



Pilning & Severn Beach Parish Council Meeting held on Monday 6th January 2025. Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP 7pm

COUNCILLORS:

Ian S Roberts (ISR); Jet O'Neill (JO); Mike Pruettt (MP); Olga Taylor (OT); Peter Tyzack (Vice Chair) (PT) and Victoria Bywater (VB)

Note the meeting chaired by PT as the Chair gave apologies

Also attending Jonathan Edwardes (JE) Parish Clerk and Richard Edwards (RE) Neighbourhood Plan Steering Group, and three members of the public.

1 Apologies for absence

Steve Graham (SKG) Nick Davies (ND); (Chairman)

2 Declarations of Interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 2nd December 2024 were unanimously approved as a true record.

4 Matters arising / actions

In progress

142/780 – s106 money - On 29/07/2024 SGC were paid the following in relation to the Panittoni site: £15,000 towards sports feasibility study and £146,316.92 towards sports facilities. South Gloucestershire Council is now beginning the process of the feasibility study with 3rd party assistance. Clarification given of the 5km boundary for the distribution of the s106 money. Clerk requested an update 26/11/2024. Request for an update 03/01/2025.

144/854 – Broad Gauge rail display – Timbers are on the concrete plinth, not yet set up; Clerk has had wording approved by the Local History Group for the interpretation board. Design to be finalised.

146/915 – Pilning shop bin – Clerk contacted South Gloucestershire Council again 18/09/2024, 20/09/2024 and 23/10/2024. Meeting 12/12/2024, agreement made to have the South Gloucestershire Council bin on the right-hand side of the shop door. Design of bin to be determined. At the meeting it was discovered that the Parish Council noticeboard is about to be removed from the side of the building.

150/56 – Flooding preparedness exhibition – Almondsbury, Aust & Oldbury on Severn are keen to make a joint approach to South Gloucestershire Council. Clerk to contact South Gloucestershire Council to start the process.

151/72 – Concern over trees in the Pilning new cemetery - resident was referred to the tree condition report and planned works for the Autumn. Clerk to seek three quotes for tree work and write paper to present to Council. Two contractors have contacted the Clerk for further details. Clerk seeking further quotes. Clerk met with a contractor 05/12/2024. Second contractor meeting 20/12/2024. Paper being prepared for January 2025 agenda.

151/84 – Severnside Rail Conference – Severnside focused conference with GWR / NR / WECA and other partners in the future. Suggestion that Claire Young MP could help lead. 14/11/2024 The Clerk contacted GWR Community Engagement and Events Manager. Regrettably the proposed event had been passed to a local manager who then failed to act on it. Hopefully things will start moving again. Claire Young contacted as well.

151/90 – Memorial works at Northwick – Wiseman grave – grave has been cleared of the tree root. Cemetery Clerk preparing a paper for Council.

152/106 – Letter to EDF re Orchard Pools – Both the EDF Stakeholder Relation Manager and the agent for Orchard Pools have been contacted by the Clerk. 01/11/2024 The agent has been in touch with the developers and conversations are going on between them. Clerk requested an update 10/12/2024.

152/138 – Decoration Policy – Refresh and reprint the policy for public noticeboards.

154/192 – Pebble display – Clerk to get a quote for concrete screed or epoxy resin for the wall behind the Tea Cottage.

154/194 – Bench repairs – Two benches at the Pippits Court end of Frances Barr Walk need attention, currently missing seat and back slats. One bench successfully repaired, the other needs more work but might need replacement.

154/198 – Northwick Tower roof repair. Clerk is seeking quotes, hopefully to be undertaken whilst the scaffolding tower is up. A contractor has looked at the roof and considers that the roof can be repaired.

- stripping off the slates and ridge tiles
- new battens and felt,
- replace any damaged woodwork under the battens,
- new leadwork is required
- drains into the gargoyles need unblocking

A second contractor has shown interest in restoring the weathervane,

VB meeting scaffolding person to get a quote for permanent scaffolding inside the tower.

Meeting at the tower 9am 03/01/2025 to discuss the way forward – Agenda item

155/209 – Complaint regarding lights by Ableton Court – Clerk tried to contact Connelly & Callahan, no response. Clerk requested South Gloucestershire Council to light the public footpath, no budget to do so. Clerk's second attempt was more positive with Connelly & Callahan, a solution is now being actively sought.

