



Welcome to  
**Tormarton  
Parish Council**

**Summons issued 07/04/2026**

Dear **Cllr Katy Pool, Cllr Sue Giles, Cllr Ranaid Crook, Cllr Rebecca Derry-Evans and Cllr Janet Wells.**

You are hereby summoned to attend the Meeting of Tormarton Parish Council on **Monday 13<sup>th</sup> April 2026** at **18:30**. This meeting will be held at Tormarton Parish Hall and the agenda is provided below.

Yours sincerely,

*Emma Pattullo*

**Emma Pattullo  
Parish Clerk and RFO**

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**AGENDA**

1. To confirm appointment of Emma Pattullo as Clerk & Responsible Finance Officer, subject to agreed contract conditions
2. To receive any questions from the members of public present.
3. To receive the apologies for absence.
4. Declaration of Interest.
5. To approve the minutes of the Meeting of Tormarton Parish Council held on Monday 2<sup>nd</sup> March 2026.
6. To receive any reports from South Gloucestershire Council Councillors
7. VAR – Do councillors wish to buy a second device or circulate the one owned within the village?
8. Badminton Estate Prospectus Evening – Update from Cllrs Pool and Giles.
9. Layby at Acton Turville – Enforcement of Vehicles Parking and litter – Update from Cllrs Wells and Giles
10. To note annual playground inspection report.
11. Assertion 10
  - Approve Subject Access Approval Policy
  - Councillors to advise status of cupboard clear out
  - Note a [Data Map](#) to show incoming and outgoing data sources has been added to the internet
  - Note a Digital Asset Register has been collated and stored.
12. To consider the Annual Governance and Accountability Return 2025.26 - Form 2 Certificate of Exemption
  - To note the Annual Internal Auditor's report and remedial action:
    - Approve NALC Template Financial Regulations and NALC Template Standing Orders (amended)
    - Note additional payments of £.60 to HMRC in respect of underpayment and £0.20 to LATVP in respect of underpayment on the 9<sup>th</sup> of March 2026.
    - Amendment of the cashbook to remove the account transfers from the cash book columns H and V to avoid duplication.

- Note the outgoing clerk is happy with salary paid to March 2026 and no adjustment is required

To receive and approve the Annual Governance Statement 2025/2026.

To receive and approve the Accounting Statements for 2025/2026

To note any conflict of interests with BDO

To consider and note the notice of public rights, dates of publication and where is to be displayed.

13. To consider any planning applications received (Click on the agenda item to view the application):
  - a) Any planning applications received after the agenda had been issued.
  - b) Any planning decisions received since the last agenda
14. To receive the bank reconciliation, bank statements, income, expenditure and monthly accounts reports to 31<sup>st</sup> March 2026
15. To receive updates from members on ongoing Parish issues:
  - a) Traffic and road issues within the Parish.
  - b) Items considered urgent by the Chairperson or Clerk
  - c) Clerks update:
    - Community Infrastructure Levy Funding – To note the CIL sum of £42.85 received 2025.26 has been utilised in part payment for the VAR Repair, with no further CIL remaining.
    - Has the second HP laptop been received from Cllr Stevens (requires disposal and taking off the asset register
    - Excess sums over the budget amount – move to EMR into general asset management
    - Note the VAT return was completed and submitted to HMRC for payment
16. To receive an update from the following committees:
  - a) Village Hall Committee.
  - b) Village Pond Committee.
  - c) Playing Field Committee.
17. To note that the date of the next meeting of Tormarton Parish Council will be held on Monday 11<sup>th</sup> May 2026 at 6.30pm, which is the annual parish council meeting, preceded by the annual parish meeting for parishioners, commencing from 6pm.