

TORMARTON PARISH COUNCIL

The draft minutes of the Meeting of Tormarton Parish Council held on Monday 3rd November 2025 at 18:30 at Tormarton Parish Hall.

Councillors: Cllr Katy Pool (Chair), Cllr Sue Giles (Vice Chair), Cllr Derry-Evans (departed at 7.30pm) Cllr Janet Wells and Cllr Ranald Crook. Ward Cllrs Marilyn Palmer and Ben Stokes (departed at 7pm)

In Attendance:

Members of the Public: One

03/11/2025 - No 1. To receive any questions from members of public present – None

03/11/2025 - No 2. To receive apologies for absence – None

03/11/2025 - No 3. Declaration of Interest – None declared

03/11/2025 - No 4. To approve the minutes of the Meeting of Tormarton Parish Council held on Monday 6th October 2025 and to note any issues.

The minutes were unanimously approved as a true and accurate record of the meeting.

Resolved: All Agreed

03/11/2025 – No 5. Retrofit West by Beth Searle

Beth introduced herself as the Community Engagement Officer. Retrofit was set up by the West of England Combined Authority. It is a not for profit, community interest company. She advised they are primarily an advice service, to improve people's energy efficiency in their homes. The company also enhances the skills of trades people and offers services to landlords. Their goal is to improve people's confidence in accessing services to improve the efficiency of energy in their homes, as the trades people are all vetted to ensure they meet set criteria. They can also offer a significantly lower cost service to those residents with low incomes, where a home visit will take place and a short report of recommendations will be provided. Those who wish and are able to pay for a full report for their home can also do this.

Councillors agreed this would be an excellent opportunity for residents and Beth agreed to provide information to the clerk for the parish newsletter. The council also agreed to invite Beth along to any future community events, including the upcoming presentation on development at Manor Farm, Tormarton.

Ward Cllr Marilyn Palmer advised Beth that she could ask for a stand for the South Gloucestershire Council Your Voice meeting. The clerk agreed to share the contact details for Your Voice to Beth.

Ward Cllr Stokes reminded those present of the South Gloucestershire Council Eat and Heat Winter Campaign and agreed to send the information to the clerk for circulation.

Resolved: All Agreed

03/11/2025 – No 6. To receive any reports from South Gloucestershire Council Councillors

Ward Cllr Ben Stokes advised the following:

- South Gloucestershire Council are operating a Household Support Fund for people struggling on low incomes.

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- Also, currently available to residents are the South Gloucestershire Council and Age UK partnership, Community Welcome and library services.

Ben also informed the council that the parish council can nominate individuals for the Community Awards. There are five categories: Climate and Nature, Reducing Inequalities, Supporting Children and Young People to Thrive, Community Wellbeing and Independence and Building Better Places. At the close of the meeting the councillors agreed they may wish to make a nomination and the clerk agreed to circulate the information. Ward Cllr Palmer advised the council to pay attention to the rules.

Resolved: All Agreed

Ward Cllr Marilyn Palmer addressed the success of the recent Yate and Cotswold Edge Your Voice meeting. Cllr Wells agreed it was very good and well attended. She had the opportunity to raise residents' concerns regarding the spate of burglaries and drones.

03/11/2025 – No 7. SSL Certificate

Councils agreed to enhance the security of the website and purchase the SSL Certificate for £50 per annum.

Resolved: All Agreed

It was noted during the discussion that Cllr Giles had completed her Data Protection and Freedom of Information E-learning during the month. Both the clerk and Cllr Pool noted they have completed the Breakthrough Communications Data Protection training course also. All other councillors had their training still to do.

03/11/2025 – No 8. Tormarton and West Littleton Defibrillators

Cllr Pool read a note advising that the loan agreement for both defibrillators will come to an end in November 2026. The council need to decide if they would like to take responsibility for the defibrillators, which will be gifted. Future costs which will be incurred are £100 for pads, which are required every two years and £500 for batteries, which expire in 2027. The clerk advised that a new up to date defibrillator costs in the region of £2200 net of VAT.

Councillors asked the clerk to find out from South West Ambulance Service the number of years a defibrillator is likely to last, so a decision can be made.

It was also noted by the clerk, that given the cost to buy a defibrillator, it would be sensible to accrue funding over the years, so there will be enough money saved to replace the defibrillators in the future. Councillors and the resident present agreed they feel defibrillators are an important asset for the community.

Resolved: All Agreed

03/11/2025 – No 9. To consider any planning applications received

- a) **During the month:**

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- P25/02445/PNA – Prior notification of forming an agricultural track. Councillors agreed to respond by the 7th November 2025 to the clerk, to give everyone the opportunity to look at the detail.
- P25/02467/HH – Erection of a single storey extension with porch, erection of a front dormer and rooflights, alterations to existing dormer, rear single storey extension with balcony and a single storey side extension. Cllrs agreed to send comments to the clerk by the 12th of November 2025.
- P25/02373/TCA – Tree works at St James Church, West Littleton – Councillors agreed they had no objections, which the clerk agreed to submit on the planning portal.
- P25/00245/RVC – Retrospective Planning for menage. It was noted during the month that there are large lights on the front of the menage, which are causing a blinding light on the public right of way. Cllr Derry-Evans agreed to take some photos or a short video to show the impact in the dark and to send them to the clerk for submitting to planning enforcement, as had been agreed by the Planning Officer for the outstanding retrospective planning application. It was noted no decision had been made on this yet, due to a resource issue at South Gloucestershire Council Planning Department and a new, but experienced employee having been now appointed to review the case.
- Cllr Pool noted she had found a further application that had not been advised to the council: Cadwell Hill Barn, SN14 8JE. She advised that it was on the parish border with Marshfield Parish Council. The clerk agreed to locate the details and circulate them and also to check on the ordnance survey map which parish it falls into. Post the meeting it was located in Marshfield Parish Council area.

