

**Minutes of the Annual Meeting of CROMHALL PARISH COUNCIL held
on Tuesday 19th May 2026 at 7:30pm at Cromhall Village Hall**

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

IN ATTENDANCE: Cllr. John O'Neill - South Glos. Council (SGC) Ward Councillor, 2 members of the public

CLERK: Emma Pattullo

2026/05/1 Election of Chair and Vice Chair

2026/05/1.1 To elect a Chair and receive declaration of acceptance of office

It was RESOLVED that Cllr. Hannah Bryan should be elected as Chair for the coming council year. Cllr. H Bryan duly signed the Declaration of Acceptance of Office.

2026/05/1.2 To elect a Vice Chair

It was RESOLVED that Cllr. Sarah Woolley should be elected as Vice Chair.

2026/05/2 Public Participation

Residents reported the following issues:

- Large number of potholes on Cromhall Lane, between Bushrods and the motorway bridge.
- Construction works on the Chapel field seem to be significantly higher than the planning permission allows; the ground level will be similar to the top of adjacent garden walls. Also the attenuation pond is at a higher level than the adjacent property's garden. It was agreed that the clerk should report to Planning Enforcement.
- A guard is needed around the oak tree on Bibstone Green to prevent climbing and root damage.
- The pub's benches have been moved much further onto the green than they should be.
- Proposed footpath diversion on the north side of the Cotswold Homes development will impact on the privacy of existing residents.
- Significant amount of dog mess is being left on public rights of way. It was agreed that if photo evidence of those responsible can be supplied, the PC will forward on to the dog warden.

2026/05/3 Apologies

None received. Cllr. Mark Daniel not present.

*** Cllr. M Bryan left the meeting ***

2026/05/4 Declarations of interest and requests for dispensation

None received.

2026/05/5 Approval of previous minutes

It was RESOLVED that the minutes of the meeting of 28th April 2026 should be accepted as a true record. The minutes were duly signed by the Chair.

2026/05/6 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.

2026/05/7 To consider co-option to the vacant council seat

No candidate has come forward for co-option.

2026/05/8 Planning

2026/05/8.1 To review and resolve response to the following planning applications

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

- i. P26/00954/FDI - Land Off Bristol Road Cromhall - Diversion of public footpath OCR/10/10.
RESOLVED:
- ii. P26/00958/FDI - Land Off Bristol Road Cromhall - Diversion of public footpath OCR/11/10.
RESOLVED:
- iii. P26/01043/RVC - Land At Ashleigh Cottage Bristol Road Cromhall - Variation of condition 2 attached to planning permission P23/02454/F to substitute drawing no's 003, 004 and 005 with drawing no's 4454.PL.03, 4454.PL.04 and 4454.PL.05 to raise the main roof ridge height, the two rear gables, front porch and detached garage, to increase the width and depth of the dwelling and amendments to fenestration. - Erection of 1no. detached dwelling, with detached garage, new access and associated works. *RESOLVED: No objection.*

2026/05/8.2 To note the following planning decisions

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

- i. P26/00200/F - Heathend Garage, Bristol Road, Cromhall - Extension to existing garage to provide improved and additional vehicle servicing, repairs and MOT facilities. *SGC decision – approved with conditions.*

2026/05/9 Items to note

2026/05/9.1 To receive report from SGC Ward Councillor

Cllr. John O'Neill reported on the following:

- Local Plan examination in public has commenced.
- Stroud District have asked the planning inspector to reopen the examination of their Local Plan, which was previously refused due to issues with capacity at the M5 junction 14. SGC have submitted their concerns about ability of both the motorway junction and the surrounding feeder roads to cope with the proposed level of increased housing.

2026/05/9.2 To receive report from the Clerk

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

- Annual Assembly was held on 14th April. Minutes are in preparation and will be posted on the council website.
- Special Expenses consultation response was submitted
- Attended a planning engagement meeting. Central Government are imposing national criteria as to which applications must be delegated to planning officers and which can go to committee. Most small applications (up to 9 houses) must be decided under delegation.
- Wessex Water drop-in sessions to be held at Yate library – details have been added to the council's social media platforms and website.
- Cllr H Bryan has been added as admin on the Facebook page, to enable handover to the new clerk.