155/226 – Highways Data- to be shared with South Gloucestershire Council.

155/231 Payroll services – The Clerk is seeking payroll accountancy firms. Four firms so far considered. Paper being prepared for January agenda. Changeover expected to happen in April 2025.

Completed / Closed

126/226 – Water trough leaning – Severn Beach allotment water trough is leaning, should be tackled with 151/104. **Completed**

149/29 – Lack of Enforcement – 03/09/2024 the Clerk wrote to South Gloucestershire Council explaining the disappointment the Parish Council felt over the lack of action regarding the staircase on the side of the former Pilning Post Office. Received a holding response from Nigel Riglar at South Gloucestershire Council. Clerk asked for an update 28/11/2024. South Gloucestershire Council consider that they have dealt with the matter. **Closed**

151/104 - Severn Beach allotment quotes – Clerk to investigate two more quotes for clearing the land around the allotments. Requests sent to potential two local contractors 22/10/2024 and a third 31/10/2024. Clerk meeting a contractor 04/11/2024, written quote £9600 +VAT. Third contractor interviewed 08/11/2024, quote to come. Contractor instructed as per resolution of the Council 07/10/2024. Allotment tenants have been made aware of the upcoming work. Work started 18/11/2024. **Completed**

152/107 – Allotment noticeboards – Delivery has been made 26/11/2024. Pilning noticeboards expected to be put up w/c 02/12/2024. Severn Beach to follow. **Completed**

152/130 – CIL payment returns – Required by South Gloucestershire Council by 4th December. **Completed**

154/191 – Teen hut Perspex removal – Clerk was informed the teen hut has painted and that the Perspex will remain in place **Completed.**

155/210 Pay disbursements – Done **Completed**

155/211 - Northwick Tower – as per December minutes 9.1 contractor has been paid and the inspection of the roof is ongoing with a view to a repair to make it watertight. **Completed see 154/198**

155/212 Tree removal works – Wiseman grave tree removal works 11/12/2024. **Completed.**

155/214 Policies – To be uploaded to the Parish Council website. **Completed.**

156/241 to 157/287 Allotment Invoices – Sent 18/12/2024, Fees are coming in. **Completed.**

JO joined the meeting 19:10

PRESENTATION AND Q&A WITH SEAN RHODES (SR) FROM SOUTH GLOS COUNCIL

Vice Chair PT welcomed Sean to speak.

SR began with stating that South Gloucestershire Council wants to improve the communication and engagement between Town & Parish Councils across the county. His role as Cabinet member for "Communities and Local Place" on South Gloucestershire Council is to help develop that. It's a relationship that has not been fostered effectively over previous decades.

- The role means SR gets all the rather less glamorous jobs such as bins, potholes, community security and many more.
- South Gloucestershire Council is once again recognising the importance of Parish Council's local knowledge.
- The expectation that Parish Council representatives would want to attend meetings in Yate or Kingswood is unreasonable.
- SR had been to the parish previously to put in place mitigations after the closure of the A403 in 2024 caused considerable aggravation in the area. Conversations are now taking place to make sure the Parish is better supported with traffic management in the future.
- SIDs (Speed Indicator Device) these need to be a solution that will fit the demographic of the drivers passing through the area. There is good evidence that younger drivers speed up to see the unhappy face. SIDs tend to work best outside of schools where children pester the parent to drive under the speed limit.
- Road safety / Lorry enforcement. SR spoke about the challenges in getting better lorry enforcement where breaches of highway regulation take place on local roads. Different stages of intervention
 - South Gloucestershire Council level, pressure can be put on the haulage companies but this needs to be backed up by good data showing the companies involved.
 - Avon & Somerset Constabulary also need the same data to encourage them to enforce as well. There is a level of dissatisfaction at SGC that not enough enforcement is taking place. There have been attempts to get A&S Constabulary involved by South Gloucestershire Council, but A&S admit they have a priority to the motorway network where most fatal road traffic incidents occur.
 - Hopefully there will be a willingness in the future to collaborate further with SG Council and Constabulary to get A and B roads enforced more effectively.
 - There will be a need to get communities involved to help in achieving this objective.
- SR opened the discussion to hear Councillors and residents' issues.
 - It was noted that road schemes requested to South Gloucestershire Council are not being considered. The Parish's currently list of improvements would spend the

Highways budget three times over, without spending money anywhere else in the county.

