Minutes of a meeting of Tormarton Parish Council held on Monday 7th September 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

1 member of the public

Clerk: Emma Pattullo

Approved at the subsequent meeting held on 12th October 2026.
Signed copy held by the Clerk.

2026-09/1 Public Forum

No matters raised.

2026-09/2 To receive apologies for absence

None received – all members present.

2026-09/3 To receive any declarations of interest or requests for dispensation

No declarations or requests made.

2026-09/4 To approve the minutes of the previous meeting held on 20th July 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.

2026-09/5 To receive reports/updates from the following:

2026-09/5.1 South Gloucestershire Council (SGC) Ward Councillors

Cllr Marilyn Palmer had previously circulated an investigation report from SGC Highways into the proposed imposition of a 30mph speed limit in West Littleton. The investigation concluded that a 30mph speed limit should be put in place between the A46 junction, along Dunsdown Lane, Camp Lane and part of West Littleton Road to a point approximately 400m. south-east of the village boundary. The scheme will now go forward on the priority list for possible funding next year.

Cllr Stokes reported that there have been a number of speculative “grey belt” planning applications in recent months. Several have been approved following planning appeals.

SGC are running a campaign to promote local heritage assets as leisure destinations.

2026-09/5.2 Clerk

The clerk reported on various actions and ongoing matters:

- Verbal update on an enforcement matter given
- Letter sent to SGC, copied to Claire Young MP, re: removal of traffic lights at A46/Acton Turville Rd junction. No response has been received.
- Marshfield Rd bank – established that National Highways have legal ownership but responsibility for upkeep was passed to SGC’s predecessor shortly after the motorway was completed. SGC believe that only the actual highway was transferred whereas National Highways think it included the verges. It is difficult to see anything further the parish council can do.

2026-09/5.3 Village Hall Committee representative

No meeting of the committee has been held. A village dog show is planned.

2026-09/5.4 Village Pond Committee representative

The pond has been desilted at minimal cost, thanks to exceedingly generous donations of machinery hire and labour from local residents.

It was RESOLVED that funds to cover 2 hours of staffing time should be vired from the Pond budget line to staffing costs, to cover the clerk's time in trying to get insurance cover for the excavator.

2026-09/5.5 Playing Field Committee representative

The accounts for the last five financial years, plus current year to date, have now been prepared. The playing field has been running at a loss in recent years, following significant grant receipts in 2020/21.

The committee recently received a bequest of £500 from the will of Mr Patrick Gent.

One of the two Tormarton Football Club teams has folded, with resultant loss of income.

The committee are progressing the extension of the cricket pavilion, with assistance from residents, and are looking into installing a tennis or padel court to improve the facilities of the playing field. Cllr Crook is pursuing various possible sources of grant funding towards this project.

2026-09/5.6 Police report

A report from the local police beat team had been circulated. Rural burglaries were highlighted, as was an increase in antisocial behaviour at Tog Hill and Beacon Hill Plantation. The police will increase patrols in the area.

2026-09/5.7 Any other updates from councillors on matters not otherwise on the agenda

Cllr Giles noted that the Streetcare parish works team are working in the village this week. They have a list of jobs to undertake including clearing of fly tipping at the layby near the Compass Inn.

2026-09/6 Parish matters for decision

2026-09/6.1 Traffic and parking issues

Members noted ongoing issues with parking at the A46/Acton Turville Rd junction. No response has yet been received to the request submitted to SGC for waiting restrictions.

2026-09/6.2 To purchase a second Vehicle Activated Radar speed device

It was RESOLVED by majority vote (3 to 2) that the council should not purchase a second device.

2026-09/6.3 To accept ownership of 2x defibrillators from South West Ambulance Service

It was RESOLVED that the council should accept ownership of both defibrillators. The clerk will arrange signing of the appropriate paperwork and will include a suitable line in the next year's budget to cover the expected cost of maintenance and replacement parts.

2026-09/7 Planning

2026-09/7.1 To note planning comments submitted under delegated powers

i. P26/01533/F & P26/01524/LB - 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.

The clerk submitted comments in support of the development; copy available on the SGC planning pages. Issues addressed included:

- Request for a condition to require the exisiting buildings to be maintained prior to commencement of development;
- Hours of work, access and parking for construction vehicles
- Further investigations of surface water drainage on the site
- Electricity supply capacity
- Rights of way
- Provision of swift, swallow and house martin nesting areas
- Reduction in on-street parking capacity adjacent to the development
- Protection of the village pound (heritage asset)

2026-09/7.2 To consider planning applications received, including any received after publication of the agenda

No further applications received.

It was NOTED that the planning application for development of four new dwellings at the Major's Retreat has been uploaded to the SGC planning portal, (ref. P26/01957/F) but has not yet been formally notified to the parish council. Once notified, the clerk will request an extension to allow discussion at the next parish council meeting.

2026-09/7.3 To note planning decisions or updates received

None received.

2026-09/8 Finance

2026-09/8.1 To receive budget monitoring report to 31st August 2026

The budget monitoring report was NOTED.

2026-09/8.2 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.

2026-09/9 Council administration

2026-09/9.1 To review and re-adopt the Planning Applications Procedure

It was RESOLVED that the revised Planning Applications Procedure (v2.0) should be adopted.

2026-09/9.2 To confirm decision re: taking on Special Expenses in light of new information from SGC

It was RESOLVED that the council should not enter the first wave of taking on former Special Expenses assets, from April 2027, due to the uncertainty of the status of the adjoining land.

2026-09/9.3 Parish Clerk workload

The clerk had met with Cllrs Pool and Giles to discuss her workload, which is regularly exceeding contracted hours. It was agreed that this should become a standing agenda item so that any potential overspill tasks could be identified and priorities set.

Since appointment, the clerk has worked 16.5 hours over the contracted amount. It was RESOLVED that overtime pay for this time should be included in the October payroll.

It was RESOLVED that any requests to the clerk for tasks outside the clerk's regular workload (routine administration of the council) should be made by email and copied to Cllr. Giles. She and the clerk will then determine whether the task can be fitted in.

No excessive additional tasks had been raised during the meeting.

2026-09/10 Items for the next agenda

None.

2026-09/11 Meeting closure & date of next meeting

It was RESOLVED that the next meeting of Tormarton Parish Council will be held on 12th October 2026 at 6.30pm. This is one week later than normal, as a meeting on 5th October would not be quorate.

Items for the agenda should be with the Clerk by 5th October.

The meeting closed at 19:48.

Signed: ……

(Chair of approving meeting)