.

Resolved to plant wildlife friendly hedge, clerk to obtain quotations.

10/2022. No 7 ITEMS TO NOTE

7a. To note installation of new play equipment.

Noted the improvements to the play area following repairs and installation of new equipment.

7b. To note that Western Power need to lightly prune the silver birch tree that is touching the low voltage power lines at The Green.

Noted.

10/2022 8. REPORTS

10/2022 8a To receive and note report from the Clerk.

- Councillors were reminded to submit ideas/proposals for budget discussions next meeting.
- Problem parking should be reported to South Gloucestershire Council email parklegally@southglos.gov.uk or phone 101.
- Problems getting new cheque book from NatWest following closure of account holding branch.
- Resident reported new speed signs at Spring Lane differ from Bankcroft Lane causing Confusion.

10/2022 8b. To receive reports from councillors on current parish issues:

- There were no additional issues to report at play area.
- Update on Poors Allotment noted.
- Minor vandalism has been reported at Hawkers Knap. Seating has been repaired.
- Resident noted horse rider sign on the main B4058 had slowed traffic and it would be nice to see more of these signs around the village to protect horse riders.

10/2022 8d To receive financial reports

Resolved to add Cllr New as a signatory with NatWest.

10/2022 8di. To receive note of September payments and approve payments for October 2022.

Figure 1 September payments

Payments for September 2022									
Name	Invoice no	Details	Net	Travel	Expenses	VAT	Total	cheque no	Power
Gordon Playground	4134	Inspection replacement	£62.00	£0.00	£0.00	£12.40	£74.40	1707	Open Space Act 1906 s9&10
Daphne Dunning		Salary September 22	£414.90	£32.40	£6.75	£0.00	£454.05	1708	LGA 1972 s112(2)
HMRC		Tax September 22	£103.80	£0.00	£0.00	£0.00	£103.80	1709	LGA 1972 s112(2)
South Glos. Council	50518	Grass cutting September	£333.60	£0.00	£0.00	£66.72	£400.32	1710	Open Space Act 1906 s9&10
South Glos. Council	29992	Localism July-September	£163.62	£0.00	£0.00	£32.72	£196.34	1710	LGA 1972 s111
PATA	21/1575/PPS	Payroll July-September	£23.85	£0.00	£0.00	£0.00	£23.85	1711	LGA 1972 s112(2)
ALCA	INV 22078	Chairing meetings Cllr Daniel	£30.00	£0.00	£0.00	£0.00	£30.00	1712	LGA 1972 s111
Tortworth Estate	S121209	Playing fields rent	£200.00	£0.00	£0.00	£0.00	£200.00	1713	Open Space Act 1906 s9&10
Total			£1,331.77	£32.40	£6.75	£111.84	£1,482.76	£1,482.76	

Noted

Figure 2 October payments

Payments for October 2022									
Name	Invoice no	Details	Net	Travel	Expenses	VAT	Total	cheque no	Power
HMRC		Tax October 22	£103.80	£0.00	£0.00	£0.00	£103.80	1714	LGA 1972 s112(2)
South Glos. Council	69923	Grass cutting September	£333.60	£0.00	£0.00	£66.72	£400.32	1715	Open Space Act 1906 s9&10
WH Bence Coachwork Ltd (Bence Creative)	3520	Signage at playground	£240.00	£0.00	£0.00	£48.00	£288.00	1716	Open Space Act 1906 s9&10
Greenfields Garden Services Ltd	INV-0046	Repairs and new play equipment	£7,752.75	£0.00	£0.00	£1,550.55	£9,303.30	1717	Open Space Act 1906 s9&10
Mark Woodward Groundworks Ltd	1584	New fencing school playing fields	£2,300.00	£0.00	£0.00	£460.00	£2,760.00	1718	Open Space Act 1906 s9&10
Cromhall parish hall and recreation trust	CPC2022/06	Hall hire Oct - Dec 2022	£60.00	£0.00	£0.00	£0.00	£60.00	1719	LGA 1972 s111
Daphne Dunning		Salary October 22	£414.70	£32.40	£16.75	£0.00	£463.85	1720	LGA 1972 s112(2)
Total			£11,204.85	£32.40	£16.75	£2,125.27	£13,379.27	£13,379.27	

Approved cheques to be signed by Cllrs White and Line

10/2022 8dii. To receive bank accounts and approve reconciliations for August and September 2022.

