



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

**COUNCILLORS:**

Nick Davies (ND); (Chairman); Olga Taylor (OT); Peter Tyzack (Vice Chair) (PT) Steve Graham (SKG) and Ian S Roberts (ISR); Stephanie Rutterford (SR); Mike Pruett (MP);

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

**DEATHS:** The meeting held a silence in remembrance of those who had recently died  
Lance Palmer of Pilning

**1 Apologies for absence**

Report the resignation of Jet O'Neill (JO). The Clerk has advertised that the parish has the right to an election should they wish it. It is hoped to co-op a new Councillor at the September meeting. Apologies for absence were accepted from  
Graham Crane (GC) Mike Pruett (MP) & Victoria Bywater (VB)

**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 6<sup>th</sup> May 2025 were unanimously approved as a true record and signed by the Chair.

**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. Clerk to chase Sean Rhodes about this again.

**Action JE**

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. Delayed due to Clerk being off sick.  
158/365 – Northwick Tower – Roof now watertight. Weathervane not due to be returned to the top of the tower until early 2026. Scaffolding to be removed.

**Action VB**

158/576 – Northwick Tower Request for a future agenda item regarding the weathervane.

**Action JE**

160/456 Beach Road one-way leaflet – Clerk has sent a draft to Councillors for consideration. See Engagement Working Group report

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

161/491 – Charity obligations report – Details sent to ALCA for consideration. Meeting planned with Barnaby Harding from ALCA

161/492 – Recent conflicts memorial benches – Wording and plaques agreed with the veterans. Locations have been confirmed, Clerk organising the concrete plinths for the benches. Delayed due to Clerk being off sick. Two contractors have been approached. Clerk meeting a contractor Wednesday 9<sup>th</sup> July.

**Action JE**

162/533 Rural broadband provision – OT had emailed South Gloucestershire Council Cllr Wilmore as requested. SJ asked to chase this item up

**Action SJ**

## **Actioned**

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

**Action VB**

161/466 – Grant for South Gloucestershire Council ABCD scheme – Superseded

161/500 – Miniature Railway planning application – The planning application has been through the consultation period with the result still to come.

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 – Training - ALCA asked to respond with dates for delayed training courses.

161/503 – Allotment car park further works – works underway shortly.

161/504 – Citizen's advice bureau – Grant for £500 paid.

## **5 Correspondence**

See appendix A

Sorrow was expressed by the whole Council at the news that a cyclist had lost their life to a suspected drug driver at Aust. It raised the question that the Parish Council had asked before, for South Gloucestershire Council to complete a safe cycle path all the way along the A403. SJ asked to contact the relevant officer regarding signage and the cycle path scheme.

**162/534 Action SJ**

## 6 Accounts for Payment

See appendix B

Planit Gardens	General Maintenance	£161.50
Pilning Village Hall	Meeting room hire	£24.00
Aford Awards	Flower show Trophies	£59.31
Hobbycraft	Picture frames for FOP awards	£30.00
Waterstones	School voucher prizes	£200.00
<b>Subtotal</b>		<b>£475.50</b>
<b>Monthly total</b>		<b>£26,470.29</b>
<b>Revised grand total</b>		<b>£27,421.29</b>

**Accounts were approved.**

**162/535 Action JE**

Noted that Cllrs want a bigger say in how the school prizes are allocated in the future, with reference to gender and ability. Discussion deferred on future voucher purchases for schools. Matter referred to the Community Engagement Working Group for wider consultation. Item for a future agenda.

**162/536 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 May and June 2025 be approved.**

## **7 Neighbourhood Plan report on progress**

See appendix C

## **8 Public Participation**

.1 Public litter bin in Pilning – a resident was very upset that the new litter bin had been placed so far away from the shop it was supposed to be assisting. Ref approved May meeting minutes page 2 action 146/915.

.2 Severn Beach allotment theft – an allotment tenant spoke about a recent theft. It transpired that the incident involved a young person with special educational needs and items were not stolen.

