

Minutes of a meeting of Tormarton Parish Council
held on Monday 13th April 2026 at 18:30 at Tormarton Parish Hall

Councillors: Katy Pool (Chair), Sue Giles (Vice Chair), Ranald Crook, Rebecca Derry-Evans, Janet Wells

In Attendance: South Glos. Council (SGC) Ward Councillors Marilyn Palmer and Ben Stokes
No members of the public

Clerk: Emma Pattullo

Please note: these minutes are DRAFT until approved at the next meeting and may be subject to change until that time

2026/04 - 1 To confirm appointment of Emma Pattullo as Clerk & Responsible Finance Officer, subject to agreed contract conditions

It was RESOLVED that Emma Pattullo should be appointed as Clerk/RFO on the agreed terms.

2026/04 - 2 To receive any questions from members of the public present

No members of the public were present.

2026/04 - 3 To receive apologies for absence

All members were present.

2026/04 - 4 Declaration of Interest

None.

2026/04 - 5 To approve the minutes of the meeting of Tormarton Parish Council held on Monday 2nd March 2026

It was RESOLVED that the minutes of the meeting held on 2nd March 2026 should be approved as a true and accurate record. The minutes were signed by the Chair.

2026/04 - 6 To receive any reports from SGC Ward Councillors

Cllr. Stokes reported on the coming changes to special expenses charges, which are to be paid by parish councils rather than individual council tax payers from the next financial year. Parishes will be able to make alternative provisions for maintenance work if they so choose.

There will be a road closure at Rushmead Lane from 18th May for ~3 days, for telegraph pole replacement.

2026/04 - 7 VAR – to determine whether to buy a second device or circulate the one owned within the village

It was RESOLVED that the clerk should obtain quotations for a VAS device which does not include a data recording function, and make enquiries re: other potential contractors for moving the device(s) to different sites.

2026/04 - 8 Badminton Estate Prospectus evening

Cllrs Pool & Giles gave a summary of the recent meeting. The prospectus is now available on the Badminton Estate website www.badmintonestate.com/the-estate/15-year-vision-badminton-estate/.

2026/04 - 9 Layby at Acton Turville – enforcement of vehicles parked and litter

Cllrs Giles and Wells met with Dave Jones of SGC Streetcare at the site to discuss possible way of addressing ongoing issues. There are no legal parking restrictions in place so it is not possible to prevent vehicles being parked, unless they are causing a hazard to other traffic.

Dave Jones indicated that it could be possible to install a litter bin, but following discussion it was felt that this would legitimise the use of the area for parking.

It was RESOLVED that a request for double yellow lines on the corner opposite the layby should be submitted, to improve road safety.

2026/04 - 10 To note annual playground inspection report

The annual inspection report was NOTED. A new fitting is needed on the Gyro Spira; all other items were low or very low risk. The village hall committee have been informed and will source and fit the replacement part.

2026/04 - 11 Assertion 10

Most requirements have now been fulfilled. A Data Map and Digital Asset Register have both been completed.

It was RESOLVED that the Subject Access Request policy should be adopted as presented.

Cllr. Giles reported that she has made good progress in clearing the archive cupboard but there are still some boxes to be sorted. The clerk will find out which Archives office holds earlier parish documents and will arrange to deposit suitable records once the sorting is complete.

2026/04 - 12 To consider the Annual Governance and Accountability Return 2025-26

2026/04 - 12.1 To note the Annual Internal Auditor's report and remedial action taken

The internal audit was carried out by Stuart Pollard of Auditing Solutions. The internal audit report was NOTED. It was further noted that the previous clerk does not wish to claim any amendment to salary paid in March 2026 and has carried out remedial action as advised by the auditor:

- additional payments of £0.60 to HMRC in respect of underpayment and £0.20 to LATVP in respect of underpayment on 9th March 2026
- amendment to the cashbook to remove the account transfers from the cash book columns H and V to avoid duplication

The clerk requested that the agenda item to approve revised Standing Orders and Financial Regulations should be carried forward to the next meeting, as the template documents need some slight amendments.

