

CROMHALL PARISH COUNCIL

www.cromhallpc.org.uk

I hereby give notice of a meeting of Cromhall Parish Council, to be held on Tuesday 20th January 2026 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: 14th January 2026

AGENDA

2026/01/1 PUBLIC PARTICIPATION

In line with standing orders 3e-k

2026/01/2 Apologies

To note apologies for absence.

2026/01/3 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.

2026/01/4 Approval of previous minutes

To approve the minutes of the meeting of 25th November 2025.

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

2026/01/5 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

2026/01/6 To consider co-option to the vacant council seat

2026/01/7 Planning

2026/01/7.1 To review and resolve response to any planning applications received since publication of the agenda

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

2026/01/7.2 To note planning decisions

- i. Appeal APP/P0119/W/25/3369721 - Land to the rear of South Face, Cowship Lane, Cromhall – Appeal against refusal of permission for 1 dwelling. *Planning Inspectorate decision – Appeal rejected.*
- ii. Appeal APP/P0119/W/25/3367827 – Land at Rectory Lane, Cromhall – Appeal against refusal of permission for retrospective change of use from agricultural land to dog walking field. *Planning Inspectorate decision – Appeal granted, planning application approved with conditions.*

- 2026/01/8 Items to note (no decision required)**
- 2026/1/8.1 To receive report from SGC Ward Councillor**
- 2026/01/8.2 To receive report from the Clerk**
- 2026/01/8.3 To receive external meeting feedback or other updates from councillors**
- 2026/01/9 Parish matters for decision**
- 2026/01/9.1 To receive play area inspection report and consider action required, if any**
- 2026/01/9.2 To consider tenders for grass cutting contract and appoint a contractor**
Paper to provided on the day of the meeting, tenders sealed until that date
- 2026/01/10 Council administration**
- 2026/01/10.1 To review and re-adopt the Complaints Procedure (paper 1)**
- 2026/01/10.2 To review and re-adopt the Publication Scheme (paper 2)**
- 2026/01/10.3 To review and re-adopt the Delegated Powers Policy (paper 3)**
- 2026/01/10.4 To review and re-adopt the Records Retention Policy (paper 4)**
- 2026/01/10.5 To note the outcome of the clerk's annual appraisal**
- 2026/01/10.6 To note correspondence received and determine action required, if any**
- 2026/01/11 Finance**
- 2026/01/11.1 To note budget monitoring and bank reconciliation to end December 2025**
Paper 5 – Finance report to end December 2025
- 2026/01/11.2 To note receipts**
- 2026/01/11.3 To note payments made under prior approval and approve payments due**
Paper 6 – Receipts and payments schedule, January 2026
- 2026/01/11.4 To consider requests for community grants**
Paper 7 – Grant requests and budget
- | Applicant | Request | Purpose |
|-------------------------------------|----------------|----------------------------|
| St Andrew's School PTFA | £680 | Reading for pleasure books |
| 1 st Woodend Scout Group | £500 | IT equipment |
- 2026/01/11.5 To approve a budget for the 2026/27 financial year**
Paper 8 – Proposed budget
- 2026/01/11.6 To approve the precept for 2026/27 arising from the adopted budget**
- 2026/01/12 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 on Tuesday 24th February 2026.

CROMHALL PARISH COUNCIL

PROCEDURE FOR HANDLING COMPLAINTS

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	11/05/2022	11/05/22 9a		
1.1	27/2/2024	2024/02/8.1.4	Updated references to Data Protection Act & contact details	
1.2	25/2/25	2025/02/10.2	Changed review frequency to annual (as required by standing orders) Chair's contact details updated	February 2026
1.3	For consideration 20/01/2026	To be added	Minor amendments to improve clarity. Added section on vexatious or persistent complaints.	

Preface

Members of the public may have complaints about the administration or procedures of Cromhall Parish Council. Local councils are not subject to the jurisdiction of the Ombudsman. It is therefore recommended for transparency in local government that councils should adopt a formal procedure for considering complaints: either made by complainants directly or referred back to the council from other bodies to whom they have been made.

The Procedure set out below is based on a recommended model, as a way of ensuring that complainants can feel satisfied that their complaint has been properly and fully considered.