.3 Use of water pumps – see agenda item 11.2

.4 Beach Road one-way system – a Beach Road resident asked if there was any progress with the scheme they suggested at a previous meeting. The Clerk confirmed that a draft set of questions had been shared with Councillors and that consultation will still be taking place with Beach Road residents.

## **9 Report from District Councillor Simon Johnson**

See appendix D

## **10 WORKING GROUPS**

### **.1 Community and Green Spaces Working Group**

SR presented the report from the inaugural Community and Green Spaces Working Group.

#### **Severn Beach allotments**

Severn Beach allotment fence – Consideration was given to the erecting of an allotment fence, SR reported that the allotment holders present at the working group meeting thought that a fence was unnecessary, although the subject will be kept under review.

Water troughs / standpipes - Most people that have contacted SR weren't in favour of installing standpipes, they weren't deemed necessary. Some of the current water troughs

are leaning and leaking water due to rotted wood underneath, which needs repair. ND offered a solution to fix the uneven water troughs.

**163/537 Action ND**

Parking concerns – changes to the height restrictor gate and difficulties locking it and people leaving it open. ND noted that when the height restrictor gate is moved it should be easier to operate.

Tenancy agreement update – It was felt at the working group that tenancy agreements need to be updated.

Severn Beach Allotment Association – plans are coming together to re-establish an allotment association at Severn Beach.

Severn Beach allotment entrance – a request was made to see if the long grass at the allotment entrance could be mown.

Water pumps - see agenda item 11.2

## **Pilning allotments**

Bank Road boundary trees and hedges – these need to be attended to as allotment plots are being overshadowed. SR to get quotes for the work.

**162/537 Action SR**

Skip – A request for a skip was mentioned at Pilning allotments. The Clerk mentioned this is not something that is done at this site. Rubbish should be taken home as per the tenancy agreement, as it also should be at Severn Beach.

Willow – The plot with the willow in it will be dealt with in November, a contractor is already lined up to do that work. It's already been trimmed back hard. Note the allotment plot still has a paid-up tenant.

Promenade Gardens - Planting at the gardens SR reported that South Gloucestershire Council are still working through the grant applications, which were oversubscribed.

Northwick Road footpath – there are times when the path from Pilning Surgery to the top of the old railway bridge has become completely impassible. PT noted that there are a number of places in the parish that South Gloucestershire Council need to be nagged to get them maintained, this is one of them.

No mow May – there wasn't a great desire at the working group meeting to see areas of No mow May extended. Dog fouling being one of the main issues. Also having to scarify ground to prepare it for wildflowers was felt to outweigh the benefit.

Future topics – PT mentioned that the Green Spaces WG could consider looking at are Local Climate and Nature Action Plan (LCNAP) South Gloucestershire Council Climate & Nature Group.

Frances Barr Walk Hedgerow Control – also a topic that the WG could consider addressing. SR noted that conversations had already taken place.

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

Hedge & tree trimming – The Bank Road edge of the allotments needs trimming back SR to get quotes for consideration.

**All agreed**

**163/570 Action SR**

## **.3 Maintenance & Facilities Working Group**

VB had circulated the Maintenance & Facilities Working Group meeting notes previously. Request Parish Clerk to arrange the following repair of benches at W3W locations:

///mild.coder.jousting

///loafing.harder.chip

**Repairs to benches (ref. MF001) have been carried out.**

**Action JE**

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

1) Litter bin installation at Cranmoor Green (ref. MFP005)

To reduce litter on green area near car park/ where children play, South Gloucestershire Council - Earth Anchor bin - £905.16 + VAT inc. labour and materials \*

**Vote: seven in favour one against**

**Motion carried  
163/577 Action JE**

2) Litter bin installation at the slip way, Severn Beach for fishing detritus (ref. MFS004)

To eliminate danger to children and dogs

South Gloucestershire Council - Black dual purpose Wybone bin- £672.68 + VAT inc. labour and materials \*

**Vote: all in favour**

**Motion carried  
163/578 Action JE**

\* Clerk's note - there will be additional ongoing costs to the Localism Contract for the additional bins to be emptied.

