



Pilning & Severn Beach Parish Council

Meeting held on Monday 5th January 2026.

Emmaus Church Centre, Gorse Cover Road,

Severn Beach BS35 4NP 7pm

COUNCILLORS:

Victoria Bywater (VB) (Vice Chair); Graham Crane (GC); Mike Pruett (MP); Olga Taylor (OT) and Peter Tyzack (PT) (Chair) Steve Graham (SKG); Ian S Roberts (ISR)

Also attending Jonathan Edwardes (JE), (Parish Clerk & RFO), Richard Edwards (RE) Neighbourhood Plan Steering Group, District Cllr Simon Johnson (SJ), and fourteen members of the public.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Richard Parry (who set up Pilning Wetland)
Bob White of Northwick

0 Presentation from Tozer's Solicitors regarding Parish Council charitable obligations

This presentation did not take place due to the solicitor being unwell and unable to attend.

1 Apologies for absence

Stephanie Rutherford (SR); Nick Davies (ND)

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.

None

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meetings held on the 3rd November 2025, were unanimously approved as a true record and signed by the Chair.

4 Matters arising / actions

Gypsy Platt Paths - Clarification was provided regarding the status of the newly added Gypsy Platt footpaths. Although these routes now appear on the Definitive Map, local authorities are not automatically required to maintain them unless they are designated as highways maintainable at public expense. This explains South Gloucestershire Council's current position on declining maintenance of the recently recorded paths.

For other matters arising see appendix C

5 Correspondence

See appendix A

- Letter of complaint regarding the rubbish at Severn Beach allotment car park, particularly as the Parish Council has published that it will no longer fund skips.
- Complaint regarding the state of the miniature railway site. Council considered that once it has been decided whether the planning permission is or is not granted, then the site can be dealt with appropriately.
- Round table meeting with Claire Young regarding flooding is being worked on. More details of when this is likely to happen will be given in due course.

- Training – there are still some Councillors that have not yet taken up the training required to make sure the Parish Council is compliant with Assertion 10.
- Multiple complaints regarding noise at Severn Beach station with diesel trains idling
- M49 junction is still progressing, if very slowly
- Two allotment plots have become available; these will be filled from the waiting list of six people.
- Severn Beach Solar power grant provider has changed from low carbon to Lightsource Asset Management
- There will be a short closure of Redham Lane for overhead cabling work for the middle of one day after the 30th January 2026.

6 Accounts for Payment

See appendix B

Subtotal	£0.00
Bimonthly total	£0.00
Revised grand total	£15,559.23
	£15,559.23

169/869 Action JE

Accounts were approved.

.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 November and December 2025 be approved.

7 Neighbourhood Plan report on progress

See appendix C

8 Public Participation

.1 Complaint about allotment fee increase - A long-standing allotment holder attended the meeting to challenge the sudden increase of the Pilning allotment fee to £40, representing around a 60% rise.

After much discussion the Chair brought the discussion to a close, stating:

- The Council needs to review the issues raised.
- A further discussion will take place.
- The Council will conclude and respond to the allotment holder in due course.

.2 Neighbourhood plan – a resident asked how the Parish Council intends to proceed regarding the potential development of Pilning Playing Field, noting previous discussions and the need for clarity. Given the legal definition given by South Gloucestershire Council in matters arising (see section 4) some clarity has been achieved.

The Parish Council are getting legal advice over the status of Pilning Playing Field, however due to sickness this meeting has been rescheduled see item 0.

The NPSG emphasised that they are analysing approximately 200 pages of Regulation 14 responses and that every respondent will receive an individual reply. If community feedback indicates the proposal is unsuitable, the plan will be revised accordingly.

Next steps The Parish Council will await the solicitor's formal clarification on land ownership. Once ownership is confirmed, a joint open meeting involving the Parish Council and relevant management committees.

.3 Gypsy Platt footpaths – a resident successfully gathered user evidence to have four previously unrecorded Gypsy Patch footpaths added to the Definitive Map.

Noted that the Parish Council website needs an updated map

169/870 Action JE

Concern was raised that South Gloucestershire Council has stated they will not maintain newly-added footpaths, even though they maintain older ones.

