

Minutes of a meeting of Tormarton Parish Council held on Monday 12th October 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: 1 member 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.

2026-10/1 Public Forum

No matters raised.

2026-10/2 To receive apologies for absence

All members present.

SGC Ward Cllr Marilyn Palmer had sent apologies due to a prior engagement.

2026-10/3 To receive any declarations of interest or requests for dispensation

None received.

2026-10/4 To approve the minutes of the previous meeting held on 7th September 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.

2026-10/5 To receive reports/updates from the following:

2026-10/5.1 South Gloucestershire Council (SGC) Ward Councillors

No report.

2026-10/5.2 Clerk

The clerk reported on the following matters not covered elsewhere on the agenda:

- Notice of ALCA annual general meeting received. No councillors wish to attend.
- Clerk didn't attend the recent Town & Parish Forum meeting as there was nothing significant on agenda.
- Latest police report was circulated. The local beat team have been informed of the dates of meetings for the rest of the current council year but none fit their shift pattern so will not be able to attend.
- Playground annual inspection quotes obtained. The clerk will engage RoSPA PlaySafety to carry out the inspection in spring 2027.
- The councillor training record is out of date. All members to send details to the Clerk of training undertaken within the last 18 months.

2026-10/5.3 Village Hall Committee representative

No meeting has been held since the AGM in May. Cllr Giles will pass on the council's concerns about the delay and will press the committee to meet soon.

2026-10/5.4 Village Pond Committee representative

A pond clear-up day is to be held on Saturday 17th October. The low water levels should allow easy access to the lower parts of the banks which will make the clear-up easier.

2026-10/5.5 Playing Field Committee representative

The playing fields committee continue to work towards improving the financial situation, including pursuing grant funding towards the planned pavilion expansion. Another 'home' football team is being sought to replace the one which folded recently.

2026-10/5.6 Any other updates from councillors on matters not otherwise on the agenda

Cllr Giles reported that the Streetcare parish works team have carried out various tasks around Tormarton including sign repair/replacement. In some places, they were not able to remove grass from the road edges as requested due to the number of parked cars.

Cllr Crook reported that recently filled potholes on the A46 by the Cross Hands are degrading again.

Cllr Pool reported that she is intending to step down from the council before the end of the year. The clerk reminded councillors of the casual vacancy process.

2026-10/6 Parish matters for decision

2026-10/6.1 To review traffic and parking issues

There are still problems with vehicles parking unsafely at the A46/Acton Turville Road junction; Cllr Wells reported a near miss when turning off the A46 due to a badly parked van.

It was RESOLVED that the clerk should contact SGC to ask what is happening with the request for double yellow lines.

2026-10/6.2 To confirm arrangements for checking of the two defibrillators from December 2026

It was agreed that Cllr Giles will continue to check the Tormarton defibrillator and a resident will continue to check the West Littleton device. Both will report directly to The Circuit. The clerk will obtain appropriate login details.

Cllr Giles noted that the pads on the Tormarton device are due to expire in December. It was RESOLVED that the clerk should order two sets of pads so that a spare set is held.

2026-10/7 Planning

2026-10/7.1 To consider planning applications received, including any received after publication of the agenda

The following planning application was considered and response resolved as shown:

- i. P26/01957/F - Land at The Portcullis Inn (a.k.a. The Major's Retreat), High Street, Tormarton - Erection of 4 no. new dwellings with associated works. *RESOLVED: Support, with comments to echo the recommendations of the SGC Conservation Officer.*

2026-10/7.2 To note planning decisions or updates received

The following SGC planning decision was NOTED:

- i. P26/01639/TCA - Smithy House, High Street, Tormarton - Works to fell 2.no Chamaecyparis lawsoniana Trees and 1.no Chamaecyparis lawsoniana Tree. Trees situated within Tormarton Conservation Area. *SGC decision: No objection*

2026-10/8 Finance

2026-10/8.1 To receive finance report to 30th September 2026

The finance report was NOTED. The bank reconciliation was checked and signed by Cllr Derry-Evans.

2026-10/8.2 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.

2026-10/8.3 To note the national pay award for council staff & confirm revised salary calculation

The NJC pay award was NOTED. The award is back-dated to 1st April 2026. Cllr Giles (as Chair of Staffing Committee) has checked the revised salary calculation, which was derived using the SLCC part-time salary calculator.

2026-10/8.4 To set up a bank standing order to cover the clerk's salary and home working allowance

It was RESOLVED that a bank standing order should be set up, to cover the clerk's normal monthly salary and home working allowance. Any overtime or expenses due will be made via a separate payment.

2026-10/8.5 To consider items for inclusion in 2027-28 budget

No items raised.

2026-10/9 Council administration

2026-10/9.1 To confirm appointment of Auditing Solutions as independent internal auditor for 2026/27 financial year and sign Letter of Engagement

It was RESOLVED that Auditing Solutions should be appointed as the independent Internal Auditor for the current financial year. The letter of engagement was signed.

2026-10/9.2 To review play area risk assessment

The risk assessment was reviewed. It was agreed that it required some improvements as it contains some inconsistencies. The clerk will present a revised version to the next meeting.

The risk assessment states that weekly inspections will be undertaken. Currently there are no regular checks by the council; although the nursery staff carry out visual inspections when they are using the area, this does not replace the requirement on the council as owners of the play area to carry out regular safety checks.

It was RESOLVED that the clerk and Cllr Giles will draw up a visual inspection checklist and that councillors will take turns to carry out weekly checks.

2026-10/9.3 To review the Clerk's workload

Actions delegated to the clerk were reviewed. All should be manageable within paid hours.

2026-10/10 Items for the next agenda

None raised.

2026-10/11 Meeting closure & date of next meeting

It was NOTED that the next meeting of Tormarton Parish Council will be held on the 2nd November 2026 at 6.30pm. Items for the agenda should be with the Clerk by 26th October.

The meeting closed at 8:21pm.

Signed:

(Chair of approving meeting)

Draft