



CROMHALL PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON TUESDAY 28TH JULY 2026 AT 19:30 AT THE VILLAGE HALL CROMHALL.

PRESENT.

Councillors Hannah Bryan (Chair), Mark Bryan, Cyrus Contractor, Sarah Woolley and Mark Daniel.

In attendance: Clerk, Ward Cllr O'Neill and one member of public.

Public Participation.

Potholes in Cromhall Lane and Farleigh Lane

An apparently dumped untaxed car is causing a hazard.

Dust is a major issue on the Cotswold Homes development.

Concerns raised over the lack of information on the approved changes on the Cotswold Homes development.

The volunteer at Hawkers Knapp will be stepping down at the end of the year. The council extended thanks for all his help over the years.

2026/07/28 No 1. To receive apologies for absence.

Cllr Jeffery.

2026/07/28 No 2. Declarations of interest (if any) and dispensations

None.

2026/07/28 No 3. To approve minutes and sign as correct records of the council meetings.

Minutes of 19th May 2026 and 23rd June 2026 were approved as correct and true records and were signed by the Chair of Council.

2026/07/28 No 4. To receive report from Ward Councillor.

Cllr O'Neill reported:

- Special expenses policy approved.
- Will obtain information on the shared ownership scheme at the Cotswold Homes development.
- Overnight closures of the main road in Charfield 20th – 24th August 8pm – 6am.
- Charfield station remains on target.

2026/07/28 No 5. AGENDA ITEMS TO ACTION.

2026/07/27 No 5a. As the meeting held on 23rd June 2026 was not convened correctly, to formally ratify and approve the following decisions:

i. Confirm and approve the decision to appoint of the new Clerk and Responsible Financial Officer on the agreed contract terms as outlined by the staffing working group.

Resolved to confirm the appointment of the new Clerk and Responsible Financial Officer as agreed.

ii. **Approve the decision not to relocate of speed sign pole in Cowship Lane but to monitor and review the situation when the speed sign is deployed**

Resolved to approve the decision not to relocate the speed sign pole and monitor.

2026/07/28 No 5b. To approve changes to the financial arrangements to reflect staffing changes including:

- **Amendments to the Unity Bank mandate.**
New mandate submitted and awaiting approval.
- **Adding additional councillor signatories.**
Resolved to add Cllr Woolley and Contractor.
- **Amendments to Pockit card.**
Noted issues and agreed to discontinue the Pockit account.
- **Review and revise delegated authorities to more adequately reflect the costs of services, amending Standing Orders and Financial Regulations as necessary.**
Resolved to approve revised delegated authorities and associated amendments to Standing Orders and Financial Regulations.

2026/07/28 No 5c. To consider and approve the purchase of a Cromhall parish council mobile phone and agree any actions.

Resolved to arrange a Cromhall parish phone.

2026/07/28 No 5d. To consider and agree amendments to CIL reserves and revise the levels of earmarked reserves.

Resolved to agree revised levels of CIL and other earmarked reserves.

Earmarked Reserves:	As stated at 31/03/26	Actual at 31/03/26	Revised figures
CIL	£79.87	£2,030.82	£2,030.82
Play equipment Reserve	£18,011.48	£18,011.48	£18,011.48
Elections	£1,825.00	£1,825.00	£1,825.00
Open spaces	£17,891.27	£17,891.27	£17,891.27
Trees	£5,447.50	£5,447.50	£5,447.50
Professional /legal fees	£230.00	£230.00	£1,500.00
Road safety	£7,673.00	£7,673.00	£7,673.00
Financial contingency	£13,970.94	£13,970.94	£13,970.94
	£65,129.06	£67,080.01	£68,350.01
General reserves	£3,830.97	£1,880.02	£610.02
	£68,960.03	£68,960.03	£68,960.03

2026/07/28 No 5e. To approve the preferred locations for 2 new dual-purpose bins and delegate authority to the Clerk to liaise with South Gloucestershire Council and arrange installation. Cost of installing new bins circa £620 per bin plus emptying.