- The junction to and from A403 at Northwick is particularly subject to near misses.
- s106 money, the 1957 consent area came into being before the legislation came in to grant local infrastructure improvements. It was felt that National Govt should be paying for the infrastructure to be fit for purpose in the area. Concern was also raised that when some s106 money was available to South Glos it was squandered on schemes that were no benefit to the parish at all.
- A403 roadworks were very disruptive to local Northwick residents and there was shock that residents were being abused by the workforce. On reporting this to South Gloucestershire Council there was a complete lack of surprise or any action to correct the behaviour.
- Severn Bridge traffic management on event days / concerts in Cardiff. There have been multiple occasions where traffic has been stopped on the A403 for anything up to six hours. A request was made that a better traffic management plan should be in place. VB noted that Pilning has a station and SR was asked to “bang the drum at every opportunity” to get it seriously considered as a transport solution.
- Many thousands of people work on the Western Approach and similar sites with many being bused in from South Wales, it is unacceptable that the quickest way to and from South Wales via rail is not being actively pursued.

Resolved to request was made to invite Chris Willmore (CW) (Cabinet Member for Planning, Regeneration, and Infrastructure) to a future Parish Council meeting.

157/322 Action JE

- Consternation was expressed by PT that the long-promised spine road linking Western Approach to Hallen is no longer appearing in the Local Plan. How can something that has been seen as essential over the last twenty years be lost? Three new road accesses onto C241¹ (Severn Road) none of them had planning permission. If South Gloucestershire Council had obtained permission and financial recompense perhaps the provision of better road infrastructure would take place.

SR asked PT to share the detail of the case with SJ and CW.

157/323 Action PT

- One solution offered for road repairs was for the Parish Council to consider raising its precept to get its highway maintenance prioritised.

5 Correspondence

See appendix A

School Parliament – contact had been made by St Peter’s School with a view to involving the Parish Council in a school parliament. Dates to be circulated.

Request for a speed camera on Cross Hands Road – see the comment in SR’s presentation to Council above.

Pilning Cemetery – a resident had mentioned to VB that there was an issue with the Cemetery. Clerk noted that the Cemetery Clerk has several active cases currently.

Clerk to ask the Cemetery Clerk to forward anything relevant.

¹ Roads commonly using **C**, **D** and **U** prefixes, while these are numbered, in general this is done for use by local authorities and does not usually appear on road signs. Source Wikipedia.

6 Accounts for Payment

See appendix B

Planit Gardens	General maintenance	£164.50
SLCC	Membership	£190.00
Subtotal		£354.50
Revised grand total		£16531.10

Accounts were approved.

All in favour one abstention regarding Declaration of Interest.

157/305 Action JE

.1 Bank reconciliation for the previous month see appendix C

To comply with Parish Council Financial Regulation 3. viii the Chairman was presented with the bank reconciliation.

Resolved that the bank reconciliation report for December 2024 be approved.

7 Neighbourhood Plan report on progress

See appendix C

8a Public Participation

Access to Pilning Playing Field – A resident noted that he had expected to see the Parish Council agenda discuss the possibility of buying the access rights from Bank Road to Pilning Playing Field. The Clerk explained that as the contractor for the Playing Field grass cutting would still require that access the agenda item was not required. It was explained that a future Parish Council meeting could discuss the offer made.

Resolved for the item to go onto a future agenda

157/324 Action JE

8b Report from District Councillor Simon Johnson

See appendix D

9 AGENDA ITEMS

.1 To confirm Precept request to South Glos Council

The Clerk confirmed the amount recommended by the Finance Committee that the precept from South Glos should be £88,510 for 2025/2026.

All in favour

155/240 Action JE

.2 To authorise signature of the occupancy agreement for Promenade Gardens ref 9.2 October 2024 Full Council decision.

Question was noted from VB that the time limit on either party giving up the occupancy agreement is very short at one month.

The Clerk explained that the Parish Council will need to engage the services of a solicitor to go over the detail for the long-term arrangement

The Clerk will also be informing the Parish Council's insurer of the change in circumstances regarding public liability at Promenade Gardens.

PT proposed that the tenancy signing is delegated to the Chairman and Clerk at will agreement is signed.

All in favour.

157/316 Action ND & JE

.3 To decide to establish an Allotments & Community Green Spaces Committee

The Parish Council agreed to create the named committee above. It was noted that some of the work currently undertaken by the footpath committee and cemetery committee would now fall within the scope of the ACGS Committee.

