

**Minutes of the annual meeting of CROMHALL PARISH COUNCIL held  
on Tuesday 20<sup>th</sup> May 2025 at 7:30pm at Cromhall Chapel**

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

**IN ATTENDANCE:** 2 members of the 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.*

**2025/05/1 Election of Chair and Vice Chair**

**2025/05/1.1 To elect a Chair and receive declaration of acceptance of office**

It was RESOLVED that Cllr Hannah Bryan should be elected as Chair. Cllr Bryan signed the declaration of acceptance of office.

**2025/05/1.2 To elect a Vice Chair**

It was RESOLVED that Cllr Sarah Woolley should be elected as Vice Chair.

**2025/05/2 PUBLIC PARTICIPATION**

A resident raised the following issues, which will be reported to South Glos. Council:

- Potholes on Cromhall Lane, between Willow Cottage and the stream;
- Potholes on Rectory Lane between the school and the sewage works;
- Fly tipping on Priestwood Lane;
- Obscured street light by Heathend Garage.

**2025/05/3 Apologies**

All members were present.

Apologies were received from South Glos. Council (SGC) ward Cllr. John O'Neill.

**2025/05/4 Declarations of interest and requests for dispensation**

None received.

**2025/05/5 Approval of previous minutes**

It was RESOLVED that the minutes of the meeting of 29<sup>th</sup> April 2025 should be accepted as a true record. The minutes were duly signed by the Chair.

**2025/05/6 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.

**2025/05/7 To consider co-option to the vacant council seat**

No candidates have come forward for co-option.

**2025/05/8 Planning**

**2025/05/8.1 To review and resolve response to the following planning applications**

No planning applications had been received for comment.

## **2025/05/8.2 To note the following planning decisions**

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

- i. P24/01011/F - Land at Bristol Road Cromhall - Demolition of garage. Erection of 1no. detached dwelling with associated works. *SGC decision: Approve with conditions*

## **2025/05/9 Items to note**

### **2025/05/9.1 To receive report from SGC Ward Councillor**

Cllr. John O'Neill was not present to give a report.

### **2025/05/9.2 To receive report from the Clerk**

The clerk reported on various matters not addressed elsewhere in the meeting:

- Potholes and overhanging trees reported to the last meeting by a resident have been reported to SGC but they have determined that no action is necessary;
- SGC Highways have been asked to progress assessment and costings for the various locations for a vehicle activated speed (VAS) sign, and to quote for moving the sign under contract;
- The VAS location on Cowship Lane has been double checked and definitely falls within Cromhall parish area.

### **2025/05/9.3 To receive external meeting feedback or other updates from councillors**

Cllr Jeffrey noted that the new parking charges in SGC-owned car parks are now in place and that the payment methods are not very clear. The clerk will put information on the website.

Cllr Daniel reported that the Own Our Oak funding pledge period has now closed; the committee are still working on the numbers but are hopeful that the project will be able to progress.

## **2025/05/10 Parish matters for decision**

### **2025/05/10.1 To receive play area inspection report and consider action required, if any**

As this council meeting is a week earlier than normal, this month's inspection has not yet been carried out.

A replacement gate closure mechanism has been ordered.

### **2025/05/10.2 To sign Highways licence for siting of dog bin at Talbots End**

It was RESOLVED that a licence should be signed with SGC for siting of a new dog waste bin at Talbots End, at the junction with right of way OCR/12/10. The licence was duly signed by the Chair.

### **2025/05/10.3 To note correspondence received and determine action required, if any**

#### **2025/05/10.3.1 Resident re: pledge funding for the Own Our Oak campaign**

A resident had asked the council to consider making a financial contribution towards the campaign to reopen the Royal Oak. The clerk advised that the council has no legal power to fund such activity. It was therefore RESOLVED that no action should be taken.

#### **2025/05/10.3.2 Centre for Sustainable Energy re: Community Energy event**

A public workshop event is being held in Falfield on 8<sup>th</sup> July 6:30-8:30pm to discuss views on community energy projects. Information will be put on the website.

#### **2025/05/10.3.3 Rag Lane solar farm community liaison group**

The developers of the solar farm at Rag Lane are setting up a liaison group including local parish councils. It was RESOLVED that Cllr. Contractor should represent the council on this group.

## **2025/05/11 Council administration**

### **2025/05/11.1 To appoint members to represent the council in the following roles:**

#### **2025/05/11.1.1 Planning leads**

It was RESOLVED that Cllrs Jeffrey and Contractor should be the council's planning leads.

#### **2025/05/11.1.2 Town and Parish Forum representatives**

It was RESOLVED that Cllr H Bryan will represent the council.