Councils have been urged to do their utmost to settle complaints and satisfy complainants in the interest of the good reputation of the council.

Cromhall Parish Council will bear in mind the provisions of the Data Protection Act 2018 as well as the Freedom of Information Act 2000 in dealing with complaints.

How to submit a complaint

1. If the complaint is about the behaviour of a **councillor**, the complainant must be advised to make their complaint directly to the Monitoring Officer of South Gloucestershire Council (email to: legalsupport@southglos.gov.uk or by post to: South Gloucestershire Council, The Monitoring Officer, PO Box 1953, Bristol, BS37 0DE.) Recent case law has determined that parish councils cannot investigate complaints against councillors, regardless of who is raising the complaint.
2. If the complaint is about the behaviour of a **member of staff**, the complaint should be passed directly to the Chair to determine whether it is a disciplinary matter.
3. If a complaint is about **procedures or administration**, it should be submitted to the Clerk.
4. If a complaint about a member of staff or the council's procedures or administration is notified orally to a councillor or the Clerk, and it is not possible to satisfy the complainant in full immediately, the complainant shall be asked to put their complaint in writing to the Clerk (hard copy or email is acceptable.)
5. If a complainant indicates that they would prefer not to put their complaint to the Clerk then they should be advised to put it to the Chair of Council.
6. Complaints received from an individual on behalf of someone else cannot be processed unless the source has been corroborated and agrees to the complaint going forward.

How the Council will handle complaints

7. On receipt of a written complaint the recipient (Clerk or Chair) shall try to settle the complaint directly with the complainant. Where the Clerk or Chair receives a written complaint about their own actions, they shall refer the complaint to the full council.
8. The Clerk or Chair shall report to the next meeting of the Council any written complaint settled directly with the complainant.
9. Any written complaint that cannot be settled will be brought to the next meeting of the council, and the Clerk will notify the complainant of the date on which the complaint will be considered.
10. The council shall consider whether the nature of the complaint means that it would best be discussed without the public or press present. The council may decide that, even if the matter is to be discussed in private, the complaint and/or their representative may be present if this will facilitate the discussion.
11. The matter before the council will be to establish whether there is a factual basis to the complaint and to determine the action that should then be taken.
12. After the decision has been made it shall be communicated in writing to the complainant within ten working days of the decision being made, even if the complainant was present when the decision was taken.

Vexatious or persistent complaints

13. The Council may decline to progress a complaint where it considers the complaint to be vexatious, frivolous, malicious, or unreasonably persistent. In determining this, the Council will take into account the nature and frequency of the complaint, the behaviour of the complainant, and whether the complaint raises any substantive new issues.
14. Where a complaint is refused on these grounds, the complainant will be informed of the decision and the reasons for it.
15. The council may decline to respond to further correspondence on the same or substantially similar issues. In such cases, the Council may limit or cease communication on the matter to protect its resources and ensure fair access for all residents. The complainant will be notified if the Council decides that no further response will be provided.

Review

This procedure will be reviewed at least annually.

Contact details

Clerk: Emma Pattullo
Email: clerk@cromhall-pc.gov.uk
Phone: 01454 837271

Chair of council: Hannah Bryan
Email: hannah.bryan@cromhall-pc.gov.uk
Phone: 07912 323382

South Glos. Council Monitoring Officer (for complaints about councillors)
Email: legalservices@southglos.gov.uk
Post: South Gloucestershire Council, PO Box 1953, Bristol, BS37 0DE

INFORMATION AVAILABLE FROM CROMHALL PARISH COUNCIL

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	11/05/2022	11/05/22 9a	Based on the Model Publication Scheme provided by the Information Commissioner's Office	
1.1	27/2/2024	2024/02/8.1.5	Updated contact details	
1.2	25/02/2025	2025/02/10.5	Re-adopted, no changes	February 2026
1.3	For consideration 20/01/2026	To be added	Updated contact details. Added website address.	

Information on the council's website can be found at www.cromhall-pc.gov.uk. Details of how to request information not listed here can be found on the Freedom of Information page: <https://cromhall-pc.gov.uk/requesting-information-from-the-council/>

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and/or email address)	Website Hard copy	Free Free

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum.

