

CROMHALL PARISH COUNCIL

www.cromhallpc.org.uk

**I hereby give notice of a meeting of Cromhall Parish Council, to be held on
Tuesday 1st July 2025 at 7:30pm at Cromhall Village Hall
(Rescheduled from 24th June 2025)**

Members of the council are summoned to attend for the purpose of transacting business as detailed on the agenda below.

Members of the public are invited to attend the meeting and to ask questions and raise issues with the councillors. This session will last no more than 15 minutes.

Members and parishioners are reminded that the council has a general duty to consider the following matters in the exercise of any of its functions: biodiversity, equal opportunities (race, age, gender, sexual orientation, marital status, disability, religious beliefs), crime & disorder, health & safety and human rights.

Emma Pattullo
Clerk/RFO, Cromhall Parish Council

Published: 25th June 2025

AGENDA

2025/06/1 PUBLIC PARTICIPATION

In line with standing orders 3e-k

2025/06/2 Apologies

To note apologies for absence.

2025/06/3 Declarations of interest (if any) and dispensations

In accordance with the Local Code of Conduct, to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider any dispensation requests.

2025/06/4 Approval of previous minutes

To approve the minutes of the meeting of 20th May 2025.

[Meeting minutes](#) are available on the council's website.

2025/06/5 Exclusion of public and press

To resolve whether any item of this agenda warrant exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960

2025/06/6 To consider co-option to the vacant council seat

2025/06/7 Planning

2025/06/7.1 To review and resolve response to the following planning applications, plus any received since publication of the agenda

All [current planning applications](#) can be viewed on the SGC planning website.

- i. [P25/01240/HH](#) - 2 Heathend Cottages, Cromhall - Installation of air source heat pump to rear elevation.

2025/06/7.2 To note the following planning decisions

- i. P25/00782/RM - Land to the rear of South Face, Cowship Lane, Cromhall - Demolition of existing barns and erection of 1 no. dwelling with appearance, landscaping, layout, and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission P21/05331/O) (resubmission of P24/02551/RM). *SGC decision: Refusal*

2025/06/7.3 To receive update on Local Plan progress and reconsider previous decision to submit a letter to South Glos. Council regarding the lack of a current Local Plan

- 2025/06/8 Items to note (no decision required)**
- 2025/06/8.1 To receive report from SGC Ward Councillor**
- 2025/06/8.2 To receive report from the Clerk**
- 2025/06/8.3 To receive external meeting feedback or other updates from councillors**
- 2025/06/9 Parish matters for decision**
- 2025/06/9.1 To receive play area inspection report and consider action required, if any**
- 2025/06/9.2 To agree installation of a memorial bench on Bibstone Green & consider replacement of the second bench**
- 2025/06/9.3 To consider quotation for installation of poles for deployment of Vehicle Activate Speed sign**
- 2025/06/9.4 To resolve responses to consultations received:**
- 2025/06/9.4.1 South Glos. Council – Dementia Strategy 2025**
 Comments by 30th July
- 2025/06/10 Council administration**
- 2025/06/10.1 To adopt an IT policy**
 Paper 1 – Draft IT policy v0-1
- 2025/06/10.2 To select an internal auditor for 2025/26 financial year**
 Paper 2 – Selection of internal auditor
- 2025/06/10.3 To agree change of date for next meeting to 29th July**
- 2025/06/10.4 To note correspondence received and determine action required, if any**
- 2025/06/11 Finance**
 Paper 3 – Payments schedule June 2025
- 2025/06/11.1 To note payments made under prior approval and approve payments due**
- 2025/06/12 Items for next agenda**

*Supporting papers are available on the council's website (www.cromhallpc.org.uk)
The next meeting of the council is expected to be held on Tuesday 29th July 2025
(date subject to item 10.3 above).*

Cromhall Parish Council

IT Policy

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
0.1	For consideration at meeting of 24/6/25	n/a	Based on template policy provided by the Smaller Authorities Proper Practices Panel	(Annual)

1. Introduction

Cromhall Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Cromhall Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts, and to use of any other email accounts for council business.

3. Acceptable use of IT resources and email

Cromhall Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Unauthorised installation of software on council-provided devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Cromhall Parish Council data should be stored and transmitted securely using approved methods. Files on the main council laptop should be backed up via cloud storage, available via the Microsoft 365 subscription.

Staff and councillors should ensure that any personal devices used to access council records (including emails) have appropriate security features enabled, including a screen lock.

6. Internet usage

Internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Councillors are expected to set up a separate, private email account for use on council business. The Clerk uses a council-owned email address linked to the council's own domain.

All emails related to council business should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Cromhall Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. The passwords and account details for council accounts are stored in the LastPass secure password management system, to which the Clerk and Chair hold the master password.

9. Mobile devices and remote work

Mobile devices provided by Cromhall Parish Council should be secured with passcodes and/or biometric authentication. Users should ensure that the devices are kept in a secure location whenever possible and that they are closely monitored when being used outside the normal place of work.

10. Email monitoring

Cromhall Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (the Clerk) for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

13 Training and awareness

Cromhall Parish Council will provide regular training and resources to educate users about IT and email security best practices, privacy concerns, and technology updates.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Commented [CC1]: Alternative would be to provide cromhallpc.org.uk emails for all councillors?

Commented [CC2]: This could be difficult since councillors are using personal email addresses, albeit specific to council work. May wish to add a clause requiring councillors to produce evidence as required?

Commented [CC3]: There is no guidance as to how regular such training should be or what form it should take. ALCA offer online training on cyber security (£15) data protection (GDPR) (£14) and information security (£14).