Figure 3 Bank reconciliation August

Bank reconciliation	In	Out	Total	Balance
Balance in bank at 01/08/22				£61,507.44
expenditure this month		£675.32	£675.32	
prev month expenditure		£227.40	£227.40	
Income	£0.00	£0.00	£0.00	
Balance as at 31/08/22				£60,604.72
Uncleared cheques	1696	£400.32		
	1697	£537.58		
	1699	£1,000.00		
	1700	£454.05		
	1701	£103.80		
	1704	£40.00		
	1706	£20.00		
		£2,555.75		
			Actual	£58,048.97

Figure 4 August bank statement

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
2 Aug 2022	BROUGHT FORWARD			61,507.44
5 Aug	Cheque 001698	85.00 ✓		61,422.44
11 Aug	Cheque 001694	109.80 ✓		61,312.64
19 Aug	Direct Debit ICO ZA015479	✓ 35.00 ✓		61,277.64
23 Aug	Cheque 001691	32.60 ✓		61,245.04
26 Aug	Cheque 001702	✓ 400.32 ✓		60,844.72
1 Sep	Cheque 001705	✓ 240.00 ✓		60,604.72

Figure 5 Print screen of August accounts

July VAT	August Actual
	2022
bf	£61,507.44
cleared cheques	£902.72
sub total	£60,604.72
income	£0.00
sub total	£60,604.72
uncleared chq	£2,555.75
total	£58,048.97

Figure 6 September reconciliation

Bank reconciliation	In	Out	Total	Balance
Balance in bank at 01/09/22				£60,604.72
expenditure this month		£1,348.96	£1,348.96	
prev month expenditure		£1,155.43	£1,155.43	
Income	£11,165.00	£0.00	£11,165.00	
Balance as at 30/09/22				£69,265.33
Uncleared cheques	1696	£400.32		
	1699	£1,000.00		
	1709	£103.80		
	1712	£30.00		
		£1,534.12		
			Actual	£67,731.21

Figure 7 September Bank statement


 NatWest					
Current Account					
Date	Details	Withdrawn	Paid in	Balance	
2 Sep 2022	BROUGHT FORWARD			60,604.72	
5 Sep	Cheque 001700	454.05		60,110.67	
	Cheque 001704	40.00		60,006.87	
9 Sep	Cheque 001701	103.80		59,449.29	
22 Sep	Cheque 001697	537.58		58,920.84	
	Cheque 001706	20.00		58,324.18	
23 Sep	Cheque 001707	74.40		58,300.33	
	Cheque 001708	454.05			
26 Sep	Cheque 001710	596.66			
28 Sep	Cheque 001711	23.85			
30 Sep	Automated Credit SOUTHGLOS-GENERAL 9015827		11,165.00		
	Cheque 001713	200.00		69,265.33	

Figure 8 September accounts

August VAT	Sept Actual
	Bank as at end of September 2022
bf	£60,604.72
cleared chqs	£2,504.39
sub total	£58,100.33
Income	£11,165.00
sub total	£69,265.33
uncleared chq	£1,534.12
total	£67,731.21

10/2022 9. To agree the process and timescales for recruiting a new parish clerk.

The council noted the resignation of the clerk.

Resolved to

- Approve job description and person specification.
- Agree job advert with closing date 23:59 on Tuesday 8th November 2022 and interviews Wednesday 16th November.
- Agree to advertise on ALCA website (if possible) and SLCC for 2 weeks under the discounted bronze package at £152.00 plus VAT.
- Approved salary range SCP13-17) £23,023 - £24,920 pro rate and home working allowance and pension. Noted impact on next year's budget.
- Cllr Daniel to act as contact for queries.
- Details and application form to be posted to website.
- Cllrs Daniel, Jeffery and White delegated to undertake interviews and select new clerk.

The Council meeting closed at 20:40hrs.

Date of next meeting: **Wednesday 9th November 2022.**

CHAIRMAN:-

9th November 2022.