



**Pilning & Severn Beach Parish Council  
Meeting held on Tuesday 6<sup>th</sup> May 2025.  
Emmaus Church Centre, Gorse Cover Road,  
Severn Beach BS35 4NP 7pm**

**COUNCILLORS:**

Graham Crane (GC) Jet O'Neill (JO); Mike Pruett (MP); Nick Davies (ND); (Chairman); Olga Taylor (OT); Peter Tyzack (Vice Chair) (PT) Steve Graham (SKG) and Victoria Bywater (VB)

Also attending Chris Willmore (CW) and Richard Edwards (RE) Neighbourhood Plan Steering Group, and five members of the public.

Thanks to Rosemary Crane from taking the minutes

**Presentation from South Gloucestershire Council Cabinet Member Chris Willmore**

The meeting welcomed Cllr Chris Willmore (Cabinet Member SouthGlos Council) who updated the meeting on her work which includes

- Heritage (and museums group);
- Strategic planning;
- Regeneration;
- Infrastructure (buses/ trains etc.).

CW took questions from the attendees.

M49 J1 The meeting was updated that the final landowners involved with the M49 link road had now signed and that the work would commence shortly.

Number 12 Bus It was reported that there is real danger that bus services 12 would be cut at the next round in April due to funding issues. CW urged attendees to use the services as much as possible and give feedback on what services are necessary. It was confirmed that the 918 bus would be supported for the academic year.

Truck stops A resident raised the issue of Truck stops. CW offered to receive feedback on suggestions for suitable sites.

M48 Crossing weight limit - The issue was raised regarding HGV's continuing to use the M48 Severn Crossing despite the temporary (soon to be permanent) weight restrictions. CW offered to feedback this to the relevant department.

Broadband speeds in the parish - OT requested advice on how to approach the issue of broadband speeds, particularly in Northwick. CW offered to find out and liaise with OT directly on a plan of action.

**1 Apologies for absence**

Apologies for absence were accepted from Jonathan Edwardes, (Parish Clerk & Responsible Financial Officer); Ian S Roberts (ISR); Stephanie Rutterford (SR); Mike Pruett (MP); 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.

VB for any matter discussing Swanmoor Stoke

### 3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 7<sup>th</sup> April 2025 were unanimously approved as a true record with one minor amendment.

### 4 Matters arising / actions

#### In progress

56/876 – Severn Beach train noise – MP asked GWR about the continued usage of class 166 units on the Severn Beach line and whether class 175's could be deployed. GWR are looking at battery electric traction, but this is not likely to be implemented until the 2030's. Suggested that MP meets with Claire Young MP to encourage government and GWR further.

144/854 – Broad Gauge rail display – Timbers are on the concrete plinth, not yet set up; Clerk has had wording approved by the Local History Group for the interpretation board. Design to be finalised by LHG. Work to resume once better weather arrives. Clerk has chased PT and Local History Group. LHG is busy on producing their next publication.

150/56 – Flooding preparedness exhibition – Almondsbury, Aust & Oldbury on Severn are keen to make a joint approach to South Gloucestershire Council. Clerk to contact South Gloucestershire Council to start the process. Sean Rhodes agreed to ask the relevant officer. Update requested from S Rhodes.

155/209 – Complaint regarding lights by Ableton Court – Clerk tried to contact Connelly & Callahan, no response. Clerk requested South Gloucestershire Council to light the public footpath, no budget to do so. Clerk's second attempt was more positive with Connelly & Callahan, a solution is now being actively sought. Clerk sought an update 30/04/2025.

158/355 – Cemetery visit – Clerk to visit Almondsbury and Thornbury cemeteries to assess best practice.

158/365 – Northwick Tower – Roofing contractor due to commence work shortly at a cost of £200/ day and an estimate of 10 days to complete the work. The scaffolding company required a further fee of £1000 for the hire and supply of scaffolding due to the extended length of the contract.

