

**Minutes of a meeting of Tormarton Parish Council held on
Monday 11th May 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
2 members of the public

Clerk: Emma Pattullo

*Please note that these minutes are draft until approved at
the subsequent meeting, and may be subject to change
until that time.*

2026-05/1 Election of Chair and Vice Chair

2026-05/1.1 To elect a Chair and receive declaration of acceptance of office

It was RESOLVED that Cllr Katy Pool should be elected as Chair for the council year 2025/26.
Cllr Pool signed the declaration of acceptance of office.

Cllr Pool noted that she is likely to be leaving the council during this year thus another Chair
may be needed soon.

2026-05/1.2 To elect a Vice Chair

It was RESOLVED that Cllr Sue Giles should be elected as Vice Chair.

2026-05/2 Public Forum

No matters raised.

2026-05/3 To receive apologies for absence

None – all members present.

2026-05/4 Declaration of Interest

None.

**2026-05/5 To approve the minutes of the previous council meeting held on 13th April
2026**

It was RESOLVED that the minutes should be approved as a true and accurate record of the
meeting. The minutes were signed by the Chair.

2026-05/6 Updates and items to note

2026-05/6.1 To receive the Annual Report for council year 2025/26

Cllr Pool gave a report on the activities of the parish council over the past year. The report will
be published on the council's website.

2026-05/6.2 To receive any reports from SGC Ward Councillors

Cllrs Stokes and Palmer reported:

- Planned road closure on Rushmead Lane from 18th May.
- New local healthcare plans are being rolled out.
- Southern Brooks Partnership have been commissioned to open 'Family Hubs' which will have link workers who will work with new or vulnerable families in rural areas.
- Cotswold Natural Landscape "Farming in Protected Landscapes" grant applications are now open for the 2026-29 grant period. Details at www.cotswolds-nl.org.uk/our-work/grants-and-funding/farming-in-protected-landscapes/.

- The Woodland Trust are offering free tree packs for schools and community groups. Details at www.woodlandtrust.org.uk/plant-trees/schools-and-communities/.
- The consultation on a speed reduction scheme for the A420 has ended. The ward councillors are trying to get the 40mph section at Marshfield extended.
- A planning application for a solar farm at Maswell Fam, Dodington will be considered by the SGC Spatial Development Committee soon. This is seen as a test case for solar farm developments on agricultural land in designated green belt areas, under “grey belt” planning rules.
- The Local Plan examination hearings start on 19th May. All hearings will be live-streamed.
- SGC Highways have examined the raised ‘hump’ at West Littleton and will be carrying out repairs to the road surface as soon as possible.
- Cllr Palmer has met with the Badminton Estate manager re: the Manor Farm planning application. The Estate are in pre-application discussions with SGC, including the Conservation team.

2026-05/6.3 To receive any updates from councillors

Cllr Wells is still working on mapping and reporting blocked manholes in Tormarton.

The police beat team newsletter, circulated prior to the meeting, was noted.

It was noted that bin collection days have changed for some parts of the parish.

2026-05/6.4 To receive the clerk’s report

The clerk reported on matters not otherwise on the agenda:

- After considerable effort, she now has access to online banking for the NatWest accounts.
- Request submitted for double yellow lines opposite the layby on Acton Turville road, between Norley Lane and the A46 junction.
- Due to other workload, quotes have not yet been obtained for a second VAR device.
- Clerk will attend the Planning Engagement session on 12th May.
- Next “Your Voice” event will be on Sat. 27th June 11am-4pm at Kingsgate Park, Yate, as part of the Yate Rocks festival.

2026-05/7 Parish matters for decision

2026-05/7.1 To appoint representatives to the following:

2026-05/7.1.1 Staffing Committee

It was RESOLVED that Cllrs Giles, Wells and Derry-Evans should be appointed to the Staffing Committee.

2026-05/7.1.2 Village Hall Committee

It was RESOLVED that Cllr Giles will represent the council on the Village Hall Committee.

2026-05/7.1.3 Village Pond Committee

It was RESOLVED that Cllr Wells will represent the council on the Village Pond Committee.

2026-05/7.1.4 Playing Field Committee

It was RESOLVED that Cllr Crook will represent the council on the Playing Field Committee.

2026-05/7.1.5 Avon Local Councils Association

It was RESOLVED that no representative should be formally appointed; all councillors will be informed of events and will attend if they wish.

2026-05/7.1.6 “Your Voice” community engagement forum

It was RESOLVED that no representative should be formally appointed; all councillors will be informed of events and will attend if they wish.

2026-05/7.1.7 Town and Parish Council Forum

It was RESOLVED that no representative should be formally appointed; all councillors will be informed of events and will attend if they wish.

2026-05/7.2 To consider a response to the SGC Special Expenses consultation

SGC are planning to stop charging residents directly for some maintenance work in each parish (currently forming the additional Special Expenses charge on council tax bills) and instead will either charge the parish council in each area, or expect parish councils to make other arrangements for the work to be done.

Following a lengthy discussion, it was RESOLVED that a response will be submitted objecting to the changes. It will not be financially viable to contract for maintenance of the very small area of land involved in Tormarton, and will appear to residents to be an undue increase in the parish precept.

