

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

PRESENT: Councillors Hannah Bryan (Chair), Cyrus Contractor, Daren Jeffery, 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 28th April 2026.

Signed copy held by the Clerk.

2026/03/1 Public Participation

A resident raised several issues:

- A resident is washing vehicles on the pavement, causing a trip hazard with trailing hoses
- Potholes in Church Lane and Cromhall Lane have not yet been repaired despite being reported to SGC
- Query re: potential timetable changes to the Y8 bus service
- Missing steps on public footpath OCR/210

2026/03/2 Apologies

Apologies were received from Cllrs. Mark Bryan and Mark Daniel.

2026/03/3 Declarations of interest and requests for dispensation

None received.

2026/03/4 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 24th February 2026 should be accepted as a true record. The minutes were duly signed by the chair.

2026/03/5 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.

2026/03/6 To consider co-option to the vacant council seat

No candidates have come forward for co-option.

2026/03/7 Planning

2026/03/7.1 To review and resolve response to the following planning applications

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

- i. P26/00468/HH - Heathend Farm Barn, The Green, Heathend - Conversion of existing garage into annexe ancillary to main dwelling to include new gable, with parking and associated works. *RESOLVED: No objection.*

2026/03/7.2 To note the following planning decisions

The following planning decisions issued by South Glos. Council were NOTED:

- 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.
SGC decision: Approve with conditions

- ii. 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. *SGC decision: Approve with conditions*

2026/03/7.3 To note arrangements for Local Plan Examination and determine response, if any

The Local Plan examination hearings will start on 19th May. Previous written submissions will be considered by the inspector. It was RESOLVED that the council's previous submissions are sufficient and there is no need to request involvement in the hearings.

2026/03/8 Items to note

2026/03/8.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill reported on the following:

- Complaints have been received re: noise from the Cotswold Homes construction site. Planning enforcement will be asked to look into these.
- Black bins will be collected every three weeks from May. New white recycling bags for cans/plastic/foil will be delivered to residents soon, along with blue bags for soft plastics.
- Governor of HMP Leyhill has invited Cllr O'Neill and surrounding parishes to attend a meeting to discuss security at the prison.

2026/03/8.2 To receive report from the Clerk

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

- Cromhall PC have been copied into a letter from Tortworth parish meeting to HMP Leyhill re: management of increased risk due to prison expansion and revised sentencing guidelines. Reply also received and circulated to councillors, Cllr Contractor is drafting a response from Cromhall PC. A joint meeting is planned with the four local parish councils, John O'Neill, Claire Young MP and the prison governor.
- FOI request to the Department of Justice – no response has been received despite being over the legislative deadline and chaser emails sent. The clerk will contact the ICO to request assistance.
- Ordered the Vehicle Activated Speed monitor – to be delivered in early April.
- Quote received for kissing gate to replace a stile in the school field - £980 +VAT.
- WERN have asked about the number of KLB post-16 students using the Y8 to get to school.
- Older council records have been submitted to Gloucester Archives, including all signed minutes from 1981 – 2025.

2026/03/8.3 To receive external meeting feedback or other updates from councillors

The planned quarry liaison group meeting did not take place and will be rescheduled.

Cllr H Bryan attended the Village Agent steering group meeting, which included reports on the recent community event in Charfield and the Y8 bus service.

2026/03/9 Parish matters for decision

2026/03/9.1 To receive play area inspection report and consider action required, if any

No new issues raised.

2026/03/9.2 To consider request from the Royal Oak to install decking on part of Bibstone Green

ALCA have advised that installation of decking would be “restricted works” under the Commons Act 2006 section 38, so would require consent from the Secretary of State. It would also be contrary to the intention of the village green status, which is to keep the area as a publicly accessible green space.

It was therefore RESOLVED that the request should be refused.

2026/03/9.3 To agree locations for additional dog waste bins

It was RESOLVED that a dog waste bin should be installed at the end of Jubilee Lane in the location previously assessed by SGC, and that an additional location near the junction of the B4058/Farleigh Lane will be put forward for assessment; if this is not agreed then the approved site opposite the Chapel will be selected.

2026/03/9.4 Community hub (former shop premises)

2026/03/9.4.1 To note updated plans for use as a community hub venue

Plans for the former shop space are focussed on provision of a food pantry, clothes and toys swap service and a warm space / social venue for older or vulnerable residents. The venue will be run by a management committee, though the overall structure of this is still to be determined.

2026/03/9.4.2 To agree that the council shall lease the space and fund insurance cover for an initial period of three years

It was RESOLVED that the council should pursue taking a lease of the former shop premises from Bromford, for an initial period of one year with option to extend.

The council's insurance provider has confirmed that the venue could be covered under the council's existing insurance policy and that there would be no additional premium.

2026/03/9.5 To appoint two members to a joint working group (with Rangeworthy and Wickwar parish councils) on Rag Lane solar farm community funding arrangements

The solar farm developers are to pay £10k per year in community funding to the three parish councils. The money must be paid via a third-party management company, but the decision on how the money should be distributed must be made by the three councils.

It was RESOLVED that Cllrs. H Bryan and Woolley will sit on a joint working group to agree the preferred arrangements.

2026/03/10 Council administration

2026/03/10.1 To review the Asset Register

It was RESOLVED that the Asset Register (as updated 15th October 2026) should be adopted as presented. It was NOTED that inclusion of older assets not previously recorded, such as benches and picnic tables, has resulted in the previous total asset value increasing by £6 – this will be reported as a restatement for the coming audit.

2026/03/10.2 To review and re-adopt the Data Protection Policy

It was RESOLVED that the Data Protection Policy (v1.3) should be adopted as presented.

2026/03/10.3 To review and re-adopt the Privacy Notices

It was RESOLVED that the Privacy Notices (v1.3) should be adopted as presented.

2026/03/11 Finance

2026/03/11.1 To note payments made under prior approval and approve payments due

The payments schedule and invoices were checked and signed by Cllrs H Bryan and Jeffery.

It was NOTED that the following payments had been made under prior approval:

Voucher	Description	Supplier	Total	Approval
441	Bank charges Feb	Unity Trust Bank	£ 6.00	2025-05-13.4
446+447	Staff costs - February	Clerk		2025-08-10.3

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
442	Grass cutting Q4	South Gos. Council	£ 351.00	Open Space 1906 s9-10
443	Bin emptying Q4	South Gos. Council		Litter Act 1983 s5-6
444	PAYE - February	HMRC		LGA 1972 s112
448-450	Staff costs - March	Clerk/HMRC		LGA 1972 s111/s112
451	Bank charges March	Unity Trust Bank	£ 6.00	LGA 1972 s111
452	Web + email hosting	Town and Parish Websites	£ 415.00	LGA 1972 s111

2026/03/12 Items for future agenda

Installation of a kissing gate to replace the stile in the school field.

2026/03/13 GDPR and Freedom of Information training session for councillors

The training session could not take place due to absence of Cllr M Bryan who was to lead the session.

The presentation slides will be circulated to councillors and a training session will be held at the next council meeting.

There being no further business, the meeting closed at 9:06pm.

The next meeting of the council will be held on Tuesday 28th April 2026. Items for the agenda should be with the Clerk by 21st April.

Signed: (Chair of approving meeting)