Noted that ladders for Northwick tower were kindly donated. Also see matters arising 158/365

#### **. Community Engagement Working Group**

SKG gave a report of the inaugural Community and Engagement Working Group held on the 25<sup>th</sup> June.

##### Meeting communication

- it was noted that greater efforts need to be made in publicising the new working groups.
- it was suggested that a greater use of postal communication be considered for the benefit of residents not using email etc.
- a comment was made about a more consistent use of noticeboards.

The working group will take away the ideas and consider them further to standardise communications

**163/579 Action SKG**

Community feedback - SKG commented that residents had come forward with a variety of differing issues, for example from HGVs travelling through Pilning to toxic waste being burnt. Consideration will be given to trying to collate the information received and how the information can be effectively gathered e.g. via the website. See Agenda item 11.1

Up coming events – A report was given regarding

- SevernFest coming up very shortly
- Funfair on Promenade Gardens August Bank Holiday weekend
- Classic car show on Promenade Gardens

Requirement for a leaflet drop to residents at the top end of Beach Road was discussed.

- Flower show 23<sup>rd</sup> August at St Peter's School

Email drops – The Clerk noted that anything that goes out under the Parish Council banner comes through the Clerk as GDPR data controller. JE is more than happy to assist.

Beach Road One way proposal - Clerk and SKG are to liaise with creating the consultation letter to Beach Road residents. Also see matters arising

**160/456 (CE009) Action JE & SKG**

**CE001 Submit Comms Plan + Response Guide to PC Full PC Approval**

CE002 Review methods of communication including post and noticeboards

Comms Plan / EWG & Clerk

CE003 Review number of FB Page admins Clerk

**CE004 Draft Emergency Procedures Full PC Approval**

**CE005 Consider ALCA Media Training for Councillors Clerk / Full PC Approval**

**CE006 Consider PC write a letter to South Glos Data Officer Dave Adams requesting intelligence-led action to address speeding along B4055 Full PC Approval**

**CE007 Consider contacting Inspector Barney Mabitt re HGV weight restriction action on B4055 Full PC Approval**

CE008 Follow up reported Community Protection Warning discrepancies between Bank Road and Pilning Station EWG agenda

**.6 To decide on spending requests from the Community Engagement Working Group**  
None

**.7 Sports & Recreation Working Group**  
The first meeting has yet to be scheduled.

**.8 To decide on spending requests from the Sports & Recreation Working Group**  
None

**11 AGENDA ITEMS**

**.1 To decide on moving the Parish Council website to .gov domain as per SAAA recommendation**

The Clerk circulated a report previously, giving details of quotes from firms with experience of migrating and running Parish Council websites. The new site will be far more flexible and importantly will be WCAG 2.2 AA compliant.

**Proposed to take the Clerk's recommendation of Parish Council Websites run by James Lungley.**

**All agreed**

**163/569 Action JE**

**.2 To decide whether allotment tenants can use pumps and hoses to water allotments**

After discussion and a report from the Green Spaces Working group, with the caveat that there isn't an area hosepipe ban imposed.

**Resolved that low voltage pumps and hoses would be permitted at Parish Council allotments.**

**163/568 Action SR & JE**

### **.3 To decide on asking South Gloucestershire Council about allocation of land ownership**

After a Freedom of Information request the Clerk managed to get the information the Parish Council needed from South Gloucestershire Council regarding land being held by SGC in the parish.

PT noted that this could be something the Green Spaces Working Group could consider look at further in the future.

At Northwick, just on the parish boundary there is a parcel of land owned by South Gloucestershire Council, approx. 22 acres that could be usefully converted to more nature reserve, particularly as it is next to the existing nature area.

