

CROMHALL PARISH COUNCIL

www.cromhallpc.org.uk

I hereby give notice of a meeting of Cromhall Parish Council, to be held on Tuesday 25th November 2025 at 7:30pm at Cromhall Village Hall

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: 19th November 2025

AGENDA

2025/11/1 PUBLIC PARTICIPATION

In line with standing orders 3e-k

2025/11/2 Apologies

To note apologies for absence.

2025/11/3 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.

2025/11/4 Approval of previous minutes

To approve the minutes of the meeting of 21st October 2025.

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

2025/11/5 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

2025/11/6 To consider co-option to the vacant council seat

2025/11/7 Planning

2025/11/7.1 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. [P25/02049/MW](#) - Land at Wickwar Quarry, The Downs, Wickwar - Construction and operation of a mineral washing plant processing up to 100,000 tonnes per annum of waste materials producing sands, aggregates and clays.
- ii. [P25/02451/F](#) - HM Prison Leyhill, Tortworth - Construction of a multi-use games area

- 2025/11/8 Items to note (no decision required)**
- 2025/11/8.1 To receive report from SGC Ward Councillor**
- 2025/11/8.2 To receive report from the Clerk**
- 2025/11/8.3 To receive external meeting feedback or other updates from councillors**
- 2025/11/9 Parish matters for decision**
- 2025/11/9.1 To receive play area inspection report and consider action required, if any**
- 2025/11/9.2 To review quotations for a Vehicle Activated Speed device and select a supplier**
Paper 1 – Quotations for supply of a Vehicle Activated Speed device
- 2025/11/9.3 To put forward possible street names for the Cotswold Homes development to SGC**
- 2025/11/9.4 To resolve responses to consultations received:**
- 2025/11/9.4.1 SGC – Budget 2026/27 consultation**
 Comments by 21st December 2025.
- 2025/11/10 Council administration**
- 2025/11/10.1 To confirm council meeting dates for 2026**
Paper 2 – Proposed council meeting dates 2026
- 2025/11/10.2 To adopt a council action plan for 2026**
Paper 3 – Draft council action plan for 2026
- 2025/11/10.3 To determine data protection training requirements**
Paper 4 – Data Protection training (assertion 10)
- 2025/11/10.4 To approve grass cutting tender documents and timetable for tenders**
- 2025/11/10.5 To confirm arrangements for the clerk’s annual appraisal**
- 2025/11/10.6 To note correspondence received and determine action required, if any**
- 2025/11/11 Finance**
Paper 5 – Receipts and payments schedule, November 2025
- 2025/11/11.1 To note receipts**
- 2025/11/11.2 To note payments made under prior approval and approve payments due**
- 2025/11/11.3 To review draft 2026/27 budget and consider amendments**
Paper 6 – Draft budget 2026/27
- 2025/11/12 Items for next agenda**

Supporting papers are available on the council’s website (www.cromhall-pc.gov.uk)

The next meeting of the council will be held in January 2025, exact date to be published on the website once confirmed.

Quotations for supply of a speed indicator device

For consideration at council meeting of 25th November 2025, agenda item 2025/11/9.2.

Report prepared by Emma Pattullo.

Requirement

Cromhall PC wishes to purchase a speed indicator device (a.k.a. Vehicle Activated Speed sign or VAS) for deployment at various locations around the parish.

When requesting quotations I have used guidance from previous council discussions to determine the optimum package, which includes:

- Solar powered device (chosen locations do not have option of mains power and a battery would require changing every 1-2 weeks)
- Portable (so it can be moved between sites every 6 weeks as required by SGC)
- Ability to log vehicle speeds
- Clear display with option of pictorial or text message in addition to speed

Five suppliers were approached to quote, all of which are used by other local councils. However Morelock has recently announced that they have gone in receivership, so their quotation has not been included here due to uncertainty of business continuity.

The remaining four suppliers – Elan City, Roadside Technologies, Messagemaker and Truvelo – have supplied quotations and information sheets about their devices. Key details from each have been summarised below and the detailed quotations and information will be available during the meeting if councillors wish to view them.

Images of the various devices are included below the table.

Budget

Assuming the costs of pole installation are as quoted by SGC, the Road Safety budget line has a remaining balance of £3,720. Additional funds could be made available from general reserves if council wish to do so.

