

# Cromhall Parish Council

## Minutes of the Parish Council Extraordinary meeting held on Tuesday 13<sup>th</sup> December 2022 at 19:30 in Cromhall Village Hall

### Present:

Cllrs M Daniel (Chair), P Daly, M Line, L Palmer, and D White

**In attendance:** T Norris (Clerk) and one member of the public.

### Apologies:

Cllrs D Jeffrey, A New and Ward Cllr O'Neill

### Public Participation

D Gilbert had submitted a written report, and gave a verbal update of the Cromhall Road Safety Project, including the need for support from the Parish Council on this project. For additional funding a Councillor suggested approaching Leyhill Prison. D Gilbert informed the Councillors that the village of Kingswood have a good system and there could be an opportunity for Councillors to see it in action.

**Action:** Clerk to contact Kingwood Parish Council asking if a demonstration of system, or presentation at a Council meeting is possible.

**Action:** Councillors to consider at the next meeting the forming of a Parish Council Cromhall Road Safety sub committee in line with Standing Orders point 4.

D Gilbert left at 19:55

### 1. Apologies

Cllrs D Jeffrey, A New and Ward Cllr O'Neill sent apologies. These were **ACCEPTED**

### 2. Declarations of interest and dispensations

No interests were declared.

### 3. Minutes

It was **AGREED** that the minutes of meeting 19<sup>th</sup> November 2022 were an accurate record and duly signed by the Chairman.

### 4. Matters arising

6.b: Play area benches: The Councillors unanimously **AGREED** to purchase two new benches.

**Action:** Clerk to arrange

6c: Hedging options for play area: Cllr New's update was **NOTED**

6f: Bank mandate updated: Councillors had actioned to remove previous Clerk. **NOTED**

8a: Bank signatories: Councillors had actioned adding Cllr New as a signatory. **NOTED**

### 5. Public

It was **AGREED** that no agenda items should be taken with the public excluded.

### 6. Ward Councillor

No report received. **NOTED**

### 7. Planning

**For Council to REVIEW and COMMENT on planning applications received before the meeting as follows:**

7.1 P22/06682/F (re submission P22/01803/F) - Land at Leyhill South Gloucestershire GL12 8HW

Erection agricultural building for the housing of livestock and storage of fodder and machinery.

**NO COMMENTS.**

7.2 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.

**RESOLVED: Objection on the grounds that there are no plans for foot or cycles paths from Cromhall to Charfield for residents to safely access the station. There would be an increase in traffic through Cromhall with additional vehicle journeys being encouraged into the area.**

7.3 P22/06768/RVC Rmc Aggregates Wickwar Quarry The Downs Wickwar South Gloucestershire

Variation of condition 1 attached to planning permission PT17/3550/MW to state the following - 'This permission shall expire within 6 months of the cessation of minerals extraction at Wickwar Quarry or by the 31st December 2038, whichever is the sooner. Within 12 months of the expiry of this permission the plant, buildings and other structures, together with their foundations, shall be removed from the site in accordance with a scheme of restoration which shall have been previously submitted to and agreed in writing with the Minerals Planning Authority.' - Variation of conditions 5, 6 and 7 of planning permission PT12/2717/MW to make permanent the currently permitted hours of operation of the coated stone plant.

**NO COMMENTS**

**For the Council to NOTE the following planning decisions:**

7.4 P22/05726/F - Buildings at HM Prison Leyhill Leyhill Tortworth Road Tortworth South Gloucestershire GL12 8BT

Installation of 4 no. access ramps and 3 no. fire escape doors. Decision: Approved with conditions.