Resolved for the Clerk to investigate and contact South Gloucestershire Council if required

169/865 Action JE

9 Report from District Councillor Simon Johnson

See appendix D – report to be read

10 WORKING GROUPS

.1 Community and Green Spaces Working Group

The report of the meeting had been circulated previously. Item regarding the footpaths at Gypsy Platt was considered in section 4 matters arising.

.2 To decide on spending requests from the Community and Green Spaces Working Group

None

11 AGENDA ITEMS

.1 To confirm Precept request to South Glos Council

Council resolved unanimously to accept the proposal by the Finance Committee for the 2026/2027 precept to be £87,088

169/866 Action JE

.2 To decide on engaging with Environmental Law Foundation for advice regarding Orchard Pools.

PT proposed re-engaging the Environmental Law Foundation (ELF) for legal advice regarding Orchard Pools and the interpretation of the 1957 planning consent ahead of upcoming Planning Committee decisions. Orchard Pools is considered more complex application and involves a more nuanced legal argument, particularly given the potential of development out into the Severn Estuary

Council resolved unanimously to ask ELF for their pro bono advice

169/867 Action PT

.3 To decide on the installation of three flagpoles near the recent conflict memorial.

The council considered a request to install three flagpoles near the recently created conflict memorial. A resident wrote to express concern that parish funds should not be used for this purpose. This was formally noted.

After debate the proposal for the Clerk to have a maximum budget of £1000 to allow the work to be undertaken

Votes four for and three against

Motion carried

169/871 Action JE

12. UPDATES & REPORTS

.1 Pilning Station

OT reported that Pilning Station Group approached the Head of Train Planning at GWR requesting more stops. The response was negative, citing:

- Line capacity constraints due to existing traffic and future planned services.

- Commercial reasons, which remain part of GWR's standard justification.

Claire Young has received similar feedback from GWR and Network Rail and asked for further investigation. OT also noted that a company called Ava Bridge has delivered the UK's first modular footbridge, a modular construction may reduce installation time and disruption.

.2 Severn Beach Station

Continuing issues of diesel engine noise already noted in section 5

.3 Severn Beach Village Hall

No recent meeting to report

.4 Pilning Village Hall

Most recent minutes circulate before the meeting

.5 Pilning Playing Field

Inspection carried out on the day of the meeting, teen hut has been repainted, and it is currently graffiti free. Concern raised again that the tree saplings are being harmed by the covering.

Councillors stated that these covers are biodegradable and must be left alone.

.6 Severn Beach Allotments

Status of Severn Beach allotments currently, plots below noted as not being worked. Given the time of year almost all the allotments are unworked.

.7 Pilning Allotments

Concern was raised over a plot that is covered with various pieces of carpet, this is inappropriate and needs to be removed.

Resolved for the Clerk to write to the allotment tenant

169/868 Action JE

.8 To receive a report from the Cemetery Clerk

No report, the inspection before the meeting showed the cemetery in acceptable condition.

.9 Update on "Report it" reference numbers

No report, recent items have been acted upon.

.10 Report from external meetings

No report

Resident's statement

The Chair allowed a resident to vent their feelings about their perceived inadequacies of Parish Council business and publication.

The date of the next full Parish Council meeting

The date of the next full Parish Council meeting will be on Monday 2nd February at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:30.

Pilning & Severn Beach Parish Council – Full Council meeting 2nd February 2026
Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPROVED

APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
24/10/2025	Email	Hire of Emmaus Church Centre	Noted
24/10/2025	Email	RE: Pilning and Severn Beach Neighbourhood Plan Regulation 14 Consultation	Noted
24/10/2025	Email	Pilning and Severn Beach Neighbourhood Plan Regulation 14 Consultation	Noted
24/10/2025	Email	Pilning and Severn Beach Regulation 14 Neighbourhood Plan Consultation Response	Noted
25/10/2025	Email	Allotment	Noted
25/10/2025	Email	Car park at Promenade Gds	Noted
25/10/2025	Email	Your new BT bill	Noted
25/10/2025	Email	Important: Your account will be covered by a new agreement on 24 December 2025	Noted
26/10/2025	Email	Re: Metro Mayor	Noted
26/10/2025	Email	Fwd: Plinths	Noted
26/10/2025	Email	Fwd: Fw: Submission of the South Gloucestershire Local Plan to the Planning Inspectorate	Noted
26/10/2025	Email	Re: HMRC payment and hours for October	Noted
26/10/2025	Email	Re: Thank you for your email Re: Contact from PSBPC website	Noted
26/10/2025	Email	Contact from PSBPC website	Noted
26/10/2025	Email	Re: Climate & Nature Emergency Newsletter October update	Noted
26/10/2025	Email	Re: Bollards, Station Road. :-(Noted
27/10/2025	Email	Re: Roadworks/Access to Pilning Surgery	Noted
27/10/2025	Email	Could the local parish council answer honestly? Please.	Noted
27/10/2025	Email	PUBLIC PARTICIPATION. Date of meeting: Monday 3rd Nov 25	Noted
27/10/2025	Website	Public Participation - new submission	Noted
27/10/2025	Email	Have your say on Council budget 2026/27	Noted
27/10/2025	Email	Submission of the South Gloucestershire Local Plan to the Planning Inspectorate	Noted
27/10/2025	Email	Fwd: RE: Forum minutes	Noted
27/10/2025	Email	South Gloucestershire Council proposed Special Expenses for 2026/27	Noted
28/10/2025	Email	Fwd: Your voice pop-up for Potential Agenda items	Noted
28/10/2025	Email	Your voice pop-up for Potential Agenda items	Noted
28/10/2025	Email	Glasdon UK Limited - Sales Invoice #SI923992	Noted
28/10/2025	Email	You have a new message in your now:u mailbox	Noted
28/10/2025	Email	RE: Introduction	Noted
28/10/2025	Email	FW: Hire of Emmaus Church Hall for NP Meetings	Noted
28/10/2025	Email	Sport England Active Places - 6009901 - PILNING PLAYING FIELDS	Noted

28/10/2025	Email	Agenda: Fwd: RE: Forum minutes	Noted
29/10/2025	Email	Fwd: South Gloucestershire Business update - Autumn 2025	Noted
29/10/2025	Email	Please download your free leaflet	Noted
29/10/2025	Email	RE: Co-option	Noted
29/10/2025	Email	How not to liaise with residents	Noted
29/10/2025	Email	Fwd: Guidance on highway improvements	Noted
29/10/2025	Email	Guidance on highway improvements	Noted
29/10/2025	Email	Re: Roadworks/Access to Pilning Surgery	Noted
29/10/2025	Email	Agenda: Your voice... Thornbury and Severn Vale Pop-Up for potential agenda Items	Noted
30/10/2025	Email	Re: Financial regulations update and other info	Noted
30/10/2025	Email	FW: Community Infrastructure Levy Neighbourhood Portion Annual Statement 2023/24	Noted
31/10/2025	Email	Reminder: Breakthrough Communications training workshop	Noted
31/10/2025	Email	Memorial bench on sea wall	Noted
31/10/2025	Email	Draft Notes from NSPG Working Group Meeting 2025-10-28 to Discuss Regulation 14 Feedback from PC	Noted
31/10/2025	Email	Fwd: Bank road	Noted
31/10/2025	Email	Allotment	Noted
31/10/2025	Email	SGC responses: Saved search results and Tracked Applications have been updated	Noted
31/10/2025	Email	Your Glasdon UK Limited order is being assembled	Noted
01/11/2025	Email	Google Workspace: Your invoice is available for pilningsevernbeach-pc.gov.uk	Noted
01/11/2025	Email	Bollards – They have been installed :-)	Noted
01/11/2025	Email	RE: Roadworks/Access to Pilning Surgery	Noted
01/11/2025	Email	Google Workspace: Your bank account will be debited soon	Noted
01/11/2025	Email	Re: SB Allotment Report	Noted
01/11/2025	Email	SB Allotment Report	Noted
02/11/2025	Email	[psb] Public Participation – new submission	Noted
02/11/2025	Email	Wasp	Noted
03/11/2025	Email	Important Update: Elmtree Garden Contractors Ltd is now Elmtree Landscapes Ltd	Noted
03/11/2025	Email	Re: Roadworks/Access to Pilning Surgery	Noted
03/11/2025	Email	termination of Severn Beach Miniature Railway project	Noted
03/11/2025	Email	[SGC responses] Saved search results and Tracked Applications have been updated	Noted
03/11/2025	Email	Contact from PSBPC website	Noted
03/11/2025	Email	RE: Ref SGC-290993-G2X8	Noted
03/11/2025	Email	Re: Pilning Allotments - Maintenance Quote	Noted
03/11/2025	Email	Re: Severnside Solar Farm	Noted