Resolved that dog bins are required at Jubilee Lane and Farleigh Lane. Clerk to liaise with South Gloucestershire Council and arranged installation at approved locations.

2026/07/28 No 5f. To approve the replacement of the picnic table at Townwell play area, select the preferred option and agree any actions.

Resolved to purchase and install a Glasdon Clifton picnic table with wheelchair access at a cost of £871.44 (net).

2026/07/28 No 5g. To consider the following grant applications and agree any actions:

- i. **Cromhall Horticultural Society contribution of £500 for marquee hire at the Flower show.**

Resolved to approve a grant of £500 for marquee hire under section 137 of the Local Government Act 1972 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed.

- ii. **Cromhall Parish Hall and Recreation Trust contribution of £1000 for acoustic panels.**

During careful consideration of the application, concerns were raised around the effectiveness and appropriateness of acoustic panels. The council however fully supported the installation of a hearing loop.

Resolved to approve a grant of £400 towards the hearing loop as under section 137 of the Local Government Act 1972 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed.

5h. To authorise the clerk to obtain advice and commission a crown lift the oak tree on Bibstone Green if appropriate.

Resolved to obtain professional advice and arrange a crown lift if appropriate.

5i. To consider the installation of a hedgehog information sign at Jubilee Lane following receipt of quotations and agree any actions.

Resolved to obtain 2 signs for installation in the village.

2026/07/28 NO 6. AGENDA ITEMS TO NOTE.

6a. To note items of correspondence:

- i. Update on the revised phased Local Choices and special expenses policy
The Clerk explained the implications which will result in an overall rise in the total council tax payable.
- ii. Government consultation on Fireworks and pyrotechnics in the UK and agree if any actions required – link: <https://www.gov.uk/government/consultations/fireworks-and-pyrotechnics-in-the-uk>
Noted.
- iii. To note revisions to National Scheme of Delegation for Planning.
Noted.

2026/07/26 No 7. PLANNING

2026/07/28 No 7a. Planning applications.

None.

2026/07/28 No. 7b. Planning decisions. To note.

2026/07/28 No 7bi. P26/00468/HH Heathend Farm Barn The Green Heathend South Gloucestershire GL12 8AR

Conversion of existing garage into annexe ancillary to main dwelling to include new gable, with parking and associated works. Refused

2026/07/28 No 7bii P26/00927/HH Well Cottage Bristol Road Cromhall South Gloucestershire GL12 8AP

Erection of single storey front extension to form additional living accommodation. Approved with conditions.

2026/07/28 No 7biii. P25/02180/RVC Land Off Bristol Road Cromhall South Gloucestershire GL12 8AQ

Variation of conditions 2 (Samples), 5 (LEMP), 6 (Planting), 7 (Hard Landscaping), 8 (Arb Report), 14 (Drainage), 15 (Play Area), 16 (Allotments) and 19 (Approved Plans) attached to planning consent P22/04731/F - Erection of 31 no. dwellings, with access, landscaping and associated works. Creation of 10. space shared car park. Approved with conditions.

2026/07/28 No 7biv. P25/02049/MW Land At Wickwar Quarry The Downs Wickwar South Gloucestershire GL12 8NF

Construction and operation of a mineral washing plant processing up to 100,000 tonnes per annum of waste materials producing sands, aggregates and clays. Approved with conditions.

2026/07/27 No 7c. Planning enforcement and any other actions.

None.

2026/07/26 No 8. REPORTS

8a. To receive report from the Clerk.

- Received a request to order a poppy wreath.
Agreed to place an order with a maximum donation of £50.
- Register of interests required for Cllrs H Bryan and Daniel
Completed.
- Rag Lane solar farm update - the first payment is delayed until the autumn.
- Responded to a resident regarding the speed device pole in Cowship Lane.
- The council incorreced overpaid the former clerk's final salary. This has now been repaid.
- ALCA's Chairs and Councillors online Briefing is on Wednesday 5 August, 6:20pm–7:40pm and will provide an update on the new approach to special expenses transfers.

