



Pilning & Severn Beach Parish Council Meeting held on Monday 2nd February 2026. Emmaus Church Centre, Gorse Cover Road, Severn Beach BS35 4NP 7pm

COUNCILLORS:

Victoria Bywater (VB) (Vice Chair); Graham Crane (GC); Mike Pruett (MP); and Peter Tyzack (PT) (Chair) Steve Graham (SKG); Ian S Roberts Stephanie Rutterford (SR); Nick Davies (ND)

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

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

The Chair called the meeting to order and welcomed James Evans of Tozer's Solicitors, invited to clarify the legal position of the Parish Council in relation to both village halls and to address misunderstandings about roles, responsibilities, and governance.

1. Severn Beach Village Hall & Playing Fields

The governing document is a 1947 conveyance, still treated by the Charity Commission as the operative document.

The Village Hall Management Committee (as charity trustees) holds full management responsibility for the hall and playing fields.

The Parish Council's role is limited to that of a bare property-holding trustee (if indeed it remains a trustee at all).

The assets belong to the Village Hall charity, not the Parish Council.

Any maintenance, insurance, or operational decisions rest with the Management Committee.

If the Parish Council incurs costs because it is a holding trustee, it may seek reimbursement from the charity.

The Parish Council may still award grants or financial support, but this is discretionary and separate from trustee responsibilities.

Questions were raised about missing title deeds; the solicitor advised that the landholding position should be regularised, potentially via the Charity Commission or the Official Custodian.

The solicitor noted that the Parish Council may have even less involvement than previously assumed if it is not, in fact, a surviving holding trustee.

2. Pilning Village Hall & Playing Fields

The governing document is a 1933 conveyance.

Unlike Severn Beach, the land is registered at the Land Registry, with the Parish Council shown as proprietor.

The conveyance divides the land into two parts:

Playing Field: Held by the Parish Council as managing trustees, with responsibility for its use for recreation and community benefit.

Village Hall Building: Managed by the Village Hall Management Committee, with the Parish Council acting only as a bare holding trustee.

The Parish Council has a legal right to nominate one trustee to the Village Hall Management Committee, though that trustee must act solely in the charity's interests.

A 1970 joint meeting resolution indicated an intention for the Village Hall Committee to manage the playing field, but this does not override the original conveyance and has limited legal effect.

As with Severn Beach, the Parish Council may enter separate agreements with the charity regarding maintenance or support, but these are discretionary.

3. General Points

Charity law restricts disposal or redevelopment of land legally designated for use as a village hall and/or playing fields; any such proposal would be likely to require Charity Commission involvement and compliance with statutory procedures.

VAT reclaiming depends on whether the Parish Council is legally responsible for the expenditure; if it is not, VAT may not be recoverable.

Both village halls may apply to the Parish Council for grants in the usual way.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Les Neil of Pilning
Romaine Finlay of Severn Beach

1 Apologies for absence

Olga Taylor (OT) and 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 Meeting held on the 5th January 2026, 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 Patch footpaths. The map on the Parish Council website is up to date, no action required.

Abbott Road Post Box - Royal Mail has been contacted again regarding the missing post box. Evidence was submitted showing that a box is officially listed at that location.

No response has yet been received.

Action JE

Beach Road White Lining - The Clerk continues to chase South Gloucestershire Council for completion of the white-lining works. Regular request for follow-ups are now being sent, and several officers are engaged due to the ongoing delay

Action JE

Orchard Pools – PT sent a further enquiry to Environmental Law Foundation earlier today 02/02/2026. No update has yet been received.

Action PT

Installation of Three Flagpoles - Veterans undertaking exploratory digging encountered a substantial concrete base from the demolished Blue Lagoon swimming pool. Further assessment is required to determine the depth and stability of the concrete and whether additional work (e.g., breaking through and recasting) is necessary.

Veterans' group to assess next steps; Clerk to monitor progress. Action JE

For other matters arising see appendix C

Precept - The precept request has been submitted to and accepted by South Gloucestershire Council. The Parish Council's financial position for the forthcoming year is confirmed.

5 Correspondence

24 December 2025 – 29 January 2026

Also see appendix A

The Clerk reported the usual high volume of correspondence during the period, covering routine administration, resident enquiries, and statutory notifications.

Key themes included:

- Allotments: Numerous enquiries regarding 2026 invoices, plot availability, site condition concerns at Severn Beach, and ongoing issues relating to the miniature railway site.
- Planning: Multiple decision notices and new consultations received. Correspondence relating to the Local Plan, Statement of Common Ground, and Neighbourhood Plan.
- Highways & Environment: Reports and updates on road closures, gritting, white lining, hedge maintenance, footpaths, and flood-related matters. Residents' concerns were responded to and forwarded where appropriate.
- Governance & Meetings: Agendas circulated, Public Participation submissions handled, and training/administrative updates noted (SLCC, FOI, Data Protection).
- Community & Partner Organisations: Updates received from Foodbank, Healthwatch, NALC/ALCA, and various community initiatives; circulated as relevant.
- Website & IT: Routine Google Workspace notifications, security alerts, and website contact form submissions processed. Note the new website is hoped to be launched during February 2026.

