

Special Expenses: Open Space, Public Toilets and Bus Stops



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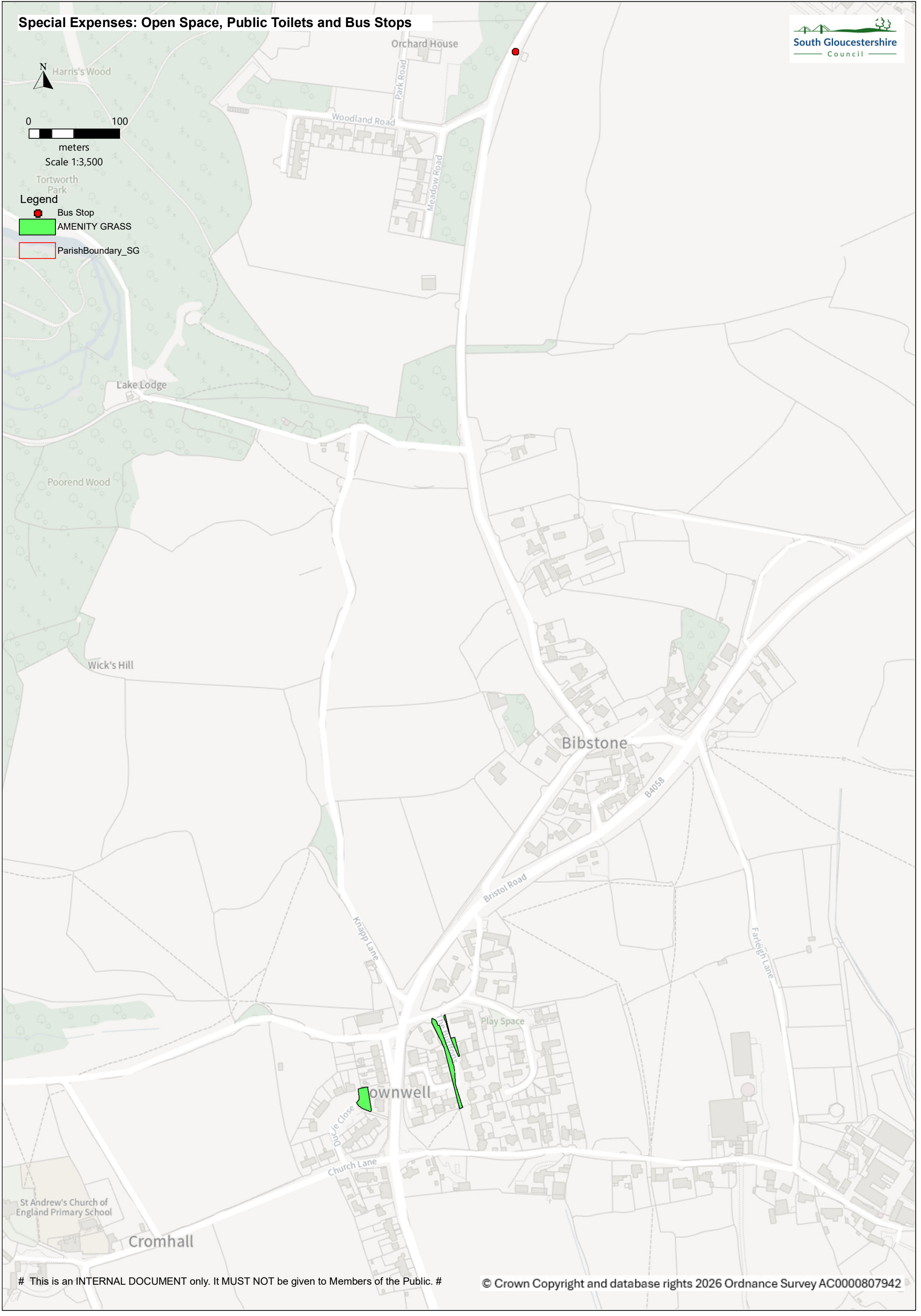
meters

Scale 1:3,500

- Legend
- Bus Stop

AMENITY GRASS

ParishBoundary_SG



Schedule 2 - Price and Payment Arrangements

Financial year	Base charge before saving / uplift	Adjustment	Annual Charge payable	Invoice profile
2027/28	£488	Less 10% procurement saving: £49	£439	50% on 30 th May 2027 and 50% on 30 th October 2027
2028/29 (3-year option only)	Previous year Annual Charge	BCIS GM87 uplift	Previous year Annual Charge + GM87	50% on 30 th May 2028 and 50% on 30 th October 2028
2029/30 (3-year option only)	Previous year Annual Charge	BCIS GM87 uplift	Previous year Annual Charge + GM87	50% on 30 th May 2029 and 50% on 30 th October 2029

Payment terms: valid invoices are payable within 30 days. Any Additional Works must be separately quoted, approved and invoiced unless urgent make-safe action is required.

