



**Pilning & Severn Beach Parish Council
Meeting held on Monday 3rd November 2025.
Emmaus Church Centre, Gorse Cover Road,
Severn Beach BS35 4NP 7pm**

**PRESENTATION FROM SOLAR
COUNCILLORS:**

Victoria Bywater (VB) (Vice Chair); Graham Crane (GC); Nick Davies (ND); Mike Pruett (MP);
Stephanie Rutterford (SR); Olga Taylor (OT) and Peter Tyzack (PT) (Chair)

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

DEATHS: The meeting held a silence in remembrance of those who had recently died
Olive Singer
Mary Parsons

1 Apologies for absence

Steve Graham (SKG); Ian S Roberts and Olga Taylor (OT)
District Cllr Simon Johnson (SJ),

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 1st September 2025, and 6th
October 2025 were unanimously approved as a true record and signed by the Chair.

4 Matters arising / actions

None reported

5 Correspondence

See appendix A

Highways Procedure Update

Cabinet member clarified that requests must be submitted via a formal form countersigned by the
local councillor.

**Resolved for the Clerk to complete forms for each item previously submitted
informally.**

168/790 Action JE

A403 Safety Assessment

South Gloucestershire Council is now reviewing the road following the recent fatal motorcycle
accident.

1957 Consent & "Mega Shed"

A resident offered to assist with drafting concerns.

Claire Young MP has raised the mega shed issue in Parliament; details can be found in Hansard
for 30th October 2025.

Miniature Railway project withdrawal

The lead engineer has withdrawn the project for a miniature railway at Promenade Gardens Council acknowledged the update and noted potential future discussions.

Abbot Road Post-box

Resolved for the Clerk to follow up on previous correspondence with Royal Mail regarding a replacement.

Historical delays noted; potential escalation to MP discussed.

168/791 Action JE

6 Accounts for Payment

See appendix B

Planit Gardens	General Maintenance Sept/October	£104.50
Glasdon	Sharon Gunning memorial bench ¹	£841.69
Emmaus Church	NPSG meeting hire	£72.00
Subtotal		£1018.19
Bimonthly total		£14647.93
Revised grand total		£15666.12

Accounts were approved.

168/792 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 September and October 2025 be approved.

.2 Agenda items for the Finance Committee

Councillors were invited to submit budget items ahead of next month's Finance Committee meeting.

Suggestions made included

Support for PTAs of local primary schools (not direct school funding).

Potential legal costs relating to Orchard Pools land dispute. The Aarhus Convention is noted as a cost-limiting factor (£10,000 cap).

Resolved to ask the Clerk to submit an FOI regarding Counsel Advice for Orchard Pools
178/806 Action JE

7 Neighbourhood Plan report on progress

See appendix C

8 Public Participation

.1 Neighbourhood Plan – several residents raised concerns generally about the neighbourhood plan.

Specifically, interpretation of the Neighbourhood Plan Terms of Reference, specifically Section 3.3. that the final decisions on the pre-submission draft rest with the Parish Council, not the Steering Group. The person requested clarification on whether any documents supersede the original Terms of Reference and expressed frustration over perceived deviation from agreed procedures, particularly regarding Policy H1, Pilning Playing Field and Village Hall. The resident emphasized community support for removing Policies H1 and H3 to avoid a no vote at the referendum.

¹ The Parish Council gratefully thanks the Gunning Family for the generous donation of this bench

Response – There was an acknowledgement regarding confusion and agreed further clarification is needed from South Gloucestershire Council. It was reiterated that the Parish Council submits the final plan but relies on the Steering Group recommendations and confirmed that Regulation 14 feedback is being processed and the final draft is pending.

Residents complained that misinformation circulating on social media regarding the Neighbourhood Plan (e.g., development on playing fields) with accusations of inflammatory language used by Steering Group members online. That there was a lack of visibility and clarity in council communications, especially in the "In View" publication and a comment was made about improved transparency and proactive use of social media to inform residents.

Response – It was confirmed that planning applications are listed on the Parish Council website and have been for some time. Facebook updates will notify residents when new items are posted and an acknowledgement that there were gaps in communication and agreed to improve clarity in future publications.

In respect of whether the Neighbourhood Plan adequately protects green spaces the resident continued that there are concerns about relocating children's play areas and the feasibility of alternative sites and that clarification should be sought on the legal status of land held in charitable trust and implications for development.

Response – Any development would require replacement of recreational facilities and trust deeds, and Charity Commission involvement would be necessary for changes with the emphasis being placed on long-term planning and community benefit.

Lastly the resident felt frustration over limited influence of public opinion in planning decisions.

Response – The example of Plot 9000 was cited and the appeal process and perceived disregard for community objections as being a good example of what the Parish Council has to cope with. Further noting that planning decisions hinge on material considerations, not public turnout and that the Parish Council acknowledges that statutory consultees' support can override local opposition.

.2 Flag poles – Recent Conflicts Memorial One of the veterans involved with the project brought a proposal for three permanent 6m tall flag poles for installation by the memorial. A request for funding was made.