Further work is required to complete the Forward Plan and amendment to the Parish Council standing orders as required.

Committee to be established under the Terms of Reference circulated previously by the Clerk

All in favour

Standing order review

157/326 Action JE

Action Plan / Forward Plan review

Action VB & SKG

.4 To approve the Allotments & Green Spaces Committee Terms of Reference and assign a budget

No members of the Parish Council were prepared to take on leading the committee, therefore the Terms of Reference and budget will be held over to a future meeting.

Item for In View to encourage residents to get involved

157/327 Action JE

.5 To decide whether to launch an LGSCO complaint regarding SGC planning dept.

ND had reported via PT that this item will be better served by Councillors engaging with South Gloucestershire Council to sort out the issues.

.6 To decide on quotes for Pilning Cemetery Tree works

The Clerk presented a paper to recommend a contractor, four contractors having been approached and three submitted quotes.

After discussion Tim Roper was selected to undertake the work

157/308 Action JE

ISR left the meeting

.7 To decide on requesting an action plan for snagging works from BJM regarding KCIII coastal path

PT gave a resume of complaints about the unfinished work

- Signs erected by Natural England are far too small to be of any use.
- Surface of the designated right of way is very variable and there is doubt that it meets the original specification.
- Subsidence of the path and puddles in places

This cannot be considered as a finished piece of work.

There is confusion as to which authority is responsible for signing the work off.

ISR rejoined the meeting

It is evident that the original design drawing has not been adequately followed

Resolved for PT to follow up for an action plan with the consultant, when will the Parish Council be consulted regarding the project sign off

Action PT

.8 To decide on a grant to Friends of Marlwood School

The Clerk presented details of the grant being requested by Marlwood School, after much discussion it was agreed to give 28% of the requested grant, in line with the number of pupils attending the school from this parish. There is a caveat that if the remaining grant is not secured from other sources FOMS may come back to the Parish Council with a second grant application

All in favour

157/311 Action JE

.9 To decide on repair or replacement for the kissing gate on Roy Edwardes Way

The kissing gate failed during the Christmas period and the Council needs to decide on how it wants to deal with issue. Note the existing gate on the right-hand side of the entrance is compliant with current accessibility legislation.

Options

- Like for like repair
- Removal of the kissing gate
- New wider gate to improve access.

Resolved to get quotes (full mesh, half mesh no mesh options) for the next meeting to replace the kissing gate and smaller metal five bar gate.

157/327 Action JE & VB

The Clerk is to find out if the kissing gate will either be restored and placed next to the broad-gauge display at Pilning allotments or repurposed at Severn Beach Miniature railway.

157/328 Action JE

.10 To decide on further repair work to Northwick Tower

PT gave a resume of the background to the Tower and recent work to date.

- Council acquired the remains of the old church at the same time as it acquired the churchyard
- The Parish Council is responsible for it. The agreement from the Church Commissioners was that it was the Parish Council's and for it to maintain it. There would be no further grant of monies for the maintenance of it.
- Unfortunately, the Parish Council at that time didn't think about putting in a savings pot for the maintenance, so we've been this has been on our mind for the last few years and each year we've been putting a bit aside.
- There is now a reserve budget to cover some of the costs
- The roof is fragmented, the Council has permission of the South Gloucestershire Council Conservation officer to remove the weathervane and that is in safekeeping.
- The next job is to repair the roof, which involves stripping the slate, battens, felt and timbers.
- Clearing out the lead drainage channels and perhaps making the drainage holes slightly larger to aid run off.

Resolved to add to the February agenda

157/329 Action JE

10 PLANNING

.1 Items from the public relating to planning matters.

P23/03430/F - Land Off Boardinghouse Lane Almondsbury BS32 4ES. Noted that the case officer should be notified that there appears to be a deliberate attempt to block a ditch on land under this application.

Resolved to contact the case officer with evidence

157/330 Action JE

.2 To decide undelegated applications for consideration.

P24/02984/CLP Land Adjacent M49 Severn Beach South Gloucestershire

It was agreed that ND will be preparing a response to this application

Concern was expressed that if this application is granted developers would have free reign to build up to the height of the former ICI towers.

.3 South Gloucestershire Council planning decisions.

