

## TORMARTON PARISH COUNCIL

### **The draft minutes of the Meeting of Tormarton Parish Council held on Monday 2<sup>nd</sup> February 2026 at 18:30 at Tormarton Parish Hall.**

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

**In Attendance:**

**Members of the Public:** One

**02/02/2026 - No 1. To receive any questions from members of public present – None**

**02/02/2026- No 2. To receive apologies for absence – None**

**02/02/2026 - No 3. Declaration of Interest – None**

**02/02/2026 - No 4. To approve the minutes of the Meeting of Tormarton Parish Council held on Monday 1<sup>st</sup> December 2025 and to note any issues.**

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

**Resolved: All Agreed**

**02/02/2025 – No 5. To receive any reports from South Gloucestershire Council Councillors**

Ward Cllr Palmer updated those present:

- 1) She had sought to obtain an update on the decision for the retrospective planning application for Manor Farm, West Littleton, but had been unable to get a response in time for the meeting. She advised she is expecting further information on the 3<sup>rd</sup> of February 2026 and will send a note to the parish council when received. Ward Cllr Stokes confirmed that the property has been let and he has spoken to the agent. He confirmed that the person who is currently letting the property, had advertised livery services, but this has since stopped, once they were notified that this was not allowable by the agent. He also noted, that the agent would positively engage with having any lighting altered. Cllr Pool also advised that there was a condition on the original application which stated that landscaping should take place, prior to the property being let, but this has not happened. Ward Cllr Stokes confirmed he had not spoken to the agent about that aspect.

Ward Cllr Stokes advised that over 2000 applications has been received by South Gloucestershire Council in the past year and they have completed 86% of them in the approved timescale. Ward Cllr Palmer advised that this should not be an excuse for the decision on Manor Farm, West Littleton, not being determined or an update not been provided, which was agreed by everyone present.

- 2) A notice has been issued by Highways advising that overnight works will be taking place between the M4 Bath junction to Cold Ashton, for two weeks, any time in the nine months from the 9<sup>th</sup> March 2026. She has ensured that during this period signs will be erected to advise that the local roads will not be suitable for diverted traffic. Everyone was in

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agreement that the advised diversion was extreme and unlikely to be the route a satnav would recommend.

Ward Cllr Stokes informed everyone that the black bins would soon be moving to collection every three weeks and to assist residents with this, South Gloucestershire Council will be providing new bags for recycling to householders. They will be weighted at the bottom to stop them blowing away and have Velcro seals. One of these bags will be for soft plastics.

Cllr Derry-Evans asked if the Ward Cllrs could advise her where to report the litter on the grass verges on the A46. It was confirmed it should be reported to Highways England, as it is a trunk road and not South Gloucestershire Council, unless it was fly-tipping, which she be reported online via the South Gloucestershire Council's "Report It" system.

### **02/02/2026 – No 6. Vehicle Activate Road Sign – repair update and future use**

The clerk confirmed the VAR had been repaired by Traffic Technologies Ltd. The repair cost £145 plus VAT and it was noted the work would only be guaranteed for 90 days.

Cllr Pool advised the history of the VAR reporting it has been purchased by Tormarton Parish Council in 2021, when it was newly manufactured, from South Gloucestershire Council. The parish council at the time understood that the data from the device would be downloaded and used by the South Gloucestershire Council as data, to evidence that traffic calming schemes were required. However, on requesting a traffic calming scheme for Tormarton from South Gloucestershire Council, they advised they no longer use VAR data, but they use a system called agylsis. This called into question, whether the parish council should be spending lots of money on continually repairing the VAR, if it therefore only a deterrent and whether when they purchased it, if they were misled that VAR data could be used.

It was noted that the parish council, including a grant, had spent around £10,000 on the VAR and solar panels and it currently costs around £1200 to move the device across six locations in the parish per annum.

The clerk recommended arranging a meeting with South Gloucestershire Council to understand what the VAR could currently be used for and also to highlight whether they had been misled on purchasing the VAR of the benefits it would bring. It was noted the parish council do not have documented minutes to evidence why the VAR was purchased, which they could use to demonstrate the points to South Gloucestershire Council, although some email trails were held.

The clerk was asked to organise a meeting with David Swift, South Gloucestershire Council's Road Safety Manager. Cllr Pool agreed to attend.

**Resolved: All Agreed**

### **02/02/2026 – No 7. Potholes in Tormarton**

Since the last meeting residents had noted concerns regarding the number of potholes in the roads in Tormarton. Cllr Giles had provided videos of the roads poor state of repair. The clerk wrote to Peter Walley and Miles Harris of South Gloucestershire Council and asked if they could expedite the repairs, as many had been reported. Although Peter and Miles advised that there was insufficient

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funding available to repair all the potholes in South Gloucestershire and main roads, had to take priority, they did review the roads and as a result some potholes were filled within days. Cllr Crook noted they had not been sealed, but Cllr Derry-Evans advised that it is the protocol for filling potholes.

South Gloucestershire Council have also advised that they will organise a road closure and do a proper patch repair of Cavendish Close and the High Street at a later date.

Thanks was sent to Peter and Miles for their assistance.