All correspondence was logged, with replies issued where required and other items noted, circulated, or forwarded.

6 Public Participation

.1 Allotments fee increase – A residents expressed that the recent increase in Pilning allotment fees should have been explained more clearly, with a transparent breakdown of costs. The Clerk provided a cost analysis:

Pilning allotments cost the council approx. £357.22 so far, this financial year, expected to reach around £400.

Additional hedge-cutting (£800 + VAT) was excluded from this figure.

Income before the fee increase: £275

Income after the increase: £440

The allotments are essentially breaking even, which is all the council is legally permitted to do. Councillors agreed that better communication would have prevented rumours and dissatisfaction.

Flooding and Development Concerns - - A resident asked how the council could object to one development on flooding grounds while supporting the Neighbourhood Plan proposals, which also involve building on green spaces.

The Neighbourhood Plan Steering Group representative explained:

The objection was specifically about land-raising, which permanently displaces water.

The Neighbourhood Plan proposals do not allow land-raising.

Commercial developments must include attenuation ponds and sustainable drainage.

Oversight is difficult because the Internal Drainage Board does not release engineering data.

The issue will be discussed further on the agenda of a future meeting with the Inland Severn Drainage Board.

8. Neighbourhood plan update

The Clerk read from the report supplied by Richard Edwards. Full report can be found in Appendix ?

9 Working Groups

.1 Community and Green Spaces Working Group

A productive working group meeting was held, although the meeting had to be moved to Pilning Village Hall at the last minute.

Josie from Southern Brooks attended and stated that £500 of grant funding had been secured to begin clearance work on a nominated green space in Severn Beach Village Hall, where a sensory garden has been proposed.

A design will need to be drawn up and published before any spending request is made. Condition of Severn Beach allotments was mentioned, the Clerk commented that three allotment plots have been re-let

Waste & Cemetery items - Items left after the October clear-up remain on site. Previous agreements suggested someone would remove them at year-end. This will be added to the next agenda for formal action.

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

None

.3 Community and Green Spaces Working Group

Note the Community & Engagement Working Group annual meeting was held earlier on 02/02/2026. The report from that meeting had been circulated and noted

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

None

10 AGENDA ITEMS

1 To review and decide on Pilning allotment fees for 2026.

As discussed during item 6.1. The Parish Council considered the motion and agreed to reaffirmed the Finance Committee's decision on new allotment fees. It was also noted that over half of the Pilning allotment tenants had paid the new fee.

Communication will be sent to allotment holders explaining the position

Action JE

.2 To decide on a response to relevant authorities re antisocial behaviour on Western Approach

Members discussed the ongoing and escalating issue of drifting, speeding vehicles, and associated anti-social behaviour occurring on Western Approach and surrounding roads.

Detailed evidence was provided of recent activity, including large gatherings of vehicles, drifting around roundabouts, spectators lining the roadside, and fireworks being used. The behaviour is spreading through Severnside, with noise and convoys regularly disturbing residents.

Key actions discussed included:

Engaging landowners and businesses on Western Approach to increase reporting and support enforcement.

Requesting a meeting with the police inspector and relevant council officers to explore stronger interventions.

Considering a Public Space Protection Order (PSPO), similar to those used in Weston-super-Mare and Fishponds, to restrict convoys and enable police to seize vehicles. Preparing a formal letter to authorities, with MP and SR drafting and The Clerk sending on behalf of the council.

Action MP SR and JE

.3 To decide on asking LSIDB for a review of drainage storage capacity

Councillors agreed to ask the Lower Severn Internal Drainage Board to review drainage storage capacity and maintenance, noting that confirmation is still needed on whether Claire will arrange a meeting with them. Members raised concerns that land raising has removed natural soil absorbency, leaving fields acting as lagoons, rhines full, and the ground saturated, especially when tide-lock conditions prevent outflow. They suggested the IDB reassess rhine profiles to create additional storage, potentially by excavating parts of access tracks. Reduced maintenance, now every other year in some areas was also highlighted as a risk, particularly where a single rhine serves an entire village.

Resolved to asking LSIDB for a review of drainage storage capacity

Action JE & PT

Date of Next Meeting

The date of the next full Parish Council meeting will be on Monday 2nd March at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:10