Future management of the Tormarton land will be considered at the next meeting.

2026-05/8 Planning

2026-05/8.1 To consider planning applications received, including any received after publication of the agenda

- i. DOC26/00166 - Stoney Acre, Norley Lane, Tormarton - Discharge of conditions 9 (Landscape) and 10 (Maintenance) attached to planning permission P24/00773/F. *RESOLVED: Objection. The landscaping plan does not show the true extent of existing hard standing and there will not be room to create the native woodland buffer as indicated in the north-west corner of the site.*

It was NOTED that the same landscaping plan has been submitted against the non-material amendment application for the same site (P26/00362/NMA).

- ii. DOC26/00167 – Manor Farm, West Littleton - Discharge of condition 10 (Soft Landscaping) attached to planning permission P23/02917/RVC. *RESOLVED – No response.*

2026-05/8.2 To note planning decisions or updates received

No planning decisions or updates have been received since the last meeting.

2026-05/9 Finance

2026-05/9.1 To note receipts

The following receipts were NOTED:

Voucher	Description	Supplier	Total
7	Precept	SGC	£ 6,035.00

2026-05/9.2 To note payments made under prior approval and approve payments due

No payments have been made under prior approval.

It was RESOLVED that the following payments should be made:

Voucher	Description	Supplier	Total	Power to spend
8	Annual playground inspection	Gordon Play Inspections	£ 180.00	LG (Misc Prov) 1976 s19
9	Insurance premium	Zurich	£ 898.99	LGA 1972 s111
10-12	Staffing costs	Clerk/HMRC	£ 594.61	LGA 1972 s111/s112

2026-05/9.3 To review the levels of general and earmarked reserves

The levels of general and earmarked reserves were reviewed. It was RESOLVED that the “Cash Reserve” earmarked reserve should be removed and the funds placed in general reserve. The general reserve is an appropriate level for the size and financial commitments of the council.

Name	Amount brought forward from FY25/26	Transfers from general to earmarked reserve	Amount Remaining
Community Infrastructure Levy	£ -		£ -
Parish Hall Committee Support	£ 1,000.00		£ 1,000.00
Playing Field Committee Support	£ 1,000.00		£ 1,000.00
West Littleton Support	£ 1,000.00		£ 1,000.00
Playground Maintenance	£ 250.00		£ 250.00
General Asset Management	£ 1,000.00		£ 1,000.00
Community Initiative Support	£ 500.00		£ 500.00
Legal Costs	£ 1,000.00		£ 1,000.00
Grassroots Community Fund	£ 742.50		£ 742.50
Parking in the Parish	£ 1,664.39		£ 1,664.39
Community Marquee Use Fund	£ 2,200.00		£ 2,200.00
Defibrillator	£ 500.00	£ 980.00	£ 1,480.00
Election Accural	£ 450.00	£ 450.00	£ 900.00
Total Amount of Reserves Earmarked	£14,306.89		£12,736.89
General Reserve			£ 5,907.95

2026-05/10 Council administration**2026-05/10.1 To confirm meeting dates for the remainder of the council year, to April 2027**

It was RESOLVED that the council shall in general continue to meet on the first Monday of the month, or the second Monday in case of the first being a bank holiday. There shall be no meeting in August or January.

Exceptions have been made for July (moved to 20th, due to the clerk not being available earlier in the month) and June (moved to the 15th, to even out the time between the May and July meetings.)

The meeting dates will be publicised on the council website and noticeboards.

2026-05/10.2 To appoint Auditing Solutions Ltd. as internal auditor for the year to 31st March 2027

It was RESOLVED that Stuart Pollard of Auditing Solutions Ltd shall be appointed as Internal Auditor for the current financial year.

2026-05/10.3 To review and re-adopt the Staffing Committee Terms of Reference

It was RESOLVED that the Staffing Committee Terms of Reference shall be re-adopted as presented. The quorum has been increased to three, in line with best practice.

2026-05/10.4 To review and re-adopt the following policies and procedures:

2026-05/10.4.1 Standing Orders v2.0

It was RESOLVED that the revised Standing Orders, based on the latest NALC model template, should be adopted as presented.

2026-05/10.4.2 Financial Regulations v2.0

It was RESOLVED that this item should be deferred to the next meeting.

*** Cllr Crook left the meeting, to attend the Playing Fields Committee meeting ***

2026-05/11 To receive updates from external committees

2026-05/11.1 Village Hall Committee

The AGM is to be held next week.

LED lighting has been installed in the main room; this should reduce utility costs and reduce the frequency of having to change bulbs.

2026-05/11.2 Village Pond Committee

The AGM was held recently.

Quotes for desilting of the pond have been obtained. The committee are applying for a grant from the Cotswold Natural Landscape 'Farming in protected areas' programme to fund this work.

2026-05/11.3 Playing Field Committee

No report.

2026-05/12 Items for the next agenda

Future maintenance of former 'special expenses' land at Marshfield Road.

2026-05/13 Meeting closure & date of next meeting

It was NOTED that the next meeting of Tormarton Parish Council will be held on Monday 15th June 2026 at 6.30pm. Items for the agenda should be with the Clerk by 8th June.

The meeting closed at 7:49pm.

Signed on approval: (Chair)