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website Hard copy	Free 12p per sheet
Adopted budget	Website Hard copy	Free 12p per sheet
Precept	Website – in minutes Hard copy	Free 12p per sheet

Standing Orders and Financial Regulations	Website Hard copy	Free 12p per sheet
Grants given and received	Website - minutes Hard copy	Free 12p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 12p per sheet
Members' allowances and expenses	Website Hard copy	Free 12p per sheet

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Local Council Award Scheme	Not applicable	
Business Plan	Website Hardcopy	Free 12p per sheet
Annual action plan	Under review	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website Hard copy	Free Free
Agendas of meetings	Website Hard copy	Free 12p per sheet
Minutes of meetings – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Website Hard copy	Free 12p per sheet
Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Displayed at meetings Hard copy	Free 12p per sheet
Responses to consultation papers	Website - minutes	Free
Responses to planning applications	Website - minutes	Free

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders Code of Conduct Financial Regulations	Website Hard copies	Free 12p per sheet
Policies and procedures for the provision of services: Complaints policy Grant policy Conditions for use of playing fields Risk Management	Website Hard copy	Free 12p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 12p per sheet
Data protection/Information security policies	Website Hard copy	Free 12p per sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 12p per sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice):	Not applicable	
Assets Register	Website Hard copy	Free 12p per sheet
Register of members' interests	On inspection On South Gloucestershire Council website	
Register of gifts and hospitality	On inspection	

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
Current information only.

Information to be published	How the information can be obtained	Cost
Parks, playing fields and recreational facilities	Website Hard copy	Free 12p per sheet
Seating	Website Hard copy	Free 12p per sheet
Bus shelters	Website Hard copy	Free 12p per sheet

Contact details:

The Clerk

Cromhall Parish Council

Email: clerk@cromhall-pc.gov.uk

Phone: (01454) 837271

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

CROMHALL PARISH COUNCIL

DELEGATION OF POWERS POLICY

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	Unknown		First adoption	
1.1	11/05/2022	05/2022/9f	Reviewed and re-adopted	
1.2	27/02/2024	2024/02/8.1.3	Reviewed and re-adopted: no changes	
1.3	25/02/2025	2025/02/10.3	Reviewed and re-adopted: no changes	Feb 2026
1.4	For consideration 20/01/2026	To be added	Structural updates and minor amendments to improve clarity and accessibility. Added review period.	

Preface

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a sub-committee reporting to a committee, or the clerk, being the council's proper officer. Decisions may not be taken by an individual councillor, including the chairman.

Working groups of councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the council and to make recommendations to council.

The council should agree terms of reference for delegation whether this is to an officer or committees, sub-committees and working groups.

Urgent decisions

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council.

Decisions made under this delegation of powers, including any spending, will be reported to the next council meeting.

The Clerk is permitted urgent expenditure up to £500 per month to be made without a formal decision to do so in a council meeting. Two Councillors are still required as signatories.

Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council should be called to deal with the urgent matter.

Delegation of planning matters

1. All planning application consultations whose deadlines expire after the next scheduled meeting will be considered in Council.
2. The Clerk will endeavour to obtain extensions for planning application consultation deadlines which fall shortly before the next scheduled meeting.
3. The Council delegates all planning application consultations not considered the above clauses (1 & 2) to the Clerk in consultation with one or more named Councillors determined by the Council.
4. Consultation may be by correspondence, including email, or in person.
5. The Clerk will email planning consultation notices to the named Councillors. Planning applications can be viewed online at the local authority's website. Comments should be returned as soon as possible to the Clerk for determination of the Council's response within the prescribed consultation period.
6. Decisions made under delegation will be reported to the next Council meeting.

7. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate.

Policy review

This policy will be reviewed annually, as required by Standing Orders.

Cromhall Parish Council

Records Retention Policy

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	24/01/2023	2023/01b/8.2	First adoption. Based on SLCC model.	---
1.1	23/01/2025	2025/01/10.2	Re-adopted – no amendments	January 2027
1.2	For consideration 20/01/2026	To be added	Added acceptance of office, register of interests Removed redundant lines where council does not hold that data. Added review period.	To be confirmed.