ALCA TRAINING BULLETIN (September 2026)

This is the time of year when the days become noticeably shorter and councils are entering a busy and important part of the governance year. The post-Annual Meeting period is now well established, committees and working groups are settling into their work, and attention is beginning to turn towards preparation and planning for budgets, precepts and the decisions that will shape the next financial year.

This month's ALCA Training Bulletin brings together a wide range of opportunities to support councillors and clerks in their roles, including finance training that is especially relevant at this point in the year for councillors, Finance Committee members and anyone wanting to build confidence before budget-setting begins in earnest.

Click on any of the links below to access the information and to make a booking on the ALCA training portal. For any queries, please submit a ticket via the [Helpdesk](#).

FINANCE TRAINING PROGRAMME (September to November):

Procurement for Local Councils

[16 September \(10:00-11:30\)](#) -OR- [20 October \(10:00-11:30\)](#) – OR- [26 November \(10:00-11:30\)](#)

For anyone involved in procuring goods and services, preparing tenders, or entering into contracts on behalf of local councils.

This session will provide an overview of the Procurement Act 2023 and its purpose, including the key principles, objectives and stages of the procurement lifecycle. It will cover the roles and responsibilities of contracting authorities, managing conflicts of interest, understanding thresholds, below-threshold and excluded contracts, direct awards, estimating contract value, preparing scopes and specifications, and using frameworks.

The session will also look at procurement procedures, timescales, publication requirements, assessment summaries, contract award notices, standstill periods, and the mandatory or voluntary requirements that may apply to contracting authorities.

Finance for Councillors

[22 September \(10:00-11:30\)](#) -OR- [29 October \(18:30-20:00\)](#) – OR- [3 November \(10:00-11:30\)](#)

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control

- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils

VAT Partial Exemption

29 September (10:00-11:30)

For clerks, finance staff and councillors whose councils lease or hire out land and buildings, this session explains when exempt activities can prevent VAT recovery and what options may be available. Particularly relevant to councils planning major building projects or significant expenditure on these facilities.

Attendees should already understand business and non-business activities, and taxable and exempt supplies. The session is unlikely to benefit councils spending less than £50,000 a year.

Internal Controls

30 September (10:00-11:30) -OR- 18 November (10:00-11:30)

This session gives councillors and officers an understanding of the need for internal controls and how they work, with practical examples and case studies.

Topics include:

- Roles and responsibilities
- Financial risks
- Purpose of internal controls
- Case studies
- Examples of controls
- Review of internal controls

New Clerks Finance Course

1 October (10:00-11:30) -OR- 24 November (10:00-11:30)

This introductory session is for inexperienced clerks, deputy/assistant clerks and finance officers in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role.

If you have 9 months' experience or more, this session is unlikely to cover anything you don't already know. You may find it more helpful to book yourself onto the more detailed sessions on Budgeting, Internal Control, The Role of internal audit, Procurement, Year-end and VAT instead.

Bookings for experienced clerks, or anyone that is not eligible for this course, may be removed without notice.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Internal control
- The Annual Governance & Accountability Return
- Internal and external audit

Budgeting

8 October (10:00-11:30) -OR- 21 October (10:00-11:30) -OR- 5 November (10:00-11:30)

This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets.

Topics include:

- setting a budget and precept
- Contingencies and reserves
- how the council tax base affects the budget
- Inflation
- budget monitoring

Introduction to VAT

13 October (10:00-11:30) -OR- 12 November (10:00-11:30)

This session is for clerks, finance staff and councillors. It explains how VAT rules affect local councils, focussing on those that are not VAT registered, but reclaim VAT using Form VAT126.

Essential for any council contemplating major building projects.

Alternative sessions are available in our programme for councils that are registered for VAT and submit VAT returns directly from their accounting software.

Topics include:

- how VAT law applies to local councils
- where to find the law and guidance
- what are business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- partial exemption
- reclaiming VAT when using grants and donations

Role of Internal Audit

24 November (10:00-11:30)

For councillors and officers who want to understand the role of the internal auditor, what to expect from them and how to appoint one.

