

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on
Tuesday 27th February 2024 at 7:30pm at Cromhall Village Hall**

PRESENT: Councillors Mark Daniel (Chairman), Hannah Bryan & Daren Jeffrey

Councillors Cyrus Contractor & Sarah Woolley – from item 7 onward

IN ATTENDANCE: Cllr. John O'Neill (SGC Ward Cllr), PC Fin Simmons (Avon & Somerset Police – item 1 only) and 1 member of the public

CLERK: Emma Pattullo

Approved at the subsequent meeting held on 26th March 2024

Signed copy held by the Clerk.

2024/02/1 PUBLIC PARTICIPATION

PC Fin Simmons (Frampton & Charfield neighbourhood beat team, Avon & Somerset Police) gave a summary of current policing issues in the area, noting that whilst levels of reported crime are very low in Cromhall, the wider area has some ongoing issues including thefts from sheds and outbuildings, and online fraud. PC Simmons shared some useful links which will be posted on the parish council website over the next few weeks. Councillors were keen to pursue links with the police, possibly a more frequent meeting with several councils.

Residents raised concerns about potholes on Church Lane – these have been reported to SGC.

2024/02/2 Apologies

Apologies were received from Cllrs. Lorraine Palmer & Mike Line.

2024/02/3 Declarations of interest and requests for dispensation

None received.

2024/02/4 Minutes of the previous meeting

It was RESOLVED that the minutes of the meeting of 23rd January 2024 should be accepted as a true record. The minutes were duly signed by the chairman.

2024/02/5 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.

2024/02/6 To consider co-option to the vacant council seats

Following consideration of the candidate's applications, it was RESOLVED that Cyrus Contractor and Sarah Wooley should be co-opted to the two vacant council seats. The two new councillors signed declarations of acceptance, and joined the meeting from this point.

2024/02/7 Planning

2024/02/7.1 To review and resolve response to the following planning applications

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

- i. P24/00249/F - Land Off Woodlands Road Leyhill - Erection of 1no. self-build dwelling with associated works. *RESOLVED: No objection.*

2024/02/7.2 To note the following planning decisions

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

- i. P22/07114/F - Varley Farm, Talbots End, Cromhall - Construction of a solar farm, with associated works, equipment and infrastructure. *Decision: Approved with conditions*
- ii. P23/03349/HH - 5 Meadow Road Leyhill - Erection of two storey and single storey rear extension to provide additional living accommodation. *Decision: Approved with conditions*
- iii. P23/01603/RVC - Wickwar Quarry, The Downs, Wickwar - Variation of condition 1 attached to permission PT11/2203/MW to update the proposed timeframe in which works described cease and variation of condition 7 attached to PT11/2203/MW to increase daily HGV movement to and from the site. *Decision: Approved with conditions*

** Cllr Jeffrey left the meeting at this point **

2024/02/8 Items for decision

2024/02/8.1 To review and re-adopt the following policies:

2024/02/8.1.1 Standing Orders

It was RESOLVED that the Standing Orders should be re-adopted with no changes.

2024/02/8.1.2 Financial Regulations

It was RESOLVED that the Financial Regulations should be re-adopted with one alteration to item 6.16, to allow use of a recognised, secure password management system. This is in line with current fraud prevention advice from Avon & Somerset Police.

2024/02/8.1.3 Scheme of Delegation

It was RESOLVED that the Scheme of Delegation should be re-adopted with no changes.

2024/02/8.1.4 Complaints Procedure

It was RESOLVED that the Complaints Procedure should be re-adopted with changes to update the reference to the Data Protection Act, and the council's contact details.

2024/02/8.1.5 Publication Scheme

It was RESOLVED that the Publication Scheme should be re-adopted with no changes except to update the council's contact details.

2024/02/8.1.6 Training & Development Policy

It was RESOLVED that the Training and Development Policy should be re-adopted with no changes.

2024/02/8.1.7 Disciplinary Policy

It was RESOLVED that the Disciplinary Policy should be re-adopted with no changes.

2024/02/8.1.8 Grievance Policy

It was RESOLVED that the Grievance Policy should be re-adopted with no changes.

2024/02/8.2 To review the Asset Register

It was NOTED that the new laptop and defibrillator have been added to the asset register, and RESOLVED that the Asset Register should be adopted as presented.

2024/02/8.3 To note progress on meeting the requirements of the internal audit report for the year 2022/23 and decide on further action required, if any

The clerk reported that all the 'required action' points from last year's internal audit have now been addressed. There are a few recommendations outstanding – introduction of an expenses claim form, obtaining a council payment card and ensuring playground inspections are carried out regularly.

