

TORMARTON PARISH COUNCIL

The minutes of the Meeting of Tormarton Parish Council held on Monday 4th July 2022 at 19:30 at Tormarton Parish Hall.

Councillors: Cllr Simon Stevens (Chairman), Cllr Katy Pool and Cllr Sue Giles.

In Attendance: J Turner (Parish Clerk and RFO).

Absent: None.

Members of the Public: None.

04/07/2022 – No 1. To receive any questions from the members of public present.

None received.

04/07/2022 – No 2. To consider the apologies for absence.

The Council received apologies from Cllrs J Wells and N Davis.

04/07/2022 – No 3. Declaration of Interest.

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed

04/07/2022 – No 4. To approve the minutes of the Annual Meeting of Tormarton Parish Council held on 30th May 2022 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

04/07/2022 – No 5. To approve the minutes of the Meeting of Tormarton Parish Council held on 20th June 2022 and to note any issues.

RESOLVED: It was unanimously agreed to give approve the minutes as a true and accurate record.

04/07/2022 – No 6. To receive any reports from South Gloucestershire Council Councillors.

No reports were received.

04/07/2022 – No 7. To consider any planning applications received:

- a) P22/03251/HH - Demolition of existing conservatory. Erection of single storey side and rear extension and single storey front extension to form additional living accommodation. - Lyndhurst High Street Tormarton South Gloucestershire GL9 1HZ.
- b) P22/03265/HH - Erection of a single storey front/side extension to form additional living accommodation. Installation of 2 no. air source heat pumps. - Noades House Old Hundred Lane Tormarton South Gloucestershire GL9 1JA.

RESOLVED: It was unanimously agreed to make no objections to these planning applications.

- c) Any planning applications received after the agenda had been issued.
None received.

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04/07/2022 – No 8. To consider the readoption of the following unchanged policies and procedures:

a) Planning Applications Procedure.

RESOLVED: It was unanimously agreed to approve this procedure with the amendment that ‘members reserve the right’ to inform parishioners directly of any planning applications that affect them.

b) Financial Procedures.

c) Grievance Policy.

d) Disciplinary Policy.

e) Risk Register.

f) Risk Management Policy.

g) Complaints Policy.

h) Publication Scheme.

i) Freedom of Information Policy.

j) Tormarton Parish Council Training Statement of Intent.

k) Procedure note for Financial Checks.

RESOLVED: It was unanimously agreed to re-adopt all of the policies.

04/07/2022 – No 9. To carry out the Annual Review of Tormarton Parish Council’s Asset Register.

RESOLVED: It was unanimously agreed to carry out a valuation of assets prior to agreeing the register.

04/07/2022 – No 10. To carry out the Annual Review of Tormarton Parish Council’s Earmarked Reserves.

RESOLVED: It was unanimously agreed to keep the same level of reserves as below.

Name	Amount
Parish Hall Committee Support	£ 1,000.00
Playing Field Committee Support	£ 1,000.00
West Littleton Committee Support	£ 1,000.00
Playground Maintenance	£ 250.00
Traffic Management/Parking Projects (TM & WL)	£ 2,500.00
General Asset Management	£ 1,000.00
Community Initiative Support	£ 500.00
IT Equipment	£ 19.00
Legal Costs	£ 1,000.00
Grassroots Community Fund (01/03/2021)	£ 742.50
Parking in the Parish - CIL Monies 2021/2022	£ 1,664.39
Community Marquee Use Fund	£ 2,500.00
Speed Sign - MAF Monies	£ 500.00
Total Amount of Reserves Earmarked	£ 13,675.89

04/07/2022 – No 11. Tormarton Parish Council Finance:

a) To receive the bank reconciliation and bank statements for May and June 2022.

b) To receive the income, expenditure and monthly accounts reports for May and June 2022.

RESOLVED: Due to an online banking issue, the Council agreed unanimously to review these via email.

The Clerk will circulate the current budget via email.

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- c) To consider earmarking the Community Infrastructure Levy (CIL) monies of £1682.47
RESOLVED: It was unanimously agreed to earmark the CIL monies for Traffic Management.

- d) To approve the expenditure report and authorise payments.
RESOLVED: It was unanimously agreed to review this via email.