(Please note, this is NOT a training session for people who want to undertake internal audits)

This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.

Topics include:

- legislation and guidance
- Roles and responsibilities
- Internal controls
- how the council appoints an internal auditor
- Scope of internal audit
- Reviewing internal control
- Internal audit reports

ALCA GOVERNANCE TRAINING PROGRAMME:

Essential Councillor – 23 September (18:15-20:30) -OR- 1 December (18:15-20:30)

Being a councillor means operating within a defined legal framework, understanding how decisions are made, and knowing your responsibilities as part of a corporate body.

This course explains those fundamentals in a straightforward, engaging way, using real examples from the ALCA training curriculum.

What is covered:

- **How your council works in law** - its duties, powers and limitations as a corporate body
- **Duties vs powers** and why acting outside them creates risk for the council *and* individual councillors
- **Meetings that make decisions** - agendas, quoracy, lawful processes and confident participation
- **Roles and responsibilities** - Code of Conduct, Nolan Principles, DPs and managing conflicts of interest.
- **Practical scenarios** - including trustee conflicts, dispensation issues and other common governance challenges.
- **Working with your Clerk and Chairman** - understanding their statutory responsibilities and how good partnership supports good governance.
- **What good looks like** - preparation, behaviour, decision-making discipline and effective teamwork.

New Clerks Foundation Course Part 1: Understanding the Local Council System – 29 September (10:30-12:30)

This course is designed to help new Clerks understand the local council environment they are working in and the role of the Proper Officer within it. The course explains how parish and town councils fit within the wider local government structure, how councils act as corporate bodies, and how lawful decisions are made through properly convened meetings.

The session provides a practical foundation for Clerks who are new to the sector, helping them understand not only *what* councils do, but *how* they must operate to remain lawful, transparent and effective.

This course is aimed primarily at:

- newly appointed Clerks and Deputy Clerks
- Assistant Clerks or administrative staff supporting council meetings
- Clerks who are new to the parish and town council sector
- Existing Clerks who would like a refresher on the foundations of local council governance

No prior local council experience is required.

New Clerk Foundations Part 2: Meetings, Minutes and the Annual Governance Cycle – 19 October (10:30-12:30)

Part 2 builds on the foundations introduced in Part 1 by taking new Clerks through the practical meeting and governance cycle of a local council year. The session looks in more detail at the Clerk's role before, during and after meetings, including working with Chairs and councillors, preparing agendas and motions, supporting lawful decision-making, recording resolutions, producing minutes, and managing approval, correction, retention and publication.

The course also introduces key annual governance responsibilities, including the AGAR, publication requirements, and the statutory and good-practice documents that help councils demonstrate transparency, accountability and effective governance.

This session is designed to help new Clerks understand how the core governance principles from Part 1 are applied in practice.

Chairmanship Skills (Part 1): Leading Councils from Agenda to Decision – 20 October (18:15-20:30)

The role of Chairman carries important statutory responsibilities and requires a careful balance of leadership, neutrality, procedural knowledge and people skills. This practical course supports both new and experienced Chairs and Vice-Chairs in leading effective, lawful and well-managed council meetings.

At the heart of the session is the concept of **One Fluid Motion** – a simple but powerful framework that helps Chairs guide council business smoothly from proposal and seconding through discussion, amendment, voting and recording. Participants will explore how effective chairing is not about controlling debate, but about creating the conditions for clear, inclusive and well-structured decision-making.

This course is ideal for newly appointed or aspiring Chairs and Vice-Chairs, who want a deeper understanding of effective meeting management, and more experienced Chairs looking to deepen their insight, strengthen their confidence and develop practical tools for leading calm, inclusive, efficient and effective meetings.

PLANNING IN PLAIN ENGLISH – DATES TO BE CONFIRMED

Local (parish and town) councils play an important role in commenting on the planning applications that affect their area. The Government wants to see planning decisions taken at the lowest level possible and so once the Local Planning Authority has received a planning application it will publicise the proposal and notify the Local Council so that they have a chance to express their views.

How can a Local Council make sure that their comments on planning applications are as effective as possible and taken into account by the Local Planning Authority? This course will give you lots of advice, hints and tips to assist you as a councillor with this important task.

[Click the link here](#) to register interest and receive direct information once course bookings are open.

