

**Minutes of a meeting of CROMHALL PARISH COUNCIL held on
Tuesday 24th February 2026 at 7:30pm at Cromhall Village Hall**

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

IN ATTENDANCE: 3 members of the public

CLERK: Emma Pattullo

Approved at the subsequent meeting held on 24th March 2026.

Signed copy held by the Clerk.

2026/02/1 Public Participation

A resident reported highways issues of potholes in Church Lane and surface degradation in Knapp Lane. There are also significant levels of dog waste in Knapp Lane.

The new tenants of the Royal Oak presented plans to develop the barn (adjacent to the village green) into a café/local shop. They would wish to add decking on the Green and asked the council to consider whether this could be supported.

A resident reported that the Y8 bus often isn't taking money/passes as the payment machine isn't working. Concerns were raised that this may mean that passengers aren't reported and thus it might look like the service gets less use than in reality. Also, the bus recently hasn't turned up sometimes in the mornings. Cllr H Bryan will pass on these comments to WERN who manage the bus service.

2026/02/2 Apologies

All councillors were present.

Apologies were noted from SGC Ward Councillor John O'Neill.

2026/02/3 Declarations of interest and requests for dispensation

None received.

2026/02/4 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 19th January 2026 should be accepted as a true record. The minutes were duly signed by the chair.

2026/02/5 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.

2026/02/6 To consider co-option to the vacant council seat

No candidates have come forward for co-option.

2026/02/7 Planning

2026/02/7.1 To review and resolve response to planning applications

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

- i. P26/00341/TRE - Walnut Tree House Townwell Cromhall - Works to Crown Reduce 1.no Walnut Tree (*Juglans regia*) (T1) by 1.5m, Crown lift to 3m and reduce lowest lateral branch

by 1.5m to provide clearance covered by Tree Preservation Order SGTPO 07/96 dated 18th December 1996. *RESOLVED: No objection.*

- ii. P26/00200/F - Heathend Garage Bristol Road Cromhall - Extension to existing garage to provide improved and additional vehicle servicing, repairs and MOT facilities. *RESOLVED: No objection.*

2026/02/7.2 To note the following planning decisions

The following planning matter was NOTED:

- i. P25/02096/PIP - Land at Woodland Road Leyhill - Erection of 1no. self-build dwelling. *Application withdrawn – no further action.*

2026/02/8 Items to note

2026/02/8.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill was not able to attend. He had reported via email that the planning application P24/01229/F (Expansion of HMP Leyhill) will be decided by the SGC Development Management Committee at their meeting of 5th March. It was RESOLVED that Cllr. Contractor should attend and speak on behalf of the council.

2026/02/8.2 To receive report from the Clerk

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

- SGC tree survey of school field showed several trees requiring work and one which was dangerous and required removal. SGC have carried out the work and will replace the removed tree with another of the same species
- Further reports of sewage smell around Townwell – appears to be a different problem from the previous issues relating to Tortworth Hotel
- Submitted FOI data request to the Ministry of Justice for details of absconds from HMP Leyhill during the past ten years. Response due by 9th March.
- Playground annual inspection has been booked for April

2026/02/8.3 To receive external meeting feedback or other updates from councillors

Cllr. Daniel could not attend the recent Rag Lane Solar Farm liaison meeting but has received meeting notes. The meeting included discussion of how the community benefit funding will be administered. The clerk will try to obtain more information.

Cllr. Daniel also reported that the out-of-date battery/pad pack in the older defibrillator has been replaced, however this means that due to supply delays the council now has no spares.

2026/02/9 Parish matters for decision

2026/02/9.1 To receive play area inspection report and consider action required, if any

The pedestrian gate is still not closing firmly, the closure mechanism needs to be adjusted. Otherwise no issues.

2026/02/9.2 To agree purchase of a vehicle speed indicator device

Following consideration of the merits of the shortlisted devices, it was RESOLVED that an "Evolis" device should be purchased from Elan City, to the agreed specifications.

2026/02/9.3 To agree supply of speed device data to the community speedwatch website

It was RESOLVED that vehicle speed data obtained from the speed indicator device should be supplied to the village Speedwatch website. The data will only include the number, speed and

direction of vehicles passing the device and will not allow identification of specific vehicles or individuals.

2026/02/9.4 To consider replacement of stile in school field with a kissing gate

It was RESOLVED that a quotation should be obtained for replacement of the stile with a kissing gate.