Resolved to add this to the January agenda

168/793 Action JE

.3 New development – Criticism was expressed about the lack of awareness among residents regarding development plans (particularly H7&H8 sites) and that clearer messaging in council publications is needed. Issues around potential negative impacts of new developments (e.g., traffic, antisocial behaviour) were brought forward, advocating a holistic communication of consequences tied to planning decisions.

Response – There was an emphasis placed on unity and collaboration between council and residents with encouragement to channel community energy, such as the working groups, into constructive engagement with planning processes. PT to raise concerns at upcoming Cabinet meeting.

168/794 Action PT

.4 Planning applications for Western Approaches

A resident shared their research into historic planning consents (1957) and Western Approach Plan and proposed drafting a community-supported statement to Claire Young MP challenging outdated consents. A request was made for the Parish Council to endorse the statement. The statement will highlight discrepancies in South Gloucestershire Council's interpretation of planning conditions.

Response – It was noted that there was a refusal by South Glos to release their legal opinion, citing privilege. Specifically, there is a live application on Plot N to prompt ministerial review and that the Parish Council supports the resident's initiative and encouraged submission of the draft statement for circulation.

9 Report from District Councillor Simon Johnson

See appendix D

10 WORKING GROUPS

.0 Review of Working Group Terms of reference

VB noted working groups are not functioning as intended:

This has led to increased Clerk workload, lack of formal member appointments and misalignment between working group outcomes and full council decisions.

Resolved to undertake a full review of terms of reference in time for the Annual Meeting (May 2026).

178/795 Action ALL

It was clarified that working group members must be appointed by full council resolution.

.1 Community and Green Spaces Working Group

- The previous Green Spaces working group meeting was held in September.
 - Guest speaker at the September meeting from the Men's Shed Charity; confirmed they offer guidance but no funding.
 - Youth shelter vandalism: proposal to remove back and sides while retaining roof.
 - Picnic benches: concerns about proximity to dog waste bins; awaiting legal advice.
 - Seven Beach allotments:
 - Fly-tipping concerns.
 - Pending gate/barrel installation.
 - Need to assess waiting list and plot conditions.
 - Family gardens: unsuccessful grant application; no volunteers for wildflower patches.
 - Cemetery: reminder of grave declaration policy; suggestion for open days to discuss cemetery matters has been suggest by the Cemetery Clerk.
 - Community feedback indicated limited support for a dedicated hub on allotment land.
- The next scheduled meeting is on 19th November at St Peter's Church Pilning, 7:30pm.

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

The Working Group Chair (SR) presented three quotes for consideration for hedge and tree maintenance at Pilning allotments. After discussion it was proposed to accept the lowest quote

Five in favour one abstention

178/796 Action SR & JE

VB noted that there was insufficient notice to consider the quotes properly and the lack of written report prior to meeting. Recommendation to submit written reports with agenda papers for future meetings.

Decision regarding the submission of paperwork in a timely fashion was deferred pending further review of Working Groups Terms of Reference.

.3 Maintenance & Facilities Working Group

None

.4 To decide on spending requests from the Maintenance & Facilities Working Group

None

.5 Community Engagement Working Group

None

.6 To decide on spending requests from the Community Engagement Working Group

None

.7 Sports & Recreation Working Group

None

.8 To decide on spending requests from the Sports & Recreation Working Group

None

11 AGENDA ITEMS

.1 To receive a report from the public meeting regarding plot 4 "Megashed"

See public participation

.2 To decide on any action to the Beach Road residents survey

The Clerk circulated the results prior to the meeting.

The headline figure is that - 62% support for a one-way system; 37% opposed.

Resolved for the Council to refer findings to South Gloucestershire Council for formal consideration.

178/796 Action JE

Other issues raised in the survey to be forwarded to the appropriate authorities

- parking,
- double yellow lines
- traffic speed,
- anti-social behaviour.

Clerk to contact relevant agencies to address supplementary issues.

178/797 Action JE

.3 Update on legal advice on Parish Council charity liabilities

A second draft of the solicitor's report was received 3rd November 2025, this is now under review.

Resolved Council agreed to await final version and invite solicitor to a future meeting

178/798 Action VB & JE

.4 To decide on an offer of Redwick Road chippings for Parish Council use

South Gloucestershire Council has offered recycled road chippings for Parish Council use. One suitable location would be the allotment car park surfacing.

After debate there were two proposals either -

Accept chippings immediately or defer the decision pending community feedback.

Resolved to proceed with consultation before accepting.

Clerk to gather Councillor feedback.

178/799 Action JE

.5 To receive and review the annual half year internal audit and financial regulation

Resolved Half-year internal audit report received and accepted.

178/800 Action JE

The Clerk presented the previously circulated amended financial regulations in accordance with 2025 AGAR. - Financial regulations reviewed and all amendment agreed

Clerk to publish and implement the updated regulations

178/801 Action JE

Reminder to Councillors of mandatory Freedom of Information and Data Protection training for councillors for AGAR Assertion 10 requirements.