Cromhall Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

Scope

This policy applies to all records created, received or maintained by Cromhall Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Cromhall Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. Some records are required by legislation to be preserved indefinitely. Other records may be selected for permanent preservation as part of the Council's archives and for historical research purposes.

Responsibilities

Cromhall Parish Council has a responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk, who will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Staff and councillors must ensure that any records for which they are responsible are maintained and disposed of in accordance with this policy.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management

Document	Minimum Retention Period	Reason
Receipt and payment accounts	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Invoices	6 years + current year	VAT/audit
Payroll records	6 years + current year	HMRC/audit
Community grant applications	3 years	Management/audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessments	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Acceptance of Office forms	Term of office	LGA 1972 s83(4)
Register of Interest	Term of office + 1 year	Localism Act 2011
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

Review

This policy will be reviewed at least every four years.

Bank Reconciliation to end of December 2025

Bank account

Unity Current

Balance per bank statement at 31/12/2025	Statement #026	£	63.29
TOTAL NET BANK BALANCES AT 31/12/2025		£	63.29
Opening balance at 1/4/25		£	168.03
Total receipts		£	26,896.20
Total payments		£	18,100.94
Total transfers		-£	8,900.00
Closing balance per cash book (must equal net bank balances above)		£	63.29

Bank account

Unity Reserve

Balance per bank statement at 31/12/2025	Statement #023	£	72,509.36
TOTAL NET BANK BALANCES AT 31/12/2025		£	72,509.36
Opening balance at 1/4/25		£	62,838.88
Total receipts		£	1,170.48
Total payments			
Total transfers		£	8,500.00
Closing balance per cash book (must equal net bank balances above)		£	72,509.36

Bank account

Pockit card

Balance per bank statement at 31/12/2025	(no number)	£	123.53
TOTAL NET BANK BALANCES AT 31/12/2025		£	123.53
Opening balance at 1/4/25		£	-
Total receipts		£	-
Total payments		-£	276.47
Total transfers		£	400.00
Closing balance per cash book (must equal net bank balances above)		£	123.53

Checked by: _____

Councillor should check that the statement balances (yellow) match the actual statements, and that the net bank balances match the cash book balances (both green), for each account.

Minute reference: 2025/10/11.1

Quarterly budget monitoring 01/04/2025 to 31/12/2025

Figures exclude VAT

Cost codes with no spend and no budget allocated during the period are not shown.

Payments

Quarter 1 (April-June)			Quarter 2 (July-Sept)			Quarter 3 (Oct-Dec)			TOTAL			NOTES
Spend in quarter	Budget year to date	Variance	Spend in quarter	Budget year to date	Variance	Spend in quarter	Budget year to date	Variance	Spend in year	Budget year to date	Variance £	

Staff

Home working allowance	78	78	0	78	78	0	78	78	0	234	234	0	
Staff costs	2,109	2,300	-191	2,200	2,300	-100	2,233	2,300	-67	6,542	6,900	-358	No overtime required for audit
Payroll admin	75	46	28	52	46	6	37	46	-9	164	139	26	

Council admin

Office supplies	37	62	-25	41	62	-21	0	62	-62	79	187	-109	Spend expected Q4
ICO registration	0	0	0	47	35	12	0	0	0	47	35	12	
Audit	0	0	0	210	210	0	0	0	0	210	210	0	
Website	0	60	-60	0	0	0	249	0	249	249	60	189	Move to .gov.uk email addresses increased costs
Subscriptions	226	226	0	0	0	0	0	0	0	226	226	0	
Training	28	50	-22	0	50	-50	15	50	-35	43	150	-107	
Insurance	632	800	-168	0	0	0	0	0	0	632	800	-168	Cheaper provider identified
Room hire	80	63	18	68	63	5	0	63	-63	148	188	-40	
Bank charges	23	21	2	22	21	1	18	21	-3	63	63	0	
Travel	0	20	-20	0	20	-20	0	20	-20	0	60	-60	
IT equipment and software	108	108	0	0	0	0	152	85	67	260	193	67	Purchase of mapping software exceeded budget