It was RESOLVED that the clerk should investigate options for a payment card, and the clerk and Cllr Line should work together to update and implement the playground inspection regime.

2024/02/8.4 To consider revised quotation for works to steps at Hawkers Knapp

Quotations had been sought for renewal of the gravel boards and handrail of the existing steps. One quotation had been received, at £720 plus VAT.

It was pointed out that if the entrance gate could be moved slightly, there would be no need for steps as the entrance point would be more level. It was RESOLVED that Cllr Daniel should ask the contractor to also quote for removal of the steps and moving the gate.

2024/02/8.5 To consider quotations for fitting of new benches at the playground

Quotations had been sought for fitting of the new benches to the existing concrete slabs and removal of the old benches. Only one quotation was received. It was therefore RESOLVED that Mark Woodward Groundworks should be contracted to carry out the works at a cost of £380 + VAT.

2024/02/8.6 To consider quotations for safety surveys of trees on council land

Quotations had been sought for a safety survey of trees at Bibstone Village Green, The Green and Talbots End. Two quotations were received, for £600 and £1,467 respectively. It was RESOLVED that the quotation from Silverback Arboricultural Consultancy Ltd should be accepted, at £600 + VAT.

2024/02/8.7 To note fitting of the defibrillator at Heathend Garage and consider further works required to maintain warranty

The defibrillator cabinet and light have now been installed. To comply with warranty conditions, the cabinet will need to be sealed to the wall. Cllr Daniel agreed to try and do this.

2024/02/8.8 To resolve responses to consultations received:

2024/02/8.8.1 South Glos. Council – Council Plan 2024-28

It was RESOLVED that this item should be carried forward to the next agenda.

2024/02/9 Items to note

2024/02/9.1 To receive report from the Clerk

The clerk reported on various matters which she has been working on since the last meeting. In addition to those discussed elsewhere within the meeting, these included:

- Submitted the council's response to the SGC Local Plan consultation;
- Contacted Tortworth Estate re: renewal of school field lease;
- Set up new accounts software;
- Submitted VAT reclaim for last financial year;
- Website updates, more user friendly layout in some sections, background information improved.

2024/02/9.2 To receive report from SGC Ward Councillor

Cllr John O'Neill reported on various matters:

- SGC budget now adopted. Cost saving measures include renting out unused council office space, reductions in staff numbers, introduction of car parking charges and increased charges for green bins. Adult social care and schools continue to take up a large proportion of SGC funding;
- Consultations now open on proposed changes to waste services, including introduction of an advance booking system for visiting SortIt Centres and reduction in the frequency of collection of general waste.

2024/02/9.3 To receive any updates from councillors

Cllr Bryan gave an update on Speedwatch. She recently attended a briefing with Avon and Somerset Police at which it was confirmed that the police will not be supporting 'digital speedwatch' type cameras which record vehicle information.

Cllr Bryan has discussed putting up a council post box at the hall with the hall committee, they would prefer to share the existing box rather than add a second one. Cllr Bryan will report back that the parish council would be happy with that arrangement.

It was reported that the green light above the defibrillator at the De Smit building is not working; Cllr Daniel will investigate.

2024/02/10 Financial matters

2024/02/10.1 To approve payments

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

It was RESOLVED that the following payments should be made. These will be approved by Cllrs Daniel and Bryan, a record of authorisation will be held by the clerk.

Voucher	Description	Supplier	VAT	Total	Power to spend
99/100	Staff costs - January	Clerk	£ -	£ 652.17	LGA 1972 s111-112
103	Fitting of defibrillator	Let's Go Electrical	£ -	£ 380.00	Public Health 1936 s234
104	SLCC membership	SLCC	£ -	£ 114.38	LGA 1972 s143
105/106	Staff costs - February	Clerk	£ -	£ 652.17	LGA 1972 s111-112
107	Localism Q4 (grass cutting, bin emptying)	SGC	£ 37.05	£ 222.30	Open Space 1906 s9-10
108					Litter Act 1983 s5-6

2024/02/10.2 To approve payments of future staff costs by bank standing order

It was RESOLVED that the clerk's basic salary and other staff costs will be paid by bank standing order for future payments.

2024/02/11 Items for future agenda

- South Glos Council Plan consultation

2024/02/12 Meeting closure

The meeting closed at 9:51pm.

The next meeting of the council will be held on Tuesday 26th March 2024. Items for the agenda should be with the Clerk by 19th March.