

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on
Tuesday 20th January 2026 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 24th February 2026.

Signed copy held by the Clerk.

2026/01/1 Public Participation

Potholes on Church Lane are very large and dangerous.

Flooding on Church Lane by Well Cottage – Cllr H Bryan has reported to SGC.

2026/01/2 Apologies

Apologies were received from Cllrs. Mark Bryan and Daren Jeffery.

2026/01/3 Declarations of interest and requests for dispensation

None received.

2026/01/4 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 25th November 2025 should be accepted as a true record. The minutes were duly signed by the chair.

2026/01/5 Exclusion of public and press

It was RESOLVED that item 9.2 of this agenda warranted exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to discussion of commercially sensitive information.

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

No candidate has come forward for co-option.

2026/01/7 Planning

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

No planning applications have been received.

2026/01/7.2 To note planning decisions

The following planning decisions were NOTED:

- 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

2026/01/8.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill reported on the following:

- Leyhill prison is to undergo a review following recent absconds.
- Charfield Station works are ongoing, expected completion around September 2026. Overnight closures of the main road will be needed to install new pedestrian crossing near the bridge.

2026/01/8.2 To receive report from the Clerk

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

- Planning appeal for P23/02597/F (original Redland Homes application in Church Lane) has been withdrawn.
- SGC & Cotswold Homes have agreed "Chapel Meadow" as the road name for the new development.
- Obstruction report of cuttings on pavement outside Bibstone Villas has been closed.
- Report of sewage smell over Christmas period – no dates given.
- Chased order for defibrillator pad/battery pack. Manufacturing has restarted and supplier is expecting to receive some stock later this month.
- Web accessibility check carried out & accessibility statement updated. Some pages reformatted to improve accessibility.
- Streetcare jobs list update – most jobs completed including replacing rotten stile in school field, various areas of pavement clearance, replaced gate closure mechanism in playground, removed ivy from Townwell bus shelter, cleaned village gateways. Could not complete repair of seesaw (need replacement bolts) or cleaning of play equipment (graffiti truck not available) but have offered to return and do both jobs if we can get the correct bolts. Could not remove dead tree at Bibstone Green due to proximity to road and power cables – referred to SGC tree team who have advised it is not dangerous and should be left in situ with monitoring.
- Special expenses – clerk was made aware that budget consultation includes a suggestion that special expenses will be stopped from 27/28 with the relevant assets or associated costs pushed onto parish precepts, and has responded stating that any assets handed over would either need to be in good order, or a proportion of the special expenses from recent years passed to the parish as a reserve against future work required.

2026/01/8.3 To receive external meeting feedback or other updates from councillors

Cllrs H Bryan and Woolley attended Your Voice community meeting which was of limited use since many of the stalls closed early and the room acoustics made it difficult to hear the speakers.

Cllr Contractor noted that the quarry floodlights were on full time during the Christmas closure period despite claims that they would be timer controlled to only be on during operational hours. He will raise at the next liaison meeting.

Cllrs H Bryan and Woolley attended a Village Agent steering group meeting; the Village Agent has had more referrals lately. They are due to meet to discuss plans for the shop premises.

Cllr H Bryan and the clerk attended the Town & Parish Forum, which included updates on the Local Plan examination process.

Cllr Woolley has spoken to the Chapel pastor regarding possible use of the Chapel hall for council

meetings. This would be possible in return for a donation.

2026/01/9 Parish matters for decision

2026/01/9.1 To receive play area inspection report and consider action required, if any

No new matters raised.

2026/01/9.2 To consider tenders for grass cutting contract and appoint a contractor

Following consideration of the tenders, it was RESOLVED that Greenways Grounds Maintenance should be appointed as grounds maintenance contractor for the next three years.

2026/01/10 Council administration

2026/01/10.1 To review and re-adopt the Complaints Procedure

It was RESOLVED that the Complaints Procedure should be re-adopted as presented.

2026/01/10.2 To review and re-adopt the Publication Scheme

It was RESOLVED that the Publication Scheme should be re-adopted as presented.

2026/01/10.3 To review and re-adopt the Delegated Powers Policy

It was RESOLVED that the Delegated Powers Policy should be re-adopted as presented.

2026/01/10.4 To review and re-adopt the Records Retention Policy

It was RESOLVED that the Records Retention Policy should be re-adopted as presented.

2026/01/10.5 To note the outcome of the clerk's annual appraisal

Cllrs H Bryan and Woolley met with the clerk on 9th January to carry out an appraisal. It was agreed that the clerk had successfully met her objectives for the year.

It was RESOLVED that the agreed training plan should be funded; the clerk may attend the SLCC Regional Training Seminar but will request joint funding from Aust PC.

2026/01/10.6 To note correspondence received and determine action required, if any

No relevant correspondence received.

2026/01/11 Finance

2026/01/11.1 To note budget monitoring and bank reconciliation to end December 2025

The financial report was noted. Bank reconciliation checked and signed by Cllr. Woolley.

2026/01/11.2 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Total
409	Training contribution	Aust Parish Council	£ 7.50
423	Interest Q3	Unity Trust Bank (P)	£ 404.09

2026/01/11.3 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
410	Bank charges Nov	Unity Trust Bank	£ 6.00	2025-05-13.4
411	Bin emptying Q3	South Gos. Council	£ 154.22	2025-05-13.4
412	Grass cutting - localism Q3	South Gos. Council	£ 196.78	2025-05-13.4
413-415	Staff costs - November	Clerk/HMRC		2025-08-10.3
418	Payroll admin Q3	PATA UK	£ 37.35	2025-07-17.2
419-421	Staff costs - December	Clerk/HMRC		2025-08-10.3
424	Bank charges Dec	Unity Trust Bank	£ 6.00	2025-05-13.4
422	MS365 subscription	Microsoft	£ 84.99	2025-05-13.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
425	Hall hire Q4	Cromhall Parish Hall	£ 67.50	LGA 1972 s111

2026/01/11.4 To consider requests for community grants

It was RESOLVED that the following grant awards should be made. It was further RESOLVED that the remaining grant budget of £470 should be added to the same budget line for next financial year.

Applicant	Requested amount	Purpose	Grant awarded	Power to spend
St Andrew's School PTFA	£680	Reading for pleasure books	£680	LGA 1972 s137**
1 st Woodend Scout Group	£500	Audio-visual equipment	£500	LG (Misc Prov) 1976 s19

** In accordance with the council's powers under section 137 of the Local Government Act 1972, it was RESOLVED that this expenditure is in the interests of some of the inhabitants of the council area and will benefit them in a manner commensurate with the expenditure.

2026/01/11.5 To approve a budget for the 2026/27 financial year

It was RESOLVED that the budget should be adopted, subject to amendments to the presented budget to cover the accepted grass cutting tender and carry forward of grants underspend.

2026/01/11.6 To approve the precept for 2026/27 arising from the adopted budget

It was RESOLVED that, in accordance with the adopted budget, a precept of £25,693 should be set for the financial year 2026/27.

2026/01/12 Items for future agenda

Relocating some or all council meetings to the Chapel meeting room.

Selection of vehicle speed indicator device & possible supply of data to the community speedwatch website.

Replacement of existing stile at north boundary of the school field with a kissing gate.

There being no further business, the meeting closed at 9:10 pm.

The next meeting of the council will be held on Tuesday 24th February 2026. Items for the agenda should be with the Clerk by 17th February.

Signed: (Chair of approving meeting)