Open spaces

Grass cutting - tendered	881	1,059	-178	1,763	1,059	704	881	1,056	-175	3,526	3,174	352	Variance due to timing of invoices - will balance out
Grass cutting - localism	164	164	0	164	164	0	164	164	0	492	492	0	
Trees	0	1,000	-1,000	0	0	0	0	0	0	0	1,000	-1,000	Decision not to carry out additional tree survey
School field	600	650	-50	200	200	0	0	0	0	800	850	-50	
Maintenance (open spaces)	0	500	-500	0	500	-500	866	500	366	866	1,500	-634	No requirement

Play area

Inspections	84	150	-66	0	0	0	0	0	0	84	150	-66	Cheaper provider identified
Maintenance (play area)	211	250	-39	0	250	-250	0	250	-250	211	750	-539	

Assets - general

Defibrillators	0	25	-25	105	25	80	0	25	-25	105	75	30	
Waste bin	43	43	0	129	129	0	129	129	0	300	387	-87	
Assets - general non land	820	1,322	-502	0	0	0	0	0	0	820	1,236	-416	
Grants													
Grants awarded	850	1,000	-150	0	500	-500	20	500	-480	870	2,000	-1,130	No further applications received

Projects

Community Engagement	23	125	-102	0	125	-125	0	125	-125	23	375	-352	
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TOTAL Payments	7,073	10,122	-3,050	5,086	5,837	-751	4,841	5,474	-633	17,000	21,434	-4,434	
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Receipts

Quarter 1 (April-June)			Quarter 2 (July-Sept)			Quarter 3 (Oct-Dec)			TOTAL			NOTES
Receipts in quarter	Budget	Variance	Receipts in quarter	Budget	Variance	Receipts in quarter	Budget	Variance	This year	Budget	Variance £	

Precept

Precept	12,607	12,607	12,607	12,607	12,607	12,607	0	0	0	25,213	25,214	-1	
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Other Receipts

CIL	352	100	252	0	0	0	0	0	0	352	100	252	CIL late payment, was due in 2022
Rents	0	0	0	0	0	0	100	0	100	100	0	100	
Bank interest	390	300	90	377	300	77	404	300	104	1,170	900	270	
Miscellaneous receipts	0	0	0	5	0	5	8	0	8	12	0	12	Refund of overpaid Pockit fees

TOTAL Receipts	13,349	400	12,949	12,988	300	12,688	512	300	212	26,848	26,214	634	
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Summary of reserves from 01/04/2025 to 30/09/2025

Figures exclude VAT

Reserve	Balance b/fwd	Receipts	Payments	Transfers	Balance c/fwd
General	£ 19,357	£ 26,496	-£ 10,429	-£ 17,455	£ 17,969
S137 (tracking only)	-£ 1,250	£ -	-£ 20	£ 1,250	-£ 20
CIL	£ 3,558	£ 352	-£ 3,831	£ -	£ 80
Elections	£ 1,825	£ -	£ -	£ -	£ 1,825
Legal & professional services	£ 230	£ -	£ -	£ -	£ 230
Open spaces	£ 14,261	£ -	-£ 2,552	£ 6,182	£ 17,891
Play area	£ 17,775	£ -	-£ 295	£ 1,350	£ 18,831
Trees	£ 4,448	£ -	£ -	£ 1,000	£ 5,448
Road Safety	£ -	£ -	£ -	£ 7,673	£ 7,673
TOTAL	£ 60,204.46	£ 26,848.32	-£ 17,126.66	£ -	£ 69,926.12
Earmarked total					£ 51,957.43

Receipts and Payments schedule - to meeting of 20th January 2026**Receipts**

Voucher	Date	Description	Supplier	Budget line	Reserve	Total
409	12/11/2025	Training contribution	Aust Parish Council	Miscellaneous Receipts	General	£ 7.50
423	31/12/2025	Interest Q3	Unity Trust Bank (P)	Bank interest	General	£ 404.09