Provider	Elan City	Roadside Technologies	Messagemaker Displays	Truvelo
Model	Evolis Vision	VAS-300	Smiley - Solar	TruSign
<i>Power options</i>	Solar (100W)	Solar	Solar	Solar
<i>Display</i>	3-row LED display with speed / smiley or warning triangle / message (customisable)	2-row LED display with speed and either smiley / speed limit / warning triangle / SLOW DOWN message (fixed)	2-row LED display with speed & SLOW DOWN or speed limit & SLOW DOWN or speed & smiley	3-row LED speed or various pictures/messages (not both together)
<i>Data logging</i>	Bi-directional. Stealth mode option.	Yes - awaiting details	Yes - awaiting details	Bi-directional.
<i>Control</i>	Settings and data download via Bluetooth or USB. Optional mobile connectivity at additional cost	Settings and data download via Bluetooth or USB. Optional mobile connectivity at additional cost	Settings and data download via Bluetooth or USB. Optional mobile connectivity at additional cost	Setting and data download via mobile data.
<i>Security</i>	Padlock to mounting bar	Not stated	Not stated	Not stated
<i>Additional features</i>	Option to not display very high speeds ("no prize for records")	None	Additional mounting plates available at extra cost	Upper threshold ("no prize for records") option
<i>Weight</i>	9.2kg	Not stated	8kg	Not stated
<i>Warranty</i>	2 years with option to extend	6 years	6 years	2 years
<i>Basic cost</i>	£ 2,500.00	£ 3,294.00	£ 3,250.00	£ 4,229.00
<i>Shipping costs</i>	£ -	£ 125.00	£ 140.00	£ 40.00
<i>Additional costs...</i>	£ 125.00	£ 1,624.00	£ 275.00	£ -
<i>.. which covers</i>	5* additional mounting bars @£25	Data logging, solar panel & fixtures	Data logging	
<i>Total cost for optimum package</i>	£ 2,625.00	£ 5,043.00	£ 3,665.00	£ 4,269.00
<i>Notes</i>	Mobile data access option available but not included. Shipping cost discounted if ordered before end 2025 - otherwise £90.	Mobile data access option available but not included.	Mobile data access option available but not included. Smiley version not recommended for highways.	

Example images of devices

Elan City – Evolis Vision



Roadside Technologies – VAS300



Truvelo – TruSign



Messagemaker –

SID
Speed Indicator Device



SLR
Speed Limit Reminder



SAM
Smiley Activated Message



Cromhall PC proposed meeting dates 2026

Dates in red are not the usual fourth Tuesday of the month.

19th January – needs to be earlier for precept deadline

24th February

24th March

21st April – Annual Parish Assembly

28th April – council meeting

19th May – clerk not available 26th (could stick to 26th if council wish but someone will need to take minutes)

23rd June

28th July

25th August (to be cancelled if no significant business?)

22nd September

20th October – usual date is in half term

24th November

No meeting in December

Cromhall Parish Council – Action Plan 2026

This document sets out Cromhall Parish Council's key objectives for the year commencing April 2026. Longer term aspirations are also included, though these cannot be considered firm objectives at this stage. The action plan describes new or specific activities or plans but does not include the regular operational activities of the council, for example management of council-owned open spaces.

AIM

To make Cromhall a safe and fulfilling place to live for all members of our community.

OBJECTIVES

- 1 To ensure council assets and services are safe, secure and open to all residents
- 2 To represent the interests of Cromhall residents to external organisations including South Glos. Council
- 3 To promote community cohesion and social opportunities
- 4 To promote the welfare of current and future residents of Cromhall

ACTION PLAN

Short term / within year

Activity or action	Linked to objective?	Named Lead	Resource requirement	Timescale	Allocated budget
Deploy own vehicle speed monitoring device	4	Clerk / HB	Budget requirement for deployment contract	From April 2026 onwards	
Add new dog waste bins at problem locations	1	Clerk / HB / SW	Budget requirement for installation & emptying	Install by June 2026	
Monitor provision of off-site planning obligations for developments at the Chapel and Church Lane	2,4	DJ / CC	None	Ongoing	None
Engage with the South Glos. Local Plan process to promote optimum outcomes for Cromhall	2,4	DJ / CC	None	Ongoing	None
Plan potential infrastructure improvements to use expected CIL income in future years	1,3	?	None	Outline plans by Sept. 2026	None
Support provision of public transport including the Y8 bus service	2,3,4	HB	None	Ongoing	None
Support efforts to re-open the Royal Oak pub (in accordance with legal powers)	3	MD	None	Ongoing	None