2026/04 - 12.2 To receive and approve the Annual Governance Statements for 2025/26

It was RESOLVED that the council should answer "Yes" to all Governance Statements for 2025/26. The AGAR Section 1 was completed accordingly and signed by the Clerk and Chair.

2026/04 - 12.3 To receive and approve the Accounting Statements for 2025/26

It was RESOLVED that the Accounting Statements should be approved as presented. The AGAR Section 2 was accordingly signed by the Chair.

It was further RESOLVED that, since the requirements for exemption from external audit have been met, the council should submit a Certificate of Exemption to the external auditor.

2026/04 - 12.4 To note any conflicts of interest with BDO

It was RESOLVED that there are no conflicts of interest with BDO, the external auditor.

2026/04 - 12.5 To consider and note the notice of public rights, dates of publication and where it is to be displayed

It was NOTED that the period of public rights will be from 15th June – 24th July, to fit with the clerk's leave dates. The notice will be displayed on the website and noticeboards along with the completed AGAR Sections 1 and 2.

2026/04 - 13 To consider any planning applications received

None received

2026/04 - 13.1 To consider any planning decisions received

None received

2026/04 - 14 To receive the bank reconciliation, bank statements, income, expenditure and monthly accounts reports to 31st March 2026

The financial reports were NOTED. The end of year bank reconciliation was checked and signed by Cllr. Giles.

The payment schedule and accompanying invoices were checked and signed by Cllrs. Pool, Wells and Crook. It was RESOLVED that the following payments should be made:

Payee	Amount
Staff costs	
Cllr Pool - Expenses - Refreshments during interview	£9.75
ALCA - Annual Subscription	£85.75
Auditing Solutions - internal audit	£330.00
Vision ICT - website & email hosting to May 2027	£319.61
Total	£745.11

2026/04 - 15 To receive updates from members on ongoing Parish issues

2026/04 - 15.1 Traffic and road issues within the Parish

Members reported various issues and updates:

- Some pothole repairs have been carried out in West Littleton but there are still many outstanding;
- The disabled parking space markings on High Street, Tormarton, have been repainted;
- The ridge in the lane at West Littleton has not yet been repaired; Cllr Pool will ask Cllr Palmer to chase this up;
- Cllr Wells is mapping blocked drains in Tormarton and will report to SGC.

2026/04 - 15.2 Items considered urgent by the Chair or Clerk

No matters raised.

2026/04 - 15.3 Clerk's update

The previous clerk had reported:

- CIL funds received in 2025/26 have been used on the VAR repair; no CIL balance currently held;
- The old laptop has been handed to Cllr Pool and will be destroyed;
- Excess sums over the budget amount have been moved to the asset management earmarked reserve.
- VAT reclaim has been completed and submitted to HMRC for payment.

The new clerk reported:

- Handover was completed and she is now in possession of the laptop and current paperwork;
- A bank mandate change has been submitted to remove the former clerk as signatory and add the new clerk;
- Invitation has been received to send a representative to the Village Agent steering group meeting on 25th June. It was agreed that no-one will attend but that the Village Agent should be asked to send minutes of the meetings.

2026/04 - 16 To receive updates from committees:

2026/04 - 16.1 Village Hall Committee

Next meeting is the AGM to be held in May.

2026/04 - 16.2 Village Pond Committee

AGM to be held on 29th April. A spring clear-up has been carried out.

2026/04 - 16.3 Playing Field Committee

AGM to be held in May. Plans for extension of the pavilion have not yet progressed but it is hoped to get these moving soon.

2026/04 - 17 Meeting closure & date of next meeting

It was NOTED that the next meeting of Tormarton Parish Council will be held on Monday 11th May 2026 at 6.30pm, to follow the Annual Parish Meeting which will take place from 6:15pm.

Items for the council meeting agenda should be with the Clerk by 4th May.

The meeting closed at 8:23pm.

Signed on approval:

Date: