

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on  
Tuesday 5th December 2023 at 7:30pm at Cromhall Village Hall**

**Present:** Councillors Mark Daniel (Chair), Hannah Bryan, Mike Line, Andy New

**In attendance:** 5 members of the public

**Clerk:** Emma Pattullo

**Approved at the subsequent meeting held on 23<sup>rd</sup> January 2024.**

**Signed copy held by the Clerk.**

## **1 PUBLIC PARTICIPATION**

A resident asked about replacement of a rotten hand rail and step risers at Hawkers Knapp.

Representatives from Cromhall Road Safety Project (CRSP) raised points in relation to a recent council decision to not pursue the CRSP proposed speed monitoring camera:

- Decision is disappointing, it would have had minimal cost impact on the PC and negligible demand the Clerk's time. It's not clear why the PC had to be quite so 'terminal' given the Avon and Somerset Police are only 'pausing' their support of this type of device, pending a review.
- The response is insensitive and neither acknowledges the problem still exists nor recognises the hard work of the group.
- The response says that the relationship has come to a 'natural end.' The relationship has never existed between the PC and CRSP. The PC has never wanted to work with CRSP, actually voting not to work with us, not sharing information etc. Did the other councillors have the chance to air their views on this step being taken?
- The community speed watch was set up by CRSP, which is not acknowledged. CSW will not, by itself, resolve the issue.
- CRSP was a community group with an implicit responsibility to improve road safety on behalf of the community, but now that the PC has effectively killed the project, the PC is the only community presence on road safety in Cromhall. Therefore, the PC is now solely responsible and accountable to resolve the problem.

A resident mentioned large potholes in Rectory Lane and agreed to send photos to Cllr Bryan for onward reporting.

## **2 Apologies**

Apologies were received from Cllrs Lorraine Palmer, Daren Jeffrey, and Paul Daly, also from SGC Ward Councillor John O'Neill.

## **3 Declarations of interest (if any) and dispensations**

No declarations of interest were made.

## **4 Approval of previous minutes**

It was RESOLVED that the minutes of the meetings of 19th January, 26th September and 10th October 2023 should be accepted as an accurate record. All three sets of minutes were signed by the Chairman.

## **5 Exclusion of public and press**

It was RESOLVED that item 7.1 warranted exclusion of the press and public as it will cover confidential staffing matters. This item was moved to the end of the agenda.

## 6 Planning.

### 6.1 To review and resolve response to the following planning applications

The following planning applications were reviewed and responses resolved as noted:

- i. P19/18237/O - Land North of Wotton Road, Charfield - Hybrid planning application for up to 250 dwellings, community/employment uses (0.28ha for B1a or D1/D2 use) and associated development including access, drainage infrastructure and public open space. First Phase (105 dwellings), all matters to be determined, with remainder in Outline (access to be determined with all other matters reserved). *RESOLVED – OBJECTION on grounds of increase in traffic levels, lack of school capacity, lack of public transport infrastructure and sustainability.*

### 6.2 To note the following planning decisions

The following planning decisions issued by South Glos. Council were noted:

- i. P23/02454/F - Land at Ashleigh Cottage, Bristol Road, Cromhall - Erection of 1no. detached dwelling, with detached garage, new access and associated works. *Approved with conditions.*
- ii. P22/06827/F - Building at Rose Cottage, Heathend, Bristol Road, Cromhall - Change of use of storage buildings/stables to 2 no. dwellings (Class C3) with associated works. *Approved with conditions.*

### 6.3 Other planning matters

#### 6.3.1 To note call-in of P22/07144/F Varley Farm solar farm and agree representation to SGC planning committee

It was noted that this application will now be decided by SGC Development Control Committee. The date for the hearing has not yet been made public. The committee members may carry out a site visit prior to their meeting. It was RESOLVED that Cllr Bryan should represent the council at both the site visit and committee meeting (subject to availability.)

#### 6.3.2 To note South Glos. Local Plan phase 3 consultation

The clerk explained that the Local Plan, once adopted, will be a key strategic document which will drive planning policy across South Gloucestershire over the next decade. It will cover a wide range of issues including urban and rural housing development, infrastructure provision, biodiversity and climate change, renewable energy policy and minerals extraction.

The next phase of consultation on the emerging Local Plan will open on 6<sup>th</sup> December and close on 7<sup>th</sup> February 2024. Most consultation will be via an online platform, though there are some planned in-person and virtual engagement sessions. The nearest in-person session will be at Turnberries Community Centre, Thornbury on 29<sup>th</sup> January 2024 4pm-7pm.

The clerk will circulate information to councillors once available and details of the consultation will be posted on the council website and local forums.

## 7 Items for decision

### 7.1 To approve appointment of Emma Pattullo as Clerk/RFO and agree contract terms

*Item held in closed session under the Public Bodies (Admission to Meetings) Act 1960.*

It was RESOLVED that Emma Pattullo should be appointed as Clerk/RFO on the agreed contract terms.

### 7.2 To agree dates of meetings for 2024

It was RESOLVED that the council should continue to meet on the fourth Tuesday of each month at 7:30pm, but that no meeting would be held in December 2024. Notice of the meeting dates will be published on the website and noticeboards.

### **7.3 To receive annual play area inspection report and resolve consequent action**

The annual play area inspection was carried out by Gordon Playground Inspections Ltd. in August 2023. The report was reviewed and accepted.

It was RESOLVED that the main action required was replacement of the benches. Quotations for this work had been obtained some time ago, these will be reviewed by Cllr Line and brought to the next meeting for consideration.