2026/07/28 No 9. FINANCE

2026/07/28 No 9a. To approve contractual and other obligations for July 2026.

Resolved to approve the payment of any outstanding July obligations once invoices received.

2026/07/26 No 9b. To receive notification of outstanding contractual invoices which required immediate payment.

The following payments were made under delegated powers prior to the meeting.
Authorised by Cllrs H Bryan and Daniel.

Payee	Description	Net	VAT	Total	Power
Greenways Ground Maintenance	Period 3 grass cutting Inv 1833	£270.00	£54.00	£324.00	Open Spaces Act 1906, s.9-10

Greenways Ground Maintenance	Period 4 grass cutting Inv 1914	£270.00	£54.00	£324.00	Open Spaces Act 1906, s.9-10
PATA	Payroll Jan - March 25/0813/PPS	£40.35	£0.00	£40.35	LGA 1972 s112(2)
PATA	Payroll April - June 25/1333/PPS	£31.15	£0.00	£31.15	LGA 1972 s112(2)
Cromhall Village Hall	Room hire April INV19	£27.50	£0.00	£27.50	LGA 1972 s111
Cromhall Village Hall	Room Hire May x 2 INV20	£42.50	£0.00	£42.50	LGA 1972 s111
Paul Russell T/A Parish and Town Auditing Services	Internal Audit IA/0265/26	£195.00	£0.00	£195.00	LGA 1972 s111
Total		£876.50	£108.00	£984.50	

Noted and approved.

2026/07/28 No 9c. To receive and agree reconciliations for June 2026.

Resolved to agree reconciliation

Balance per bank statements as at 01/06/26	£
Unity Bank current	£2,505.17
Unity Instant access savings	£82,870.72
Pockit card	£31.24
Unity Bank current	
Less: payments for June 2026	£1,150.76
internal transfer	£0.00
Plus: Unity income for June 2026	£0.00
Balance as at 30/06/26	£1,354.41
Unity Bank instant access savings	
Less: payments for June 2026	£0.00
internal transfer	£0.00
Plus: Income for June 2026	£363.35
Balance as at 30/06/26	£83,234.07
Pockit card	
Less: payments for June 2026	£0.00
Plus: income for June 2026	£0.00
Balance as at 30/06/26	£31.24
Balance as at 30/06/26	£84,619.72

Printscreen of June 2026 accounts

Unity instant access savings	Unity	Pockit	VAT No	Unity instant access savings	Unity
0.00	1,150.76	0.00		0.00	7,724.93
83,234.07	1,354.41	31.24			
A	B	C			
84,619.72	D		Bank rec at 30 6 26		
			Unity instant access savings	83,234.07	
			Unity	1,354.41	
68,960.03			Pockit	31.24	
23,476.91				84,619.72	
7,817.22			Less undeared chqs		
84,619.72	E			84,619.72	
			F should equal D & E	Diff	0.00

Print screen June 2026 balance Unity bank account

↓ Date	Description	Paid in	Paid out	Balance
30/06/26	Service Charge		-7.00	1,354.41
25/06/26	B/P to: CROMHALL PC Emma Pattullo		-766.98	1,361.41
25/06/26	B/P to: 3900067517 South Glos. Counci		-376.78	2,128.39
31/05/26	Service Charge		-7.00	2,505.17

Print screen June 2026 balance Unity bank Savings account

30-Jun-26	19:08 Credit Interest	£363.35	£83,234.07
13-May-26	15:30 Transfer from 20498090	£20,000.00	£82,870.72

Print screen Pockit June

DATE	DESCRIPTION	AMOUNT	BALANCE
21/5/26	Screwfix Direct Yeovil	- £10.59	£31.24
19/5/26	Screwfix Direct Yeovil	- £53.98	£41.83

The meeting closed at 20:45.

Date of next meeting 25th August 2026