Approve with conditions

P24/02615/HH Annexe Libette Church Road Severn Beach South Gloucestershire Erection of a two-storey rear extension and a first-floor extension to form additional living accommodation. Erection of front porch. (re-submission of P24/02030/HH).

Refusal

P24/02550/HH 67 Redwick Road Pilning South Gloucestershire BS35 4LU Demolition of existing garage. Erection of single storey side and rear extension to form additional living accommodation.

.4 To receive an update on outstanding enforcement issues.

Mobile home site behind Dr surgery. – currently waiting for a retrospective planning application to be processed by South Gloucestershire Council.

.5 To decide on professional legal advice.

None

.6 Report any trading applications.

None

11 PARISH EVENTS

1. .

12 POLICY REVIEW

.1 Website Accessibility

Proposed the above policies be adopted en-bloc Agreed unanimously.

Action JE

3. Update on the Action Plan

13. UPDATES & REPORTS

.1 Pilning Station

OT gave an update on Pilning station, a request is to be made to GWR for their Community Funding Grant, with a bench or station lighting being requested.

The last train of the year was cancelled by GWR at short notice.

Ongoing issues with the entrance gate at the bottom of Pilning station incline. OT to write to GWR with suggestions to make the gate look more customer friendly and less intimidating.

OT left the meeting

.2 Severn Beach Station

None

.3 Severn Beach Village Hall

None

.4 Pilning Village Hall

None

.5 Pilning Playing Field

Teen hut has been repainted, thanks to VB for organising this. Ongoing maintenance will be required to keep the teen hut graffiti at minimum.

.6 Severn Beach Allotments

Reports that a raised bed has been tampered with, with a view to removing the structure.

Status of Severn Beach allotments currently, plots below noted as not being worked, unless otherwise stated.

Plots not being worked:-

Plot 4	Plot 18	Plot 29
Plot 6 Being relet	Plot 21 Being relet	Plot 34
Plot 10	Plot 22 Relet 06/01/25	Plot 36
Plot 14	Plot 25	Plot 38
Plot 15	Plot 27	

.7 Pilning Allotments

Most of the allotments are well tended.

Kissing gate disintegrated before Christmas, see agenda item.

.8 To receive a report from the Cemetery Clerk

Only what was reported in the matters arising that repair works are carrying on with the Wiseman grave at Northwick, the tree stump has gone, and quotes are being sought by the Cemetery Clerk to get the stonework sorted out.

.9 Update on "Report it" reference numbers

SGC-234016-K9J5 – South Gloucestershire Council responded 13/12/2024 that they will fix the road surface problem on Northwick Road. Reported 05/08/2024.

Complaint to South Gloucestershire Council regarding the dumping and scrapping of car in their land at the end of Chessell Avenue. Their Clerk has reported this to South Gloucestershire Council after multiple complaints by residents.

.10 Report from external meetings

None, due to the Christmas break

Date of Next Meeting

The date of the next Parish Council meeting will be on Monday 3rd February at Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:48

Pilning & Severn Beach Parish Council – Full Council meeting 3rd February 2025

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPROVED

APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
28/11/2024	Email	Planning Enforcement in Pilning	Noted
28/11/2024	Email	Question regarding mobile homes on Bank Road	JE replied
28/11/2024	Email	Circulated list ref P24/01803/RVC	Circulated
29/11/2024	Email	ALCA Support and Christmas Holidays	Noted
29/11/2024	Email	Friends of Marlwood School Grant Query	JE replied
29/11/2024	Email	Footpaths around Ableton Court Severn Beach ORN19/20	JE replied
29/11/2024	Email	Finance matters Severn Beach allotments	JE replied
30/11/2024	Email	Pilning Village hall committee meeting min.	Circulated
01/12/2024	Email	Report for PC meeting	Circulated
01/12/2024	Email	Sea Wall - unauthorised access	JE replied
02/12/2024	Email	Sevenside rail conference	Noted
02/12/2024	Email	Essential Law book - 2025 edition	Forwarded
03/12/2024	Email	Footpaths around Ableton Court Severn Beach ORN19/20	Noted
03/12/2024	Email	What is the correct procedure for a member of the public to speak at a council meeting?	JE replied
04/12/2024	Email	Tree stump removal - Northwick Churchyard	JE replied
04/12/2024	Email	Winter talk	JE replied
04/12/2024	Email	Gypsy Platt at Severn Beach TPOs and SSE clearance work	Noted
04/12/2024	Email	Consultation for mobile street trader	Circulated
05/12/2024	Email	CIL for 2023-24 completed	Noted
05/12/2024	Email	The new SWORD monument	JE replied
06/12/2024	Email	PT.7140 CLAIMED FOOTPATH BETWEEN SCHOOL WAY AND ABLETON LANE, SEVERN BEACH	Circulated
06/12/2024	Email	Register to attend the Budget consultation pop-up meeting on Thursday 12 December	Circulated
08/12/2024	Email	A&S December 2024 newsletter	Published
09/12/2024	Email	ICCM Bookings available - Training courses	Forwarded
09/12/2024	Email	Notification of Approved Council Tax Base 2025/26	Noted
10/12/2024	Email	Consultation: Broadmead Design Code	Circulated
10/12/2024	Email	Ecology Works at the Amazon pond - M49 Link Road	Noted
11/12/2024	Email	South Gloucestershire Cross Sector Food Partnership - Thank you, food surveys request and next steps	Published
12/12/2024	Email	Tree stump removal - Northwick Churchyard Update	JE replied