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Commented [CC4]: Council may wish to consider whether a less frequent review period would be sufficient.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk

All staff and councillors are responsible for the safety and security of Cromhall Parish Council's IT and email systems. By adhering to this IT and Email Policy, Cromhall Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

DRAFT

Report to council meeting of 1st July 2025 (rescheduled from 24th June)

Prepared by Emma Pattullo, Clerk/RFO

Selection of internal auditor for the 2025/26 financial year

Introduction

For the last few years, the council has taken part in the ALCA Small Councils Audit Network for provision of internal audit. ALCA have decided that from the current financial year, they are restricting the network to those councils who qualify for exemption from external audit. Since Cromhall PC's precept is now over £25k, the council will not be exempt unless the threshold is increased.

The 2025 Practitioner's Guide states that "*the authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities*".

The practice of local council audit covers much more than just a review of the council's financial records. It covers a wide range of financial and governance matters and is a key tool for councillors to use in determining their responses to the Annual Governance and Accountability Return. As the audit regime has been strengthened in recent years, the increased professionalism of internal audit has been reflected in both the setting up of the Internal Audit Forum, a sector specialist body promoting best practice, and the introduction of a specialist qualification, Principles of Internal Auditing Local Councils (PIALC). Audit services are provided by a mixture of individuals (often experienced parish or town clerks) and sector-specific auditing firms.

Budget

As the internal audit will not be undertaken until after the end of the current financial year, there is no implication for the current year's budget. An appropriate amount will need to be included in the audit line of next year's budget.

Quotes

Quotes have been requested from several providers of internal audit services for consideration. Most would offer a remote audit i.e. accessing the information provided on the website or by email. The quotes and qualifications of the various offers are summarised in the table below:

<i>Name</i>	<i>Quotation (per year)</i>	<i>Notes</i>
Cameron Biggs – Clerk's Compliance	£100 if no significant issues found, +£35/hour if additional work needed	Member of Internal Audit Forum Experienced local council clerk Qualified auditor in other codes but does not hold sector-specific auditing qualification
Adam Keppel-Green	£175	Experienced local council clerk Holds CiLCA, PILCA and BA In Community Governance Current Chairman of the SLCC Board of Directors

Scott Thornley	£75	Experienced local council clerk Holds CiLCA, working towards PILCA
Paul Russell - Parish & Town Audit Services	£195 (fixed for next two years)	Experienced local council clerk Member of Internal Audit Forum Fee includes audit related advice service through the year
Auditing Solutions	None	Not taking on new clients at the moment
Mulberry Local Authority Services	£75 per hour plus £0.45 per mile travel expenses	Estimate 3 to 5 hours. (£225 to £375.) Includes an on-site interim audit mid-year, with final audit carried out remotely.

Clerk's comments

Scott Thornley and Cameron Biggs' quotes are cheapest but neither hold sector-specific auditing qualifications and I don't know them by reputation. However both are experienced clerks so would offer at least the equivalent competence of the previous auditors obtained through the ALCA small councils audit network.

Adam Keppel-Green and Paul Russell both have a good reputation in the sector and many years of experience. I am confident their audit services would be thorough and professional. Paul Russell's has the advantage of including advice on auditing matters through the year, which may be useful at times.

Mulberry Local Authority Services' offer seems to me excessive for a council the size of Cromhall PC, though councillors may want the additional rigour of a mid-year audit as well the usual end of year one.

Recommendations

I recommend that either Adam Keppel-Green or Paul Russell be appointed as internal auditor. They would offer a good balance of thorough audit and reasonable cost. However, any of the above options would meet the requirements of independence, competence and effectiveness.

Receipts and Payments schedule - to meeting of 24th June 2025

Receipts

No receipts since last meeting

Payments made under prior approval - All invoices have been examined, verified and certified by the Responsible Financial Officer

Voucher	Date	Description	Supplier	Budget line	Net	VAT	Total	Approval
327	21/05/2025	Insurance premium	Zurich Municipal	Insurance	£ 632.00	£ -	£ 632.00	2025-05-11.2
328	21/05/2025	Grass cutting- localism Q1	South Glos. Council	Grass cutting - localism	£ 163.98	£ 32.80	£ 248.18	2025-05-13.4
329	21/05/2025	Bin emptying Q1	South Glos. Council	Waste bin	£ 42.84	£ 8.56		
333	31/05/2025	Bank charges May	Unity Trust Bank	Bank charges	£ 6.00	£ -	£ 6.00	2025-05-13.4

Payments for approval - All invoices have been examined, verified and certified by the Responsible Financial Officer

Voucher	Date	Description	Supplier	Budget line	Net	VAT	Total	Power to spend
330	24/06/2025	Install new dog bins	South Glos. Council	Assets - general non land	£ 820.45	£ 164.09	£ 984.54	Litter Act 1983 s5-6
331	24/06/2025	Hall hire - annual assembly	Cromhall Parish Hall	Room hire	£ 17.50	£ -	£ 17.50	LGA 1972 s111
332	24/06/2025	Gate closure mechanism	Online Playgrounds	Maintenance (play area)	£ 194.00	£ 38.80	£ 232.80	LG (Misc Prov) 1976 s19
334	30/05/2025	Pockit cash load fee	Pockit	Bank charges	£ 2.49	£ -	£ 2.49	LGA 1972 s111
335	24/06/2025	Payroll admin Q1	PATA UK	Payroll admin	£ 37.35	£ -	£ 37.35	LGA 1972 s111
336	24/06/2025	Grass cutting- tendered contract	South Glos. Council	Grass cutting - tendered	£ 440.73	£ 88.15	£ 528.88	Open Space 1906 s9-10