#### **2025/05/11.1.3 Avon Local Councils Association representative**

It was RESOLVED that Cllr Woolley will represent the council.

#### **2025/05/11.1.4 Wickwar Quarry liaison group representative**

It was RESOLVED that Cllr Contractor will represent the council.

#### **2025/05/11.1.5 Community Conversation Forum representative**

It was RESOLVED that Cllr H Bryan will represent the council.

*\*\*\* Cllr. M Bryan left the meeting at this point \*\*\**

### **2025/05/11.2 To determine renewal of insurance cover**

It was RESOLVED that cover should be obtained from Zurich at a cost of £632.00 including taxes and fees.

### **2025/05/11.3 To note expiry of Local Councils Award Bronze level status and consider renewal**

The expiry was noted. It was RESOLVED that the council will not pursue re-registration.

## **2025/05/12 2024/25 Financial year end and audit**

### **2025/05/12.1 To receive internal audit report for 2024/25**

The internal audit report was NOTED. The audit was clear with no adverse findings or recommendations for action.

### **2025/05/12.2 To complete the 2024/25 Annual Governance and Accountability Return (AGAR) Section 1: Annual Governance Statements**

Following consideration of each Governance Statement it was RESOLVED that a "Yes" answer should be submitted for each one, except for Assertion 9 which is not applicable. The Governance Statements were completed and signed by the Clerk and Chair.

### **2025/05/12.3 To approve the 2024/25 AGAR Section 2: Accounting Statement**

It was RESOLVED that the Accounting Statement should be approved. The Statement was signed by the Chair.

### **2025/05/12.4 To confirm there are no conflicts of interest with the external auditor, BDO LLP**

All members confirmed that they have no personal conflicts of interest with BDO LLP. The appropriate form was completed and signed by the Clerk and Chair.

### **2025/05/12.5 To note the dates for provision of public rights to inspect the accounts**

It was NOTED that the period for the provision of public rights will be 3<sup>rd</sup> June – 14<sup>th</sup> July 2025. Notices will be placed on the website and noticeboards by 2<sup>nd</sup> June.

## **2025/05/13 Finance – current financial year**

### 2025/05/13.1 To review and approve banking arrangements

It was RESOLVED that the council will maintain the current banking arrangements with Unity Trust bank. An additional signatory would be useful; the clerk will apply again for Cllr Woolley to become a signatory.

### 2025/05/13.2 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Total
308	Precept - first instalment	South Gos. Council	£ 12,606.50
309	CIL	South Gos. Council	£ 352.36

### 2025/05/13.3 To note payments made under prior approval and approve payments to be made

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

It was NOTED that the following payments had been made under prior approval:

Voucher	Description	Supplier	Total	Approval
310, 312	Staff costs - April	Clerk		2024-11-11.3
314	Grant - FiveAlive	FiveAlive newsletter	£ 350.00	2025-04-11.4
315	Grant- Flower Show	Cromhall Horticultural Society	£ 500.00	2025-04-11.4
317	Bank charges April	Unity Trust Bank	£ 6.00	2024-05-11.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
311	Salary - April (increase only)	Clerk		LGA 1972 s112
318	School field grass cutting	St Andrews CE Primary School	£ 600.00	Open Space 1906 s9-10
321	Grass cutting- tendered contract	South Gos. Council	£ 528.88	Open Space 1906 s9-10
322+323+324	Staff costs - May	Clerk / HMRC		LGA 1972 s112

### 2025/05/13.4 To approve regular payments for the coming year

It was RESOLVED that the following regular payments should be approved for the 2025/26 financial year:

Description	Supplier	Gross cost	Power to spend
Staff costs	Clerk	As determine by payroll provider	LGA 1972 s112
PAYE	HMRC	As determine by payroll provider	LGA 1972 s112
Unity bank charges	Unity Trust	£ 6.00	LGA 1972 s111
Information Commissioner's Office registration	ICO	£ 47.00	LGA 1972 s111
Grass cutting - tendered	South Gos. Council	£ 528.88	Open Space 1906 s9-10
Localism - grass cutting & bin emptying	South Gos. Council	£ 248.17	Open Space 1906 s9-10; Litter Act 1983 s5-6

### 2025/05/13.5 To approve a transfer of funds to the prepaid card account

It was RESOLVED that a balance of £200 should be transferred to the Pockit card account.

**2025/05/14 Items for future agenda**

No matters were raised.

**2025/05/15 Meeting close**

There being no further business, the meeting closed at 8:35pm.

The next meeting of the council will be held on Tuesday 24<sup>th</sup> June 2025. Items for the agenda should be with the Clerk by 17<sup>th</sup> June.

**Signed: ..... (Chair of approving meeting)**

DRAFT