

COLD ASHTON PARISH COUNCIL

Minutes for the Ordinary Meeting dated TUESDAY 7TH January 2025

To: The Chairman and all members of Cold Ashton Parish Council.

I HEREBY GIVE NOTICE that an Ordinary Meeting of the above-named Parish Council will be held at COLD ASHTON PARISH HALL on TUESDAY 7TH JANUARY 2025 at 8.00PM. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted as set out below.

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

The following business will be transacted.

Signed: Ian Smith (Clerk to PC)	
Date of Summons: December 30th 2024	

Start of Meeting record at 8.00 pm, Tuesday January 7th, Cold Ashton Parish Hall
Before the meeting begins there will be a public participation session – This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate.
(Please note that the Council is unable to make formal decisions under this item)

ITEMS DISCUSSED

1. *To receive apologies for absence.*

Councillor	Attending	Apologies
Richard Shackell		x
Phil Wyatt	X	
Philip Bloomfield	X	
Monica Green	X	
Ken Purnell		X

Others Present [record names]: Also present for meeting: Boyd Valley Councillors for South Gloucestershire UA and Steve Reade

2. To discuss the election of a new chair/co-option of new councillor

Richard Shakell has had to resign from the position of Chair with immediate effect – due to poor health.

Council extends thanks to Richard for all his work as Chair over past decade. We discuss planning for Council going forward. PW confirmed willingness to be acting Chair (as he is currently Vice Chair). Council will resolve permanent Chair position for 2025/26 at the May AGM

Council expressed wish that views of Hamswell/Tadwick/Pennsylvania are represented in Parish Council business through the recruitment of any new councillor(s)

ACTIONS:

- IS needs to check that resignation also covers role of councillor
- IS to buy and send a card to express wishes of all present for RS to return to good health
- IS to seek clarification on the process of co-opting new councillor for the current electoral term – and on how many councillors the Parish Council can have

3. To receive members' declarations of interest on any agenda item.

Councillor	Declaration of Interest	In relation to which agenda item
Richard Shackell		
Phil Wyatt		
Philip Bloomfield		
Monica Green		
Ken Purnell		

We believe that there were no conflicts of interest with councillors present and issues to be discussed/resolved at this meeting.

ACTION: IS needs to clarify what exactly do councillors need to declare as pecuniary or other interests. IS to do this in the context of drafting new Standing Orders (see later item)

4. To approve as a correct record the minutes of the Parish Council Meeting held on the 12th November 2024 (see attached minutes to meeting)

Council agreed that the minutes of the 12th November meeting were an accurate recording of the business covered on 12th November. No corrections requested.

PW signed draft minutes – thus confirming records as accurate

5. *Matters Arising from Minutes of 12th November – to discuss and resolve where actions are incomplete*

- *National Highways consultation*

IS reported on on-going email exchange with National Highways on the proposed speed limit reductions along A46. Council supportive of the reduction in the speed limit.

IS also reported discussions about possible refuges for pedestrians/walkers on the Cotswold Way when crossing the A46. It is noted that it is particularly difficult to cross in Pennsylvania. Councillors supportive of refuges and very interested in the type of crossing/refuge proposed. They noted that National Highways are unlikely to have a budget to construct this in the very short term – but that National Highways were keen to incorporate crossing points in a longer budgetary period.

- *Parish Statement/Neighbourhood Planning*

Steve Reade talked the Council through the pros and cons of opening up a Neighbourhood Planning Process

SR stressed that what we needed to initiate was a Neighbourhood Plan process – a Neighbourhood Plan is a document that sets out the strategic wishes of a Parish Community for spatial planning within any Parish (neighbourhood area). A Neighbourhood Plan needs to be in conformity with any Local Plan of South Gloucestershire as well as with National Planning Guidance. But it does give a voice to communities to shape their place-based future.

Examples of issues that could be incorporated into a Neighbourhood Plan are:

- Adaptation of Parish housing stock to account for either aging population or incorporating affordable housing for younger families
- Managing the rise of short-term Air BNB lets or second homes
- Implementation of appropriate design standards (beyond the current Conservation Area)
- Diversification of Rural Economy
- Managing parking relating to countryside access

SR stresses that it is important that the community of Cold Ashton drives the process. The first stage of a Neighbourhood Planning process is to consult the community and to constitute a project group should residents decide that this is right thing to do.

SR happy to advise should the community of Cold Ashton Parish decide to engage on this journey

ACTION: IS to draft a consultation survey to all households in Parish to ask whether there is support for a Neighbourhood Plan Development Process – and whether there are volunteers to drive the project. IS to present a draft consultation notice at the next Ordinary Meeting of the Parish Council.

6. *To note the training and events available and agree any attendance.*

There is no training or event to be discussed at this meeting

7. *To agree the following expenditure*

- a. £40 cheque to be signed and made payable to Avon Local Councils' Association – Cheque signed by PW
ACTION: IS to send cheque to ALCA
- b. £74.59 cheque to be signed and made payable to Ian Smith for the purchase of pads for defibrillator – cheque signed by PW
- c. £585 cheque to be signed and made payable to Ian Smith – as salary for Q3 Clerk – cheque signed by PW
- d. To discuss works required for cleaning the graffiti from the Parish Bus Shelter (on Cold Ashton roundabout) – council discussed the scope of graffiti damage and what might be the steps to resolve it
ACTION: IS to contact Streetcare to ask (1) whether Streetcare can clean off the graffiti or if they refuse (1) to (2) ask them what products they use for cleaning stone walls of graffiti and for them to supply the product or in the case that they refuse (2) to (3) to source the cleaning product – and for the Council to discuss ways forward at the next meeting
- e. To discuss works required to maintain the notice board
PB discussed with PW sourcing an oak post to repair current notice board arrangement. Council agreed expenditure. PB to identify weather window in which repairs and maintenance can be done.