NPPF: The Impact of Planning Reform on Local Councils – DATES TO BE CONFIRMED

The training sessions, aimed at Clerks and Councillors, will explain reforms to National Planning Policy Framework as published by the Ministry of Housing, Communities, and Local Government (12 Dec 2024) and the wide-reaching consequences these will potentially have for every council and community. The session will:

- Explain the role of the NPPF in the planning process and how this matters to the work of ALCA members
- Outline the main changes that affect local plans and housing targets
- Address Green Belt, Grey Belt and Brownfield considerations with examples

- Explain consequences for Neighbourhood Development Plans
- Provide access to recommended resources, further guidance, and commentary

[Click the link here](#) to register interest and receive direct information once course bookings are open.

COMMUNICATIONS TRAINING PROGRAMME:

Social Media Skills for Local Councillors – 15 September (10:00 – 12:00) -OR- 26 November (18:30-20:30)

It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.

Get the most from local and regional media – 16 September (13:00 – 15:00) -OR- 25 November (10:00-12:00)

Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.

Boosting Your Council's Identity: How to Promote Your Council Effectively - 17 September (10:00-12:00) -OR- 18th November (10:00-12:00)

A strong and recognisable identity is key to ensuring your council is seen, heard and valued by the community.

This session will explore what brand identity means for parish and town councils, why it matters, and how to create a clear and consistent identity that reflects your council's purpose and values.

We'll cover practical strategies for promoting your council through effective messaging, digital and traditional communication channels, and community engagement.

By the end of the session, you'll have the tools and confidence to boost your council's visibility, strengthen public trust, and ensure residents understand who you are, what you do, and why it matters.

Data Protection for councils Part 1: Foundations and theory – 5 October (11:00-13:00) -OR- 20 October (18:30-20:30) -OR- 2 November (13:00-15:00)

The legislative landscape is constantly changing. It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session walks councils through the theory and core principles of UK GDPR and other relevant legislation. We will explain what policies, practices and processes local councils need to have in place.

Data protection training for parish and town councillors – 5 October (18:30-20:30) -OR- 30 November (18:30-20:30)

It is important for any councillor to grasp how data protection laws relate to your role. This is true for new as well as longer serving councillors. This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.

Canva Part 1: Getting Started – 8 October (13:00 – 15:00)

Canva is a design tool that can be used for free. It allows you to quickly create posters, newsletters, and other physical documents. You can also create images and videos for social media and websites. This session is for people who have never used Canva before. We will go through the basics and show you how to get the most out of the free version. Our goal is to get you started with Canva and to help your Council to communicate better.

Data Protection for councils Part 2: Accountability and Lawfulness – 12 October (11:00-13:00) -OR- 9 November (13:00-15:00)

This session deep dives into how councils demonstrate accountability with UK GDPR. We consider the different lawful bases for the processing of personal data. We will also delve deeper into how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.

How Councils Can Recruit From a More Diverse Pool of Local Councillors– 13 October (10:00 – 12:00) -OR- 12 November (10:00-12:00)

It is increasingly challenging to find people who are willing to put their names forward either at election time or to be co-opted. We explore effective ways councils and councillors can engage people over time, building up their awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.

Communicating with your Community Part 2: Engaging With Your Community – 5 October (13:00 – 15:00) -OR- 9 December (10:00-12:00)

This session will focus on putting your council's communication plan into action. On how your council could connect with the community it represents. We will consider the ways your councils can communicate effectively and build conversations. We will equip you with tools and techniques to start engaging and getting messages across.

Canva Part 2: Advanced – 15 October (10:00 – 12:00)

During the session we will focus on the advanced features of Canva. This session is for experienced users of it. In part 2 of our Canva training we will show you how your Council can get more out of it. For instance, creating complex designs and a brand for your Council. We will also cover integrating Canva with social media. There will be a particular focus on creating social media videos and using the scheduling tools.

Data Protection for councils Part 3: Data Subject Rights and Information Security - 19 October (11:00-13:00) -OR- 16 November (13:00-15:00)

In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant. Consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.

Communicating With Your Community Part 1: Creating a Community Strategy – 9 November (10:00 – 12:00) -OR- 1 December (13:00-15:00)

Every local council should have a communications strategy. It should set out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy. One that is sustainable and supports your council. A strategy that considers your council's human and financial resources.