**NOTED**

7.5 P22/03668/F - Land At Talbot End Farm Talbots End Cromhall South Gloucestershire GL12 8AJ

Erection of 1 no. agricultural building for the housing of livestock (retrospective). Decision: Approved with conditions. **NOTED**

**For the Council to note enforcement and other matters:**

7.6 None received. **NOTED**

## **8. Items for consideration and decision**

8.1 The Councillors unanimously **APPROVED** the appoint of the new Clerk, Tracy Norris.

8.2 The Councillors unanimously **APPROVED** the pay point for the new Clerk at point 15.

## **9. Finance**

9.1 To NOTE the monthly bank reconciliation for November 2022. Chairman to sign as a true record. Due to the new Clerk's contract starting on 1<sup>st</sup> December, and the monthly bank statement received on 9<sup>th</sup> December, reconciliation was not completed. November and December reconciliation to be presented at the next meeting. **NOTED**

9.2 To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (Listed in a separate payment schedule)

Councillors unanimously **APPROVED** that the payments as listed in Appendix 9.2 payment schedule should be made, and duly signed by the Chairman. It was **NOTED** that the laptop was purchased by prior email agreement from Councillors and within the budget.

Councillors unanimously **APPROVED** additional payments made in line with Financial Regulations.

Name	Details	Total	cheque no
Tracy Norris	Laptop sleeve (Amazon)	15.00	1732 (£149.47)
Tracy Norris	Epson multipack 6 colours printer cartridges (Epson UK Ltd)	£73.49	

Council Address:

The Clerk requested that the Council address is changed to a Royal Mail PO Box, and not a personal address, at a current cost of £378 per year for the PO Box Deliver service. Councillors unanimously **AGREED** to this proposal.

**Action:** Clerk

Councillor emails:

A new Councillor had enquired about a Council email address, and currently Councillors set up their own accounts with various providers. The Clerk shared the cost of establishing email accounts for Councillors in line with the Clerk email account, and the cost would be for up to 10 accounts £60 set up plus £60 per annual maintenance charge. And 100MB - £12pa per account, 250MB - £18pa per account and 1GB - £38pa per account. Clerk to seek advice on GDPR implications before a decision is made.

**Action:** Clerk

9.3 To AGREE new Clerk to be Service Administrator on current bank account.

The Councillors unanimously **AGREED** for T Norris, Clerk to be Service Administrator on the Nat West current bank account.

9.4 To APPROVE the budget monitoring report to 30<sup>th</sup> November 2022.

It was **NOTED** that a report to be presented at next meeting.

Due to the new Clerk's contract starting on 1<sup>st</sup> December, and the monthly bank statement received on 9<sup>th</sup> December, a report was not completed. **NOTED**

9.5 To AGREE Precept request

Councillors **AGREED** to set the 2023/2024 Band D Property tax based at £75.05, an increase of £5.49 (7.89%) on the 2022/2023 rate of £69.56.

9.6 To AGREE 2023/2024 budget

It was **NOTED** that the draft 2023/2024 budget had been prepared by the previous Clerk and the Precept updated by the current Clerk. The Councillors unanimously **AGREED** the 2023/2024 budget.

9.7 To NOTE that BDO LLP has been appointed as external auditor to the authority from 2022–2023 to 2026-27. **NOTED.**

**10. Items for information only**

10.1 To RECEIVE Wessex Water draft Water Resources Management Plan 2024 - public consultation Public consultation letter (circulated). **NOTED.**

10.2 TO RECEIVE South Glos census 2021 briefing note summarising ethnic group, national identity, language and religion for South Glos and the West of England (circulated). **NOTED.**

**11. Training**

11.1 To NOTE that T Norris, Clerk is registered to attend the ALCA New Clerks training on Thursday 5<sup>th</sup> January 2023. **NOTED.**

11.2 To NOTE that Cllr Palmer will attend an Essential Councillor course with a date to be arranged. **NOTED**

**12. Reports**

To RECEIVE report from Councillor on the playground  
A Line reported that regular checks were being made. **NOTED**

**13. Date of next meeting**

To AGREE date of next Council meeting – Tuesday 24<sup>th</sup> January 2023.

Councillors unanimously **AGREED** to this date, and **AGREED** that all future Council meetings would be scheduled for the fourth Tuesday each month.

**Action:** Clerk to arrange bookings for 2023 with Village Hall.

The meeting closed at 20:55

Signed by Chairman: M Daniels Date: 24<sup>th</sup> January 2023  
Agenda item 3.