Pilning & Severn Beach Parish Council – Full Council meeting 2nd March 2026

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

APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
24/12/2025	Email	Flag poles	Noted
25/12/2025	Email	Re: Next Parish Council meeting 5th January 2026	JE Replied
28/12/2025	Email	Re: Allotment invoice for 2026	JE Replied
28/12/2025	Email	Re: Allotment invoice for 2026	JE Replied
30/12/2025	Email	Re: Invitation to Attend Parish Council Meeting - 5th January	JE Replied
30/12/2025	Email	The mess.	Noted
31/12/2025	Email	Re: E-learning training module - FOI essentials	JE Replied
31/12/2025	Email	Notification of decision letter for P25/01495/F	Noted
31/12/2025	Email	Fwd: Online learning completed	Noted
01/01/2026	Email	Google Workspace: Your bank account will be debited soon	Noted
01/01/2026	Website	[psb] Public Participation - new submission	JE Replied
01/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
02/01/2026	Email	Your SLCC Membership has Renewed	Noted
02/01/2026	Email	GWR Customer & Community Improvement Fund opens 5 Jan 2026	Noted
02/01/2026	Email	Google Workspace: Your invoice is available for pilningsevernbeach-pc.gov.uk	Noted
02/01/2026	Email	Re: Next Parish Council meeting 5th January 2026	JE Replied
02/01/2026	Email	14/01/26 TPC Forum teams meeting 1800-2000	Noted
02/01/2026	Email	Re: Next Your voice meeting date	JE Replied
02/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
02/01/2026	Email	RE: Neighbourhood Plan - Parish Council consultee question	JE Replied
03/01/2026	Email	Bristol Rail Campaign (FoSBR): Notice of upcoming AGM	Noted
03/01/2026	Email	Re: SB Allotment report	JE Replied
03/01/2026	Email	Fw: Allotment invoice for 2026	Forwarded
05/01/2026	Email	Archive of Google data requested	Noted
05/01/2026	Email	(no subject)	Noted
05/01/2026	Email	Re: Trees on Abbott Road, Severn Beach	JE Replied
05/01/2026	Email	Severnside	Noted
05/01/2026	Email	Re: Meeting tonight	JE Replied
05/01/2026	Email	Agenda	Noted
05/01/2026	Email	Fwd: Bristol North West Foodbank supporting Pilning and Severn Beach Residents	Circulated
05/01/2026	Email	Bristol North West Foodbank supporting Pilning and Severn Beach Residents	Noted

05/01/2026	Email	Clerks network meeting (hybrid)	Noted
05/01/2026	Email	Agenda	Noted
05/01/2026	Email	Notification of decision letter for P25/02510/HH	Noted
05/01/2026	Email	Electoral Register Monthly Changes - January 2026	Noted
05/01/2026	Email	Re: Public Participation	JE Replied
05/01/2026	Email	Tonights meeting	Noted
05/01/2026	Email	Re: Meeting tonight	JE Replied
05/01/2026	Email	report on allotments etc for parish council JAN 2026	Noted
05/01/2026	Email	Reminder - Meeting Invite - Govier Way traffic safety concerns	Noted
05/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
05/01/2026	Website	[psb] Public Participation - new submission	JE Replied
05/01/2026	Email	Re: Invitation to Attend Parish Council Meeting - 5th January	JE Replied
05/01/2026	Email	Hi Jonathan, our chair has penned an open letter to parish and town councils.	Noted
05/01/2026	Email	RE: FW: PVH Ref Tozers:MA:PO4816-0001	Forwarded
05/01/2026	Email	Tomorrow's meeting	Noted
06/01/2026	Email	correction to definitive map on PC website	Noted
06/01/2026	Email	Re: Gypsy Platt footpaths	JE Replied
06/01/2026	Email	Re: Background research - definitive footpaths - definitive answer	JE Replied
06/01/2026	Email	Re: Southworthy Farm	JE Replied
06/01/2026	Email	Active Places: Your site has been updated.	Noted
06/01/2026	Email	Re: Bristol North West Foodbank supporting Pilning and Severn Beach Residents	JE Replied
06/01/2026	Email	RE: Allotment invoice for 2026	JE Replied
06/01/2026	Email	RE: FW: PVH Ref Tozers:MA:PO4816-0001	Forwarded
06/01/2026	Email	Fwd: RE: [EXT]RE: [EXT]Re: Wild Wednesday - 03/12/25	JE Replied
06/01/2026	Email	Re: Concerns justified	JE Replied
06/01/2026	Email	RE: FW: PVH Ref Tozers:MA:PO4816-0001	Forwarded
06/01/2026	Email	PT.8615 Shaymoor Lane, Pilning - Temporary Road Closure	Noted
06/01/2026	Email	Concerns justified	Noted
06/01/2026	Email	SGC road marking frustration	Noted
06/01/2026	Email	Re: How not to liaise with residents	JE Replied
06/01/2026	Email	NALC events	Noted
06/01/2026	Email	RE: Trees on Abbott Road, Severn Beach	JE Replied
06/01/2026	Email	Your Google data is ready to download	Noted
07/01/2026	Email	Chapel Orchard	Noted