Promote resident engagement with the council	1,2,3,4	Clerk / HB	Budget requirement for events / promotion materials	Plans by August 2026	
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Longer term / next three years

- Open former shop space as a community hub / food bank / warm space
- Provision of outdoor recreation space for young people e.g. a MUGA
- Use speed monitoring data to support requests for traffic calming measures in key locations
- Identify actions to enhance biodiversity in council-owned spaces

Data protection training requirements – Assertion 10

Report prepared by Emma Pattullo, for consideration at council meeting of 25/11/25

Introduction

The SAPPP Practitioner's Guide 2025 requires councils to provide regular data protection training to all staff and members, ensuring they understand and apply data protection principles in their roles.

Smaller authorities must implement a structured approach to data protection that includes *ongoing training for councillors and council staff*. This training should cover the lawful handling, storage, and sharing of personal data, and be reinforced by a formal Data Protection Policy. While parish councils and meetings are exempt from appointing a Data Protection Officer under Section 7 of the Data Protection Act 2018, they are still expected to *conduct regular data audits and secure personal data using appropriate technical and organisational measures*. The guide emphasises that training is not a one-off activity but a continuous process to maintain compliance and awareness across the authority.

This paper sets out a recommended approach to the training element of the requirements.

ALCA recommendations

ALCA have drawn up a recommended minimum training schedule, which is focussed around formal training courses for both initial and ongoing (refresher) training. The frequency for refresher training can be decided according to the level of risk.

The ALCA recommendations are for members and staff to take part in externally provided training as follows. All courses would provide a certificate of completion which would be the evidence of training to be provided to the internal auditor.

Initial training for clerks & chairs –

- Breakthrough Communications online session “Data Protection for Councils Part 1: Foundation & Theory” @ £35/person, AND
- Breakthrough Communications online session “Freedom of Information for Councils: Obligations, Procedures and Exemptions” @ £35/person

Initial training for other councillors –

- Breakthrough Communications online session “Data Protection for Councillors” @ £35/person. AND
- E-learning module “Freedom of Information Essentials” @ £14/person

Total Cost for initial training £408¹

Refresher training every two years (or as decided by council based on risk level)

- E-learning module “Data Protection Essentials” @ £14/person, AND
- E-learning module “Freedom of Information Essentials” @ £14/person

Total Cost for refresher training £224

¹ This assumes that the clerk's training cost is shared with Aust PC in the usual ratio, and that the current councillor vacancy is filled at some point.

Any new staff or councillors who join the council would need to undertake similar training.

Alternatives

The ALCA recommendations represent a significant cost. Whilst there is some capacity in the current training budget - £172 at the time of writing – this would not cover the whole cost and would leave no funds for any other training.

I have therefore sought cheaper alternatives which could potentially meet the audit requirements. Council will need to consider the risk of not following ALCA's advice vs. the cost savings in determining which option to take.

1. Freedom of Information

The Information Commissioner's Office has published their internal training videos on the Freedom of Information Act. Whilst these are written for ICO staff, they provide a general overview of the legislation and are freely available on their website:

<https://ico.org.uk/for-organisations/foi/learning-resources-and-training-videos/foia-and-eir-training-videos/>

Module 1 part 1 (18 minutes) explains the FOI Act and the obligations it places on public authorities. Module 2 part 2 (28 minutes) describes how requests under the FOI Act can be made, the time limits for responses and the circumstances under which a request can be partially or fully refused.

These videos together cover the same information as the e-learning module suggested by ALCA, which I took a few years ago. However there would be no certificate of completion as would be provided by the e-learning module. Instead, councillors could be asked to confirm in a meeting that they had watched the videos; as long as this is minuted for each councillor I believe that should be sufficient evidence for the internal audit.

Alternatively, the clerk could run a short in-person training session for councillors covering FOI issues. Again, this would not be certificated, externally provided training as recommended by ALCA.

2. Data Protection / GDPR

The ICO also has publicly accessible training videos on GDPR. However, these are much longer and contain a lot of details which as not relevant to a small parish council.

Data protection and GDPR are complicated and as a non-specialist I wouldn't feel confident to provide training on these topics myself.

I therefore suggest that councillors should attend one of the ALCA recommended courses above. I don't see any reason why the Chair should attend a different course from other councillors, as they have no additional responsibilities for GDPR compliance beyond those of other councillors.