Clerk to circulate training dates.

178/802 Action JE

.6 Grant application for Wi-Fi at Pilning Church

Request for £648 to fund Wi-Fi for community use. Suggestion to approach Almondsbury Charity first. After discussion an alternative grant funder was suggested.

Clerk to contact the Church Treasurer and Churchwarden

178/802 Action JE & VB

.7 To decide on a response to the WEMCA Growth Strategy

PT briefly presented the West of England Combined Authority Growth Strategy. Document lacks specific detail on Severnside, and concerns were raised about future development encroaching on green belt and rural identity.

Resolved to write to Metro Mayor requesting area-specific documentation.

178/803 Action JE

12. UPDATES & REPORTS

.1 Pilning Station

Pilning Station: Continued enforcement needed regarding gate damage and illegal tipping.

Resolved Clerk to contact Simon Johnson.

178/804 Action JE & SJ

.2 Severn Beach Station

No updates

.3 Severn Beach Village Hall

Minutes received; no issues raised.

.4 Pilning Village Hall

Minutes received; no issues raised.

.5 Pilning Playing Field

Report received, also see the Green Spaces Working Group re vandalism. Plastic sleeves on tree saplings were discussed; agreed to leave until spring. Noted that the sleeves are supposed to disintegrate naturally over time.

.6 Severn Beach Allotments

Status of Severn Beach allotments currently, plots below noted as not being worked

.7 Pilning Allotments

Covered under Green Spaces working group.

.8 To receive a report from the Cemetery Clerk

The Clerk updated the meeting on behalf of the Cemetery Clerk.

Proposal for Cemetery Clerk to host public engagement events at the cemeteries.

Reminder that the removal of items will be undertaken soon referencing the Grave Decoration policy.

.9 Update on "Report it" reference numbers

PT One of the newly trees on Gorse Cover Road as come down, probably due to high winds.

178/804 Action PT

MP Station Road / Sea wall bollards have been replaced

PT Nasty pothole on the A403 has been corrected

JE White lining of Beach Road, still outstanding, first requested three years ago.

178/805 Action JE

PT Fly-tipping on the South Gloucestershire Council Bristol City Council boundary has been reported to both authorities. This has now been cleared.

SR Northwick Road former rail bridge, repairs have been made but might be temporary.

JE noted that Bank Road will be shut for three days around the 9th December to sort out the road surface towards the Plough end of the road.

Resolved for the Clerk to warn South Gloucestershire Council that there appears to be a bus route affected by this closure.

178/805 Action JE

.10 Report from external meetings

South Gloucestershire Council Cabinet meeting 10th November – subject s includes using SG Council land for Biodiversity net gain, (PT asked to raise that any funds generated should be shared to Parish level), Climate Action and Emergency report, parking annual report - report to follow

Town & Parish Councils meeting on planning 20th November – report to follow

SevernNet business breakfast with key speaker the Metro Mayor 27th November 7:30am – report to follow.

Date of Next Meetings

The Community and Green Spaces Working Group will be held on Wednesday 19th November 2025 at St Peter's Church Pilning 7pm start.

The date of the Parish Council Finance Committee will be on Monday 1st December at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. 7pm start.

The date of the next Parish Council meeting will be on Monday 5th January 2026 at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. 7pm start.

There being no other business the meeting was closed at 21:50

Pilning & Severn Beach Parish Council – Full Council meeting 5th January 2026

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

APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
01/09/2025	Email	Medicine, packaging, recycling.	Noted
01/09/2025	Email	Letter regarding land rewilding at Northwick.	Noted
01/09/2025	Email	Tab bus redirection Pilning.	Noted
02/09/2025	Email	Christmas Float times in the parish.	Noted
02/09/2025	Email	Bristol rail campaign social event invite.	Noted
02/09/2025	Email	ALCA. Training Bulletin, September 2025,	Noted
02/09/2025	Email	Street cleaning and maintenance work for parish council.	JE Replied
02/09/2025	Email	Events and security update. Note to local authorities.	Circulated
03/09/2025	Email	Neighbourhood plan. Project plan.	Published
03/09/2025	Email	Volunteering opportunity.	JE Replied
03/09/2025	Email	School uniform reimbursement grant.	Published
03/09/2025	Email	Linking of the Levels project.	JE Replied
03/09/2025	Email	Grounds maintenance services for your council.	Noted
03/09/2025	Email	Engagement meeting report.	Noted
03/09/2025	Email	Pilning Pharmacy.	Noted
03/09/2025	Email	GWR Pollution. Severn Beach	Noted
04/09/2025	Email	Patchway Men's Shed.	Noted
04/09/2025	Email	Circulated schedule.	Circulated
05/09/2025	Email	Picnic benches. Pilling Village playing field.	JE Replied
05/09/2025	Email	Draft statement of common ground.	Noted
05/09/2025	Email	Quick updates Pilning & Severn Beach.	Noted
07/09/2025	Email	Pilning resurfacing scheme.	Circulated
08/09/2025	Email	Northwick Tower.	JE Replied
08/09/2025	Email	Redwick Road meeting.	JE Replied
08/09/2025	Email	Pages website.	Published
09/09/2025	Email	Guidance on flag flying and markings.	Noted
09/09/2025	Email	Rail freight workshop.	Noted
09/09/2025	Email	Urgent. A403 travel update.	Noted
09/09/2025	Website	Contact regarding food outlet. - referred to South Gloucestershire Council	JE Replied
10/09/2025	Email	Avonmouth site visit.	Noted
10/09/2025	Email	Reminder. Planning, enforcement practises and training.	Circulated