Cllr Pool advised she had taken photographs in West Littleton and in the future the parish council may need to make an approach to South Gloucestershire Council to get the potholes in the village repaired.

The clerk was asked to chase up the repainting of road markings for a designated disabled parking bay, which had been reported during the month and had not been completed yet.

**Resolved: All Agreed**

### **02/02/2026 – No 8. Grant Application for the Citizens Advice Bureau**

Councillors agreed to a grant of £50.

**Resolved: All Agreed**

### **02/02/2025 – No 9. Update from the Town and Parish Council Meeting and the Your Voice Meeting for Yate and Cotswold Edge**

Cllr Giles provided an update from her attendance at the Town and Parish Council meeting:

- The Badminton bridge repair is proceeding to timescale.
- Southern Brooks presented on its Dementia Care Services, which includes rural areas. There is a Dementia Café in Doynton.
- Richard Lewis, Design Manager, for Streetcare, South Gloucestershire Council updated everyone on the process for requesting highway improvements. They take 18 months to 36 months to complete, once agreed. Of particular note, was it was allowable to use planters to act as traffic calming measures. They would need to be purchased and maintained by the parish council.
- It was noted that the Local Plan had now progressed to being allocated Inspectors to review the information, from the Planning Inspectorate

Ward Cllr Palmer provided an update on the Your Voice meeting

- She had met with PC Barney Mabbett, who is the Supervisor for the local Neighbourhood Policing Team. A new PCSO has been appointed Max Kingsley-Way. She encouraged him to go to parish council meetings face to face. The clerk confirmed she had already been contacted by Max and provided a list of upcoming meeting dates.

### **02/02/2025 – No 10. To consider any planning applications received during the month**

Applications received for comment: None received.

Planning Application decisions received.

- P25/023467/HH – Toad Hall – was approved with conditions during the month.

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Cllr Pool agreed to obtain an update on anticipated plans for The Majors Retreat and the Badminton Estate and report back to the parish council. She also agreed to highlight to Badminton House, that the safety fencing had been removed, which had been erected to prevent children playing in an unsafe building.

**Resolved: All Agreed**

**02/02/2026 – No 11. To receive the bank reconciliation, bank statements, income and expenditure and monthly accounts to 31<sup>st</sup> January 2026.**

Councillors approved the document contents and they were duly signed.

**Resolved: All Agreed**

Councillors approved the payments to be made.

**Resolved: All Agreed**

**02/02/2025 – No 12. To receive updates from members on ongoing Parish issues.**

**Traffic and road issues within the parish**

- Nothing further to note

**Any items considered urgent as directed by the Chairman or Clerk**

The clerk gave an update on assertion 10 – Data Protection

Prior to the meeting, she had circulated three new policies. Cllr Pool advised she would read them after the meeting. All others were in agreement for their use.

**Resolved: All Agreed**

The clerk advised there needs to be some work completed on the electronic filing and a disconnection from the IT Patchway system, which she needs to investigate with their IT service. The two systems are connected, as a previous clerk, worked for both Patchway and Tormarton Parish Councils.

**Resolved: All Agreed**

The clerk advised the paper filing in the nursery cupboard in the village hall needs to be reviewed. Councillors Giles and Wells agreed to do an initial review, as the work needs to be done when the nursery is closed.

**Resolved: All Agreed**

The clerk agreed to ask ALCA to resend the E-learning for data protection and freedom of information to Cllr Wells, as she has not yet completed it.

The clerk advised all these tasks need to be completed by the 31<sup>st</sup> of March 2026, so that the parish council can confirm yes to assertion 10. If they do not complete the work in time, the parish council can record no, against assertion 10 and explain what work is left to do. As long as it is being managed, then there will be no issues.

**Resolved: All Agreed**

**02/02/2025 – No 13. To receive an update from the following committees.**

- a) **Village Hall Committee:** Cllr Giles advised the next meeting of the committee is on the 9<sup>th</sup> of February 2026.

She advised that the committee are currently investigating a water issue, as foul water is pooling in the car park. Stewart Waters has been in touch with Wessex Water and they have

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agreed it was their issue, but Stewart is still waiting for a copy of the report and to hear how the situation can be rectified. The issue is also affecting two other properties. Cllr Giles asked for agreement for the parish council to chase Wessex Water.

It was agreed that the clerk would look for a contact at Wessex Water to chase a resolution, as there are also issues with standing water in the parish and also issues with silt in the pond. These issues could be linked to the drainage.

**Resolved: All Agreed**

- b) Village Pond Committee:** Cllr Wells advised the committee are obtaining de-silting quotations, but will require an external grant to pay the costs. She advised she had received information from Ward Cllr Palmer regarding de-silting, but had not yet read the information, but will do shortly.
- c) Playing Field Committee:** Cllr Crook advised the building work on the storage was due to commence in December, but had not progressed due to the weather, but they will be completing the work in the drier months.

Cllr Giles noted, she is agreeing a date with the clerk to complete her annual review and would keep the Staffing Committee informed.

**02/02/2026 – No 14. To note that the date of the next meeting of Tormarton Parish Council will be held on the 2<sup>nd</sup> March 2026 at 6.30pm**

**The meeting closed at 20:20**