07/01/2026	Email	Re: Beach Road white lining	JE Replied
07/01/2026	Email	Re: Request for removal Canopy of bus stop	JE Replied
07/01/2026	Email	RE: Thursday 8th DC meeting	JE Replied
07/01/2026	Email	Fwd: Chapel Orchard Speech - P25/00144/F	Noted
07/01/2026	Email	Warm for winter workshops, Your Voice meetings and more	Noted
07/01/2026	Email	FW: Pilning Station	Forwarded
07/01/2026	Email	Fwd: Regarding your account: Fix potential security issues	Noted
07/01/2026	Email	Upcoming Works Severn Crossings - Starting Tonight	Noted
07/01/2026	Email	Fwd: Urgent Help please - Thursday	Noted
07/01/2026	Email	Thursday 8th DC meeting	Noted
07/01/2026	Email	RE: Neighbourhood Plan - Parish Council consultee question	JE Replied
07/01/2026	Email	RE: Sheet ice B4055 Northwick Road	JE Replied
07/01/2026	Email	Re: Northwick Road gritting	JE Replied
07/01/2026	Email	Northwick Road gritting	Noted
07/01/2026	Email	Request for removal Canopy of bus stop update	JE Replied
08/01/2026	Email	update	Noted
08/01/2026	Email	Re: Google Earth - G&T Sites	JE Replied
08/01/2026	Email	Fwd: Chapel Orchard Speech - P25/00144/F	Noted
08/01/2026	Email	Re: Roundtable meeting re Pilning/Severn Beach flood risk	JE Replied
08/01/2026	Email	Fw: Roundtable meeting re Pilning/Severn Beach flood risk	Forwarded
08/01/2026	Email	Re: What's the lowdown	JE Replied
08/01/2026	Email	Wednesday 14th Jan 2026 TPC Forum Agenda	Noted
08/01/2026	Email	Agenda	Noted
08/01/2026	Email	Re: What's the lowdown	JE Replied
08/01/2026	Email	Re: What's the lowdown	JE Replied
08/01/2026	Website	Re: [psb] Contact Us 2 - new submission	JE Replied
08/01/2026	Email	two things I could have mentioned earlier.	Noted
08/01/2026	Email	What's the lowdown	Noted
08/01/2026	Email	Fwd: SA:Fw: Maternity cover role at Foodbank	Forwarded
08/01/2026	Email	Re: Trees on Abbott Road, Severn Beach	JE Replied
08/01/2026	Email	Re: FW: Pilning Station	Forwarded
08/01/2026	Email	14th Jan 2026 TPC Forum Agenda Teams meeting	Noted
08/01/2026	Email	Agenda	Noted
08/01/2026	Email	Updates: Development Management Committee	Noted

08/01/2026	Email	Find your 2026 Horizon sessions	Noted
08/01/2026	Email	RE: Upcoming Works Severn Crossings - Minor Update	JE Replied
08/01/2026	Email	RE: Precept for Pilning & Severn Beach Parish Council	JE Replied
08/01/2026	Email	RE: Upcoming Works Severn Crossings	JE Replied
08/01/2026	Email	Fwd: Chapel Orchard Speech - P25/00144/F	Noted
08/01/2026	Email	News Bulletin - 8 January 2026	Noted
08/01/2026	Email	RE: Thursday 8th DC meeting	JE Replied
08/01/2026	Email	Updates: Development Management Committee	Noted
08/01/2026	Email	Re: Beach Road white lining	JE Replied
08/01/2026	Email	Re: Chapel Orchard	JE Replied
09/01/2026	Email	Re: Allotment cost comparisons	JE Replied
09/01/2026	Email	Re: Allotment cost comparisons	JE Replied
09/01/2026	Email	M&S and Waitrose	Noted
09/01/2026	Email	Tree Lawyers - Orchard Pools ?	Noted
09/01/2026	Email	Re: Pilning Village Hall Booking	JE Replied
09/01/2026	Website	[psb] Contact Us 2 - new submission	JE Replied
09/01/2026	Email	Re: In View article	JE Replied
09/01/2026	Email	Re: Jonathan Edwardes - Beach Road Severn Beach proposal	JE Replied
09/01/2026	Email	RE: Upcoming Works Severn Crossings - Minor Update	JE Replied
09/01/2026	Email	Re: Roundtable meeting re Pilning/Severn Beach flood risk	JE Replied
09/01/2026	Email	RE: Jonathan Edwardes - Beach Road Severn Beach proposal	JE Replied
09/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
09/01/2026	Email	WERN News: celebrating Village Halls Week 2026	Noted
09/01/2026	Email	In View - February	Noted
09/01/2026	Email	RE: Trees on Abbott Road, Severn Beach	JE Replied
10/01/2026	Email	Re: Men's sheds.	JE Replied
10/01/2026	Email	Re: Parish Council article	JE Replied
12/01/2026	Email	Re: Pvhmc	JE Replied
12/01/2026	Email	Notification of decision letter for P25/02649/F	Noted
12/01/2026	Email	Your monthly stats for psbpc.co.uk are in	Noted
12/01/2026	Email	SGC Special Expenses Survey	Noted
12/01/2026	Email	SV223 - Redwick Road 20mph	Noted
12/01/2026	Email	Re: What's the lowdown	JE Replied
12/01/2026	Email	RE: Upcoming Works Severn Crossings	JE Replied