10/09/2025	Email	COL Autumn Activities. Social media toolkit.	Circulated
10/09/2025	Email	October 2025 Trips.	Noted
10/09/2025	Email	Clarification on training requirements for assertion 10.	Circulated
10/09/2025	Email	Truck stop application.	Noted
11/09/2025	Email	Summary of Rd requests and status.	Noted
11/09/2025	Email	Grant application from Saint Peters Hospice.	JE Replied
12/09/2025	Email	Redwick Road resurfacing.	JE Replied
12/09/2025	Email	M48 Severn Bridge September update.	Circulated
12/09/2025	Email	Footpath 48/10 Marsh Common Rd.	JE Replied
14/09/2025	Email	Neighbourhood Plan pages for the website.	Published
14/09/2025	Email	Neighbourhood Plan. Dash Pilling village hall and playing field.	Noted
14/09/2025	Email	Building an 7 Beach neighbourhood plan consultation.	Noted
14/09/2025	Email	Pilning and Severn Beach Neighbourhood Plan Regulation 14 consultation.	Noted
15/09/2025	Email	Sunken grave and tree.	JE Replied
15/09/2025	Email	Proposed solar farm - Severnside South Gloucestershire.	Circulated
15/09/2025	Email	Remembrance Sunday.	Noted
15/09/2025	Email	Neighbourhood Plan. 2021 Survey.	JE Replied
16/09/2025	Email	The September. Request for. Parish Council minutes to be added to the website.	JE Replied
16/09/2025	Email	Remembrance Sunday online meeting.	JE Replied
16/09/2025	Email	Clarks Network meeting. 17th September 2025.	Noted
16/09/2025	Email	Pilling Village Hall management committee letter. To the neighbourhood plan.	Noted
16/09/2025	Email	Response to the report on concerns regarding the A403. In Pilning and Severn Beach Parish.	Noted
16/09/2025	Email	Travellers on Western approach.	Reported
17/09/2025	Email	Flagpoles at redundant tollbooth. Severn Bridge M48 Aust.	Noted
17/09/2025	Email	Assistance required with planning application.	JE Replied
17/09/2025	Email	Train engine running complaints.	Noted
17/09/2025	Email	And for Prince of Wales Bridge. Planned works.	Circulated
17/09/2025	Email	Proposal for housing in Pilning and Seven Beach.	Noted
18/09/2025	Email	Your voice. Communication Toolkit.	Noted
18/09/2025	Email	Pilning Station Memorial Plaque.	JE Replied
18/09/2025	Email	Request to top up graves at Pilning Cemetery.	Noted
19/09/2025	Email	Feedback from working party meetings. 3rd of September.	Noted
19/09/2025	Email	Leaders letter. FAO. Chair of Pilning and Severn Beach Parish Council.	Circulated
20/09/2025	Website	Report of another mobile home. On land behind Pilning surgery.	Noted

20/09/2025	Email	Allotment gate.	Noted
20/09/2025	Email	Request for an animal to be given freedom of the parish.	Noted
21/09/2025	Email	Complaint about a driver using the grass on Cram Walgreen.	JE Replied
22/09/2025	Email	Temporary Rd closure. B4064 Redwick Road, Pilning.	Published
22/09/2025	Email	Pilning HGV's.	JE Replied
22/09/2025	Email	Survey boxes - Beach Rd one-way system survey.	JE Replied
23/09/2025	Email	A 403 closed.	Noted
23/09/2025	Email	A 403 cleaning works postponed.	Noted
24/09/2025	Email	Pilning & Severn Beach Parish Council - Conclusion of annual review, 2024-2025.	Actioned
24/09/2025	Email	Contractor. SS IP Certificates 2025/2026.	Filed
24/09/2025	Email	Remembrance Day parades and services, 2025.	JE Replied
24/09/2025	Email	Draft annual report for 2025/2026.	Noted
24/09/2025	Email	Concerns and unanswered questions to be urgently addressed regarding Rd closure.	JE Replied
25/09/2025	Email	Needle and syringe dispenser pilot project.	Noted
25/09/2025	Email	Ableton Lane. Dog fouling.	Noted
25/09/2025	Email	Severn Beach playing field grass cutting complaint.	JE Replied
25/09/2025	Email	Concern over the Neighbourhood plan and Pilning allotments.	JE Replied
25/09/2025	Email	Broken bench on Severn Beach promenade.	Actioned
25/09/2025	Email	Plinths and benches for the Recent Conflicts Memorial.	JE Replied
25/09/2025	Email	WERN view: Transport, rural residents and NHS reform.	Noted
26/09/2025	Email	GWR Pollution. Severn Beach.	Noted
26/09/2025	Email	Memorial bench request.	JE Replied
26/09/2025	Email	Bench sponsorship.	JE Replied
26/09/2025	Email	Letter of thanks from the Friends of Marlwood School.	Noted
27/09/2025	Email	Parish councillor representations against the Neighbourhood Plan and Parish Council decisions.	JE Replied
28/09/2025	Email	Train Horn. Severn Beach.	Noted
29/09/2025	Email	Streetlights outside of Ableton Court. Referred to South Gloucestershire.	JE Replied
29/09/2025	Email	Number 12 buses during the Redwick Road closure.	Noted
29/09/2025	Email	Highways update September 2025.	Noted
30/09/2025	Email	Request For more information regarding the planning application for the Miniature Railway.	Noted
30/09/2025	Email	Pilning Village Hall and playing fields. Local Plan 2020 site submission form.	In progress
01/10/2025	Email	Warehouse in Pilning. Case reference. CY10332.	Noted
01/10/2025	Email	Financial support Networking event.	Circulated
01/10/2025	Email	Grave concerns over local roads.	JE Replied