ACTION: IS to review paying arrangements with Barclays Bank – and to review how this is implemented through Financial Regulations. Current arrangements are prone to blockages.

8. *To note the Parish Council's end of December's net position, bank balances and bank reconciliation*

IS notes to Council that it is difficult to track expenditure against budget when the Council does not have a formal budget. IS confirms that there is money in the PCC account to cover today's agreed expenditures

ACTION: IS to table budget structure for on-going management of expenditures over the course of the budgetary year.

9. *To determine the level of precept for Cold Ashton Parish council for the financial year 2025/26*

- Financial report expected costs and revenues for 2024/25 – to be circulated
- Discussion of the mission – aims and objectives of the Parish Council

Council discussed the document of potential assets and liabilities that might fall upon the Parish. There is still some work required in clarifying ownership of some assets around the village and hence on whom financial responsibility for upkeep falls

We agree that the Parish Council is responsible for the maintenance and upkeep of:

- The Cold Ashton K2 telephone box
- The Notice Board outside the Cold Ashton village hall
- The publicly accessible defibrillator that is located on the Cold Ashton village hall

We are collectively unsure about ownership/financial responsibility for:

- The waste bin on Hyde's Lane before the Rectory
- The Limestone Link information board
- The bus stop signs along the A420
- Signs within the village that point visitors to parking at the Village Hall

We believe that the "Quiet Lane" signage belongs to South Gloucestershire UA

We discuss probable costs and revenues on the Council and it is agreed that we should ask for a precept of £5,000 for 2024/25

ACTIONS:

- IS to check other agencies (eg SGC and the Cotswold National Landscape) on ownership of uncertain assets
- IS to formalise statement of expenditures into a budgetary statement that can be used for accounting purposes
- IS to ask for £5,000 precept for 2024/25

10. *To discuss and agree standing orders for Parish Council business*

IS presented the draft 28 standing orders for the future operation of Council Business. Council supportive of process of drafting Standing Orders starting from the ALCA model document.

Following observations made in relation to draft Standing Orders

- The status of SGC councillors on the Council – BS and MP are not formally part of Council but they are an important (and required) presence for liaison
- The Council needs a means of giving councillors specific email accounts through which to do PCC business – important in the case of any FOI request
- Insert statement on delegation of some powers to Clerk especially for Planning Business that comes up in the periods between Ordinary Meeting
- Insert a statement that makes the Chair the "Proper Office" should the clerk be incapacitated [for whatever reason] – same for the RFO role

- We need a statement of “model behaviour” because we are unable to address “gross misconduct” without first defining what “acceptable conduct” is
- We need a definition of what constitutes “interest” for the purposes of enacting dispensations or for making “declarations of interest” at the start of a meeting

ACTION: IS to redraft the Standing Order to address these points and to check drafting. The revised document will be submitted to next Ordinary Meeting (March 2025) for approval and adoption.

11. To note and agree a response to the following active planning applications

List of current open planning application provided – there are no new planning applications for the period November 12th 2024-January 7th 2025.

12. To report on on-going planning appeals in the Parish.

- a. Cornflake Cottage P24/00537/F - COM/23/0181/COU/1
- b. Wisteria View - P24/00951/F - APP/P0119/W/24/3356127
- c. Holiday rental off Freezing Hill Lane – P23/01906/F - APP/P0119/W/24/3350116

- Council discussed confusion as to the decision on P24/01799/HH (Jessamine Cottage)
- Council noted that undetermined planning applications related to agricultural land uses
- IS reports that he has submitted a view on Wisteria View that supports residents who are seeking the planning refusal be upheld.

ACTION:

MP to write to Planning Team to enquire why there are delays on agricultural planning applications

13. Reports from South Gloucestershire Council business

SB notes:

- We have not had a crime report this month – IS notes that Avon and Somerset Police have been in contact but due to website dates not being up to date, they have not been able to supply a report.
- Escalation of pressures on NHS – parishioners need to think about how to engage with NHS
- That Village Hall Committee can have a contribution from councillors MAF (jointly awarded with MP) for village hall upgrade – on condition that IS

completes the correct form and that the money is spent on upgrades (rather than sits in a bank account)

MP notes:

- South Gloucestershire Local Plan is progressing. We might expect the Draft Plan to be submitted to the EIP process for March 12th
- We might expect the EIP in Autumn 2025 with a final adoption and publication of an approved Local Plan in 2026.

ACTION:

- IS to contact Biancha to invite Avon and Somerset Police to March Ordinary meeting
- IS to complete the MAF submission on correct form and resubmit on behalf of the Village Hall Committee
- IS to review the published Consultation Draft Local Plan for SG for next meeting – if the publication date is prior to the next Ordinary meeting
- IS to add note to Parish website about NHS pressures in the area

14. AOB

No other business

15. *Date of the next meeting –*

- Wednesday March 12th, 2025 – 8pm Cold Ashton Parish Hall
- Wednesday May 14th, 2025 – 7.30-8pm Ordinary Parish Meeting – Cold Ashton Parish Hall
- Wednesday May 14th, 2025 – 8pm Annual Parish meeting – Cold Ashton Parish Hall

End of Meeting record at 9.45 pm Tuesday 7th January 2025

These minutes are an accurate record of our meeting:

SIGNED BY:	Phil Wyatt (Acting Chair)	DATE:	11 th March 2025
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Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.