160/456 Beach Road leaflet – Clerk to compose the leaflet and method of data collection needed for the consultation.

161/464 – Bank account closure – Request received and is being processed by Lloyds.

161/466 – Grant for South Gloucestershire Council ABCD scheme – To be started

161/492 – Charity obligations report – Details sent to ALCA for consideration.

161/493 – Recent conflicts memorial benches – Wording and plaques agreed with the veterans. Locations have been confirmed, Clerk organising the concrete plinths for the benches.

161/500 – Miniature Railway planning application – The planning application for the miniature railway had been submitted and is awaiting validation.

161/501 – Community hub planning application - The planning application for the Community Hub had been submitted and questions from the Environment Agency and some members of the Parish. The meeting agreed that ND would prepare an update for the "In View" magazine to explain the thinking behind Community Shed and to allay any concerns of members of the Parish on the project.

161/502 – Allotment car park further works – see 9.7 of the substantive agenda

ND left the meeting

#### Actioned

146/915 – Pilning shop bin – Decision changed to locating the bin on the opposite side of Northwick Road

**Action VB**

## 5 Correspondence

See appendix A

The Chair summarised correspondence circulated prior to the meeting. Actions agreed:

Introductory letter to be sent to the new WECA Mayor.

Request to SGC for a Climate and Nature meeting in the local area.

Invitation to Gloucestershire County Cricket Club for a joint meeting regarding Swanmoor Stoke

## 6 Accounts for Payment

See appendix B

Nick Davies	Planning application expenses	£673.00
Andy Bacon	Alterations to Northwick Tower scaffolding	£1000.00
Mike Archer-Smith	AGAR preparation and audit	£150.00
<b>Subtotal</b>		<b>£1823.00</b>
<b>Monthly total</b>		<b>£11,015.80</b>
<b>Revised grand total</b>		<b>£12,838.80</b>

Accounts were approved.

**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 April 2025 be approved.**

## 7 Neighbourhood Plan report on progress

See appendix C

### 8a Public Participation

None

### 8b Report from District Councillor Simon Johnson

See appendix D

## 9 AGENDA ITEMS

### .1 To decide on a grant request from Citizen's Advice Bureaux

£500 grant approved

**161/504 Action JE**

### .2 To decide on Coastal flowerbeds at Promenade Gardens, including a grant application

Grant application supported; final proposal to be reviewed by the Community & Green Spaces Working Group.

**Action SR**

### .3 To decide on repairs to the steps behind "Tea cottage" Severn Beach

Draft plans agreed with neighbour, final plans due for June Working Group.

**Action VB & ISR**

### .4 To decide on a project to improve broadband speeds in the Parish

To be progressed by OT following discussion with Cllr Willmore.

**Action OT**

**.5 To decide on approaching SGC regarding how land in the Parish is kept for habitat**

Referred to Community & Green Spaces Working Group

**Action SR**

**.6 To decide on further bins on the sea wall at Severn Beach**

Referred to Maintenance & Facilities Working Group

**Action VB & ISR**

**.7 To decide on further groundworks at Severn Beach allotments**

Further groundworks were required at the Severn Beach allotment site to complete the car park and entrance and break up the concrete slab of the former clubhouse. ND advised that two quotes had been received but one advised that they couldn't get good prices for stone (over £20/tonne) and they recommended we source it elsewhere. ADD Plant labour was cheaper than SWG at £1400. SWG quoted £2500 for stone (£20/tonne) plus £1800 for labour. ND advised that it was his view that both had overestimated the labour but if a lower quote for stone were achievable then ND could negotiate the labour with ADD Plant.

The meeting agreed that ADD Plant would be instructed to break up the concrete slab in the agreed sum of £670 + VAT.

The meeting agreed that ND must receive a second quote for the stone and then he may accept the lowest of the two quotes.