02/10/2025	Email	Bollards Station Rd Severn Beach	M&F working
03/10/2025	Email	Mayor of West of England at the. TPC forum meeting. 9th October 4pm.	Group
03/10/2025	Email	Warehouse in Pilning. Case reference. CY10332.	Circulated
04/10/2025	Email	GWR Pollution - Severn Beach	Noted
06/10/2025	Email	Pilning & Severn Beach Parish Council – Concerns Regarding the A403	Noted
06/10/2025	Email	Promised Grant	Circulated
06/10/2025	Email	Community engagement forums update	JE Replied
06/10/2025	Email	Play equipment repair quote	Noted
06/10/2025	Email	Question for your Meeting tonight ref Neighbourhood Development Plan	Noted
06/10/2025	Email	Sport and Recreation Committee resignation	Noted
07/10/2025	Email	Information about parish council objections to the warehouse development overshadowing Pilning	JE Replied
07/10/2025	Email	Streeting cleaning and maintenance work for Parish/Town Council	JE Replied
07/10/2025	Email	WECA Mayors talk to TPC Forum 9 Oct	Circulated
07/10/2025	Email	Men's sheds	JE Replied
07/10/2025	Email	Pilning Station - entrance gate	JE Replied
08/10/2025	Email	September Flood Warden Lunch and Learn follow up	Circulated
08/10/2025	Email	Seawall footpath - unofficial closure	Noted
08/10/2025	Email	Poppy wreaths	JE Replied
08/10/2025	Email	Bristol Rail Campaign: Social Event on Tuesday 14th October at the Golden Guinea	Circulated
08/10/2025	Email	Plot 4 Planning Ref P24/01803/RVC	JE Replied
09/10/2025	Email	Gravestone maps	JE Replied
09/10/2025	Email	Circulated Schedule	Circulated
09/10/2025	Email	Remembrance Sunday	JE Replied
10/10/2025	Email	Govier Way Junction Safety - Meeting Minutes	Circulated
10/10/2025	Email	Pilning & Severn Beach Parish Council – Concerns Regarding the A403	Noted
12/10/2025	Email	Interim Audit	JE Replied
12/10/2025	Email	Enquiry_for_Avon_Badger_Group	JE Replied
12/10/2025	Email	South Gloucestershire Council Service for Resettling Communities updates	Noted
13/10/2025	Email	Parish Plan	JE Replied
13/10/2025	Email	GWR Pollution - Severn Beach	Noted
13/10/2025	Email	Gorse Cover Road parking	JE Replied
13/10/2025	Email	PC agenda 3/11/2025	JE Replied
14/10/2025	Email	Community engagement query	JE Replied