12/01/2026	Email	Re: Men's sheds.	JE Replied
12/01/2026	Email	Query on Working From Home Costs	Noted
12/01/2026	Email	Clerks Network 15 January 2026	Noted
12/01/2026	Email	Agenda	Noted
12/01/2026	Email	Updated Your voice Town & Parish Council guidance	Noted
12/01/2026	Email	Agenda	Noted
12/01/2026	Email	Fw: Conquer Assertion 10 This Christmas: Top Tip #2	Forwarded
12/01/2026	Email	Pvhmc	Noted
12/01/2026	Email	RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ...	JE Replied
12/01/2026	Email	SAVE THE DATE: Your voice ... Thornbury & Severn Vale	Noted
12/01/2026	Email	Agenda	Noted
12/01/2026	Email	Pilning Severn Beach - HMRC Quarterly ...	Noted
12/01/2026	Email	Regarding your account: Fix potential security issues	Noted
13/01/2026	Email	My O2 Business - Your O2 Bill is ready	Noted
13/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
13/01/2026	Email	in the news	Noted
13/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
13/01/2026	Email	Re: PT.8629 Cross Hands Road, Pilning - Temporary Road Closure	JE Replied
13/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
13/01/2026	Email	Re: Tree trimming in the cemetery	JE Replied
13/01/2026	Email	Rhine maintenance	Noted
13/01/2026	Email	Re: Pilning Village Hall Management Committee	JE Replied
13/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
13/01/2026	Email	PT.8629 Cross Hands Road, Pilning - Temporary Road Closure	Noted
13/01/2026	Email	SB allotments	Noted
13/01/2026	Email	Re: Men's sheds.	JE Replied
13/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
13/01/2026	Email	Notification of decision letter for P25/00144/F	Noted
13/01/2026	Email	RE: SV223 - Redwick Road 20mph	JE Replied
13/01/2026	Email	Re: The mess.	JE Replied
14/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
14/01/2026	Email	Re: NP SFRA2	JE Replied
14/01/2026	Email	Bristol Rail Campaign (FoSBR) Social Event on the evening of We ...	Noted
14/01/2026	Email	Waste and recycling collections update, free finance workshop ...	Noted

14/01/2026	Email	RE: Upcoming Works Severn Crossings	JE Replied
14/01/2026	Email	RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ...	JE Replied
14/01/2026	Email	SGC Licensing Consultation for a New Mobile Street Trader	Noted
14/01/2026	Email	TPC Forum	Noted
14/01/2026	Email	Updating Email Addresses	Noted
14/01/2026	Email	ALCA Training Bulletin - January 2026	Noted
14/01/2026	Email	Flood Warden Lunch and Learn Sessions 2026	Noted
14/01/2026	Email	Roundtable 23rd January Draft Agenda	Noted
14/01/2026	Email	Agenda	Noted
14/01/2026	Email	NP SFRA2	Noted
14/01/2026	Email	Re: Pilning Village Hall Management Committee	JE Replied
14/01/2026	Email	Accounts	Noted
15/01/2026	Email	Customer Platform Downtime	Noted
15/01/2026	Email	Fame at last?	Noted
15/01/2026	Email	Notification of decision letter for P25/02786/HH	Noted
15/01/2026	Email	Re: Claim against the PC	JE Replied
15/01/2026	Email	Re: Road surfacing Pilning	JE Replied
15/01/2026	Email	Re: Claim against the PC	JE Replied
15/01/2026	Email	Re: Mess at Severn Beach allotments	JE Replied
15/01/2026	Email	Email from website - allotments	Noted
16/01/2026	Email	Fwd: Miniature railway site complaint	Noted
16/01/2026	Email	Re: Allotment fee changes	JE Replied
16/01/2026	Email	Re: Miniature railway site complaint	JE Replied
16/01/2026	Email	Re: Miniature railway site complaint	JE Replied
16/01/2026	Email	Re: Miniature railway site complaint	JE Replied
16/01/2026	Email	BDO Survey - We welcome your Feedback	Noted
16/01/2026	Email	Request for removal Canopy of bus stop	JE Replied
16/01/2026	Email	Re: Reporting Northwick Chapel View on ... Suggested reply	JE Replied
16/01/2026	Email	Fencing Left on Green, Severn Beach	Noted
16/01/2026	Email	Request to remove bus shelter	JE replied
16/01/2026	Email	Share request for P25/02894/HH Severn Lodge Farm New Pass ...	Noted
16/01/2026	Email	Consultation letter for P25/02895/LB Severn Lod ...	Noted
16/01/2026	Email	Consultation letter for P26/00067/F Land To The ...	Noted
16/01/2026	Email	Consultation letter for P25/02894/HH Severn Lod ...	Noted