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
410	30/11/2025	Bank charges Nov	Unity Trust Bank	Bank charges	General	£ 6.00	£ -	£ 6.00	2025-05-13.4
411	08/12/2025	Bin emptying Q3	South Glos. Council	Waste bin	General	£ 128.52	£ 25.70	£ 154.22	2025-05-13.4
412	08/12/2025	Grass cutting - localism Q3	South Glos. Council	Grass cutting - localism	General	£ 163.98	£ 32.80	£ 196.78	2025-05-13.4
413-415	30/11/2025	Staff costs - November	Clerk/HMRC	Staff costs	General		£ -		2025-08-10.3
418	16/12/2025	Payroll admin Q3	PATA UK	Payroll admin	General	£ 37.35	£ -	£ 37.35	2025-07-17.2
419-421	31/12/2025	Staff costs - December	Clerk/HMRC	Staff costs	General		£ -		2025-08-10.3
424	31/12/2025	Bank charges Dec	Unity Trust Bank	Bank charges	General	£ 6.00	£ -	£ 6.00	2025-05-13.4
422	10/12/2025	MS365 subscription	Microsoft	IT equipment and software	General	£ 70.83	£ 14.16	£ 84.99	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
425	20/01/2026	Hall hire Q4	Cromhall Parish Hall	Room hire	General	£ 67.50	£ -	£ 67.50	LGA 1972 s111



CROMHALL PARISH COUNCIL APPLICATION FOR GRANT FUNDING

Name of organisation: St Andrews School PTFA
Contact name: <supplied>
Address: St Andrew's School, Church Lane, Cromhall, Wotton-under-Edge
GL12 8AL
Contact phone no.: <supplied>
E-mail address: <supplied>

Purpose of grant? Please describe how you will spend the grant

We will spend the grant on updating our reading for pleasure selection at school. Every pupil will choose a book from a recommended reading list to add to the class selection. This is intended to help the children take ownership of the school's selection and engage them with reading by giving them autonomy in updating the choices.

We will be buying the books from our local book shop, Cotswold Book Room. They have kindly agreed to bring in a selection of these books to both help the children choose and get them excited about their book choices.

An updated reading for pleasure section will hopefully open up new worlds for our children, giving them the opportunity to use their imagination to explore new ideas, visit new places and meet new characters. It will also hopefully improve their well-being and empathy.

How many people use this service or will take part in this activity?

Every child in the school will choose a book - 68 in total.

How many of these are resident in Cromhall Parish Council area?

Most of the pupils are resident in the Cromhall Parish Council area and all attend the school in the Parish Council Area.

How much money is needed? Please tell us the total cost of the project and the amount you are requesting from the Parish Council grant scheme.

The total cost is £680 based on an average of £10 per book. Any additional sum would allow the teachers to choose additional suitable books that the children do not select.

How much have you raised for this project or item so far?

We have just started fundraising for this project.

Financial information:

Total income for the organisation in the previous financial year: £6,894.46

Total expenditure for the organisation in the previous financial year: £8,392.63

Total reserves held by the organisation at the end of the previous financial year:



£4,563.32 in the main bank account as at 31 August 2025

£4,345.33 in the playground account - s106 money ringfenced for playground resurfacing and not to be used for any other purpose.

The council may request a copy of a bank statement or other relevant paperwork to confirm the above details.

*Please return the completed form to Emma Pattullo, Clerk/RFO, Cromhall Parish Council.
clerk@cromhallpc.org.uk / (01454) 837271. Please contact for mailing address if required.*



CROMHALL PARISH COUNCIL

APPLICATION FOR GRANT FUNDING

Name of organisation: 1st Woodend Scout Group
Contact name: Peter Carnegie
Address: <supplied>
Contact phone no. : <supplied>
E-mail address: gsl.1stwoodendscouts@gmail.com
Registration number, if any (e.g. charity number): 1034530

Purpose of grant? Please describe how you will spend the grant

We need to replace our out of date projector and sound system in our IT room.

How many people use this service or will take part in this activity?

Circa 100 young people and 20 adult volunteers

How many of these are resident in Cromhall Parish Council area?

Circa 50

How much money is needed? Please tell us the total cost of the project and the amount you are requesting from the Parish Council grant scheme.

The total cost of the equipment is circa £750 and we would like to request a grant of £500 to purchase the equipment needed.

How much have you raised for this project or item so far?

£250

Financial information:

Total income for the organisation in the previous financial year:£35901.00

Total expenditure for the organisation in the previous financial year:£26389.00

Total reserves held by the organisation at the end of the previous financial year:£12000.00

Bank account to receive payment:

Account name:1st Woodend Scout Group

Sort code: <supplied>

Account number: <supplied>

The council may request a copy of a bank statement or other relevant paperwork to confirm the above details.