03/11/2025	Email	Re: Pilning Allotments - Maintenance Quote	Noted
03/11/2025	Email	Re: Financial regulations update and other info	Noted
03/11/2025	Email	Apologies for tonight's meeting	Noted
03/11/2025	Email	PT.8526 Bank Road, Pilning - Temporary Road Closure	Noted
03/11/2025	Email	Re: Pilning Playing Field youth hut	Noted
03/11/2025	Email	Follow-up from our training course: Data Protection Part 1: Foundations & Theory	Noted
03/11/2025	Email	Re: Memorial bench on sea wall	Noted
03/11/2025	Email	Re: Public Participation	Noted
03/11/2025	Email	M48 Severn Bridge - November Update	Noted
03/11/2025	Email	Pilning Playing Field youth hut	Noted
03/11/2025	Email	NP Website Content	Noted
03/11/2025	Email	Pilning Allotments - Maintenance Quote	Noted
03/11/2025	Website	Land enquiry	JE replied
04/11/2025	Email	sites inspection letter for P24/01832/F Land Off Severn Road Severn Beach BS35 4PX	Circulated

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
04/11/2025	EMMAUS CHURCH	NSPG meeting room hire	LA 2011, NP 2017	£72.00		£72.00
04/11/2025	GLASDON	Gunning memorial bench	s111	£841.69	£140.69	£701.00
07/11/2025	BT	Telephone	s111	£85.06	£14.18	£70.88
07/11/2025	GOOGLE	Email & data storage	s111	£168.00		£154.00
07/11/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
10/11/2025	J EDWARDES	Expenses	s111	£15.00		£15.00
11/11/2025	LLOYD'S	Bank Charges	s111	£4.25		£4.25
12/11/2025	SOUTH GLOS	Localism	PHA 1875 s164	£2,425.46	£404.24	£2,021.22
13/11/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
13/11/2025	GLASDON	RCM benches	s111	£2,020.60	£336.76	£1,683.84
18/11/2025	ALCA	FOI training	s111	£35.00		£35.00
18/11/2025	ALCA	FOI training	s111	£35.00		£35.00
18/11/2025	ALCA	FOI training	s111	£35.00		£35.00
20/11/2025	PILNING CHURCH COUNCIL	Hall hire	s111	£33.50		£33.50
20/11/2025	ALCA	FOI training	s111	£35.00		£35.00
27/11/2025	ADD PLANT	RCM Benches	s111	£642.00	£107.00	£535.00
28/11/2025	ODILE MCINTOSH	Wages	s111	£116.00		£116.00
28/11/2025	J EDWARDES	Wages & Office	s111	£2,051.60		£2,051.60
28/11/2025	EMERALD STEEL	Payroll preparation	s111	£20.00		£20.00
01/12/2025	EMMAUS CHURCH	Hall hire	s111	£72.00		£72.00
03/12/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
03/12/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
03/12/2025	ELMTREE GARDEN	Playing fields grass cutting	PHA 1875 s164			£772.25
03/12/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
03/12/2025	NOW PENSIONS	Pension contribution	s111	£178.64		£178.64
03/12/2025	PETER TYZACK	Expenses	s111	£28.80		£28.80
03/12/2025	PLANIT GARDENS	General Maintenance	s111	£109.25		£38.00
03/12/2025	PLANIT GARDENS	Grass cutting	PHA 1875 s164			£9.50
03/12/2025	PLANIT GARDENS	Pilning Cemetery	s214			£19.00
03/12/2025	PLANIT GARDENS	Bench maintenance	SHA 1908 s23, s25			£42.75
03/12/2025	PLANIT GARDENS	General Maintenance	s111	£148.68		£53.68
03/12/2025	PLANIT GARDENS	Grass cutting	PHA 1875 s164			£38.00
03/12/2025	PLANIT GARDENS	Pilning Cemetery	s214			£19.00
03/12/2025	PLANIT GARDENS	Bench maintenance	s111			£38.00
03/12/2025	WATER2BUSINESS	Allotment Water	SHA 1908 s23, s25	£300.17		£300.17