- Next “Your Voice” community engagement event to be held as part of the Krunch Youth Festival on Saturday 8th August, 2pm – 6pm at Thornbury Skate Park, Brunel Way, Thornbury, BS35 3UR.
- The Keepers CEO has agreed to attend the next meeting to present results of their community survey

2026/05/9.3 To receive external meeting feedback or other updates from councillors

Cllrs H Bryan, Woolley and Contractor attended a meeting at HMP Leyhill to discuss the management of absconds at the prison. Councillors had differing opinions on the outcome of the meeting, some feeling that the prison could be doing more to look into the circumstances of the recent incident and prevent a recurrence, whilst others felt the governor is doing a reasonable job in the face of external constraints and national policy. It was agreed that there will still questions to answer and thus RESOLVED that all councillors will send any further questions to Cllr. H Bryan who will compile the list and send on to the prison.

2026/05/10 Parish matters for decision

2026/05/10.1 To receive play area annual & monthly inspection report and consider action required

The annual inspection report was considered. Most identified risks are low and cannot be reasonably mitigated. The only moderate risk item raised was inspection of the chains of the basket swing – this was done a few months ago when the chain covers were replaced and the chains are in good condition. The inspector also raised a risk of finger entrapment on the climbing frame but as this is part of the design of the equipment (which was compliant with the relevant British Standard) it was felt that no action was necessary. The replacement part for the seesaw will be fitted soon.

The monthly report had identified that one of the picnic tables has been vandalised and cannot be economically repaired. It has been moved to the corner of the site and will be taped off prior to removal and replacement.

2026/05/10.2 To consider installing a tree guard on the oak tree at Bibstone Green

Following discussion it was agreed that given the current height of the lowest branches of the tree, it would be difficult to put in a guard which prevented climbing without also presenting a risk to anyone walking near the tree.

It was RESOLVED that the clerk should seek advice as to whether removal of the lower branches would damage the tree.

2026/05/10.3 To approve Rag Lane Solar Farm community benefit sharing agreement

The community funding compensation payments from the Rag Lane developer will be £10,000 per year, to be split between Wickwar, Rangeworthy and Cromhall parish councils. The previously proposed third party management system has been found to be unreasonably expensive. Instead an agreement has been reached whereby the money will be paid to Wickwar PC, who will then distribute equal shares to the other two councils.

It was RESOLVED that the sharing agreement should be approved. The agreement document was signed by the Chair and will now be passed to the other two councils for their approval and signatures.

2026/05/10.4 To appoint members to liaise with Tortworth Estate re: possible provision of land for a multi-use games area

It was RESOLVED that Cllrs.H Bryan and Jeffery should meet with Tortworth Estate to discuss

possible provision (via gift or lease) of land for installation of a multi-use games area.

2026/05/10.5 To note progress towards setting up the Community Hub

Bromford have not yet provided proposed lease terms.

The clerk provided draft terms of reference for the committee to become a formal committee of the council, to oversee the initial set up. It may be more appropriate for the Hub to become a separate charitable organisation in the longer term.

It has been agreed that the name "Cromhall Community Hub" will be used. A competition is to be held to choose a logo design.

The Chapel and pub have agreed to host collection points for donations of food for the proposed food pantry.

2026/05/10.6 To consider installation of hedgehog information sign at Jubilee Lane

It was RESOLVED that this item should be deferred, to await a response from SGC as to whether they could supply a sign and the associated cost, if any.

2026/05/11 Council administration

2026/05/11.1 To appoint members to represent the council in the following roles:

2026/05/11.1.1 Planning lead(s)

It was RESOLVED that Cllrs Contractor and Jeffery should be appointed as Planning Leads.

2026/05/11.1.2 Town and Parish Forum representative

It was RESOLVED that Cllr H Bryan should be appointed as Town and Parish Forum representative.

2026/05/11.1.3 Avon Local Councils Association representative

It was RESOLVED that Cllr Woolley should be appointed as ALCA representative.

2026/05/11.1.4 Wickwar Quarry Liaison Group representative

It was RESOLVED that Cllr Contractor should be appointed as Wickwar Quarry Liaison Group representative.

2026/05/11.1.5 "Your Voice" Community Engagement Forum representative

It was RESOLVED that Cllr H Bryan should be appointed as Your Voice representative.

2026/05/11.2 To review and re-adopt the Standing Orders

It was RESOLVED that the Standing Orders (v2.1) should be adopted as presented.

2026/05/11.3 To review and re-adopt the Financial Regulations

It was RESOLVED that the Financial Regulations (v2.2) should be adopted as presented.

2026/05/11.4 To review and re-adopt the Code of Conduct

It was RESOLVED that the Code of Conduct (v2.2) should be adopted as presented.

