

COLD ASHTON PARISH COUNCIL [Ordinary]

Approved Minutes Meeting – 13th May 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 May 13th at 7.30pm. 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:

6th May 2025



The following business will be transacted.

Start of Meeting record at 7.30pm, 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

Richard Wharton (resident and planning applicant)

George Batterham (architect for Hamswell application)

2. To approve as a correct record the minutes of the Parish Council Meeting held on the 11th March 2025 (see attached minutes to meeting)

Minutes approved and signed by Phil Wyatt

3. Matters arising from the minutes of previous ordinary meeting (and not dealt with elsewhere on the agenda).
 - Report back on meeting with National Highways – Ian Smith outlined the meeting he had with National Highways to discuss the possibilities for a crossing point for the Cotswold Way on A46 between Cold Ashton village and Greenways Lane.
 - This will depend on the redevelopment of Cold Ashton roundabout but Ian Smith reports that the road is suitable for a crossing at the Greenways lane junction – although it is not possible to arrange a cross within the village of Pennsylvania (pavements too narrow)
 - National Highways looking to the Parish to build an evidence base for the need for a crossing
4. To discuss and establish the Parish Council opinion of development control/management issues.
 - Report on Development Management issues in Parish
 - P25/00720/F: Alterations to Barn 5 to facilitate conversion to 1no self-build dwelling (Use Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
 - P25/00492/F: Demolition of 2no. existing barns and erection of 1no. replacement barn.
 - P25/00884/LB: Erection of replacement porch.

Richard Wharton and George Batterham outline the proposal at Hamswell Farm (Barn 5).

Council ask questions and discuss the merits

Council decides that it will not object to the development – it is unable to be positively supportive whilst not having a defined position on the conversion of farm buildings into residential properties in the Parish. The Council is however supportive of the efforts to make the proposal look like an old barn – and it is also supportive of the idea that the development is a self build for a resident of the Parish. However, it is more problematic to think about how the self-build and local connections are enforceable over time.

5. Discussion of progress on filling Parish Councilor casual vacancy

- Progress on filling casual vacancy for Parish Councillor
- Discussion of options

The council is presented with three potential councillors who have expressed at interested in being co-opted onto the council.

The council review the merits of each candidate noting that all the candidates had a strong claim to be co-opted. The council voted for the appointment of Nigel Trapp. Ian Smith is to approach Nigel to outline the role and invite Nigel onto the council.

6. To agree financial actions required for the period May-July 2025.

- Bank balances.
- Confirm appointment of Tony Jay over 2 audit cycles (24/25 and 25/26) as “internal” auditor (or critical friend)
- List of items due for payment in the next 2 months

Cheque number	Invoice Number	Payee	Detail	Net value	Gross value (with VAT)
100517	CA24-018	Ian Smith	Salary for Q4 2024/25	£585.00	£585.00
100518	CA25-002	Cold Ashton Village Hall Committee	For use of Parish Hall over financial year 25/25	£300.00	£300.00
100519	CA25-003	ALCA/NALC	Subscription for support services	£79.22	£79.22
100521	CA24-019	Tony Jay	Auditing services for 2024/25 cycle	£100	£120.00
100522	CA25-004	Arthur J Gallagher Insurance Brokers Ltd	Annual Insurance	£419.69	£419.69

Items for payment agreed.

Mandated councillors sign cheques for all invoices

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

Council notes the work that Phil has been doing to give the notice board a bit of care.

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

- Vote on adopting Standing Orders – as set out in draft of March 11th

Council approves and adopts standing orders from March 11th meeting. Ian Smith to upload standing orders onto Council website

8. To discuss, approve and agree a register of risk for parish business – and to approve mitigative procedures associated with those risks.

- Report to be attached

Council approves and adopts the register of risks for parish business – Ian Smith to upload document onto Parish Council website

Ian Smith given permission to buy two memory sticks to enact policy of backing up council documents from Parish Computer

9. To discuss the migration of Parish Council web presence to a gov.uk domain with associated development of Parish Council dedicated email addresses

- Report on training for clerk on May 22nd 2025

Ian Smith to attend awareness training and to report back at July meeting

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

- Report on progress – and plan for consultation

Council discusses progress – it is decided to initiate a consultation over community whatsapp group on setting up a neighbourhood planning group.

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

- a. Information and reports arising from South Gloucestershire business

Ben Stokes presents Council information on:

- Avian flu monitoring – risk levels are reducing and there is likely to be a lessening of biosecurity practices over the summer
- 1st May mayoral elections – likely to see more work on public transport – especially bus services in WECA area
- Care Quality Commission has reported that South Gloucestershire Occupational Therapy services are in need of improvement – they are currently not well linked to mental well being services
- Car park charges will start to be charged in Thornbury and Yate
- Extension of free child care hours for children aged between 9 months and 4 years old
- Mental health awareness week
- Marshfield Community Land Trust has been reviewing how it intends to implement the local connection criteria on the purchase/rent of homes in new development

12. Date of Next Meetings

- Ordinary Meeting – 8.00 Tuesday 15th July 2025 at the Cold Ashton Village/Parish Hall

Thank you everyone

End of meeting recorded at 8:35 pm