

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on  
Tuesday 26<sup>th</sup> March 2024 at 7:30pm at Cromhall Village Hall**

**PRESENT:** Councillors Mark Daniel (Chairman), Hannah Bryan, Cyrus Contractor, Daren Jeffrey, Sarah Woolley

**IN ATTENDANCE:** Cllr. John O'Neill (SGC Ward Cllr) and 1 member of public

**CLERK:** Emma Pattullo

*Please note these minutes are draft until approved at the subsequent meeting and may be subject to change until that time.*

**2024/03/1. PUBLIC PARTICIPATION**

A resident, who had submitted a request under the Freedom of Information Act in November 2023, asked when he might receive a response. The clerk confirmed that the response had been sent in late November, within the required timescale, but that a copy would be sent again.

*The member of the public then left the meeting.*

**2024/03/2. Apologies**

Apologies were received from Cllr. Mike Line.

**2024/03/3. Councillor vacancy**

It was NOTED that, due to the resignation of Cllr. Lorraine Palmer, there is now a vacancy on the council. The vacancy has been advertised and the period during which residents may call for an election closes on 11<sup>th</sup> April.

**2024/03/4. Election of Vice Chairman**

It was RESOLVED that Cllr. Hannah Bryan should take up the role of Vice Chairman for the remainder of the council year.

**2024/03/5. Declarations of interest and requests for dispensation**

None received.

**2024/03/6. Minutes of the previous meeting**

It was RESOLVED that the minutes of the meeting of 27<sup>th</sup> February 2024 should be accepted as a true record. The minutes were duly signed by the chairman.

**2024/03/7. Exclusion of public and press**

It was RESOLVED that no item of this agenda warranted exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

**2024/03/8. Planning**

**2024/03/8.1 To review and resolve response to the following planning applications**

The following planning applications were reviewed and responses RESOLVED as recorded:

- i. P24/00397/HH & P24/00398/LB - The Gables, Talbots End, Cromhall - Installation of staircase to cellar and erection of new replacement rear conservatory. *RESOLVED: No objection.*

- ii. P24/00389/F - 1-10 Church Lane, Cromhall - Works to 10. dwellings with the application of render and brick slip finish to external walls, and extension of roof eaves and verges.  
*RESOLVED: No objection.*
- iii. P23/02597/F - Land North of Church Lane, Cromhall - Erection of 47 dwellings with access provided from Church Lane, drop-off/parking area and coach turning point for St Andrew's Primary School and St Andrew's Church, public open space, drainage, provision of new footpath and widening of Church Lane, landscaping and ancillary works. (Reconsultation on revised plans). *RESOLVED: Objection, on a range of grounds as for the first consultation, since most of the points raised then remain valid.*

## **2024/03/9. Items to note**

### **2024/03/9.1 To receive report from SGC Ward Councillor**

Cllr John O'Neill reported on various matters:

- New SGC contract for waste collections is being negotiated; it is expected that black bin collections will be reduced to three-weekly;
- Leyhill Prison expansion – a planning application is expected soon for new accommodation blocks, which will increase the prison population to around 820 inmates.

### **2024/03/9.2 To receive report from the Clerk**

The clerk reported on the following:

- Working towards year end and audit – internal audit arrangements not yet finalised but should be organised soon;
- CiLCA training introductory session booked. A training agreement will need to be drawn up, this will be agreed with the chairman and vice chairman;
- New councillor training available on 10<sup>th</sup> April, places will be booked for Cllrs. Contractor and Woolley;
- Grant application received from Tea@3 group; this and other recent requests will be followed up once the grant policy has been reviewed during this meeting;
- Post box – hall have asked that PC share one with the Scouts, mounted on the Scout Hut;
- Tree survey has been commissioned and will be carried out around mid-April once the trees are in leaf;
- Correspondence from West of England Rural Network regarding new Village Agent scheme (steering group Thus 25<sup>th</sup> April pm). Cllrs Woolley and Bryan will represent the council.

### **2024/03/9.3 To receive any updates from councillors**

*Cllr Bryan – Hall committee.* The request to share the hall's post box is still under consideration, the suggestion to share a box with the Scouts came from one member of the hall committee and had not been discussed by the committee. Cllr. Bryan will try to get a final answer at the next hall committee meeting.

*Cllr Bryan – meeting with WERN re: bus services.* WERN (the West of England Rural Network) are proposing to set up a minibus service to connect rural areas around Cromhall to local market towns (Yate, Thornbury and Wotton). It is not clear how often the service would run but it is likely to be only during the day so not suitable for commuting. WERN have requested letters of support from parish councils. It was agreed that there is no clear difference between this and the WestLink service currently available, and that at the moment there was no obvious reason to support the proposed additional service.

*Cllr Contractor – Wickwar Quarry liaison group.* Cllr Contractor reported that the liaison group

meeting was useful and he will continue to attend future meetings. A wide range of subjects was covered including the reasons why the quarries will not be suitable for use as landfill sites once exhausted, the completion of the new bridge to allow quarry traffic to pass under the B4059, and potential light pollution from new working lights in the quarry area.