### **7.4 To resolve arrangements for purchase and fitting of defibrillator**

It was RESOLVED that the previously agreed "HeartSafe G4" defibrillator package should be ordered from AED Locator Ltd. The company have also offered a free Bleed Control Kit which will attach to the side of the defibrillator cabinet. Cllr New will receive delivery of the items.

It was further RESOLVED that Cllr New should arrange for fitting of the equipment, this will be done by the same electrician who fitted the existing defibrillator.

### **7.5 To consider quotation for replacement of hand rail at Hawkers Knapp**

The wooden hand rail and step risers at Hawkers Knapp are becoming unsafe due to rotting of the timber.

A quotation had been obtained from Mark Woodward Groundworks for replacement of the woodwork at £480.00 plus VAT. Councillors noted that due to the nature of the site, it is likely that any new wooden fittings would also need replacement within the next 10-15 years.

It was therefore RESOLVED that Mr Woodward should be asked to quote for replacement with concrete posts and risers. It was further RESOLVED that should the quotation be under £1,000 plus VAT it will be taken up, otherwise the original quotation for like-for-like replacement of the wooden parts will be accepted.

### **7.6 To resolve responses to consultations received:**

#### **7.6.1 South Glos. Council – Draft budget 2024**

RESOLVED – no response.

#### **7.6.2 South Glos. Council – Proposed alterations to waste collection services**

RESOLVED – no response, but information to be published on the website as residents may be interested in responding themselves.

## **8 Items to note**

### **8.1 To receive and note report from the Clerk**

The clerk reported on key actions since taking up the post on 1<sup>st</sup> November:

- Familiarisation with the council's systems and current issues
- Putting together accounting records for the current year and carrying out bank reconciliations
- Liaison with SGC on various outstanding matters including the annual CIL statement return and the Streetcare parish works team
- Trialed accounting software, as recommended in the 2022/23 internal audit; the package (Scribe) doesn't seem to meet the council's requirements so an alternative (EasyPC) has been sourced for trial
- Attended Local Plan Phase 3 Consultation introduction session
- Responded to a request for significant amounts of financial information under the Freedom of Information Act.

## 8.2 To receive report from SGC Ward Councillor

Cllr John O'Neill had sent a written report. All items mentioned are covered elsewhere on this agenda.

## 9 Financial matters

### 9.1 To note receipts

Source	Description	Amount
South Gos. Council	Precept (second installment)	£11,970.50
Cromhall Village Shop	Return of unspent grant funds	£160.00

### 9.2 To approve payments

It was RESOLVED that the following payments, already made, should be approved retrospectively:

Supplier	Description	Total
Information Commissioner's Office	ICO Data Protection fee	£ 35.00
South Gos. Council	Election fee	£ 175.00
South Gos. Council	Grass cutting - tendered contract - July	£ 484.08
PATA (UK)	Payroll admin	£ 14.00
Cromhall Parish Hall & Recreation Trust	Hall hire	£ 80.00

It was RESOLVED that the following payment should be made by bank transfer:

Supplier	Description	Total
Cromhall Parish Hall & Recreation Trust	Grant - Craft & Chat (hall hire)	£ 325.00
NALC (Nat. Assn. Local Councils)	Advert for clerk vacancy	£ 120.00
South Gos. Council	Localism contract	£ 222.30
South Gos. Council	Grass cutting - tendered contract - Sep	£ 484.08
AED Locator Ltd	Defibrillator + Cabinet	£2,717.94
Royal British Legion	Remembrance wreath	£ 20.00
Staff costs	Salary & home working allowance	£ 652.17
South Gos. Council	Grass cutting - tendered contract - Oct	£ 484.08

It was NOTED that the following payment is to be reissued due to the original cheque having been lost (cheque #1740, original minute ref: 24th Jan 2023 item 9.3).

Supplier	Description	Total
Society of Local Council Clerks	Vacancy advert	£182.40

### 9.3 To note national pay award for local government staff and resolve settlement of back pay to previous clerk

The national pay award for local government staff, due on 1<sup>st</sup> April 2023, was finalised in November. The previous clerk (who was employed from April until July 2023) has requested that the increase of £1 per hour be honoured through payment of back pay for his time in employment with the council. It was RESOLVED that this should be implemented.

### 9.4 To resolve arrangements for opening of accounts with Unity Trust Bank

Council has previously resolved to move the bank account to Unity Trust Bank. The terms and conditions of the Unity accounts were reviewed and accepted.

It was therefore RESOLVED that the account transfer process to Unity Trust Bank should be progressed, including an application for online banking access. Current and savings accounts will be

opened. The clerk will have administration access with Cllrs Daniel, Bryan and Line as authorising signatories. An amount of £3000 will be transferred initially, with the remainder of the council's funds being moved over once the new account is fully operational. The NatWest account will then be closed.

The clerk will be able to transfer funds between the two Unity accounts (current and savings) but all external payments will need to be authorised by two councillors, in line with the council's financial regulations.

**9.5 To consider items for inclusion in the budget for financial year 2024/25**

The draft budget for next financial year will be presented to the council meeting in January 2024. Councillors were asked to inform the clerk of any specific projects which they might wish to include in the budget.

**10 Meeting closure and date of next meeting**

The meeting closed at 8:55 pm.

The next meeting of the council will be held on Tuesday 23<sup>rd</sup> January 2023

**Signed: .....**  
**(Chair of subsequent council meeting)**