Council could choose to require councillors to take the e-learning module (£14/person) rather than the online training session (£35/person) giving a total cost of £98. It would probably be wise for the clerk to attend the Breakthrough Communications course as it has been several years since I took any GDPR training and there have been changes to the legislation since then.

3. Refresher training

There is no specification within the Practitioners Guide as to what, or how frequent, 'regular' training should be. It is up to each council to determine what is reasonable, given their risk profile.

Rather than undertaking further formal training, council could consider introducing a quarterly "Data Protection Focus" item to council agendas. This would be led by the clerk and would be an opportunity to consider any potential issues which have arisen, report on GDPR / FOI compliance matters within the council and present bite-size reminders of key points.

Clerk's recommendation

I believe the best balance between cost and risk for Cromhall PC would be the following package:

- Clerk to attend Breakthrough Comms. "Data Protection Part 1" @ £22 (share of cost with Aust PC)
- Councillors to either attend Breakthrough Comms. "Data Protection for Councillors" @ £245 total, OR
- Councillors to undertake the e-learning module "Data Protection Essentials" @ £98 total.
- Clerk & Councillors to view the ICO Module 1 Parts 1&2 videos and confirm this in a council meeting (no cost)
- Introduction of quarterly "Data Protection Focus" item to council meetings, including an element of refresher training in each session (no cost except clerk's time in preparing the sessions)

This would be a total cost of £267 if councillors attend the online Data Protection training session, or £120 for the e-learning module.

Any new councillors or staff should be required to undertake the same training on joining. Council should also consider whether the formal training requirement package should be repeated, for example once per election cycle.

Receipts and Payments schedule - to meeting of 25th November 2025**Receipts**

Voucher	Date	Description	Supplier	Budget line	Reserve	Total
406	29/10/2025	Royal Oak parking licence	Croxton Trust (Royal Oak)	Rents	General	£100.00

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

Voucher	Date	Description	Supplier	Budget line	Reserve	Net	VAT	Total	Approval
396	45960	Staff costs - October	Clerk	Staff costs	General				2025-08-10.3
398	46044	PAYE - October	HMRC	Staff costs	General				2025-05-13.4
399	45960	Bank charges	Unity Trust Bank	Bank charges	General	£ 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	Reserve	Net	VAT	Total	Power to spend
392	25/11/2025	Training (Assertion 10)	ALCA	Training	General	£ 15.00	£ -	£ 15.00	LGA 1972 s111
393	25/11/2025	Bench replacement at Bibstone Green	Mark Woodward Groundworks Ltd	Maintenance (open spaces)	Open spaces	£ 865.56	£ 173.11	£ 1,038.67	LG (Misc Prov) 1976 s19
394	25/11/2025	Parish Online mapping subscription	Parish Online	IT equipment and software	General	£ 81.00	£ 16.20	£ 97.20	LGA 1972 s111
395	25/11/2025	Grass cut - October	South Glos. Council	Grass cutting - tendered	Open spaces	£ 440.73	£ 88.15	£ 528.88	Open Space 1906 s9-10

Additional payment for approval - invoice not yet received but will be due before next meeting

n/a	n/a	Payroll admin Q3	PATA Payroll	Payroll admin	General	£37.35	£ -	£ 37.35	LGA 1972 s111
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DRAFT budget for financial year 2026/27 (all figures excluding VAT)