**Action ND**

**10 PLANNING**

**.1 Items from the public relating to planning matters.**

None

**.2 To decide undelegated applications for consideration.**

None

**.3 South Gloucestershire Council planning decisions.**

**.4 To receive an update on outstanding enforcement issues.**

None

**.5 To decide on professional legal advice.**

None

**.6 Report any trading applications.**

None

**11 PARISH EVENTS**

1. .Sevenside Festival and Classic Car Show – details in "In View"

**12 POLICY REVIEW**

**.1 Complaints Policy and**

**.2 Councillor Expenses Policy Financial regulations**

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

**Action JE**

## 13. UPDATES & REPORTS

### **.1 Pilning Station**

Ongoing service issues

### **.2 Severn Beach Station**

75% on-time performance

### **.3 Severn Beach Village Hall**

No report

### **.4 Pilning Village Hall**

No report

### **.5 Pilning Playing Field**

Soil removal complete; grass remediation underway

### **.6 Severn Beach Allotments**

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

Plot 10

Plot 14

Plot 15

Plot 18

Plot 25

Plot 27

Plot 36

Plot 38

### **.7 Pilning Allotments**

No report

### **.8 To receive a report from the Cemetery Clerk**

No report

### **.9 Update on "Report it" reference numbers**

None reported

### **.10 Report from external meetings**

Councillors reminded to circulate reports.

PT and OT to attend Severnside Transport Meeting.

### **Date of Next Meeting**

The date of the next Parish Council meeting will be on Monday 7<sup>th</sup> July at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:38.

### **Pilning & Severn Beach Parish Council – Full Council meeting 7<sup>th</sup> July 2025**

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

## APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
01/03/2025	Email	Freedom of the parish nomination	Noted
01/03/2025	Email	South Gloucestershire Online Consultations - Local Plan	Circulated
01/03/2025	Email	Allotment works	Noted
02/03/2025	Email	Allotment noticeboard	JE replied
04/03/2025	Email	Response to March Parish Council meeting	JE replied
05/03/2025	Email	Discretionary Rate Relief	Forwarded
05/03/2025	Email	From Joe Nemeth	Circulated
05/03/2025	Email	POSTPONED: ALCA Essential Councillor Training - 6 March 2025	Noted
06/03/2025	Email	Parish Council Meeting   Follow up items	Circulated
06/03/2025	Email	Severn Beach allotment car park	JE replied
06/03/2025	Email	We fixed the Pothole you reported: SGC-263646-N2B6	Noted
06/03/2025	Email	Circulated Schedule	Circulated
06/03/2025	Email	Allotment dispute	JE replied
06/03/2025	Email	Town and Parish forum contact and preference form	JE replied
06/03/2025	Email	Letter of Appreciation to the Parish Council for a Grant	Circulated
06/03/2025	Email	Emeraldsteel Accounting - Proposal	JE replied
07/03/2025	Email	GLOUCESTERSHIRE DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION	Noted
08/03/2025	Email	Whitehall pushing Cllrs out of planning	Circulated
08/03/2025	Email	A403 complaint	JE replied
09/03/2025	Email	WECA transport agenda	Noted
10/03/2025	Email	Stationary Train - Horn Usage	Noted
10/03/2025	Email	Visioning Workshop Tuesday 11 March	Circulated
11/03/2025	Email	Specialist NPPF training sessions	Circulated
11/03/2025	Email	FOI - Acknowledgement (FOI-2025-001866) CRM:0158211	Noted
12/03/2025	Email	Grounds Maintenance Contracts April 2025 - March 2028	Noted
12/03/2025	Email	Launching Spear Bristol - Business Breakfast - Th. March 20th - 07:30	Circulated
12/03/2025	Email	You're invited to SUEZ Severnside Energy Recovery Centre, Bristol	Circulated
13/03/2025	Email	Severn Tidings 2024/25 - Celebrating 30 Years of Partnership	Circulated
13/03/2025	Email	NPSG agenda	Published
13/03/2025	Email	Solar Farm Information	JE replied
13/03/2025	Email	South Glos Faith and Harmony Festival, 15th March 2025, 5 pm- 7 pm at Bradley Stoke	Circulated