14/10/2025	Email	M4 Prince of Wales Bridge - Emergency Overnight EB Closure	Noted
14/10/2025	Email	TRAPP'D OCTOBER 2025 NEWSLETTER	Circulated
14/10/2025	Email	Public Feedback Following October PSB PC Meeting	JE Replied
15/10/2025	Email	Assertion 10	Noted
15/10/2025	Email	Mega Shed community concerns	JE Replied
15/10/2025	Email	Information about parish council objections to the warehouse development overshadowing Pilning	Noted
15/10/2025	Email	New Parish Council website update	JE Replied
15/10/2025	Email	Flood Warden Newsletter Autumn 2025	Circulated
16/10/2025	Email	Community Hub planning application	Noted
16/10/2025	Email	Circulated Schedule	Circulated
16/10/2025	Email	Idling Trains - Severn Beach	Noted
17/10/2025	Email	FOI - Acknowledgement (FOI-2025-002734) CRM:0158002	Noted
17/10/2025	Email	FOI - Acknowledgement (FOI-2025-002735) CRM:0158005	Noted
17/10/2025	Email	FOI - Acknowledgement (FOI-2025-002736) CRM:0158018	Noted
17/10/2025	Email	Glasdon UK Order 3180951	JE Replied
17/10/2025	Website	Request for NPSG	Forwarded
17/10/2025	Email	Sightings of the curlews in the farmland fields in Severn Beach	Noted
17/10/2025	Email	Bristol Rail Campaign visit to Steam Museum at Swindon - 22nd November 2025	Circulated
18/10/2025	Email	Gympanzies - From roaring engines to quiet moments of joy	Circulated
19/10/2025	Email	Bollards, Station Road. :-(	Noted
20/10/2025	Email	Meeting at Pilning Village Hall - Last Tuesday	Noted
20/10/2025	Email	FOI - Acknowledgement (FOI-2025-002737) CRM:0158035	Noted
20/10/2025	Email	Promenade Gardens - car park	JE Replied
20/10/2025	Email	Half annual audit report	Agenda
20/10/2025	Email	Beach Road survey	JE Replied
20/10/2025	Website	Promenade Gardens - car park	JE Replied
20/10/2025	Email	Information regarding media interest in the Mega-shed	Noted
20/10/2025	Email	B4064 Redwick Road Maintenance work	Noted
20/10/2025	Email	Car park promanade gardens	JE Replied
21/10/2025	Email	New Love Your Patch coordinator	JE Replied
22/10/2025	Email	Glasdon UK order - 3180951	JE Replied
22/10/2025	Email	EIR requests FOI-2025-002374-002375-002376 CRM:0291998	Noted
22/10/2025	Email	Car park proposal planning application Severn Beach, Beach road BS354PE (Formal objection)	Forwarded
22/10/2025	Email	Sport England Active Places - 6009901 - PILNING PLAYING FIELDS	JE Replied

22/10/2025 Email Maintenance of paths added to the definitive maps
22/10/2025 Email Severn Beach Primary Christmas Market
23/10/2025 Email Consultee Comments for Planning Application
23/10/2025 Email Site H1 NDP
24/10/2025 Email Idling Trains - Severn Beach

JE Replied
Circulated
JE Replied
JE Replied
Noted

Also 278 replies to the NDP Regulation 14 Consultation

APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
02/09/2025	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£209.00		£95.00
02/09/2025	PLANIT GARDENS	Pilning Cemetery	s214			£38.00
02/09/2025	PLANIT GARDENS	Allotment grass	SHA 1908 s23, s25			£76.00
02/09/2025	DJB BUILDING	Pebble display	s111	£360.00	£60.00	£300.00
02/09/2025	DJB BUILDING	Pebble display repair	s111	£108.00	£18.00	£90.00
03/09/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
03/09/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
03/09/2025	ELMTREE GARDEN	Playing fields grass cutting	PHA 1875 s164			£772.25
03/09/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
03/09/2025	J EDWARDES	Expenses - Litter picking	s111	£88.90	£14.82	£74.08
04/09/2025	PILNING CHURCH COUNCIL	Hall hire	s111	£33.50		£33.50
05/09/2025	GOOGLE	Email & data storage	s111	£168.00		£154.00
05/09/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
09/09/2025	VISION PLANNING	Report	LA 2011, NP 2017	£1,320.00	£220.00	£1,100.00
09/09/2025	GEOXPHERE	Parish Online	s111	£226.80	£37.80	£189.00
09/09/2025	LLOYDS	Bank Charges	s111	£4.25		£4.25
11/09/2025	ST PETER'S HOSPICE	Grant application	s137	£300.00		£300.00
12/09/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
18/09/2025	MOTION PRINTING	NPSG printing	LA 2011, NP 2017	£223.80	£20.80	£203.00
19/09/2025	ODILE MCINTOSH	Expenses	s214	£34.80		£34.80
24/09/2025	J EDWARDES	WIX expenses	s5	£230.40		£230.40
24/09/2025	BDO	External Audit	s111	£504.00	£84.00	£420.00
25/09/2025	WRIGHT READYMIX	RCM bench concrete	s111	£430.80	£71.80	£359.00
26/09/2025	NOW PENSIONS	Pension contribution	s111	£147.26		£147.26
30/09/2025	ODILE MCINTOSH	Wages	s111	£168.00		£168.00
30/09/2025	J EDWARDES	Wages & Office	s111	£1,814.46		£1,814.46
30/09/2025	EMERALD STEEL	Payroll preparation	s111	£20.00		£20.00
01/10/2025	WATER2BUSINESS	Allotment Water	SHA 1908 s23, s25	£148.19		£148.19
01/10/2025	WRIGHT READYMIX	RCM bench concrete	s111	£319.20	£53.20	£266.00
03/10/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
03/10/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
03/10/2025	ELMTREE GARDEN	Playing fields grass cutting	PHA 1875 s164			£772.25
03/10/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
07/10/2025	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£99.75		£19.00