*Cllr Contractor – Greenway proposal.* This was raised at the quarry liaison group meeting but would involve Tortworth Estate and South Glos. Council rather than the quarry. The proposal is for a Greenway (shared cycle/walking path) between Cromhall and Charfield. It was agreed that this would be a useful asset and that the parish council should support the project if it is taken forward. Cllr. O'Neill commented that there is already a proposal for a similar Greenway between Charfield, Kingswood and Wotton so a safe route from Cromhall would tie in well with this. The new Greenways project officer at South Glos. Council could be a useful contact.

*Cllr Daniel – defibrillators.* Cllr Daniel has approached the manufacturers for advice on repair/replacement of the green light in the cabinet at the De Smit building. No response has yet been received. The new cabinet at Heathend Garage has now been sealed.

## **2024/03/10. Items for decision**

### **2024/03/10.1 To review GDPR policies (Data Protection, Privacy Notices for Staff/Councillors and General Public)**

It was RESOLVED that these policies – Data Protection, Privacy Notice for Staff/Councillors and Privacy Notice for the Public – should be re-adopted with no changes except where contact details need to be updated.

### **2024/03/10.2 To note compliance with GDPR and Freedom of Information requirements for the past year**

The Clerk reported that GDPR requirements have, as far as she is aware, been met over the past year. There was one Freedom of Information request, this was reported to council at the time and a response sent within the required timescale.

### **2024/03/10.3 To review the Grants Policy and procedures for grant awards**

The Grants Policy for 2022/23 was reviewed (no policy was put in place for the 2023/24 financial year.) It was agreed that, whilst the previous policy was basically sound, it was impractical for many groups in that applications were only accepted once per year. It was therefore RESOLVED that the policy should be updated to allow applications to be considered on a quarterly basis, and that all future grant applications should be made via the application form.

### **2024/03/10.4 To consider quotations for works at Hawkers Knapp – replacement or removal of steps**

A quotation has been obtained for moving the entrance point to Hawkers Knapp and removal of the old steps and handrail. It was RESOLVED that this work should be commissioned from Mark Woodward Groundworks at a cost of £520 plus VAT. The clerk was also asked to investigate the ownership of this land and, if relevant, confirm with the landowner that this change is acceptable.

### **2024/03/10.5 To note play area inspection reports & determine action required, if any**

Cllrs Bryan & Jeffrey reported on a playground inspection carried out on 18th March. Issues identified included:

- Some equipment & signage need cleaning;
- General tidiness of the site – grass needs cutting, rubbish on ground, ivy growing up the rear fence;

- Protruding bolt head on one of the benches;
- Minor trip hazards around a manhole cover which needs re-concreting.

The general cleaning and tidying tasks will be added to the list for the Streetcare works team, who should be visiting within the next couple of months. The benches are due to be replaced.

It was RESOLVED that the clerk should investigate getting the manhole cover surround re-concreted.

**2024/03/10.6 To resolve responses to consultations received:**

**2024/03/10.6.1 South Glos. Council – Council Plan 2024-2028**

RESOLVED: No comment.

**2024/03/11. Financial matters**

**2024/03/11.1 To note payments made under prior approval and approve payments to be made**

The payments schedule and invoices were checked and signed by Cllrs Jeffrey and Bryan.

It was RESOLVED that the following payments should be made:

Ref.	Description	Supplier / customer	VAT	Total	Power to spend
109	Web & email hosting 2024	Town & Parish Websites	£ -	£ 242.00	LGA 1972 s111
110	Payroll admin Q4	PATA UK	£ -	£ 31.05	LGA 1972 s112
111	Salary - March	Clerk	£ -	£ 626.17	LGA 1972 s112
112	HWA - March	Clerk	£ -	£ 26.00	LGA 1972 s111
113	Defib supplies (M Daniel expenses)	Screwfix	£ 2.77	£ 16.57	Public Health 1936 s234
114	Advert for clerk vacancy	SLCC	£ 51.80	£ 310.80	LGA 1972 s111
117	E Pattullo expenses – Stationery	Clerk	£ 1.25	£ 7.49	LGA 1972 s111

**2024/03/11.2 To note spending under section 137 of the Local Gov<sup>t</sup> Act 1972 during the financial year 2023/24**

It was NOTED that there has been expenditure totalling £1,533.00 under s137 over the past financial year. This is within the proscribed limit of £9.93 per elector.

The specific payments made under this power were:

Minute Ref.	Description	Payee	Net
2023-05-9.2	Coronation mementos for school	Monarch Print	£ 519.00
2023-05-9.2	Grant award - Tea at 3 group	Cromhall PCC	£ 155.00
2023-09-11.0	Grant - Community shop	Cromhall Village Shop	£ 339.00
2023-09-11.0	Grant - Flower Show	Cromhall Horticultural Society	£ 500.00
2023-12-9.2	Remembrance wreath	Royal British Legion	£ 20.00

**2024/03/12. Items for future agenda**

The following items will be included in the next agenda:

- Road safety – update and future plans
- Dog waste

**2024/03/13. Meeting closure**

The meeting closed at 9:26pm.

*The next meeting of the council will be held on Tuesday 23<sup>rd</sup> April 2024. Items for the agenda should be with the Clerk by 15<sup>th</sup> April.*

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