12/12/2024	Email	Idling Trains - GWR POLLUTION	JE replied
12/12/2024	Email	Hinkley Connection Newsletter Autumn/Winter 2024	Noted
12/12/2024	Email	Snagging works on KCIII coastal path	Agenda
12/12/2024	Email	Possible grant funder	Noted
13/12/2024	Email	Bin at Pilning Shop	Noted
13/12/2024	Email	South Gloucestershire Online Consultations - You may be interested in the following consultations	Noted
13/12/2024	Email	Update on your Other surface damage report: SGC-234016-K9J5	Circulated
13/12/2024	Email	Changes to the Severn Beach allotments field	JE replied
13/12/2024	Email	REQUEST: Severn Beach Solar Farm - Community Benefit	JE replied
13/12/2024	Email	The 918 bus between The Caste School and the villages towards Severn Beach	Agenda
13/12/2024	Email	Cemetery Bank Road entrance	Circulated
13/12/2024	Email	Confirmation of report an abandoned vehicle	Actioned
14/12/2024	Email	SB Allotments - damage report	JE replied
17/12/2024	Email	Access to the Pilning playing fields via Northover Court.	Pending
17/12/2024	Email	Problem Report: Fallen tree	Noted
17/12/2024	Email	VE Day 80th anniversary	Circulated
17/12/2024	Email	Working with St Peter's Anglican Methodist Primary	JE replied
18/12/2024	Email	More Idling Trains - Severn Beach	Noted
18/12/2024	Email	GWR Customer & Community Improvement Fund to open 6 Jan 2025	Forwarded
18/12/2024	Email	Thanks for efforts to get path lights repaired near Ableton Court	Noted
19/12/2024	Email	sites inspection letter for P24/01803/RVC Plot 4 Land At Western Approach Severn Beach	Circulated
19/12/2024	Email	Western Gateway STB: Draft Strategic Investment Plan Consultation - Webinar Dates	Circulated
20/12/2024	Email	Sevenside Spine Road	Noted
20/12/2024	Email	South Gloucestershire Council consultations closing shortly	Circulated
20/12/2024	Email	Gifting of Salthouse Farm defib to the Parish Council	JE replied
21/12/2024	Email	Pilning Councillor enquiry	JE replied
23/12/2024	Email	GWR Idling Trains Again - Severn Beach	Noted
24/12/2024	Email	COM/24/0439/OD - Land South Of The Northwick Road And Bank Road Junction Pilning	Noted
27/12/2024	Email	Speeding traffic complaint	JE replied
27/12/2024	Email	Bristol Rail Campaign (FoSBR) - Events in January 2025	Circulated
29/12/2024	Email	Councillor Vacancy interest	JE replied
29/12/2024	Email	Train Horn - Severn Beach	Noted
30/12/2024	Email	Update: M4 Prince of Wales Bridge Roadworks	Noted
30/12/2024	Email	Defib insurance question	Noted