03/11/2025 – No 10. To receive the bank reconciliation, bank statements, income and expenditure and monthly accounts to 30th October 2025.

Councillors approved the document contents and they were duly signed.

Resolved: All Agreed

Councillors approved the payments to be made.

Resolved: All Agreed

03/11/2025 – No 11. To receive updates from members on ongoing Parish issues.

Traffic and road issues within the parish

- Cllr Wells advised that she had understood from the Your Voice meeting that the fact that Tormarton does not have a school, does not preclude them for applying for a 20mph limit within Tormarton Village. It was agreed that the parish council would apply, with approval from Ward Cllr Palmer, for a 20-mph zone in the village. The clerk agreed to share the information required and agreed to complete the form on behalf of the council, with information supplied by councillors.
- The council also agreed to apply for a 30mph zone for West Littleton. It is being used as a cut through for traffic between the A420 and the A46 and sometimes the village is gridlocked. In addition, there is no current speed limit and some drivers when addressed, had shown bad behaviour. It was noted that there are young families residing in West Littleton. The clerk agreed to work with Cllr Pool on an application, with it approved by Ward Cllr Palmer. Post

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meeting the clerk located an application that was already registered, so no action was required, ref KF164.

- The clerk and Cllr Giles informed the council that the VAR is still out of action. During the month the clerk had contacted the supplier Traffic Technology and updated the downloading device with new files, required to update the VAR unit itself. Cllr Giles had then attempted, whilst speaking directly with the contact at Traffic Technology, to update the VAR unit, but the unit would not update. The clerk has now been handed back the downloading device and will get in touch again with Traffic Technology and ask them to come out and fix it, as it has been broken for three months. Cllr Pool agreed to check her records for any details of a guarantee.

Resolved: All Agreed

Neighbourhood Plan

Cllr Pool updated that she had met with Chris Palmer and he agreed to close the Neighbourhood Plan Steering group due to lack of interest. The council noted thanks to Chris for his hard work.

Any items considered urgent as directed by the Chairman or Clerk

1. Cllr Pool advised she had met with Nick Davies of the Major's Retreat Pub and had been shown the plans and been given a tour of the site. She has been advised that Nick has requested some amendments on the plan from his architect. When the revised drawings are received, he plans to submit them to South Gloucestershire Council for pre planning advice, in the next couple of months and expects to apply for full planning in Spring 2026. He still plans to open the pub first. Cllr Pool also noted that Nick had agreed to come to the proposed event for the community on the Manor Farm, Tormarton development and all agreed it would be a good opportunity for the residents to hear more about both plans.
2. Cllr Pool advised she had attended training during the month on the latest National Planning Policy Framework. She had found it very interesting, in particular the changes to building on green belt. She advised she would circulate the notes and encouraged everyone to read them.
3. Cllr Wells advised the council that the Limedown solar farm has gone to the Planning Inspectorate. All agreed that due to the impact on the narrow country roads with large HGVs, the parish council will need to make representation. The clerk advised she would inform the council of the process, as she had just collected the informing letter, prior to the meeting.

Resolved: All Agreed

Clerk's update – Nothing additional to note.

03/11/2025 – No 12. To receive an update from the following committees.

- a) **Village Hall Committee:** Cllr Giles advised the committee met on the 13th of October 2025. The minutes will follow to the clerk.

The new picnic benches have arrived and been installed in the playground and the old ones taken away. There are also new safety signs on all gates and Cllr Giles has emptied all the bins. A new liner is still needed inside it. The outstanding action of repairing the giro spiro remains an issue. Cllr Giles has highlighted the risk and the concern of the parish council, as claims will be against the parish insurance if there are any accidents and the tape to prevent

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use, keeps coming off. It was decided that the clerk should seek the cost of the repair and then give the Village Hall committee the opportunity to fix it promptly or the parish council will arrange the fix, with the cost to be met by the committee. Correspondence will come from the clerk.

Resolved: All Agreed

Within the hall, there is no progress on the clock, a fire inspection is due to take place and any recommendations will be taken forward. A new key safe has been purchased and installed on the wall of the building to ensure better security of the key. The committee are also looking into fixing the blinds permanently open.

The annual tidy up day will be taking place at 2pm on the 16th of November 2025 and there will be a children's Christmas party on Sunday the 7th of December 2025.

- b) Village Pond Committee.** – An update was delivered by Councillor Wells. The annual pond clear up was a big success and there was a trailer full of rubbish. The committee is continuing to look at de-silting options, including a pumping system, which costs in the region of £28,000. Ward Cllr Palmer advised she was still looking into how Frampton Cotterell were able to complete their de-silting project and will advise in due course.
- c) Playing Field Committee.** – Councillor Crook updated the council that he has been supporting the committee with advising on the materials for the new store room. It was noted that the plans submitted for approval at South Gloucestershire Council did not contain dimensions.

In closing Cllr Crook advised there had been vehicles in fields at Tormarton recently at night and he wondered if the police had been informed. Some of the fencing had been destroyed at the time.

03/11/2025 – No 13. To note that the date of the next meeting of Tormarton Parish Council will be held on the 1st December 2025 at 6.30pm.

The meeting closed at 20:30