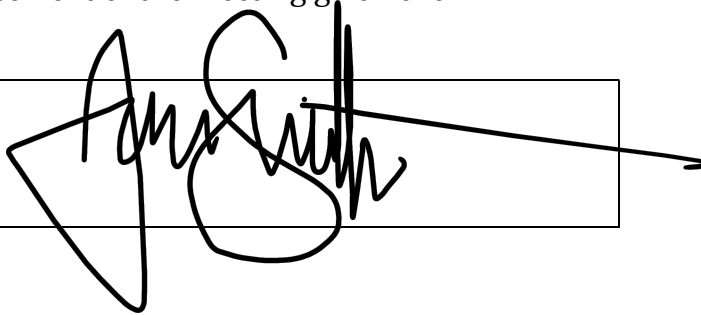


COLD ASHTON PARISH COUNCIL [Annual Parish] Draft Minutes Meeting – 13th May 2025.

I HEREBY GIVE NOTICE that an Annual Parish Meeting of the above-named Parish Council will be held at COLD ASHTON PARISH HALL on Tuesday May 13th 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 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.

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.

Signed: Ian Smith (Clerk to PC)	
Date of Summons:	
[....] 2025	

The following business will be transacted.

Start of Meeting record at 8:35pm, 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 Council)

Marilyn Palmer (South Gloucestershire Council) - apologies

2. Election of key positions on Parish Council

- a) Election of Chairman (to Parish Council).
- b) Election of Vice Chairman (to Parish Council).
- c) Election of Parish Councillor to role of Representative on Parish Hall Committee (charity).

Phil Wyatt is voted to be Chair for 2025/26

Phil Bloomfield is voted to be Vice Chair for 2025/26

Phil Bloomfield is voted as acting Representative to Parish Hall Committee pending co-option of suitable new councillor candidate

3. To approve as a correct record the minutes of the Annual Parish Meeting held on the 15th May 2024 (see attached minutes to meeting)

Minutes are approved and signed by Phil Wyatt

4. Matters arising from 2024 Annual Parish Meeting minutes (from May 2024)

No matters arising

5. Chairman's report.

It has been a year of many changes – we remember the sad passing of long serving Chair Richard Shackell. We have also had a change in Clerks. There has been a lot of development control issues that have passed by the council – so it has seemed like a busy year. Many of those development decisions are still at appeal.

Thanks to the councillors who continue to give their time in public service on the Parish Council.

6. Clerks Report

- a) Outline and discuss Annual Internal Audit Report process 2024/25 – including timeline to June 30th (and the need for an extraordinary meeting to agree documentation)

Ian Smith outlines the AGAR process and what stage we are at.

We will need to call an extraordinary meeting on either Tuesday May 27th or Tuesday June 3rd to address the AGAR accounting documentation and the certificate of exemption.

Ken Purnell to check availability of Hall on those dates and times

Ian Smith to keep Council informed of when AGAR documentation is ready to be reviewed and approved by Council.

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

No matters arising

8. Date of Meetings for 2025/26 cycle

- Agree any extraordinary meetings that might be required prior to 30th June
- Annual Parish Meeting – 8.00 Tuesday 12th May 2026 at the Cold Ashton Village/Parish Hall
- Ordinary Meetings scheduled:
 - Meeting 1 – 8.00 Tuesday 15th July 2025
 - Meeting 2 – 8.00 Tuesday 16th September 2025
 - Meeting 3 – 8.00 Tuesday 11th November 2025
 - Meeting 4 – 8.00 Tuesday 13th January 2026
 - Meeting 5 – 8.00 Tuesday 10th March 2026
 - Meeting 6 - 7.30 Tuesday 12th May 2026 at the Cold Ashton Village/Parish Hall

Council agree and note dates

Ken Purnell to check with Parish Hall on availability of the hall on those dates/times

Ian Smith to upload dates onto Parish Council website

Thank you everyone

End of meeting recorded at 9:15pm