2026/05/11.5 To note progress towards recruitment of replacement Clerk

The appointed councillors have met to agree the advert wording. Vacancy advert to be placed on the council's website by 22nd May with a closing date of 5th June. Interviews to be held during w/c 8th June or w/c 15th June at the Chapel hall (if available) or HMP Leyhill coffee shop.

2026/05/12 2025/26 Financial year end and audit

2026/05/12.1 To receive internal audit report for 2025/26

The internal audit report was noted. The audit has found no areas of concern and the Council's procedures and controls are generally working well. Recommendations for improvement were:

- Recommend that Council contacts its website provider to try to improve the WAVE report
- Link to Data Protection Policy on the website incorrect.

The bad link to the Data Protection Policy has been corrected.

The WAVE report measures the accessibility of the website. Most of the elements which produce a low score are to do with the coding and structure of the website rather than the content.

It was RESOLVED that the website provider should be contacted for advice.

2026/05/12.2 To determine response to the 2025/26 Annual Governance and Accountability Return (AGAR) Section 1: Annual Governance Statement

Following consideration of the evidence in support of each statement, it was RESOLVED that the council should answer Yes to each statement.

The Annual Governance Statement was completed and signed by the Chair and Clerk.

2026/05/12.3 To approve the 2025/26 AGAR Section 2: Accounting Statements

It was RESOLVED that the 2025/26 Accounting Statements were an accurate representation of the council's financial position and should be approved.

The Accounting Statements were signed by the Chair.

2026/05/12.4 To confirm there are no conflicts of interest with the external auditor, BDO LLP

All councillors confirmed that they have no personal or family relationship with any member of staff of BDO LLP.

2026/05/12.5 To note the dates for provision of public rights to inspect the accounts

It was noted that the period for provision of public rights will be from 3rd June to 14th July 2026. It was noted that the Clerk will need to post notices on the noticeboards and websites several days before the commencement of the public rights period, as there will be no Clerk in post on 2nd June.

2026/05/13 Finance

2026/05/13.1 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Budget line	Total
467	Precept - first installment	South Glos. Council	Precept	£ 12,846.50
468	CIL receipt	South Glos. Council	CIL	£ 10,267.06

2026/05/13.2 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	Budget line	Total	Approval
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460-462	Staff costs	Clerk / HMRC	Staff costs	£ 766.98	2025-08-10.3
466	Grant - T@3 group	St Andrew's PCC	Grants awarded	£ 100.00	2026-04-11.4
471	Bank charges April	Unity Trust Bank	Bank charges	£ 7.00	2025-05-13.4

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Budget line	Total	Power to spend
472	School field grass cutting	St Andrews CE Primary School	School field	£ 620.00	LG (Misc Prov) 1976 s19
473	EasyPC accounting software subscription	MiJan Consulting	IT equipment and software	£ 108.00	LGA 1972 s111
474	Playground annual inspection	RoSPA Play Safety	Inspections	£ 104.40	LG (Misc Prov) 1976 s19
475	Grass cutting tender - April	Greenways Grounds Maintenance	Grass cutting - tendered	£ 324.00	Open Space 1906 s9-10

2026/05/13.3 To approve regular payments for the coming year

It was RESOLVED that the following regular payments should be approved for the next year.

Description	Supplier	Budget line	Net	VAT	Total	Power to spend
Staff costs	Clerk / HMRC	Staff costs	As calculated by payroll provider			LGA 1972 s112 / s111
Unity bank charges	Unity Trust	Bank charges	£ 7.00	£ -	£ 7.00	LGA 1972 s111
Information Commissioner's Office registration	ICO	ICO registration	£ 47.00	£ -	£ 47.00	LGA 1972 s111
Grass cutting - tendered	Greenways	Grass cutting - tendered	£ 270.00	£ 54.00	£ 324.00	Open Space 1906 s9-10
Localism - grass cutting & bin emptying	South Glos. Council	Grass cutting - localism; Bin emptying	£ 313.94	£ 62.79	£ 376.73	Open Space 1906 s9-10; Litter Act 1983 s5-6

2026/05/14 Items for future agenda

Replacement picnic table for the Townwell play area.

Locations for additional dog waste bins.

Tree guard for oak tree at Bibstone Green.

There being no further business, the meeting closed at 9:25 pm.

The next meeting of the council will be held on Tuesday 23rd June 2026.

Signed: (Chair of approving meeting)