Balance per bank statements as at 01/08/26	£
Unity Bank current	£320.65
Unity instant access savings	£83,234.07
Pockit card	£31.24
Unity Bank current	
Less: payments for August 2026	£54.00
internal transfer	£4,500.00
Plus: Unity income for August 2026	£29.95
Balance as at 31/08/26	£4,796.60
Unity Bank instant access savings	
Less: payments for August 2026	£0.00
internal transfer	£4,500.00
Plus: Income for August 2026	£0.00
Balance as at 31/08/26	£78,734.07
Pockit card	
Less: payments for August 2026	£31.24
Plus: income for August 2026	£0.00
Balance as at 31/08/26	£0.00
Balance as at 31/08/26	£83,530.67

Printscreen of August 2026 accounts

Total receipts	78,734.07	4,850.40	1.49		0.00	54.00
Less: payments in month	0.00	54.00	1.49		0.00	8,854.95
Balance c/fwd	78,734.07	4,796.40	0.00			
	A	B	C			
Combined balance	83,530.47	D		Bank rec at 30 6 26		
				Unity savings	78,734.07	
				Unity	4,796.40	
				Pockit	0.00	
					83,530.47	
Balance as at 1st April 2026	68,960.03			Less uncleared chqs		
Plus: receipts in year to date	23,519.17					
Less Payments in year to date	8,948.73					
Balance as at 31st August 2026	83,530.47	E			83,530.47	F
				F should equal D & E	Diff	0.00

Print screen August 2026 balance Unity bank account

Account Statement

01 August 2026 to 31 August 2026

Account Name: Cromhall Parish Council
Sort Code: 608301
Account Number:
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£320.65	£54.00	£4,529.75	£4,796.40

Print screen August 2026 balance Unity bank Savings account

01 August 2026 to 31 August 2026

Account Name: Cromhall Parish Council
Sort Code: 608301
Account Number:
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£83,234.07	£4,500.00	£0.00	£78,734.07

Print screen Pockit August

-£123.53	+£0.00
Total outgoings	Total loads

DATE	DESCRIPTION	AMOUNT	BALANCE
11/8/26	Fee for transfer out on 11-08-2026	- £1.49	£0.00
11/8/26	Pockit balance	- £29.75	£1.49
21/5/26	Screwfix Direct Yeovil	- £10.59	£31.24
19/5/26	Screwfix Direct Yeovil	- £53.98	£41.83
09/4/26	Tesco Stores 6420 Yate	- £27.72	£95.81

Your Pockit account is now closed

Pockit <help@pockit.com>
To: <help@pockit.com>

Reply Reply All Forward More

This forwarded this message on 24/08/2026 10:36
If you are a recipient with this message, it is important that you do not click on any links in this message.
Click here to learn more about this warning.

Your Pockit account has been closed

Hello Emma,

Your Pockit account has now been closed.
Thank you for your business and bon voyage!

P26/01867/F Demolition of existing buildings. Erection of 3 no. new dwelling with associated works.

Cromhall Parish Council object to this proposal on the following grounds.

Housing load - Cromhall Village (both historic and one of the longest in the country) has taken 800+ years for the 5 comprising hamlets to extend to 140+ current houses. In the last 25 years over 50 new dwellings have been added to this and there are 3 large developments either (1) being built, (2) approved or (3) in planning for an additional 135+ abodes. So, it took 800+ years for Cromhall to grow to the size it was at the turn of the Millennium and just 25 years since for it to more than double in size. Change of this magnitude is obtuse, destructive and of a scale completely outside the capability of the village and our community to be required to sustain and far exceeds the 30 houses proposed in the new Local Plan currently at examination. This proposal is part of that ongoing problem.

Location, Access and Safety - the proposed driveway to the 3 proposed new properties while existent to service the 1 story garaging is dead opposite an existing entrance to Drews Orchard, a development of multiple dwellings. So would create a new 4-point crossroads on an arterial B-Road through the village. This road in precisely this location has been the subject of a speed safety campaign and monitoring and the PC have gone so far as to position an electronic speed warning sign in this location to mitigate the speeding drivers. The council believes this is simply NOT a safe place to introduce new domestic access.

Change to the built environment - The sight lines entering and leaving the village by car, pavement and footpath will be disrupted by this new development where only single-story garaging / storage existed before of a far smaller footprint. The already approved Varley Farm 130-acre solar farm project inside Cromhall Village has already placed an enormous change upon this country village. This proposal is further change at a time of receiving already approved massive change in this location.

Positioning - the orientation of the 3 new properties is on a East (front) - West (rear) axis which is at odds with the linearity of our ribbon developed village of houses fronting the road on a North / South axis

Housing Density - the proposal of 3 new 3 story dwellings and their associated square meterage is above a reasonable ratio for the size of that site.