For consideration at council meeting of 25th November 2025

PLANNED EXPENDITURE			Actual 2024/25	Budget 2025/26	Estimated actual 2025/26	Draft budget 2026/27	Notes
STAFF	Staff costs	<i>Inc. PAYE</i>	£ 7,987	£ 9,200	£ 8,850	£ 9,422	Includes PAYE, pay award estimate 3.5% + 10 hours overtime
	Home working allowance		£ 312	£ 312	£ 312	£ 312	HMRC rate
	Payroll admin		£ 108	£ 185	£ 205	£ 179	Costs for 2026 confirmed, estimate £1/month rise for 2027
COUNCIL ADMIN	Office supplies	<i>Consumables & postage</i>	£ 89	£ 250	£ 100	£ 150	
	IT equipment & software	<i>Inc. MS365 + accounts package</i>	£ 138	£ 193	£ 193	£ 193	MS365 £85. EasyPC £108
	Travel		£ 34	£ 80	£ 26	£ 50	
	Unity Bank charges		£ 71	£ 84	£ 81	£ 77	Assumes charges of £6/month + 4x Pockit card load fee
	Postal address		£ 23	£ -	£ -	£ -	No longer required
	Room hire		£ 280	£ 250	£ 215	£ 275	Assumes 11 meetings @£25
	Insurance		£ 668	£ 800	£ 632	£ 680	
	Training	<i>Clerk & councillors</i>	£ 1,031	£ 200	£ 156	£ 200	4 courses @ £50
	Subscriptions	<i>ALCA, SLCC</i>	£ 344	£ 340	£ 340	£ 374	Assume 10% increases
	Website	<i>Hosting, maintenance & improvements</i>	£ 242	£ 340	£ 579	£ 350	
	Audit	<i>Includes internal audit</i>	£ 210	£ 210	£ 210	£ 405	Internal £195 (PATAS) External £210 (BDO)
	ICO registration		£ 35	£ 35	£ 47	£ 47	
	Elections		£ -	£ -	£ -	£ -	No election expected in 26/27
OPEN SPACES	Grass cutting - tendered		£ 3,358	£ 3,526	£ 3,526	£ 4,000	New tenders due Jan 2026
	Grass cutting - localism		£ 630	£ 656	£ 656		Estimated cost
	Trees		£ 600	£ 1,000	£ -	£ 1,000	
	School field	<i>Rent & maintenance</i>	£ 772	£ 850	£ 800	£ 900	Rent £200 Grass cutting share £700 (estimate)
	Maintenance (open spaces)		£ 1,320	£ 2,000	£ 1,300	£ 2,000	
PLAY AREA	Inspection		£ 150	£ 150	£ 84	£ 100	
	Maintenance (play area)		£ 1,187	£ 1,200	£ 600	£ 1,200	
	New equipment		£ 1,053	£ -	£ -	£ -	
OTHER ASSETS	Defibrillators		£ -	£ 100	£ 105	£ 100	
	Waste bin		£ 159	£ 172	£ 428	£ 920	Assume 5 bins @ £46/quarter
	Assets - general non land	<i>Includes noticeboards, bus shelter, village gateways</i>	£ -	£ 1,580	£ 820	£ 900	2x dog waste bins - supply & install

PROJECTS	Road safety	£ 8,000.00	£ 7,673	£ 8,100	£ 450	Estimated cost for moving VAS: 9/year @ £50
	Community engagement		£ 500	£ 23	£ 500	
GRANTS	Grant awards	£ 3,300	£ 2,500	£ 1,900	£ 2,500	Carry forward unspent to reserve
Total spend		£ 32,101	£ 34,386	£ 30,288	£ 27,284	

EXPECTED OTHER INCOME & SPEND FROM RESERVES						
OTHER INCOME	CIL	£ 1,047	£ 352	£ 352	£ -	CIL uncertain; could be around £1500 if Cotswold Homes development starts before end 2025.
	Rents	£ 100	£ -	£ 100	£ 100	
	Bank interest	£ 1,641	£ 1,200	£ 1,450	£ 1,200	
		£ 2,788	£ 1,552	£ 1,902	£ 1,300	
Planned spend from reserves		£ -	£ 7,873	£ 7,873	£ -	

Total income & spend from reserves	£ 2,788	£ 10,977	£ 1,300
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NET INCOME REQUIRED		Actual Precept 2024/25	Actual Precept 2025/26	Calculated Precept 2026/27	
PRECEPT	Precept	£ 23,947	£ 25,213	£ 25,984	3.1%
Tax base		320	320	326	Estimated tax base 2026/27
Precept charge per Band D household		£ 74.83	£ 78.79	£ 79.71	£ 0.91

EARMARKED RESERVES								
	Balance b/fwd	Budget receipts in year	Payments year to date	Expected further payments	Expected balance at 31/03/2026			
CIL	£ 3,558	£ 352	-£ 3,831	£ -	£			80
Elections	£ 1,825	£ -	£ -	£ -	£			1,825
Legal services	£ 230	£ -	£ -	£ -	£			230
Open spaces maintenance	£ 14,261	£ 6,182	-£ 2,552	-£ 5,842	£			12,049
Play area - repairs and new equipment	£ 17,775	£ 1,350	-£ 295		£			18,831
Trees	£ 4,448	£ 1,000	£ -		£			5,448
Road safety	£ -	£ 7,673	£ -	-£ 7,673	£			-
TOTAL EARMARKED RESERVES		£ 42,097			£			38,462