



# Pilning & Severn Beach Parish Council

## **ANNUAL PARISH COUNCIL MEETING** **at Emmaus Church Centre, Gorse Cover Road,** **Severn Beach BS35 4NP at 7pm** **Tuesday 6<sup>th</sup> May 2025**

### **PRESENT**

Peter Tyzack (PT); Nick Davies (ND); Olga Taylor (OT); Jet (Janette) O'Neill (JO); Victoria Bywater (VB); Stephen Graham (SG); Graham Crane (GC).

Minutes taken by Rosemary Crane.

Jonathan Edwardes, Parish Clerk /Responsible Financial Officer; Ian S Roberts; Stephanie Rutterford; Mike Pruett. The meeting was also attended by five members of the public

### **1. ELECTION OF CHAIRMAN**

The retiring Chairman sought nominations for the election of the new Chairman. VB proposed PT as Chair, seconded by SG, all in favour.

**Agreed unanimously.**

Acceptance of office signed.

### **2. ELECTION OF VICE CHAIRMAN**

The Chair proposed VB as Vice-Chair, seconded by SG

**Agreed unanimously.**

### **3. ADOPTION OF THE FORWARD PLAN**

The Chair asked for any questions relating to the Forward Plan from all those present. No questions were raised.

On the proposal of OT, seconded by GC, the Forward Plan was adopted.

### **4. TO APPOINT REPRESENTATIVES TO COMMITTEES FOR 2025/26**

#### **a. Finance Committee**

- i. Formerly treasurers of Deposit & Expenses Inc Accounts**
- ii. Formerly treasurers of the Asset Fund Account**
- iii. Formerly Finance (Accounts & Precept)**

The Chair proposed that given the importance of finance to the Parish Council that all Parish Councillors are appointed en bloc on this committee, seconded by VB,

**Agreed unanimously.**

#### **b. Planning Committee**

The Chair proposed that ND should Chair this committee and that meetings would be held as required 30 minutes before the start of any monthly meeting held, seconded by VB.

**Agreed unanimously.**

**c. Staffing Committee**

VB proposed that Stephen Graham, Mike Pruett and Olga Taylor are appointed en bloc for this committee, seconded by JO.

**Agreed unanimously.**

**5. To appoint the representative for working groups**

**a. Community engagement working group Chair**

Stephen Graham offered himself as Chair of this working group, **all in favour.**

**b. Community and green spaces working group Chair**

**i. Formerly Northwick Churchyard & Pilning Cemetery**

The Chair reported that Stephanie Rutterford had offered herself as Chair of this working group, **all in favour.**

**c. Maintenance and facilities working Group Chair**

Victoria Bywater offered herself for this role in conjunction with ISR, **all in favour.**

**d. Sports and recreation working group Chair**

Nick Davies offered himself as Chair of this working group, **all in favour.**

**6. Nominations to**

**a. Pilning Village Hall representative**

Victoria Bywater and Stephanie Rutterford to continue

**b. South Glos Area Group**

The meeting agreed that the Chair would attend these meetings

**c. SevernNet**

The Chair would continue to serve as a Board member of SevernNet and ND and OT would attend SevernNet meetings to represent the Parish (other councillors can also attend)

**d. Severn Beach Village Hall**

The meeting agreed that the Mike Pruett would attend these meetings with Stephen Graham deputising as required.

**e. Almondsbury Charity**

The meeting agreed that Victoria Bywater would continue to represent the Parish at these meetings.

**f. Edmonds & Cole**

The meeting agreed that Mike Pruett would continue to represent the Parish at these meetings.

**g. Flood Warden**

The meeting agreed that Nick Davies would continue to serve as Flood Warden

**h. Neighbourhood Plan Steering Group**

The meeting agreed that Nick Davies would continue to represent the Parish Council at Neighbourhood Plan Steering Group meetings

**7. Confirmation of Parish Insurance**

The Chair advised that due to the absence of the Clerk, the confirmation of the Parish Insurance. would have to be deferred to the July Full Parish Council meeting.

## **8. Public Rights of Way (PRoW)**

The meeting agreed that Mike Pruett, Peter Tyzack and Heather Rickards would continue to serve as PRoW representatives

## **9. Review and approve Parish Council standing orders and direct debits**

The Chair confirmed that the Clerk had circulated the Standing Orders and a list of direct debits prior to the meeting, and a copy was also given at meeting to all attendees. The Chair proposed to accept the Standing Orders and direct debits en bloc, seconded by SG, **all in favour.**

## **10. Review and approve the Annual Governance Statement (section 1).**

The Chair confirmed that the Clerk had circulated the AGAR form section 1 previously and approval was given for this section of the accounts,

**Signed by the Chairman and post meeting by the Clerk.**

## **11. Review and approve the Accounting Section Statement (section 2).**

The Chair confirmed that the Clerk had circulated the AGAR form section 2 previously and approval was given for this section of the accounts,

**Signed by the Chairman and post meeting Clerk.**

## **12. Approval of Parish Council Policies (reviewed throughout 2024 2024).**

Policies agreed and approved.

**Agreed unanimously.**

## **13. Appointment of the auditor for Parish Council.**

The Parish Council hereby appoints Mr Michael Archer-Smith as Independent Internal Auditor for the 2025–2026 financial year, in accordance with SAPPP documentation and audit compliance requirements.

**Agreed unanimously.**

## **14. Approval of Minutes from Annual Meeting of Electors held on Monday 8<sup>th</sup> April 2025.**

The Clerk had circulated the minutes from the Annual Parish Meeting previously

**Unanimously agreed as a true record of the meeting and signed by PT.**

There being no other business the meeting closed at 19:25