07/10/2025	PLANIT GARDENS	FBW Weeding	s111			£19.00
07/10/2025	PLANIT GARDENS	Pilning Cemetery	s214			£38.00
07/10/2025	PLANIT GARDENS	Allotment grass	SHA 1908 s23, s25			£23.75
07/10/2025	GOOGLE	Email & data storage	s111	£168.00		£154.00
07/10/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
07/10/2025	PETER TYZACK	Expenses	s111	£14.40		£14.40
08/10/2025	BT	Telephone	s111	£164.40	£27.40	£137.00
13/10/2025	LLOYDS	Bank Charges	s111	£4.25		£4.25
15/10/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
20/10/2025	VICTORIA BYWATER	Expenses	s111	£33.60	£5.60	£28.00
20/10/2025	HMRC	Tax & National Insurance	s111	£1,072.49		£1,072.49
21/10/2025	ROBERT GOARD	NSPG Expenses	LA 2011, NP 2017	£40.00		£40.00
21/10/2025	ALCA	Training	s111	£14.00		£14.00
24/10/2025	DANNY LOVETT	RCM bench concrete	s111	£850.00		£850.00
31/10/2025	ODILE MCINTOSH	Wages	s111	£120.00		£120.00
31/10/2025	J EDWARDES	Wages & Office	s111	£1,795.12		£1,795.12
		Totals		£14,647.93	£1,167.64	£13,480.29

APPENDIX C – ACTION LIST

Reference	Action Summary	Status	Updated
166/715	Write to SG data officer re: speeding enforcement	Resolved	Speed watch and counters discussed
166/716	Develop new website with "Quick Help" page	In progress	Feedback requested
166/717	Circulate communication training info	Pending	SKG & JE to coordinate
166/721	Process bespoke memorial via Church faculty	Resolved	Clerk/Cemetery Clerk delegated
168/787	Seek expert advice re: Plot 9000 hazardous substances	In progress	VB to lead, external input sought
168/790	Submit FOI re: Orchard Pools legal advice	In progress	Request submitted response due
168/791	Follow up with Royal Mail re: Abbot Road post-box	Resolved	Escalation to MP discussed
168/793	Add flagpole proposal to January agenda	Resolved	For Recent Conflicts Memorial
168/794	Raise concerns about H7 & H8 sites at Cabinet	Resolved	PT to represent council
178/795	Review Working Group Terms of Reference	In progress	Due by May 2026
178/796	Accept lowest quote for Pilning allotment hedge/tree work	Approved	5 in favour, 1 abstention
178/797	Refer Beach Road survey results to SG Council	Resolved	62% support for one-way system
178/798	Review solicitor's report on charity liabilities	In progress	Awaiting final version
178/799	Consult councillors re: Redwick Road chippings	Resolved	Feedback to be gathered
178/800	Accept half-year internal audit report	Approved	Clerk to publish updated regulations
178/801	Implement updated financial regulations	Approved	In line with 2025 AGAR
178/802	Circulate FOI/Data Protection training dates	Pending	Required for AGAR Assertion 10
178/802	Contact Church re: Wi-Fi grant application	Resolved	Clerk & VB to liaise
178/803	Write to Metro Mayor re: WEMCA Growth Strategy	Resolved	Request for Severnside-specific detail
178/804	Contact SJ re: Pilning Station enforcement	Resolved	Gate damage and tipping issues
178/804	Report fallen tree on Gorse Cover Road	Resolved	PT actioned
178/805	Chase Beach Road white lining	Outstanding	First requested 3 years ago
178/805	Notify SG Council re: Bank Road closure affecting bus route	Resolved	JE to warn SG Council
178/806	Submit FOI re: Orchard Pools Counsel Advice	Resolved	JE to submit

APPENDIX D – COMPLETED ACTIONS

Reference	Action Summary	Status	Completed
166/713	Share Gasrec presentation slides and webpage	Gasrec committed to providing materials	03/11/2025
166/714	Approve accounts for payment (Sept)	Approved	09/09/2025
166/718	Submit formal response re: A403 safety	Referenced recent fatalities	16/09/2025
166/719	Grant £300 to St Peter's Hospice	Payment agreed	16/09/2025
166/720	Commission solicitor for charity liability review	Approved, report expected	30/09/2025
168/788	Request extension for Plot 9000 response	JE delegated to draft objection	11/11/2025
168/792	Approve accounts for payment (Nov)	Approved	04/11/2025

Appendix E NPSG Report

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 3rd November – delivered by Richard Edwards

Our last report to the PC was at the meeting on 1st September. Activities since then are as follows: On 31st August, we'd sent the draft Neighbourhood Development Plan to SGC for a pre-Regulation 14 compliance check. They come back with a number of comments which were duly considered and changes made to the document before the start of consultation.

