

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on
Tuesday 29th July 2025 at 7:30pm at Cromhall Village Hall**

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

IN ATTENDANCE: Cllr. John O'Neill - South Glos. Council (SGC) Ward Councillor, 1 member of the public

CLERK: Emma Pattullo

Approved at the subsequent meeting held on 26th August 2025.

Signed copy held by the Clerk.

2025/07/1 PUBLIC PARTICIPATION

Residents raised various issues:

- Heavy HGVs using Tortworth Road despite the 7.5 tonne limit;
- Continued problems with sewage odours from Townwell pumping station;
- Speeding in Cowship Lane residential (30mph) section;
- Concerns re: impact on wildlife of the proposed development in Church Lane;
- Pothole in the gravel on the unsurfaced section of Tortworth Road by the t-junction.

2025/07/2 Apologies

Apologies were received from Cllr. Mark Bryan.

2025/07/3 Declarations of interest and requests for dispensation

None received.

2025/07/4 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 1st July 2025 (postponed from 24th June) should be accepted as a true record. The minutes were duly signed by the chair.

2025/07/5 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.

2025/07/6 To consider co-option to the vacant council seat

No candidates have come forward for co-option.

2025/07/7 Planning

2025/07/7.1 To review and resolve response to the following planning applications

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

- i. P25/01699/F - Land to the north of Church Lane Cromhall - Erection of 47no. 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 (resubmission of P23/02597/F). *RESOLVED: Postpone decision until next meeting on 26th August, subject to agreement with SGC, to allow time to canvas public opinion.*

2025/07/7.2 To note the following planning decisions

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

- i. P25/01240/HH - Heathend Cottages, Cromhall - Installation of air source heat pump to rear elevation. *SGC decision: Approve with conditions*

2025/07/7.3 To reconsider previous decision to submit a letter to South Glos. Council regarding the lack of a current Local Plan

A request had been received for reconsideration of this previous decision (minute ref.: 2025/04/7.3) under Standing Order 7a.

Following new information received about the progress of the new Local Plan, which is expected to be submitted to the Planning Inspectorate in September, it was RESOLVED that sending such a letter to SGC was no longer appropriate and thus the previous resolution no longer stands.

2025/07/8 Items to note

2025/07/8.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill reported on the following:

- The Y8 bus service is to be extended to serve Kingswood and Wotton-under-Edge, and the number of buses per day will be increased;
- Changes to bin collection days have been communicated to residents by letter (and by email for those with green bin subscriptions);
- A new SGC phone app is being launched on 1st August. Residents will be able to use the app to check bin collection dates, book a visit to a Sort It centre and to report issues such as potholes.

2025/07/8.2 To receive report from the Clerk

The clerk had no additional matters to report.

2025/07/8.3 To receive external meeting feedback or other updates from councillors

Cllr. Daniel reported that the Own our Oak group is on hold since the current owner of the pub had apparently received an offer on the property. It is believed that this offer may since have fallen through, but no further communication has been received from the owner.

Cllr Bryan had attended a meeting with Bromford and other interested parties to discuss potential future community use of the former shop premises. Bromford are considering whether the space could be leased at a peppercorn rent for a non-commercial purpose.

Cllr Bryan had also attended a Village Agent meeting. The new Agent is now in post and has been invited to attend a future council meeting to introduce herself and the role.

2025/07/9 Parish matters for decision

2025/07/9.1 To receive play area inspection report and consider action required, if any

No new issues have been identified except that the play area is in need of a clean. It was RESOLVED that a community "Clean the Park" session should be organised on 30/31 August or 13/14 September.

2025/07/9.2 To consider quotation for installation of poles for deployment of Vehicle Activated Speed sign

A quote of £8926.79 has been given, which includes around £4500 to remove the non-functioning sign from the pole opposite the northern junction of Tortworth Road. A revised quote has been

requested, giving separate costs for the five new poles.

2025/07/9.3 To consider repairs to the steps on Bibstone Green by the Royal Oak

One slab of the steps has come loose. It was RESOLVED that Mark Woodward should be asked whether he can concrete it back in place at the same time as the new benches are installed on the green.

2025/07/10 Council administration

2025/07/10.1 To review and re-adopt the Standing Orders

It was RESOLVED that the presented draft of Standing Orders, version 2.0, should be adopted with no further amendments.

2025/07/10.2 To review and re-adopt the Financial Regulations

It was RESOLVED that the presented draft of Financial Regulations, version 2.1, should be adopted with no further amendments.

2025/07/10.3 To adopt an IT & Email policy

The clerk advised that advice recently received from ALCA does not align with some clauses of the presented draft policy. It was therefore RESOLVED that adoption should be delayed until later in the year to allow time for consideration of the new advice. It was further RESOLVED that, in line with the advice from ALCA, the clerk should obtain a quote for provision of council emails for all councillors.

2025/07/10.4 To select an internal auditor for 2025/26 financial year

Following consideration of the presented quotes, it was RESOLVED that Parish and Town Audit Services are both independent and competent and should be appointed as internal auditor for the 2025/26 financial year. The clerk will sign and return the letter of engagement.

2025/07/10.5 To decide whether a council meeting should be held in August

The August meeting had been identified as provisional when the meeting schedule was drawn up. It was RESOLVED that there was sufficient business and councillor availability to be able to hold a meeting on 26th August.

2025/07/10.6 To note correspondence received and determine action required, if any

No correspondence received.

2025/07/11 Finance

2025/07/11.1 To receive budget monitoring and bank reconciliation to end June 2025

The quarterly financial report was NOTED and the bank reconciliation checked and signed by Cllr. H Bryan.

2025/07/11.2 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Total
344	Bank interest Q1	Unity Trust	£ 389.77

2025/07/11.3 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
337/338/339	Staff costs - June	Clerk/HMRC	£741.99	2025/05/13.4
345	Bank charges	Unity Trust	£6.00	2025/05/13.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
342	Grass cutting - tendered contract (June)	SGC	£528.88	Open Space 1906 s9-10
343	Grass cutting - tendered (March – late invoice)	SGC	£528.88	Open Space 1906 s9-10

2025/07/11.4 To note that no requests for community grants have been received this quarter

Noted.

2025/07/12 Items for future agenda

Speeding on Cowship Lane.

There being no further business, the meeting closed at 9:09pm.

The next meeting of the council will be held on Tuesday 26th August 2025. Items for the agenda should be with the Clerk by 18th August.

Signed: (Chair of approving meeting)