04/07/2022 – No 12. To review Tormarton Parish Council’s Annual Report for 2021/2022 and agree to publish the report.

RESOLVED: It was unanimously agreed to give approve the report and publish on the Council’s website.

04/07/2022 – No 13. To carry out the yearly progress review of Tormarton Parish Council’s Three-Year Plan, focusing on 2021/2022:

- a) Road Safety and Road Maintenance throughout our Villages.
- b) Planning in Our Villages.
- c) Biodiversity in our Villages.
- d) Community Engagement.
- e) Community Groups.
- f) Finance, Democracy, Governance and Development.

RESOLVED: It was unanimously agreed to note the progress as below.

Key
Pending
Implemented
Fully Complete

	1. Road Safety in our Villages	2. Planning in our Villages	3. Biodiversity in our Villages	4. Community Engagement	5. Community Groups	6. Finance, Democracy, Governance and Development
Timescale for Implementation						
2021/2022	Community Speedwatch	Respond to all Planning Applications	Encourage parishioners to take care in their environment.	To ensure all noticeboards are up to date with latest events and agenda's on.	To continue to 'earmark' reserves for the Village Hall, Village Pond and Village Playing Field committees.	Apply for the foundation stage of the Local Council Award Scheme
	Identifying Blackspots	Attend Site Visits on Relevant Applications	Identify sites where Wildflower Meadows could be created	To contribute a monthly article to the community newsletter.	To set up a West Littleton community group that is supported by the Parish Council.	Identify training needs for staff and councillors and reflect this in a specific budget.
	Working with Local Police to identify constant offenders.	Consult with Parishioners on Planning Applications.	Identify grants or opportunities to bring new flowers and trees into the Villages	To organise at least one community engagement event	To encourage local groups to apply for funding through the council's grant awarding system.	To review all governance documents at least annually ensuring the Council is up to date with current good practice.
	Road Maintenance	Take SGC to task on all adverse applications		To maintain the community Facebook page as well as integrating the page into the community.	To identify where links between community groups and the Parish Council can be strengthened.	To ensure compliance with the Transparency Code.
	Car Parking	Keeping Residents Informed of Developments in their Village		To keep residents informed of all Parish Council matters.		To carry out a thorough internal audit from a reputable provider as well as carrying out in house checks as directed by the Clerk
	Vehicle Activated Speed Signs.					

04/07/2022 – No 14. To receive updates from members on ongoing Parish issues:

- a) **Update on Traffic Order Schedule from South Gloucestershire Council.**
 Cllr K Pool will send the latest information on the potholes in West Littleton to the Clerk so he can pass onto the relevant officers.
- b) **Neighbourhood Plan for the Parish.**
RESOLVED: It was unanimously agreed to invite South Gloucestershire Council in to the September meeting to discuss possibly setting up a condensed plan.
- c) **Tormarton & West Littleton “Blackspots”.**
 No update received.

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d) Tormarton Village Events Parking.

RESOLVED: It was unanimously agreed for Cllr S Stevens to raise that the car park at the playing fields should be accessible to all users.

e) Parish Newsletter.

f) Majors Retreat.

g) Local Nature Action Plan.

No updates were given on the above.

h) A46 Car Park.

The Council noted the correspondence from Cllr Toby Savage. It was agreed that Cllr S Stevens would reply and query about change of use for the site.

i) Any items considered urgent as directed by the Chairman or the Clerk

Cllr K Pool raised that an attempted break in happened in West Littleton and the Police response was poor. Cllr S Stevens would raise this as the next Community Engagement Forum.

04/07/2022 – No 15. To receive an update from the following committees:

a) Village Hall Committee.

The minutes were noted. The trees would be removed on 22nd August.

b) Village Pond Committee.

No update was given.

c) Playing Field Committee.

Cllr S Stevens provided an update on the Fun Day. This was not going ahead but the committee will encourage residents to come and watch Cricket in the Summer.

04/07/2022 – No 16. To note that the date of the next meeting of Tormarton Parish Council will be held on Monday 5th September 2022 at 7:30pm.

Noted.

The meeting was closed by the Chairman at 20:35.