13/03/2025	Email	Street Care don't care!	Agenda
14/03/2025	Email	Local Plan proposals to allocate sites for additional Gypsy & Traveller pitches and Showpeople plots	Circulated
14/03/2025	Email	Pre election period guidance in respect of the West of England Combined Authority Mayoral Election	Circulated
14/03/2025	Email	Ref COM/21/0036/BOC - Land On The East Side Of (former) School Northwick Road Pilning	Circulated
14/03/2025	Email	MP surgery poster	Published
14/03/2025	Email	Town & Parish Council Forum next steps	Circulated
14/03/2025	Email	Up and coming M4 closure weekend of the 21st - 24th March	Noted
15/03/2025	Email	A403 condition complaint	Noted
16/03/2025	Email	Bird list from Hallen Reserve yesterday 15.3.25	Noted
17/03/2025	Email	Severn Beach Village Hall minutes (March)	Circulated
17/03/2025	Email	Pilning Playing field blocked entry	JE replied
17/03/2025	Email	BBC News: Nacton giant warehouse leaves neighbours 'in tears'	Circulated
17/03/2025	Email	WASP Garage	Circulated
17/03/2025	Email	Air Source Heat Pump and Zero Emissions Boiler Tuesday 25th March 19.00-20.00 online	Circulated
18/03/2025	Letter	Tree Preservation Order - Promenade Gardens	Agenda
18/03/2025	Email	Thornbury Town Council Medicine Blister Pack Recycling Trial Results & Next Steps	Noted
19/03/2025	Email	Dean Farm, New Passage	Noted
19/03/2025	Email	Huboo, Unit 2, More Plus Central Park, Hudson Avenue, Severn Beach	Circulated
19/03/2025	Email	Revisions to the Financial Regulations (Procurement Act 2023 & Procurement Regulations 2024)	Actioned
20/03/2025	Email	Idling Trains - Severn Beach	Noted
20/03/2025	Email	Parish Online Newsletter #57	Noted
21/03/2025	Email	Padlock question	JE replied
21/03/2025	Email	Copies of minutes request	JE replied
21/03/2025	Email	Draft statement for publication	JE replied
21/03/2025	Email	Pilning allotment	JE replied
21/03/2025	Email	Pizza or emergency access - a question of priorities	Forwarded
22/03/2025	Email	FOI Response (FOI-2025-001809) CRM:0291111 Salthouse Farm Residents Assoc.	Noted
24/03/2025	Email	Idling Trains - GWR Pollution	Noted
24/03/2025	Email	Consultation for a Static Street Trader	Circulated
24/03/2025	Email	Annual Parish Meeting question	JE replied
24/03/2025	Email	Bristol Rail Campaign: Walk on Saturday 3rd May 2025	Circulated
24/03/2025	Email	Request to post a copy of the Notice of Election WECA Mayor	Published
25/03/2025	Email	WASP Garage	Noted
25/03/2025	Email	BDO LLP external audit	Noted