16/01/2026	Email	Regional Training Seminars 2026	Noted
16/01/2026	Email	SLCC Renewal - Profile Update	Noted
16/01/2026	Email	RE: Special expenses	JE Replied
17/01/2026	Email	clerk role	Noted
17/01/2026	Email	Allotments and stuff ..	Noted
17/01/2026	Email	Re: Miniature railway site	JE Replied
18/01/2026	Email	Henbury Loop on the agenda	Noted
18/01/2026	Email	Re: Jonathan Edwardes - Beach Road Severn Beach proposal	JE Replied
18/01/2026	Email	Re: Allotment fee changes	JE Replied
18/01/2026	Email	Re: Miniature railway site complaint	JE Replied
18/01/2026	Email	Re: South Glos Special Expenses	JE Replied
18/01/2026	Email	Re: Planning contact	JE Replied
19/01/2026	Email	Fwd: Whitehouse Barn - Judd Sharp - COM19/0058/OD & White ...	Noted
19/01/2026	Email	Entrance to field to the Left of Little Green Lane	Noted
19/01/2026	Email	Quick update	Noted
19/01/2026	Email	RE: Questions ahead of the meeting with Pilning & Severn Beach ...	JE Replied
19/01/2026	Email	Fwd: FW: Celebrating Pilning, Severn Beach and Severnside - Ja ...	Forwarded
19/01/2026	Email	Healthwatch South Gloucestershire Q3 2025 feedback report	Noted
19/01/2026	Email	Query regarding Solicitor's advice	Noted
19/01/2026	Email	C&GS Working Group Meeting- Weds 14th Jan 2026	Noted
19/01/2026	Email	Re: Parish council min	JE Replied
19/01/2026	Email	Slides from TPC Forum 14/1/26	Noted
19/01/2026	Email	TPC Forum initiative partnerships re chairs comments 14/1/26	Noted
19/01/2026	Email	Parish council min	Noted
20/01/2026	Email	Re: Allotment fee changes	JE Replied
20/01/2026	Email	Re: Reminder: Groundwater Flood Warden Lunch and Learn Ses ...	JE Replied
20/01/2026	Email	Re: Pilning & Severn Beach new website	JE Replied
20/01/2026	Email	Re: Miniature railway site complaint	JE Replied
20/01/2026	Email	Re: New Passage hedges	JE Replied
20/01/2026	Email	Re: New Passage hedges	JE Replied
20/01/2026	Email	Reminder: Groundwater Flood Warden Lunch and Learn Session ...	Noted
20/01/2026	Email	Re: New Passage hedges	JE Replied
20/01/2026	Email	RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ...	JE Replied
20/01/2026	Email	New Passage hedges	Noted

20/01/2026	Email	Learning Difficulties Development Fund - 2026/2027 - Application ...	Noted
20/01/2026	Email	Re: Online archive	JE Replied
20/01/2026	Email	Re: Miniature railway site complaint	JE Replied
20/01/2026	Email	Re: Allotment fee changes	JE Replied
20/01/2026	Email	RE: Questions ahead of the meeting with Pilning & Severn Beach ...	JE Replied
20/01/2026	Email	Change of Asset Management services	Noted
20/01/2026	Email	RE: Allotment fee changes	JE Replied
20/01/2026	Email	RE: Miniature railway site complaint	JE Replied
20/01/2026	Email	Re: Allotment fee changes	JE Replied
20/01/2026	Email	Re: Miniature railway site complaint	JE Replied
20/01/2026	Email	RE: Allotment fee changes	JE Replied
20/01/2026	Email	Re: Miniature railway site complaint	JE Replied
20/01/2026	Email	Re: Allotment fee changes	JE Replied
20/01/2026	Email	RE: Allotment fee changes	JE Replied
20/01/2026	Email	NALC events	Noted
20/01/2026	Email	RE: Miniature railway site complaint	JE Replied
20/01/2026	Email	RE: Questions ahead of the meeting with Pilning & Severn Beach ...	JE Replied
20/01/2026	Email	Re: Entrance to field to the Left of Little ...	JE Replied
21/01/2026	Email	Fwd: Joining Instructions -January Business Breakfast t ...	Noted
21/01/2026	Email	Re: Pilning & Severn Beach new website	JE Replied
21/01/2026	Email	Notification of decision letter for P25/02754/F	Noted
21/01/2026	Email	Re: Pilning & Severn Beach new website	JE Replied
21/01/2026	Email	RE: Miniature railway site complaint	JE Replied
21/01/2026	Email	RE: Re: Severnside Action Group	JE Replied
21/01/2026	Email	Re: B4064	JE Replied
21/01/2026	Email	Re: Re: Severnside Action Group	JE Replied
21/01/2026	Email	Re: Severnside Action Group	JE Replied
21/01/2026	Email	B4064	Noted
21/01/2026	Email	Re: Miniature railway site complaint	JE Replied
21/01/2026	Email	RE: Hedges on New Passage Road	JE Replied
22/01/2026	Email	Data Protection training	Circulated
22/01/2026	Email	FW: South Glos Local Plan - Statement of Common Ground ...	Forwarded
22/01/2026	Email	South Glos Local Plan - Statement of Common Ground with Pilni ...	Noted
22/01/2026	Email	RE: An idea	JE Replied