Regulation 14 Consultation began on 15th September and ran for 6 weeks through to 26th October. Publicity for the consultation, as well as at the last PC meeting, included:

- In View magazine
- The website where the NDP and all supporting documents were made available
- Thornbury Gazette and The Post
- Postings on community groups on social media
- Emails to the list of Statutory Consultees supplied by SGC
- Emails to landowners
- Emails or letters to local businesses, groups and organisations
- Emails to our 300+ mailing list
- Presentation and emails to industrial businesses via SevernNet
- Leaflets, feedback forms and maps were prepared ready for the two public drop-in events, here on 18th September and at Mafeking Hall, Pilning on 20th September.
- Hard copy of the NDP, leaflets and feedback forms were made available at the library.

Given the efforts by the Steering Group to bring this all together, it is, to say the least, frustrating that some still say they know nothing about the NP, or parties claim they've not been consulted, even when we have evidence they have. Additionally, social media, banners and posters have been used by a few to spread misinformation about the Neighbourhood Plan in order to promote their own ambitions.

By the end of the consultation period feedback from statutory bodies included:

The Parish Council

SGC

Almondsbury PC

The EA

Historic England

National Highways

As well as forms posted at the drop-ins, letters and emails received, there have been some 200 residents completing feedback through the website. In time, each item of feedback will be responded to, even in the many cases where it is clearly evident the proposed policies in Neighbourhood Development Plan have not been read. All feedback received will be published in a 'consultation statement document' together with descriptions of how these have been considered, and where appropriate, addressed in the Neighbourhood Plan. Claims, again by a few, that the process isn't transparent, are misinformed and premature.

Processing of feedback has commenced with a working group meeting on 28th October where Parish Councillors were invited to discuss their submitted feedback. The Steering Group believes that the meeting was positive and went some way in addressing the missed opportunities for discussion at the PC meeting to which we were invited on 6th October. Notes of the working group meeting were shared with the PC on Friday 31st October.

The Steering Group will work through other feedback, but as advised on 28th October, due to the amount to be processed, it will not be possible to complete that and amend the plan accordingly for several weeks.

Planning

Over the last 3 years the Steering Group has reviewed planning applications within the Parish to consider their possible impacts on the NP. For a range of development types, this has resulted in postings of objections or support, attending site meetings and making representations at planning committee. Our activities have been recorded in our newsletters and reports. At the last PC meeting we reported on G&T sites on Bank Road and the up-coming committee meeting, where subsequently representations were ignored by SGC planners and committee. It should be noted that there were few objections from residents, a pattern often repeated in the industrial developments. Perhaps the recent mega-warehouse will change the level of interest shown in the future? As there will no longer be regular monthly Steering Group meetings, we don't anticipate being able to continue with such planning reviews ourselves. And finally, having given these reports to PC meetings over the last four years, I'm probably able to count the questions asked on the fingers of one hand. Are there any questions on this occasion please?

Appendix F Unitary Councillor Report

Key updates for Parish Council colleagues in November.

Apologies as I cannot be with you in person but hopefully the update below provides an update to the Parish Council;

- I've spent time with residents relating to the huge warehouse development in Pilning (adjacent to Cranmoor Green) who I know are also in contact with Claire Young MP. I have suggested that residents attend the next full South Glos Council meeting to raise concerns about this and future development under the 1957 consent in the 'items from the public'. I joined residents this week with ITV News on site, raising issues with the huge scheme on behalf of local people and seeking engagement from the developer to mitigate the impact, and challenge the 1957 consent in Parliament (this was raised last week by Claire Young MP).
- Following a meeting with South Glos Officers, I'm pleased to see communication with the Parish Council relating to an investigation on the A403. Parish Councillors have often raised safety concerns and made suggestions to improve the road which have sat in 'the list' for a long time. Funds are now available to conduct this investigation next year. Ria Pound (Civil Engineer Technician) has suggested an initial meeting to help develop the scope of the investigation.
- Numerous residents, and the Parish Council raised concerns over the P24/01832/F Truck Stop Application. I have continued to object to this planning application and called it into the planning committee to visit before determining an outcome. Collectively we should look to ensure there is sufficient representation at the meeting before a decision is made.
- Peter Tyzack and I visited the almost complete section of resurfacing in Pilning this week and have compiled a snagging list of matters for the team at South Glos to address. Overall the road is looking superb. After decades of under investment, more than £800,000 has now been invested to bring the road up to standard – I'm hopeful with the development of the M49 Junction that these local roads will be regularly maintained and see less large vehicular access from next year. The next stage of work up along the church, to the railway and bridge will be the next phase of the works.
- I note the two pending Parish Council planning applications for the Model Railway and adjacent Shed and car parking scheme. It is hoped that the Model Railway can be considered in the November planning committee process by committee members in what I recognise has been a long and drawn-out process for people who both support and oppose the scheme and wish to see an outcome and decision made.
- The SGC team have contacted me in relation to the next phase of the Neighbourhood Plan for Pilning & Severn Beach. I attended the last meeting in Seven Beach where the Parish heard from local people and I'll await an updated and final version for SGC to progress towards a referendum. I'll reach out directly to the NP team for an update as I recognise the process sits outside the Parish Council.

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