30/12/2024	Email	Volunteer work group for Aust Wetlands	Noted
31/12/2024	Email	The Unacceptable Situation at Pilning Railway Station!	Noted
31/12/2024	Email	Agenda item question	JE replied
01/01/2025	Email	Defib insurance	JE replied
02/01/2025	Email	Broad gauge display words	JE replied
02/01/2025	Email	Events and Security Update - January 2025 (Note to Local Authorities)	Circulated
02/01/2025	Email	Small-scale filming at Severn Beach	JE replied
02/01/2025	Email	School Parliament	Noted
03/01/2025	Email	Complaint regarding abandoned / scrap vehicles at the end of Chessell Avenue	Reported
03/01/2025	Email	Formal request to buy access rights	JE replied
03/01/2025	Email	Email to BANES and South Gloucestershire Clerks	Noted
03/01/2025	Email	Request for a parish speed camera	JE replied
03/01/2025	Email	Warning - Slippy Green on Walkway Frances Barr	Noted
04/01/2025	Email	Sea Wall - dog mess - request for pavement markings	Noted
05/01/2025	Email	MEMORIAL PLAQUE/TREE	Noted
05/01/2025	Email	SA: Planning Watch - 2 January 2025	Noted
06/01/2025	Email	Flood reporting	Published
06/01/2025	Email	Flooding BETA - South Gloucestershire Council	Published
06/01/2025	Email	Security mirror request	Forwarded
07/01/2025	Email	Broken bollard at Station Road Ramp	Reported
07/01/2025	Email	Pilning Speed Watch	JE replied
07/01/2025	Email	BBC interview - miniature railway	Noted
07/01/2025	Email	Thank you	Noted
08/01/2025	Email	Friday's site visit - Plot 4 Land at Western Approach	Noted
08/01/2025	Email	Tea Cottage to Francis Barr Way steps	Agenda
08/01/2025	Email	Northwick Tower progress	Noted
09/01/2025	Email	Tree planting Promenade Gardens	JE replied

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
03/12/2024	ELMTREE GARDEN	Grass Cutting	s111	£1,583.30	£263.88	£741.00
03/12/2024	ELMTREE GARDEN	Northwick Cemetery	s214			£231.00
03/12/2024	ELMTREE GARDEN	Pilning Cemetery	s214			£347.42
03/12/2024	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
04/12/2024	EQUINE PADDOCK	Severn Beach allotment clearance	SHA 1908 s23, s25	£4,800.00		£4,800.00
06/12/2024	HMRC	Tax & NI	s111	£555.54		£555.54
06/12/2024	GOOGLE	Email and data storage	s111	£132.00		£120.00
06/12/2024	GOOGLE	Email and data storage	LA 2011, NP 2017			£12.00
10/12/2024	J EDWARDES	Skip Hire	s111	£288.00	£48.00	£240.00
10/12/2024	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£105.44		£76.94
10/12/2024	PLANIT GARDENS	General maintenance	s111			£9.50
10/12/2024	PLANIT GARDENS	Pilning Cemetery	s214			£19.00
11/12/2024	ANDREW BACON	Northwick Tower scaffolding	s111	£2,500.00		£2,500.00
11/12/2024	EDWARD HICKS	Pilning Playing Field works	PHA 1875 s164	£180.00	£30.00	£150.00
11/12/2024	EMMAUS CHURCH	Room hire	s111	£108.00		£108.00
11/12/2024	DUNKLEY'S	Payroll preparation	s111	£201.60	£33.60	£168.00
11/12/2024	WATER2BUSINESS	Severn Beach Allotment water	SHA 1908 s23, s25	£133.91		£133.91
13/12/2024	O2	Mobile phone	s111	£15.00	£2.50	£12.50
13/12/2024	MYTHIC BEASTS	Web hosting	s111	£142.80	£23.80	£119.00
13/12/2024	VICTORIA BYWATER	Clr Expenses	s111	£14.00		£14.00
17/12/2024	BT	Telephone	s111	£77.62	£15.52	£62.10
18/12/2024	NOW PENSIONS	Pension Contribution	s111	£208.40		£208.40
23/12/2024	GREENBARNES	Allotment noticeboards	s111	£2,542.55	£423.76	£2,118.79
23/12/2024	ELMTREE GARDEN	Northwick tree works	s214	£624.00	£104.00	£520.00
31/12/2024	J EDWARDES	Wages & Office	s111	£1,710.78		£1,710.78
31/12/2024	ODILE MCINTOSH	Wages	s111	£36.00		£36.00
07/01/2025	J EDWARDES	Microsoft 365 Subscription	s111	£123.60		£123.60
07/01/2024	DUNKLEY'S	Payroll preparation	s111	£50.40	£8.40	£42.00
			Totals	£16,176.60	£953.46	£15,223.14

Appendix C NPSG Report

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 6th January 2025 – delivered by Richard Edwards

Since the last PC meeting attended on 4th November the NPSG has held meetings on 19th November and 17th December. My apologies for not reporting at the December PC meeting, but from the discussion at the end of the November meeting, I had concluded the following meeting would be principally finance and not for public participation.

