

Minutes of a meeting of Tormarton Parish Council held on Monday 20th July 2026 at 18:30 at Tormarton Parish Hall.

Councillors: Katy Pool (Chair), Sue Giles (Vice Chair), Rebecca Derry-Evans, Janet Wells
In Attendance: South Glos. Council (SGC) Ward Councillor Marilyn Palmer
1 member of the public
Clerk: Emma Pattullo

**Approved at the subsequent meeting held on 7th September 2026.
Signed copy held by the Clerk.**

2026-07/1 Public Forum

No matters raised.

2026-07/2 To receive apologies for absence

Apologies were received from Cllr. Ranald Crook.

2026-07/3 To receive any declarations of interest or requests for dispensation

None received.

2026-07/4 To approve the minutes of the previous meeting held on 15th June 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.

2026-07/5 To receive reports/updates from the following:

2026-07/5.1 South Gloucestershire Council (SGC) Ward Councillors

Cllr. Palmer reported that a motion has been put to SGC to raise an objection to central government over the use of "Grey Belt" planning legislation. Central government brought in the Grey Belt legislation on the understanding that it would allow development of previously used (brownfield) land within the Green Belt, but the rules as written allow developers to gain consent to build on large areas of open green areas around villages.

2026-07/5.2 Clerk

The clerk reported on actions and issues since the last meeting:

- Answered query from solicitor re: sites put forward under the SGC Call for Sites process.
- Checked status of road improvement requests – yellow lines at A46/Acton Turville road junction not yet listed, 20mph in Tormarton has been recommended for investigation during 2027/28.
- Climate strategy consultation – responded to resident, agreed councillors would respond as individuals if they wish.
- Registers of interests – due to amended legislation, the public versions now don't include councillors' home addresses.
- Bank at Marshfield Road – Land Registry shows ownership by National Highways. SGC have confirmed it is not theirs. Have contacted NH to ask if it is theirs and if so, what maintenance actions are taken.
- Responded to an email from Public Rights of Way officer in Streetcare re: planned replacement of stile steps and issues of standing water on Cotswold Way.

- Reminder to councillors re protection of personal data under General Data Protection Regulations.
- Attended the Town and Parish Forum.

2026-07/5.3 Village Hall Committee representative

Cllr Giles reported that the last planned meeting was cancelled and that no date has yet been set for another meeting. The committee is planning to hold a Dog Show in late August.

2026-07/5.4 Village Pond Committee representative

Nothing to report.

2026-07/5.5 Playing Field Committee representative

Cllr. Crook had sent a written report. The charity's accounts are nearly complete and ready for submission.

2026-07/5.6 Any other updates from councillors on matters not otherwise on the agenda

No matters raised.

2026-07/6 Parish matters for decision

2026-07/6.1 Traffic and parking issues

The removal of the temporary traffic lights at the A46/Acton Turville Road junction has made the junction more difficult to navigate for those coming from the side roads. It was RESOLVED that a letter should be sent to SGC, copied to Claire Young MP, to express the council's wish for a permanent solution to be put in place. Cllrs Giles & Wells will draft a letter.

Cllr Palmer was thanked for her prompt action in arranging removal of signage which was blocking visibility at the A46/Acton Turville Road junction.

Cllr Palmer offered to check the status of the request for a 30mph speed limit for West Littleton¹.

2026-07/6.2 To consider contracting SGC to move the vehicle activated radar device

Normal SGC policy is for vehicle activated speed signs to be moved every six weeks. The cost would be £114.79 +VAT each time.

It was RESOLVED that the device should remain in its current position on Marshfield Road. This decision may be revisited in six months.

2026-07/6.3 To receive an update on SGC Special Expenses changes and implications for Tormarton parish council

Following consultation with parish and town councils, SGC have decided to make changes to the proposed policy to get rid of Special Expenses. It is now called the "Local Choice and Special Expenses" policy.

Implementation will now be phased in over three years. Parishes will have the option to join in the first, second or third year. Any assets not handed over by year three will be maintained at legal minimum levels where applicable. The presumption is that where maintenance responsibilities are transferred to parishes, the asset itself will also be transferred.

¹ Post meeting note: the scheme is on the reserve list for investigation during the current financial year.

No decision is required at this stage. SGC should be contacting parishes for individual consultation before going forward.

2026-07/7 Planning

2026-07/7.1 To consider planning applications received, including any received after publication of the agenda

The following planning applications had been received shortly before the meeting. It was RESOLVED that consideration should be delayed until after the public meeting.

- i. P26/01533/F - Buildings At Manor Farm Church Road Tormarton - Change of use of 11no. agricultural buildings to 8no dwellings with 5no associated outbuildings buildings, landscaping, access improvements, parking arrangements, and other associated works.
- ii. P26/01524/LB - Buildings At Manor Farm Church Road Tormarton - Internal and external alterations of 11no. buildings with the demolition of modern and lean-to structures and enclosures; partial demolition and reconstruction of deteriorated and collapsed sections; infill of selected openings and alteration of existing openings, installation of new windows, doors, glazed screens and to openings; installation of conservation-style rooflights; installation of staircases and creation of first floor levels.

2026-07/7.2 To note planning decisions or updates received

The following decision was noted:

- i. P25/02599/HH & P25/02600/LB - Smithy House High Street Tormarton - Erection of single storey rear and side extensions and erection of side infill extension to form additional living accommodation. Installation of conservation rooflights to southern elevation roofslope of existing ground floor extension. *SGC decision – Approve with conditions*

2026-07/7.3 To agree arrangements for a parish meeting re: planning application for development of Manor Farm, Tormarton

Badminton Estate have offered to hold a public meeting to present their planning applications to residents. This will be held on Monday 3rd August, 5:30pm at the Compass Inn. Councillors may attend if they wish but this will not be a formal council meeting and no council decisions will be taken.

2026-07/7.4 To resolve delegation to the clerk of the council's response to the imminent planning applications at Manor Farm, Tormarton and the Major's Retreat, Tormarton

The planning applications for Manor Farm, Tormarton had only been received a few hours before the meeting. An application for redevelopment of the Majors Retreat, Tormarton is expected to be submitted very soon.

As both applications will require responses well before the next council meeting, it was RESOLVED that these responses should be delegated to the clerk, in consultation with councillors.

2026-07/8 Finance

2026-07/8.1 To receive finance report to 30th June 2026

The budget monitoring report was NOTED. The bank reconciliation and accompanying bank statements were checked and signed by Cllr Derry-Evans.

2026-07/8.2 To note receipts & payments schedule and approve payments due

The receipts and payments schedule was NOTED and it was RESOLVED to approve the payments due.

2026-07/9 Council administration

2026-07/9.1 To confirm permanent appointment of the clerk following probation period

Following recommendation from the Staffing Committee, it was RESOLVED that the clerk's employment should be made permanent.

2026-07/9.2 To approve licensing of EasyPC accounts software

It was RESOLVED that a licence for this software should be purchased at a cost of £84 per year.

2026-07/9.3 To set up a Direct Debit for future HMRC payments

It was RESOLVED that the clerk should set up a Direct Debit for future payments to HMRC.

2026-07/10 Items for the next agenda

No matters raised.

2026-07/11 Meeting closure & date of next meeting

It was NOTED that the next meeting of Tormarton Parish Council will be held on 7th September 2026 at 6.30pm. Items for the agenda should be with the Clerk by 31st August.

The meeting closed at 7:57pm.

Signed:
(Chair of approving meeting)