COLD ASHTON PARISH COUNCIL Approved Minutes [Extraordinary] Meeting Agenda – 3rd June 2025.

I HEREBY GIVE NOTICE that an Extraordinary Meeting of the above-named Parish Council will be held at COLD ASHTON PARISH HALL on Tuesday June 3rd 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 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: 26th May 2025	

The following business will be transacted.

Start of Meeting record at 8:00pm, 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]:

Christine Geldred – resident of the Parish

2. To invite our new co-opted councillor

Following from Item 5 from Ordinary Meeting of 13th May – and decision of Council to approach Nigel Trapp (resident of Cold Ashton Parish) to be co-opted onto Council for the current term. We welcomed Nigel onto the Council.

Ian Smith the clerk will prepare the paperwork to formally register Nigel as a Parish councilor with Electoral Service at South Gloucestershire Council

Move to close meeting at 8:02

Re-start of extraordinary meeting part 2 at 8:03

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

Councillor	Attending	Apologies
Phil Wyatt	x	
Philip Bloomfield	x	
Monica Green		x
Ken Purnell	x	
Nigel Trapp	x	

Others Present [record names]:

Christine Geldred – resident of the Parish

4. To receive and note the internal audit report.

Ian Smith outlined the audit report prepared by Tony Jay as part of the AGAR process for 2024/25.
The Council noted the following issues to be resolved over the next financial year:

- To update and clarify council policies – in particular in relation to Financial Processes, Complaints Procedure and the Councillor Code of Conduct. Ian Smith to review recently adopted standing orders to see where the council needs to elaborate its policy.
- To review budgeting practices – the audit report noted that current reserves are too high. Council uncertain and would like Ian Smith to review local practices in neighbouring parish councils both in relation to cash reserves and in relation to recording assets and property (including amortization and depreciation)
- To review practices for recording assets
- To move to a gov.uk domain and to ensure that all councilors (and the clerk) have parish council email accounts for all parish council business. Ian Smith to complete training course (run by the Digital Cabinet Office) and to gather costs for transition from current website provider.

5. To approve the Annual Governance Statement

Council approved the Annual Governance Statement (section 1 of AGAR return) – Philip Wyatt signed the Annual Governance Statement.

6. To approve the Accounting Statement

Council approved the Accounting Statement (section 2 of AGAR return) – Phil Wyatt (as chair) signed the accounting statement

7. To approve the Certificate of Exemption (this is contained in the AGAR so is not a sperate document).

Ian Smith explained the significance of and process relating to the certification of exemption.

Council approved the Certificate of Exemption (page 3 of AGAR return). Phil Wyatt (as chair) signed the certificate.

8. To approve the council's internal auditor for 2025-26.

Council approved the appointment of Tony Jay as internal auditor for the financial year 2025/26. Council thanks Tony for his work on auditing in this financial year 2024/25.

9. To discuss the pre-application consultation from the mobile mast operators (Shaplands Mast)

- Council discussed the papers sent by Clarke Telecom – that form part of a pre-application consultation dated in letter of May 21st 2025.
- Initial concerns have focussed on the aesthetic design of mast – we are located in Cotswold National Landscape and the mast has a prominent position to the west of Cold Ashton village. Councillors wanted more information about the design (Ian Smith to review documentation and send on whatever design materials there were).
- Residents have also expressed health concerns about levels of radiation close to the mast (or within 500 metres of the mast).
- Councillors to gather more views from residents.
- Ian Smith to respond to Clarke Telecom within the 14 day deadline (ending June 5) – to express initial views and to explain our consultation process that we expect to complete by July 15th.

10. Next ordinary meeting on Tuesday July 15th – 8pm – at Cold Ashton Parish Hall.

Thank you everyone

End of meeting recorded at 8:40