

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on
Tuesday 26th August 2025 at 7:30pm at Cromhall Village Hall**

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

IN ATTENDANCE: Cllr. John O'Neill - South Glos. Council (SGC) Ward Councillor, 7 members of the public

CLERK: Emma Pattullo

Approved at the subsequent meeting held on 23rd September 2025.

Signed copy held by the Clerk.

2025/08/1 PUBLIC PARTICIPATION

Residents raised concerns about planning application P25/01669/F for 27 homes off Church Lane. Issues of concern include:

- Out of proportion to the existing size of the village
- May lead to further development once the precedent is set
- Lack of infrastructure in the village
- Public transport is very limited
- Will make the B4058/Church Road junction busier and more dangerous
- Increase in traffic on adjacent rural lanes
- Sewerage network already overloaded

Councillors noted the residents' comments.

*** 6 members of the public left the meeting on closure of public participation ***

2025/08/2 Apologies

Apologies were received from Cllrs Mark Bryan and Mark Daniel.

2025/08/3 Declarations of interest and requests for dispensation

None received.

2025/08/4 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 29th July 2025 should be accepted as a true record. The minutes were duly signed by the chair.

2025/08/5 Exclusion of public and press

It was RESOLVED that item 10.3 of this agenda warranted exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960, since it covers confidential staffing matters. The item to be taken at the end of the meeting.

2025/08/6 To consider co-option to the vacant council seat

No candidates have come forward for consideration.

2025/08/7 Planning

2025/08/7.1 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: Objection on numerous grounds. The clerk to draft a response based on the discussion held, for approval by Cllrs Jeffreys and Contractor prior to submission.*

- ii. P25/01821/HH - Saddleback Barn The Piggeries Bristol Road Cromhall - Erection of a two storey front extension and conversion of existing garage to facilitate an annexe ancillary to the main dwelling. *RESOLVED: No objection.*

2025/08/8 Items to note

2025/08/8.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill reported on the following:

- The new SGC smartphone app has been launched and generally well received. It can be used to view planning applications, check waste collections, report issues (e.g. potholes) and book visits to the Sort It centres. The parish council was asked to help to publicise the new app.
- The new Area Committees (replacements for the former Community Engagement Forums) will have their first meetings soon.
- The business case for Charfield Station has been approved.

2025/08/8.2 To receive report from the Clerk

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

- Earthworks enforcement case has been closed following a visit by enforcement officer.
- New Y8 bus route & timetable from 31st August – details published on website.
- Council's registration as a Data Controller with the Information Commissioner's Office has been renewed.
- Lots of advice has been received on the new Assertion 10 which will form part of the next audit process, covering data security and data protection. The clerk is assessing existing policies and practice to determine what changes might be required and will report to the next meeting.

2025/08/8.3 To receive external meeting feedback or other updates from councillors

Cllr H Bryan attended an ALCA Chairs' Network meeting which focussed on the proposals for allowing English parish councils to hold hybrid meetings with some online attendees. This will not be practical for Cromhall PC due to lack of sufficient internet access at the hall.

2025/08/9 Parish matters for decision

2025/08/9.1 To receive play area inspection report and consider action required, if any

No new issues have been identified. The replacement gate closure mechanism has been delivered and will need to be fitted.

2025/08/9.2 To consider any possible action re: speeding on Cowship Lane

The clerk has contacted Wickwar PC, who confirmed that they have not received specific complaints about speeding on Cowship Lane, though general complaints of speeding vehicles on the rural lanes are common.

Cllr. O'Neill reported that he has previously requested SGC to carry out speed monitoring on Cowship Lane, but that they were unable to do so due to a lack of infrastructure on which to mount a speed measurement device.

It was therefore *RESOLVED* that the issue will be considered again once the proposed pole has been installed and the planned Vehicle Activated Speed device can be deployed to gather up-to-date information on vehicle speeds.

2025/08/9.3 To consider possible action regarding partially obstructed footpath on B4058 opposite Farleigh Lane

A large pile of garden cuttings has been dumped next to the footpath. It was *RESOLVED* that the obstruction should be reported to SGC.

2025/08/9.4 To approve purchase of a replacement defibrillator pad pack at £95 +VAT

It was RESOLVED that a replacement defibrillator pad pack should be purchased, as the existing one in the older defibrillator will expire within the next six months.

2025/08/10 Council administration

2025/08/10.1 To review and adopt the amended Risk Management Policy and Risk Register

The Risk Management Policy and Risk Register were reviewed and it was RESOLVED that the presented versions should be adopted. (Risk Management Strategy v2.0 and Risk Register v 2.0).

2025/08/10.2 To consider moving to council-owned email accounts for councillors and a .gov.uk domain

Due to requirements for data security under the new Assertion 10 of the Annual Governance and Accountability Return, ALCA have advised that all councillors should use a council-owned email address. It is best practice for these to be on .gov.uk domains.

It was therefore RESOLVED that the existing website and clerk's email should be moved to a new domain of "cromhall-pc.gov.uk" and that additional email addresses should be obtained for all councillors. The current web provider's quotation of £120 set-up costs and ongoing provision and hosting charges of £390 per annum was accepted.

2025/08/10.3 To note national pay award for council staff

The national pay award has been agreed and is to be back-dated to 1st April 2025. Members were advised of the clerk's new salary amount and the amount of arrears payable. The monthly bank standing order will be amended accordingly.

2025/08/10.4 To note conclusion of external audit and publication of notice

BDO (the external auditor) have concluded the 2024/25 audit with no issues raised. The notice of conclusion has been published on the website and noticeboards.

2025/08/10.5 To note correspondence received and determine action required, if any

2025/08/10.5.1 SGC re: new Area Committees

The new committees, which replace the former Community Engagement Forums, will hold their first meetings soon. Cllr. H Bryan is the appointed representative for Cromhall PC.

2025/08/11 Finance

2025/08/11.1 To note receipts

The following receipts were NOTED. The clerk explained that she had made an error when opening the Pockit pre-paid card account, in that the new account was one which had a monthly charge, rather than the "pay as you go" version approved by the council. The account has now been changed to the version as approved by the council and the clerk has personally refunded the extra costs incurred (voucher 354).

Voucher	Description	Supplier	Total
354	Refund of Pockit fees overpayment	Clerk	£ 4.98
355	VAT refund	HMRC	£ 456.91

2025/08/11.2 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 (except for the Pockit fees, as explained in the previous item.)

Voucher	Description	Supplier	Total	Approval
346	Pockit card fees	Pockit	£ 2.49	None
347	Pockit card fees	Pockit	£ 2.49	None
350-352	Staff costs - July	Clerk / HMRC	£ 741.99	2025-05-13.4
353	Bank charges July	Unity Trust Bank	£ 6.00	2025-05-13.4
357	ICO Data Protection fee	Information Commissioner's Office	£ 47.00	2025-05-13.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
358	Grass cutting- tendered contract	South Glos. Council	£ 528.88	Open Space 1906 s9-10
356	Hall hire Q2	Cromhall Parish Hall	£ 67.50	LGA 1972 s111
359	External audit fee	BDO LLP	£ 252.00	Local Audit (Smaller Authorities) 2015 s23
362-365	Staff costs - August	Clerk / HMRC	£ 866.94	LGA 1972 s111/112

2025/08/12 Items for future agenda

No items raised.

There being no further business, the meeting closed at 9:20pm.

The next meeting of the council will be held on Tuesday 23rd September 2025 at Cromhall Village Hall. Items for the agenda should be with the Clerk by 16th September.

Signed: (Chair of approving meeting)