22/01/2026	Email	Consultation letter for P25/02764/CLP Kennels Queens Lodge	Noted
22/01/2026	Email	Re: Allotment plot available	JE Replied
22/01/2026	Email	News Bulletin - 22 January 2026	Noted
22/01/2026	Email	Re: Re: Re: Re: Allotment enquiry	JE Replied
22/01/2026	Email	Re: Allotment plot available	JE Replied
22/01/2026	Email	RE: An idea	JE Replied
22/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
22/01/2026	Email	Re: Data Protection training	JE Replied
22/01/2026	Email	Data Protection training	Noted
22/01/2026	Email	FW: South Glos Local Plan - Statement of Common Ground ...	Noted
22/01/2026	Email	South Glos Local Plan - Statement of Common Ground with Pilni ...	Noted
22/01/2026	Email	RE: An idea	JE Replied
23/01/2026	Email	today	Noted
23/01/2026	Email	New files uploaded to Client Portal	Noted
23/01/2026	Email	Land raising	Noted
23/01/2026	Email	Pizza Van	Noted
23/01/2026	Email	Severn Crossings - Works	Noted
24/01/2026	Email	Re: Piledriving	JE Replied
25/01/2026	Email	Fwd: Nature events and courses	Circulated
25/01/2026	Email	Sevenside	Noted
25/01/2026	Email	Re: staff review.	JE Replied
25/01/2026	Email	Re: Allotment invoice for 2026	JE Replied
25/01/2026	Email	Horn Sound - Severn Beach	Noted
25/01/2026	Email	Your new BT bill	Noted
26/01/2026	Email	Fwd: Local Plan: Draft Statement of Common Ground	JE Replied
26/01/2026	Email	Re: Local council award scheme	JE Replied
26/01/2026	Email	Re: Meeting next Monday	JE Replied
26/01/2026	Email	Patrick Conroy	Noted
26/01/2026	Email	White lines in Severn Beach	Noted
26/01/2026	Email	Re: Pizza van	JE Replied
26/01/2026	Email	RE: P25/02322/HS - Biomethane Refuelling Station - Hazardous	JE Replied
26/01/2026	Email	Customer and Community Improvement Fund - applications clos ...	Noted
26/01/2026	Email	RE: Sevenside	JE Replied
26/01/2026	Email	Fwd: South Glos Local Plan - Statement of Common Ground wit ...	Circulated

26/01/2026	Website	FW: [psb] Contact Us 2 - new submission	JE Replied
26/01/2026	Email	Consultation letter for P26/00096/RVC Land Off ...	Noted
27/01/2026	Email	Tailored cover for Pilning and Severn Beach Parish Council	Noted
27/01/2026	Website	Re: [psb] Contact Us 2 - new submission	JE Replied
27/01/2026	Email	Storm Chandra Flood Warden Update	Noted
27/01/2026	Email	RE: Pilning & Severn Beach Parish Council contact	JE Replied
27/01/2026	Email	Re: Northwick memorial	JE Replied
27/01/2026	Website	[psb] Contact Us 2 - new submission	JE Replied
27/01/2026	Email	Re: Link to the WG agenda	JE Replied
27/01/2026	Email	Agenda	Noted
27/01/2026	Email	February meeting	Noted
27/01/2026	Email	Re: Wages for January	JE Replied
27/01/2026	Email	Re: Notice of meeting and summons to attend Monday 2nd Febr ...	JE Replied
27/01/2026	Email	FW: Changes to the NDP	Noted
27/01/2026	Email	Proposal for Enhanced Tribute to Frances Barr	Noted
27/01/2026	Email	Fwd: two things	Circulated
27/01/2026	Email	Re: Contact with the Parish Council	JE Replied
27/01/2026	Email	Conquer Assertion 10 This January: Top Tip #5	Noted
27/01/2026	Email	Land behind Church Road Severn Beach	JE Replied
27/01/2026	Email	Security incident report	Noted
27/01/2026	Email	Fwd: Climate & Nature Emergency Newsletter January update	Circulated
27/01/2026	Email	Consultation letter for P25/02821/F Village Spice ...	Noted
27/01/2026	Email	Consultation letter for P26/00061/HH 4 Church R ...	Noted
27/01/2026	Email	RE: An idea	JE Replied
28/01/2026	Email	RE: February meeting	JE Replied
28/01/2026	Email	Re: Next Parish Council meetings 2nd February 2026	JE Replied
28/01/2026	Email	Re: Planning Application P25/02821/F Village Spice Cross Hands ...	JE Replied
28/01/2026	Email	Pilning Village Hall Management Committee	Noted
28/01/2026	Email	Budget for 2026 to 2028 proposed, preparing for three-weekly ...	Noted
28/01/2026	Email	Fwd: FW: Changes to the NDP	JE Replied
28/01/2026	Email	Re: two things	JE Replied
28/01/2026	Email	Re: Statement of Common Ground	JE Replied
28/01/2026	Email	maps	Noted
28/01/2026	Email	Clerks's network meeting	Noted

28/01/2026	Email	Clerks Network Thursday 15 January 2026	Noted
28/01/2026	Email	New Hygiene and nappy waste collection	Noted
28/01/2026	Email	Re: Pilning Village Hall Management Committee	JE Replied
28/01/2026	Email	Frances Barr tribute	Noted
29/01/2026	Email	Western Approach and Surrounds (Pilning/SB Parish)	Noted
29/01/2026	Email	Re: Piledriving	JE Replied
29/01/2026	Email	Royal Mail Business Enquiry - Case Reference #09942185	Noted
29/01/2026	Email	Allotment enquiry	JE Replied
29/01/2026	Email	Application to Parish Council Community Safety Grant from Crimestoppers	Noted
08/07/2025	Email	Pilning and Severn Beach PC and Area 1 Community Engagement Officer- Introduction meeting	JE Replied