*Please return the completed form to Emma Pattullo, Clerk/RFO, Cromhall Parish Council.
clerk@cromhall-pc.gov.uk / (01454) 837271. Please contact for mailing address if required.*

Grant applications 2025-26

Applicant	Date received	Considered at meeting (date)	Amount requested	Purpose	Power to spend?	s137?	Notes	Funds Awarded
Benefice Newsletter (FiveAlive)	28/03/2025	29/04/2025	£ 350	Provision of newsletters to 300 households	LGA 1972 s142			£ 350
Cromhall Horticultural Society	28/04/2025	29/04/2025	£ 500	Hire of marquee for flower show	LG (Misc Prov) 1976 s19			£ 500
St Andrews School PTA	13/11/2025	20/01/2026	£ 680	Purchase of reading for pleasure books	LGA 1972 s137	Y		
1st Woodend Scout Group	01/12/2025	20/01/2026	£ 500	IT equipment - projector & sound system	LG (Misc Prov) 1976 s19			

Total awarded £ 850

Budget £ 2,500

Remainder £ 1,650

LGA'72 s137	
Allowance per head	£ 11.10
Electorate	640
Total spend limit	£ 7,104.00
Spend so far	£ 20.00
Remaining	£ 7,084.00

PROPOSED budget for financial year 2026/27 (all figures excluding VAT)

For consideration at council meeting of 20th January 2026

PLANNED EXPENDITURE			Actual 2024/25	Budget 2025/26	Estimated actual 2025/26	Proposed budget 2026/27	Notes
STAFF	Staff costs	<i>Inc. PAYE</i>	£ 7,987	£ 9,200	£ 8,850	£ 9,569	Includes PAYE, pay award estimate 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	£ 120	£ 120	
	IT equipment & software	<i>Inc. MS365 + accounts package</i>	£ 138	£ 193	£ 193	£ 274	MS365 £85. EasyPC £108, Parish Online £81
	Travel		£ 34	£ 80	£ 26	£ 50	
	Unity Bank charges		£ 71	£ 84	£ 81	£ 87	Unity £7/month (confirmed) + 2x Pockit card load fee
	Postal address		£ 23	£ -	£ -	£ -	No longer required
	Room hire		£ 280	£ 250	£ 215	£ 248	Assumes 12 meetings @£22.50
	Insurance		£ 668	£ 800	£ 632	£ 680	
	Training	<i>Clerk & councillors</i>	£ 1,031	£ 200	£ 156	£ 250	4 courses @ £50 + clerk attendance at Regional Training Seminar
	Subscriptions	<i>ALCA, SLCC</i>	£ 344	£ 340	£ 340	£ 358	ALCA est. £233, SLCC est. £125 (£200 total, shared with Aust PC)
	Website / email	<i>Hosting, maintenance & improvements</i>	£ 242	£ 340	£ 579	£ 415	Hosting £330, .gov domain £60, old domain £25
	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	To be updated following tender selection
	Grass cutting - localism		£ 630	£ 656	£ 656	£ 689	Estimated 5% increase
	Trees		£ 600	£ 1,000	£ -	£ 1,000	Tree survey due in 2026 - fund from reserves
	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	£ 3,000	Includes £980 for installation of kissing gate at school field
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	£ 477	
GRANTS	Grant awards	£ 3,300	£ 2,500	£ 1,900	£ 2,500	
Total spend		£ 32,101	£ 34,386	£ 30,308	£ 29,230	

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	
Total		£ 2,788	£ 1,552	£ 1,902	£ 1,300	
Planned spend from reserves		£ -	£ 7,873	£ 7,873	£ 1,477	Community Engagement & Trees underspend from previous year

Total income & spend from reserves	£ 2,788	£ 10,977	£ 2,777
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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	£ 26,453	4.9%
Tax base		320	320	339	Confirmed tax base 2026/27
Precept charge per Band D household		£ 74.83	£ 78.79	£ 78.03	-£ 0.76

EARMARKED RESERVES								
	Balance b/fwd at 01/04/2025	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	£ -	£			17,891
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				£			44,304