**Proposal to ask South Gloucestershire Council to allocate the land mentioned above**  
**All agreed**

**Action 163/580 JE**

## **12. UPDATES & REPORTS**

### **.1 Pilning Station**

The Parish Council were pleased to hear OT's report that the remaining platform at Pilning Station has been completely resurfaced, new fencing has been installed, smartening up the area no end. A waiting shelter has also been promised for installation. There is a possibility that there will be some form of reopening ceremony at the station to mark the work undertaken. Pilning Station group continues with its campaign of getting more services to stop at Pilning Station.

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

Complaints are still being received on a regular basis regarding trains idling at the platform. Noted that there are times of the week where on foot track inspections are made and the driver will see hi-vis workforce out in front of the train. This will mean the driver needs to sound a warning when setting off.

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

No report

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

Latest draft minutes were circulated previously

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

Report supplied

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

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

Plot 18  
Plot 35

Plot 23  
Plot 38

Plot 31

### **.7 Pilning Allotments**

Report supplied

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

Following the tragic death of a four-year-old child due to an unsecured gravestone in Rawtenstall Cemetery, attention has turned to headstone safety. Regular "topple tests" are conducted. Unstable headstones, note some of the graves in the old cemetery are over one

hundred years old are (if required) respectfully laid flat. When grave owners can't be contacted, the Parish Council steps in to fund the laying down and landscaping work to remove hazards. The Parish Council has a webpage listing affected graves and contact details for the Cemetery Clerk.

Concerns were also raised about contractors allegedly being paid to top up graves but failing to do so. Issues around grave decorations such as bark or stones complicate topping up efforts and cause procedural delays. These matters may need to be addressed by the Green Spaces Working Group as part of implementing the grave decoration policy.

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

None reported

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

Councillors reminded to circulate reports.

#### **Date of Next Meeting**

The date of the next Parish Council meeting will be on Monday 1<sup>st</sup> September at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:25.

#### **Pilning & Severn Beach Parish Council – Full Council meeting 1<sup>st</sup> September 2025**

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



## APPENDIX A – CORRESPONDENCE

Date	Type	Subject	Action
07/04/2025	Email	Rookery Lane 20mph speed limit	Noted
07/04/2025	Email	Pilning & Severn Beach Parish Report April 2025	Minutes
07/04/2025	Email	Severn Beach   Litter & Rubbish removal	Noted
07/04/2025	Email	RTK GPS plan of railway.	Noted
07/04/2025	Email	Severn Beach Miniature Railway Plans	Archived
08/04/2025	Email	Orchard Pools response to MP	Noted
08/04/2025	Email	Stronger Together Community Fund Launch	Noted
08/04/2025	Email	Your membership of the West of England Rural Network	Actioned
08/04/2025	Email	Flood Warden Newsletter Spring 2025	Circulated
08/04/2025	Email	Stronger Together Grant for Prom Gardens	Agenda
08/04/2025	Email	Stronger Together Grant	Noted
08/04/2025	Email	Avlon application	Noted
08/04/2025	Email	WECA Meeting	Noted
08/04/2025	Email	Sevenside	Noted
09/04/2025	Email	An update on your [planning] application	Noted
09/04/2025	Email	White lining roads	Noted
09/04/2025	Email	Response to the Local Plan	Noted
09/04/2025	Email	South Gloucestershire Online Consultations - Payphones	Noted
09/04/2025	Email	Food Partnership Event 14th May and Food growing competition	Circulated
09/04/2025	Email	Railway and trees	JE replied
09/04/2025	Email	Litter picking survey	JE replied
09/04/2025	Email	Loading gauge	JE replied
10/04/2025	Email	Re-seeding part of Pilning Playing Field	JE replied
10/04/2025	Email	AC-384609 We are working on your request	JE replied
10/04/2025	Email	Forward Plan review workshop - Redend Farm, Pilning 1.30 pm Friday 11th April	Circulated
10/04/2025	Email	Severn Beach Miniature Railway - resident's enquiry	ND replied
10/04/2025	Email	Changes to purchase verification settings on Google Play	Noted
11/04/2025	Email	History group grant	JE replied
11/04/2025	Email	Freedom of the parish nomination	Noted
11/04/2025	Email	Memorial bench request	JE replied
11/04/2025	Email	Important Update: National Highways - M48 7.5t weight Limit	Circulated