25/03/2025	Email	More Idling GWR Trains - Severn Beach	Noted
26/03/2025	Email	Agenda items request	Actioned
26/03/2025	Email	Small Sparks and Stronger Together Community grants	Noted
26/03/2025	Email	Complaint over poor parking in Beach Road opposite shops	JE replied
28/03/2025	Email	WASP Garage	Noted
28/03/2025	Website	Volunteering request	JE replied
28/03/2025	Email	Salthouse Farm Park Homes	Agenda
30/03/2025	Email	Missing Entrance Gate at Pilning Station	JE replied
30/03/2025	Email	Allotment request	JE replied
31/03/2025	Email	Press Release: Pilning Station Missing Entrance Gate	Noted
31/03/2025	Email	Invite to a future Pilning & Severn Beach Parish Council meeting	JE replied
31/03/2025	Email	History Grant application	Agenda
01/04/2025	Email	A new street lighting dimming regime	Circulated
01/04/2025	Email	WERN's Community Survey	JE replied
01/04/2025	Email	Severnside rhien map	Archived
02/04/2025	Email	Pilning roadworks	JE replied
02/04/2025	Email	Idling Train	Noted
02/04/2025	Email	ALCA Membership Profiles 2025/26	JE replied
02/04/2025	Email	Rookery Lane 20mph speed limit feedback report	Circulated
02/04/2025	Email	Amazon DBS3 Severn Beach   Volunteering opportunities	JE replied
03/04/2025	Email	UPDATED: NALC Model Standing Orders (England)	Noted
03/04/2025	Email	Agenda for Development Management - Sites Inspection, Friday, 4th April, 2025, 10.00 am	Noted
03/04/2025	Email	Chairing Skills	Circulated
03/04/2025	Email	Ableton lane development	JE replied
03/04/2025	Email	FOI Response (FOI-2025-001866) CRM:0291201 South Gloucestershire Council land ownership P&SB	Archived
03/04/2025	Email	Litter picking in Severn Beach	JE replied
04/04/2025	Email	A403 lorry traffic at Severn Beach	Noted
04/04/2025	Email	White lining roads	JE replied
04/04/2025	Email	Land border query	JE replied
04/04/2025	Email	Tree planting Severn Beach Promenade Gardens	JE replied
05/04/2025	Email	Idling Trains - Severn Beach	Noted
05/04/2025	Email	Allotment Report	Reported
05/04/2025	Email	Car Park issues at Severn Beach allotment	Forwarded
05/04/2025	Email	Draft copy min of pvh meeting 31st march 2025	Reported

06/04/2025	Email	Chairman's Update	Noted
06/04/2025	Email	Chairman's Update 2	Noted
07/04/2025	Email	Severn Beach allotment padlock	JE replied
07/04/2025	Email	WECA Meeting	Circulated
07/04/2025	Email	Planning and enforcement	Agenda
07/04/2025	Email	Stronger Together Community Fund Launch	JE replied
07/04/2025	Email	New Bus Stop associated with Plot 4 Developers- Pilning	Forwarded

## APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
01/04/2025	WATER2BUSINESS	Allotment Water	SHA 1908 s23, s25	£57.53		£57.53
01/04/2025	DUNKLEY'S	Payroll preparation	s111	£50.40	£8.40	£42.00
03/04/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
03/04/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
03/04/2025	ELMTREE GARDEN	Playing fields grass cutting	s111			£772.25
03/04/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
03/04/2025	NOW PENSIONS	Pension contribution	s111	£187.99		£187.99
07/04/2025	GOOGLE	Email & data storage	s111	£161.86		£147.86
07/04/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
08/04/2025	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£123.50		£38.00
08/04/2025	PLANIT GARDENS	Pilning Playing Field	s214			£19.00
08/04/2025	PLANIT GARDENS	Pilning Playing Field	SHA 1908 s23, s25			£66.50
08/04/2025	PILNING CHURCH COUNCIL	Hall hire	s111	£33.50		£33.50
09/04/2025	NICK DAVIES	Planning application	s111	£673.00	£14.17	£658.83
10/04/2025	VISION PLANNING	Local Plan submission	s111	£3,153.78	£525.63	£2,628.15
10/04/2025	ALCA	Subscription	s111	£813.12		£813.12
10/04/2025	ICCM	Subscription	s111	£105.00		£105.00
11/04/2025	MOTION PRINTING	LHG VE day book	s137	£586.00	£80.00	£570.00
14/04/2025	O2	Mobile phone	s111	£15.00	£2.50	£12.50
14/04/2025	LLOYDS	Bank Charges	s111	£4.75		£4.75
17/04/2025	BT	Telephone	s111	£77.62	£12.93	£64.69
24/04/2025	JUNCTION RAILWAYANA	Planning application preparation detail	s111	£400.00		£400.00
25/04/2025	JUNCTION RAILWAYANA	Planning application preparation detail	s111	£80.00		£80.00
28/04/2025	RE & AM HICKS	Pilning Playing Field groundworks	PHA 1875 s164	£360.00	£60.00	£300.00
30/04/2025	J EDWARDES	Wages & Office	s111	£1,812.19		£1,812.19
30/04/2025	DUNKLEY'S	Payroll preparation	s111	£50.40	£8.40	£42.00
30/04/2025	ELMTREE GARDEN	Pilning Playing Field groundworks	PHA 1875 s164	£492.00	£81.00	£410.00
30/04/2025	ODILE MCINTOSH	Wages	s111	£68.00		£68.00
30/04/2025	EMERALD STEEK	Payroll preparation	s111	£20.00		£20.00
				<b>£11,015.80</b>	<b>£1,067.45</b>	<b>£10,011.35</b>