05/12/2025	GOOGLE	Email & data storage	s111	£168.00		£154.00
05/12/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
08/12/2025	BT	Telephone	s111	£84.44	£14.07	£70.37
09/12/2025	EMMAUS CHURCH	Hall hire	s111	£108.00		£108.00
10/12/2025	ROYAL BRITISH LEGION	Poppy wreaths	s111	£150.00		£150.00
15/12/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
15/12/2025	LLOYDS	Bank Charges	s111	£4.25		£4.25
24/12/2025	NOW PENSIONS	Pension contribution	s111	£143.13		£143.13
31/12/2025	J EDWARDES	Wages & Office	s111	£1,772.15		£1,772.15
31/12/2025	ODILE MCINTOSH	Wages	s111	£24.00		£24.00
31/12/2025	EMERALD STEEL	Payroll preparation	s111	£20.00		£20.00
05/01/2026	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
05/01/2026	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
05/01/2026	ELMTREE GARDEN	Playing fields grass cutting	PHA 1875 s164			£772.25
05/01/2026	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
05/01/2026	SLCC	Membership	s111	£200.00		£200.00
			Totals	£15,559.23	£1,571.16	£13,988.07

APPENDIX C – ACTION LIST

Reference Action Summary

Reference	Action Summary	Status/Notes	Updated
168/791	Follow up with Royal Mail re Abbot Road post-box	Action JE	Work in progress
168/806	Submit FOI regarding Counsel Advice for Orchard Pools	Action JE	Work in progress
168/795	Review Working Group Terms of Reference by May 2026	Action ALL	May agenda
168/797	Forward supplementary Beach Road issues to relevant authorities	Action JE	Work in progress
168/803	Write to Metro Mayor re WEMCA Growth Strategy	Action JE	Work in progress
168/804	Contact Simon Johnson re Pilning Station enforcement	Action JE & SJ	Work in progress
168/805	Chase Beach Road white lining	Action JE	Chased, JE to contact SGC again after SJ intervention

APPENDIX D – COMPLETED ACTIONS

Reference	Action Summary	Status	Completed
168/790	Clerk to complete formal highways request forms	Action JE	Submitted
168/792	Process accounts for payment (Nov)	Action JE	Completed
168/793	Add flagpole proposal to January agenda	Action JE	Completed
168/794	Raise concerns re H7 & H8 sites at Cabinet meeting	Action PT	Raised at cabinet
168/796	Accept lowest quote for Pilning allotment hedge/tree work	Action SR & JE	Completed
168/796	Refer Beach Road survey results to South Gloucestershire Council	Action JE	Highway form submitted
168/798	Review solicitor's report on charity liabilities and invite solicitor	Action VB & JE	On January agenda
168/799	Consult councillors on Redwick Road chippings offer	Action JE	Consulted at January meeting
168/800	Publish and implement updated financial regulations	Action JE	Completed
168/801	Implement updated financial regulations (AGAR 2025)	Action JE	Completed
169/863	Circulate FOI/Data Protection training dates	Action JE	Completed
168/802	Contact Pilning Church re Wi-Fi grant application	Action JE & VB	Completed
168/804	Report fallen tree on Gorse Cover Road	Action PT	Completed, new tree planted

Appendix E NPSG Report

Neighbourhood plan update: Since the last PC meeting the NPSG met.

APPROVED

Appendix F Unitary Councillor Report

Key updates for Parish Council colleagues in January 2026

APPROVED