

COLD ASHTON PARISH COUNCIL [Ordinary] Meeting

Confirmed Minutes for the Ordinary Meeting dated – 11th March 2025.

I HEREBY GIVE NOTICE that an Ordinary Meeting of the above-named Parish Council will be held at COLD ASHTON PARISH HALL on Tuesday March 11th at 8pm. 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:	
March 5 th 2025	

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)

Start of Meeting record at 8pm, Tuesday March 11th 2025, Cold Ashton Parish Hall

1. To Receive Apologies for Absence and to Confirm Attendance.

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

Others Present [record names]:

Ben Stokes (South Gloucestershire Councillor for Boyd Valley)

2. *To approve as a correct record the minutes of the Parish Council Meeting held on the 7th January 2025 (see attached minutes to meeting)*

Minutes approved and signed by PW

3. *Matters arising from the minutes of previous ordinary meeting (and not dealt with elsewhere on the agenda).*

- Passing of Richard Shackell

We collectively noted the passing of Richard – we record again our thanks to the service of Richard to the Parish Council. PW and IS attended Richard's funeral on March 6th

- Process of identifying/recruiting new councillor

IS updated Council on process of recruiting new councillor. Notice of Casual Vacancy to be published on Parish noticeboard following direction of Electoral Services (South Gloucestershire). Dates of notification to be confirmed by IS.

Councillors to note potential recruits – with particular interest in getting councillors from Tadwick/Hamswick for good coverage

- Updating of Cold Ashton Parish website

IS updated Council on reorganisation of Parish Website. Older material to be archived (on website)

- Crime wave in Cold Ashton – mid-January

Clarifications established as to what happened in late January – where it has been alleged that several cars were broken into.

- National Highways consultation on new crossing points for Cotswold Way on A46

IS updated Council on conversations with National Highways team about possible crossing points on A46 related to Cotswold Way National Trail. Online meeting due on March 27 with National Highways team.

Councillors suggest some possible crossing points that might be discussed at this meeting

- National Highways works on re-setting speed limits on A46

IS confirmed dates and scope of speed limit changes on A46 through the Parish (through Pennsylvania and Nimlet via the Cold Ashton roundabout)

4. *To set a budget for the Parish Council 2025-26*

- Discussion of how the Parish Council might support the Parish Hall – as a community asset
- Explicit identification of expected budgetary items for 2025/25

IS confirmed that the Parish had been granted a rise in the precept to £5000 for 2025/26

The Council discussed a list of assets and liabilities – we acknowledge ownership of bus shelter, a noticeboard (outside Parish Hall), an antique Gilbert phone box and a defibrillator (located at Parish Hall)

We agreed budget lines on maintenance of assets, staffing (for parish clerk), on subscriptions and services other than HR – including a fee for internal audit with AGAR. We agreed a sum for depreciation on Parish office equipment (including the Parish desktop computer).

Council agrees to the appointment of a internal auditor (provisionally Tony Jay – recommended by ALCA – with expected annual fee of £100 for internal auditing duties)

Council agreed to raise the annual sum paid to the Parish Hall (for meetings and Parish archive storage) to £300 per annum. Councillors not keen on annual fee (transfer) to Parish Hall running costs. Councillors prefer an ad hoc arrangement – following historical precedent for the Parish Council supporting community events (eg Jubilee)

We set aside a sum of £175 for costs associated with raising new councillor in 2025/26

Parish Council will set aside a Community Fund of £100 for small scale community-level projects (such as bulb-planting).

We set aside a 10% contingency fee (£350) for 2025/26

5. *To agree financial actions required for the period March-May 2025.*

- Bank balances.
- List of items due for payment in the next 2 months

Council approves payment of £165 for internet site management (cheque signed in the meeting)

- Need to increase names on mandate

Council discussed current arrangements for paying for services and goods – we currently pay by cheque and that required two signatories – there are only two councillors currently mandated to sign cheques. This is risky given the small council.

We agree to include Phil Bloomfield as a mandated signatory – this will require IS to get PB onto the mandate

- Permission for Clerk (Ian Smith) to have access to a payment card to cover day to day payments – and to set any limits on that use.

Council decided not to give IS a payment card. It was deemed to be not necessary given the level of expenditure – more councillor signatories will address problems of payment.

IS will get online access to accounts – but not to payment.

- Record of maintenance carried out since last meeting – and identification of maintenance to be completed within 2024/25

We record thanks to Phil Bloomfield for cleaning the Parish bus shelter of graphite.

PB will sort out maintenance on Parish noticeboard – needs a bit of TLC – the internal lining (where notices are posted) is loose – the posts need renewing.

- Agree the appointment of an internal auditor -to audit accounts for 2024/25

Council agrees to the appointment of an internal auditor recommended by ALCA to carry out AGAR internal audit for 2024/25 cycle.

6. *To complete discussion on and agree to adopt Standing Orders for Cold Ashton Parish Council*

- Definition of “interest” within a “declaration of interest”

We discuss outstanding issues on the revised standing orders
IS runs through revisions – drawing particular attention to “councillor declarations of interest” and to the need to implement council-specific email accounts
Council decided to read the new standing orders and to then discuss details at the May 13th meeting

7. *To determine interest in consulting on a Neighbourhood Plan for Cold Ashton Parish*

- South Gloucestershire Local Plan is out for consultation (from 5th March 2025)
<https://localplan.commonplace.is/>
- Report on key take aways from initial scan of Local Plan
- Discuss process of elaborating a local plan (should there be interest) – setting up of a committee of the willing

IS outlined a summary of policy provisions in draft South Gloucestershire Local Plan that might relate to Cold Ashton Parish – very little scope for development within AONB/CNL or the Green Belt unless able to identify local exceptionalism

There was some interest in setting out a process of Local Planning for Neighbourhood
IS asked to draft a questionnaire that might be used to gauge Parish interest in working on a Neighbourhood Plan for the Parish (extending beyond current Conservation Area of Cold Ashton Village)

IS to table a draft questionnaire at the next meeting

8. *To discuss and establish the Parish Council opinion of development control/management issues.*

No issues for discussion at this meeting

IS informed Council that Jessamine Cottage application has gone to Appeal

9. *A.O.B. (any issues arising that are not covered by other headings)*

BS gave us a run down of key South Gloucestershire issues/information:

- Mayoral Election of May 1st
- Health and well-being survey – responses required by April 11th
- Local Business Strategy – is out for consultation
- WoE rural networks (WERN - <https://www.wern.org.uk/>)

10. *Date of Next Meetings*

- Ordinary Meeting – 7.30 Tuesday 13th May 2025 at the Cold Ashton Village/Parish Hall
- Annual General Meeting – 8.00 Tuesday 13th May 2025 at the Cold Ashton Village/Parish Hall

IS needs to change dates on website – that are currently recorded as May 14th

Thank you everyone

End of meeting recorded at 9.35 pm, 11th March 2025

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.