## **Appendix C NPSG Report**

Neighbourhood plan update: Since the last PC meeting the NPSG met on 22nd April.

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

**Flooding:** We received the first draft of the Level 2 SFRA from JBA consulting on Friday 2nd May. This came later than we were expecting at the time of the last PC meeting. It is a comprehensive 48-page document supported by Appendix A, the overview mapping for the Parish of different flood data and Appendix B the maps for the 9 individual potential sites and the summary tables for the 6 combined areas.

The Steering Group has carried out an initial review of the documents and today has returned a number of comments and proposed amendments to JBA.

The bottom line is we believe the document will make an appropriate flood risk case acceptable to SGC and the EA that would allow new development on potential sites, in line with the parameters given in the Design Codes and Guidelines Report, available on the website.

**SEA, HRA and Evaluation of Sites:** These pieces of work (Strategic Environmental Assessment and Habitats Regulations Assessment) were put on hold whilst we awaited the flooding solution. We have a re-start meeting with consultants AECOM this Thursday.

**SGC Local Plan:** The Steering Group submitted its comments on the New Local Plan on 11th April.

**Planning:** The Steering Group has submitted objections on the planning portal for the 3 applications reported at the last PC meeting. Following discussions at our last Steering Group meeting, an objection has been submitted for P25/00144/F, the retrospective application for a traveller site at Northwick. Additionally, a comment of support has been submitted for P25/00943/F the community shed in Severn Beach.

**Next NPSG meeting:** 13th May, 7pm at Emmaus Church.

## **Appendix D Unitary Councillor Report**

Key updates for Parish Council colleagues in May 2025

- A much quieter month so far, primarily due to me taking 10-14 days away, and the impact of the Easter break as well as the WECA election period where much of the usual political discussions were on hold. Parish Council colleagues will note that Helen Godwin (Labour) won the election as is now the new West of England Combined Authority Mayor. This role is growing in importance, as more UK Government decision making is being localised to elected Mayors in the months and years ahead.
- It's great to see the Model Railway scheme now progressing through the Parish Council and towards South Gloucestershire. Formally submitting a planning application will provide clarity for all parties, enable local people to share their views, and give certainty to the team and volunteers looking to bring back the history of Pilning & Severn Beach.
- There are areas of work in progress, including the much-needed meeting with Road Safety to address challenges in Pilning and Hallen, as well as speed limit requests outstanding in New Passage.
- With the WECA election now concluded, we are simply waiting on the formal announcement and communication regarding the 918-bus service which Cllr Wilmore and colleagues have worked tirelessly to retain in the ward with South Glos and WECA teams working collaboratively.
- To date I'm yet to resolve the resident concerns in both Pilning and Severn Beach with residential homes being used by private operators to house people in a residential / caring capacity. Having liaised with SGC Officers, no-one is aware of the organisations residing in the ward, but I am continuing to look into this.

Cllr Johnson was thanked for his report.