2026/02/9.5 To receive an update on plans for community use of the former village shop premises

Cllrs. H Bryan and Woolley have been working with the Village Agents, The Keepers (Wotton area community hub) and other interested parties to look at reopening the former shop premises for community use. Proposed uses include a food share point, clothes swap, warm space and social/community group meeting place. They have been looking into possible grant funding but intend to approach the council for financial assistance.

Councillors expressed support for the proposals but felt that they would need more details before a formal decision for financial support could be taken.

2026/02/9.6 To consider request for relocation of the speed device pole in Cowship Lane

A resident of Cowship Lane has requested that the pole installed for deployment of the speed device should be moved away from the houses. Concerns included the visual impact of the pole, and the possibility of triggering epilepsy.

The current location is outside a property but the sign will point along the road rather than towards the property. Both potential suppliers have confirmed that there are no recorded instances of their devices triggering epilepsy, and that the devices can be set to light up solidly for a few seconds rather than flashing. The illumination levels are relatively low and will cause less light pollution than that of a vehicle driving past with its headlights on.

The clerk explained that options in that area are limited due to the close proximity of the parish boundary, but that it would be possible to move the pole slightly further east, just beyond the houses on the southern side of the road.

A quote for moving the pole has been requested from SGC but not yet received.

It was RESOLVED that photos of the current and possible new locations should be obtained and the matter added to a future agenda once the quotation from SGC has been received.

2026/02/9.7 To consider request for permission to erect decking on Bibstone Green for use in a proposed coffee shop/retail site at the Royal Oak

The proposals were discussed and councillors expressed concerns that the decking may not be legally compatible with the registered Village Green status of the area and that it is likely to be used as an overflow area from the pub at night, causing unacceptable levels of noise.

It was RESOLVED that the clerk should request a formal legal opinion from ALCA as to whether decking on a village green would be acceptable.

2026/02/9.8 To set a date and agree arrangements for village Spring Clean event

It was RESOLVED that a Spring Clean event should be held on Saturday 11th April from 10am. The clerk will produce advertising materials and purchase refreshments.

2026/02/10 Council administration

2026/02/10.1 To consider moving some or all council meetings to Cromhall Chapel hall

Following discussion it was RESOLVED to keep all meetings at the Village Hall.

2026/02/10.2 To review and re-adopt the following policies:

2026/02/10.2.1 Disciplinary policy

It was RESOLVED that the Disciplinary Policy should be re-adopted with the proposed minor amendments to reflect the current structure of the council administration.

2026/02/10.2.2 Grievance policy

It was RESOLVED that the Grievance Policy should be re-adopted with the proposed minor amendments to reflect the current structure of the council administration.

2026/02/10.2.3 Equality and diversity policy

It was RESOLVED that the Equality and Diversity Policy should be re-adopted with the proposed minor amendment to include a review period of four years.

2026/02/10.2.4 Safeguarding statement

It was RESOLVED that the Safeguarding Statement should be re-adopted with the proposed minor amendments to improve clarity and confirm review period of four years.

2026/02/10.3 To adopt an Internal Controls Procedure

It was RESOLVED that the Internal Controls Procedure should be adopted as presented.

2026/02/10.4 To determine arrangements for the Annual Parish Assembly

It was RESOLVED that community organisations and groups who have received grants from the council should be invited to speak. The Assembly is to be held on 21st April from 7:30pm in the Village Hall.

2026/02/11 Finance

2026/02/11.1 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Total
435	VAT refund	HMRC	£ 438.27

2026/02/11.2 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:

Voucher	Description	Supplier	Total	Approval
428/429	Salary - January	Clerk		2025-08-10.3
430	PAYE - January	HMRC		2025-05-13.4
433	Grant - reading books	St Andrews PTA	£ 680.00	2026-01-11.4
434	Grant - display equipment	1st Woodend Scouts	£ 500.00	2026-01-11.4
436	Bank charges Jan	Unity Trust Bank	£ 6.00	2025-05-13.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
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437	SLCC membership	SLCC	£ 134.00	LGA 1972 s143
438	Clerk attendance at SLCC seminar	SLCC Enterprises	£ 68.34	LGA 1972 s111

2026/02/12 Items for future agenda

Locations for additional dog waste bins.

There being no further business, the meeting closed at 9:54pm.

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

Signed: (Chair of approving meeting)