Matters discussed at the Steering Group meetings and arising since are as follows:

Flooding

Having received copies of draft maps from the EA for the ASEA re-modelled flood data in October, electronic copy of the defended scenario eventually came through on 28th November. The breach scenario was further delayed but was received on Christmas Eve. The flooding data appears positive in allowing us to deliver the NP. Our draft Sequential Test was updated and sent to SGC and the EA. To discuss our approach, we had a Teams meeting with SGC on 5th December, which the EA was unable to attend. Another Teams meeting with both parties was held on 17th December. Both meetings were positive and has resulted in us preparing a specification for a consultant to prepare a SFRA including Exception Tests limited to the NP potential sites. We will share that with SGC and the EA and agree a Statement of Common Ground before commissioning the work with a consultant at the earliest opportunity. Completion of that will allow work on SEA, HRA and site assessments to be completed.

Project Plan

With the brake now off in waiting flood data, we are now able to revisit our project plan which has unfortunately stood still since October 2023. The draft now estimates completion of the NDP towards the end of the summer and public referendum in early 2026.

Neighbourhood Development Plan

We have continued to develop the draft document as much as we can.

Evaluation of Sites

Back on 11th November we had a site meeting with Network Rail, GWR and SGC to discuss platform arrangements to accommodate a 3 trains per hour service to SB. Any decision to implement changes would not happen for more than 10 years, therefore there is no mandated need for the NP to take that into account.

Given information from SGC that local schools might be approaching full capacities, conflicting with our information gathered in 2022, the Steering Group has made enquiries at the schools. Findings show there are still significant underutilisations which are being supported by the addition of pre-school classes. Concerns continue with the development, over and above the granted planning permission for a single gypsy pitch on the corner of Northwick Road and Bank Road. It appears that the 5 static caravans have been let and may be a commercial opportunity. No meeting has yet emerged with SGC enforcement.

Planning Applications

With James Thomas from the Lower Severn Internal Drainage not appearing to give a presentation at this meeting, there had not been an opportunity to discuss land raising issues in relation to the recently submitted application for Land Adjacent M49. Other than that, there have been no new planning applications of relevance to the NP.

Next SG meeting: 14th January, 7pm at the Plough.

Appendix D Unitary Councillor Report

Pilning & Severn Beach Parish Council Report | Monday 6th January 2025

Key updates for Parish Council colleagues in January 2025;

- The month ahead for February looks very busy and important, with Council and Cabinet meetings to review and approve the new Local Plan, and South Gloucestershire Council budget for 2025/26. I'm mindful of the need to keep this work aligned to the Neighbourhood Plan in Pilning & Severn Beach.
- Liaison with SGC Officers and partner organisations relating to Pilning Station has been slow in recent months. Key personal changes within organisations such as the Environment Agency, and a lack of focus has left little tangible action to date. I will be pushing for a partnership meeting in 2025 with the intention of resolving the issues on the site and then looking at the future of the station more widely.
- Assurance has been received from Officers during December that they're on track to be on site developing the M49 junction, with a 12-month delivery programme. Legal negotiations to finalise land ownership is still outstanding but considered to be moving forward by Officers with positive dialogue.
- Following earlier discussion with the Parish Council, I have requested (and awaiting) an update on the Section 106 funding linked to the former Panattoni site in the ward. Ensuring this funding is released and utilised for local people in the ward is a priority and Parish Councillors will be part of this decision making.
- I will prioritise the visit of SGC Planning and Planning Enforcement Officers to the ward to meet to local people and Parish Councillors given the frustrations being felt locally.
- During December 2024 I have attended the Severn Sirens Trust meeting, and upcoming Wessex Regional Flood & Coastal Committee meetings, both of which are important to retain locally given our reliance and proximity to the river.
- I have remained in contact with the recently former football club in Severn Beach, aiming to help develop facilities and improve opportunities in the area.

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