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APPENDIX C – ACTION LIST

Reference	Action Summary	Status/Notes	Updated
168/791	Follow up with Royal Mail re Abbot Road post-box	Action JE	Royal mail contacted.
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
168/805	Chase Beach Road white lining	Action JE	Still chasing
168/806	Submit FOI regarding Counsel Advice for Orchard Pools	Action JE	Work in progress
169/865	Contact SGC re Gypsy Platt footpath maintenance	Action JE	Superseded
169/867	Contact ELF for advice re Orchard Pools	Action PT	New action
169/871	Arrange installation of three flagpoles	Action JE	Exploratory work underway for soil conditions

DRAFT

APPENDIX D – COMPLETED ACTIONS

Reference Action Summary

168/795 Review Working Group Terms of Reference by May 2026

169/866 Submit precept request to SGC

Status

Action ALL

Action JE

May agenda

Completed

Completed

DRAFT

Appendix E NPSG Report

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 2 February 2026-delivered by Richard Edwards

Our last report to the PC was at the meeting on 5th January 2026. Activities since then are as follows:

The Steering Group has now completed its review of feedback received from the Regulation 14 Consultation and has prepared the Regulation Consultation 14 Summary Report. That report contains information on how the consultation was carried out, all the feedback received, notes from meetings, proposed responses to feedback received and changes to be made to the Neighbourhood Development Plan. Subject to any tidying up, the report runs to 204 pages.

The amendments to the NDP are almost complete. Most policies have amendments but none from the previous issue have been removed and no new ones added. The NPSG has a working group meeting later this week when any final decisions on content will be made. Early next week, the NDP and the Regulation 14 Consultation 14 Summary Report will be sent to the Parish Council for loading onto the website and their decision to pass it onto South Gloucestershire Council for Independent Examination. Responses to feedback received will be sent out over the coming week

The Regulation Consultation 14 Summary Report will provide the details of how matters raised by the Parish Council and discussed at the working group meeting of 28th October, have been addressed.

Both the Aspirations Document and the Strategic Environmental Assessment Report have been revised as a result of the Regulation 14 Consultation and will also need to be re-published.

Presentation of the NDP for submission to SGC for Independent Examination ends the Steering Group's activities on the NP in this phase. Processing any findings from the examination and preparation for referendum may come in the future.

Flooding

The NPSG was invited to a meeting with Claire Young on 23rd January to discuss flooding issues with the EA SGC and the Parish Council. Although the EA confirmed they have loaded all the latest ASEA data onto the Government website for checking long term flood risk, which moves much of the parish into low risk, it would appear that insurance companies are using other data sources. Residents should flag up any ongoing difficulties in getting house insurance due to flood risk. Fluvial and surface water flooding was not addressed in the meeting and will need a separate meeting with the Internal Drainage Board

Appendix F Unitary Councillor Report

Pilning & Severn Beach Parish Council Report | February 2026

Key updates for Parish Council colleagues in February with a focus on the Council budget;

- This is the time of year in which the primary focus of the Council is setting its budget for the next 12 months. This is a complicated and lengthy process. Councils across the country continue to face rising demand for statutory services such as social care for the elderly and disabled, education and children's social services. Increasing numbers of children, families and older residents need care and support, while the cost of maintaining roads and other infrastructure continues to rise as materials become more expensive and extreme weather conditions place greater strain on ageing infrastructure. Costs are increasing faster than inflation, faster than government funding, and faster than it is reasonable or sustainable to raise council tax. When the Government sets the funding for local councils it assumes all local authorities will continue to raise council taxes by 4.99 per cent each year and there is no spare funding to do anything differently.

That being said there are still areas in which the council wants feedback from residents on how they should prioritise the non-statutory spending and a consultation was held in the Autumn. Local people said during the budget consultation they want the council to continue to invest in occupational therapy and related support services that help older and disabled residents adapt their homes and live independently for as long as possible. Any changes will then focus on updating charges and delivery models, so these services remain sustainable in the long term, after many years in which costs have been kept artificially low. The council will keep the Handy van and Pest Control services that are valued by residents.

In this budget the Council is trying to do more to help those who are trying so hard to help deliver a better future for their children by building and improving schools, expanding specialist provision so more children can get the support they need locally and continuing to support families to feed their children during school holidays, initially through to the end of the next summer break.

Feedback has been received from working families who are struggling with day-to-day living costs. The council offers support via its website and One Stop Shops [Financial support for residents | BETA - South Gloucestershire Council](#) and I urge residents to ask for help if they need it.

- Elsewhere I have continued to attend meetings with residents involving the 'megashed' and work with Claire Young MP who has continues to raise issues with the historic 1957 planning consent that remains a local problem for residents.
- Road refurbishment in Pilning is mid-project, with the first phase complete and additional work along Cross Hands Rd proposed for summer 2027. As a reminder, this is an £800k refurbishment project that is long overdue, and I apologise for the inconvenience but know people will appreciate the upgraded work once it's complete.

Email; Simon.Johnson@southglos.gov.uk Phone; 07399 080444