Minutes of a meeting of Tormarton Parish Council held on Monday 2nd November 2026 at 18:30 at Tormarton Parish Hall.

Councillors: Katy Pool (Chair), Sue Giles (Vice Chair), Ranald Crook, Rebecca Derry-Evans (*to item 7.2*), Janet Wells

In Attendance: South Glos. Council (SGC) Ward Councillors Marilyn Palmer and Ben Stokes
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.

2026-11/1 Public Forum

No matters raised.

2026-11/2 To receive apologies for absence

None – all members present.

2026-11/3 To receive any declarations of interest or requests for dispensation

None.

2026-11/4 To approve the minutes of the previous meeting held on 12th October 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.

2026-11/5 To receive reports/updates from the following:

2026-11/5.1 South Gloucestershire Council (SGC) Ward Councillors

Cllr Palmer reminded members of the new delegation arrangements for planning applications, under which all small (9 dwellings or less) applications will be decided by planning officers. Ward members have the option to request a review of decisions if the officer decides contrary to the parish council's recommendation.

Cllr Palmer has requested dedicated funding for rural roads in next year's SGC budget. This may be boosted by recently announced new funding from central government towards pothole repairs.

Cllr Stokes noted recent successful prosecutions by SGC Trading Standards team, the opening of a consultation on the SGC budget for 2027/28, opportunities to nominate individuals for the SGC Chair's Community Awards.

Cllr Stokes reminded members of the SGC Family Resilience Fund, which provides funding of up to £5,000 to support low-income households who are experiencing an unexpected change in their financial situation. He can help with applications if required.

2026-11/5.2 Clerk

The clerk reported on matters not otherwise covered on the agenda:

- Replacement defib pads have been purchased and will be held by Cllr Giles until needed.

- Request for info from SGC grants team to update the council's registration has been put on hold until a grant application is imminent.
- Revised play area risk assessment & weekly check list has been drawn up by the clerk and Cllr Giles. Both will be presented to the next meeting.
- SGC budget consultation now open and will be on the Dec agenda. Pop-up information sessions for councillors on 16th November @ 12:00 & 18th Nov @17:30, both online for one hour.

2026-11/5.3 Village Hall Committee representative

The hall committee have held a meeting but minutes are not yet available.

A tidy-up session of the external area is planned for the weekend of 28th-29th November.

2026-11/5.4 Village Pond Committee representative

The pond is now refilling well after the summer low water levels and desilting exercise. The pond committee are considering carrying out monthly safety checks.

2026-11/5.5 Playing Field Committee representative

The committee have compared hire charges against other similar local venues. The cricket club have agreed to increase their payment to £80 per match. Charges to the football clubs are being reviewed.

The committee continue to pursue possible grant funding.

2026-11/5.6 Any other updates from councillors on matters not otherwise on the agenda

Sharon Kirwan from South West Ambulance Service Trust has agreed to do a final check of both defibrillators just before handover to the parish council at the end of this month.

Cllr Wells asked if there was an update from the recent Your Voice (community forum) meeting. Cllr Palmer responded that attendance was very low, probably due to bad weather, and that most of the issues raised related to highways.

Councillors discussed possible candidates for co-option to the council once a vacancy arises.

2026-11/6 Parish matters for decision

2026-11/6.1 To review traffic and parking issues

The clerk has chased SGC for a response to the request for double yellow lines at the Tormarton/A46 junction. The request submitted in December '24 has been registered but is unlikely to ever happen because the Highways team only progress on roads where refuse lorries can't get through. Cllr Palmer agreed to try and follow up with the Road Safety team to see if it is possible to bring the request forward on road safety grounds.

A query was received from SGC Cllr John Bradbury re: setting up a road safety partnership. This was proposed at a previous Your Voice meeting following Cllr Wells raising the issue of speeding through Tormarton. Cllr Palmer will try to find out more.

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2026-11/7 Planning

2026-11/7.1 To consider planning applications received, including any received after publication of the agenda

The following planning applications were considered, and responses resolved as shown:

i. P26/02355/TCA - Upper Farm West Littleton Road Marshfield - Works to fell 8 no. mixed Leylandi and 3 no. Ash Trees all within Marshfield Conservation Area. *RESOLVED: No comment.*

ii. P26/02319/TCA - Manor Farm Church Road Tormarton - Works to remove rear stem of 1no. Ash Tree to provide clearance to wall within Tomarton Conservation Area. *RESOLVED: No comment.*

iii. P26/02320/HH - Old Hundred Coach House Old Hundred Lane Tormarton - Demolition of existing extensions. Erection of single storey extension to form additional living accommodation. Erection of front porch. Alterations to fenestration to include new rooflights, 5no. PV solar panels to South elevation and the removal of chimney stack on the North elevation. Installation of 1no. air source heat pump. *RESOLVED: No objection.*

iv. P26/02405/HH - Smithy House High Street Tormarton - Erection of two single storey side extensions to form additional living accommodation. *RESOLVED: Objection on grounds of removal of off-street parking which will exacerbate on-street parking problems.*

v. P26/02406/LB Smithy House High Street Tormarton External alterations to facilitate new gable detail to kitchen, insertion of conservation rooflights to kitchen erection of single storey side extension with conservation rooflights and erection of side infill extension and replacement of 1no window. Alterations to north elevation to replace existing garage door with window, retain garage door mounted to runners to enable sliding of garage door into original position, replace 2no. windows. Alterations to east elevation to infill existing external door and enlarge 1no window. Alterations to west elevation to replace 6no windows, install 1no. new window, replace modern door with window, replace 2no.windows with 2no doors and infill 1no door to create window. Internal alterations for the removal and reconfiguration of internal walls and doors to facilitate new kitchen/diner and part conversion of existing workshop. External alterations to replace cement renders with traditional lime render. *RESOLVED: RESOLVED: Objection on grounds of removal of off-street parking which will exacerbate on-street parking problems.*

2026-11/7.2 To note planning decisions or updates received

No planning decisions had been received. Council received an update on a planning enforcement matter in West Littleton.

*** Cllr. Derry-Evans left the meeting ***

2026-11/8 Finance

2026-11/8.1 To receive budget report to end of October 2026

The budget monitoring report was NOTED.

2026-11/8.2 To note receipts & payments schedule and approve payments due

The receipts and payments schedule was NOTED and it was RESOLVED that the due payments should be made.

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2026-11/8.3 To consider a grant application from Great Western Air Ambulance Charity and determine award, if any

It was RESOLVED that a donation of £200 should be awarded.

2026-11/8.4 To review the draft budget for financial year 2027/28 and agree any changes

The clerk presented the draft budget. Several amendments were suggested.

Earmarked reserves were reviewed and a number of changes agreed, including creation of new earmarked reserves for IT equipment and new projects, the latter to include underspend from the 26/27 budget line. The existing Community Initiative Support and Grassroots Community Fund reserves will be combined into a single Community Grants reserve.

It was RESOLVED that the clerk should rework the budget and earmarked reserve predictions as agreed, for presentation to the next meeting.

2026-11/9 Council administration

2026-11/9.1 To review and adopt a Co-option Procedure

It was RESOLVED that the Co-option Procedure should be adopted.

2026-11/9.2 To review the Clerk's workload

The clerk confirmed that workload could be managed within contracted hours.

2026-11/10 Items for the next agenda

None.

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

It was NOTED that the next meeting of Tormarton Parish Council will be held on the 7th December 2026 at 6.30pm. Items for the agenda should be with the Clerk by 30th November.

The meeting closed at 8:22pm.

Signed: ……

(Chair of approving meeting)

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