11/04/2025	Email	White lining roads	JE replied
11/04/2025	Email	Environmental Weight Limit in Pilning (Case Ref: CY00730)	Noted
12/04/2025	Email	Health and safety advice for Miniature railways	Archived
13/04/2025	Email	Train Horn - Severn Beach	Noted
13/04/2025	Email	Purchase of land now called Promenade Gardens	JE replied
14/04/2025	Email	Litter picking survey	JE replied
15/04/2025	Email	Severn Beach Miniature Railway Community Project	PT replied
15/04/2025	Email	Boardinghouse Lane	Noted
15/04/2025	Email	Promenade Gardens - Coastal flowerbed proposal	Circulated
16/04/2025	Email	Parish Online Newsletter #58	Noted
16/04/2025	Email	NP Documents for Website etc	Published
16/04/2025	Email	RTK GPS survey of Promenade Gardens	Noted
16/04/2025	Email	Severn Beach allotment water tanks	JE replied
16/04/2025	Email	Re-seeding part of Pilning Playing Field	Archived
16/04/2025	Email	Train Horn - Severn Beach	Noted
16/04/2025	Email	Next Town & Parish Forum meeting 28/4/25 1300-1500	Circulated
16/04/2025	Email	A403 junction marking layout improvements	Agenda
17/04/2025	Email	Train Horn - Severn Beach	Noted
17/04/2025	Email	Rubbish dumped at Severn Beach allotments	JE replied
17/04/2025	Email	First aid program scope	Circulated
18/04/2025	Email	Number 12 bus complaint	JE replied
19/04/2025	Email	Planning re Orchard Pools	Agenda
19/04/2025	Email	Train Idling - Severn Beach	Noted
21/04/2025	Email	Pilning allotment issue	JE replied
21/04/2025	Email	GWR CIFF Funding	JE replied
21/04/2025	Email	Urgent Concern Regarding Neighbour Behaviour and Request for Support	JE replied
22/04/2025	Email	Temporary closure - Main Road, Easter Compton	Noted
22/04/2025	Email	Severn Beach Bin Collection   Streetcare	JE replied
22/04/2025	Email	Invite - Severnside Transport Gathering - Focus on HGVs	Circulated
23/04/2025	Email	National Highways: M4 Prince of Wales Bridge – update on works and upcoming overnight closures	Noted
23/04/2025	Email	Station Road Bollard Seawall	Reported
23/04/2025	Email	Apologies and update	Noted
24/04/2025	Email	The Severn Estuary Forum 2025 - Earlybird tickets are available until 30th April	Circulated
24/04/2025	Email	RTK GPS SITE SURVEY	JE replied

25/04/2025	Email	Invitation from the Veterans' Group	Circulated
25/04/2025	Email	Overgrown footpaths	JE replied
25/04/2025	Email	Assistance request for Arora School	JE replied
25/04/2025	Email	TPC Forum meeting 28th April 1300-1500	Circulated
25/04/2025	Email	Tree trimming on Promenade Gardens	JE replied
25/04/2025	Email	P25/00943/F Query on SGC MAP - APPLICATION SITE PLAN	JE replied
25/04/2025	Email	Town and Parish Councils and Planning Engagement Forum on Wednesday 18 June 2025 at 2pm	Circulated
25/04/2025	Email	Renewal quote for Pilning & Severn Beach Parish Council	Noted
25/04/2025	Email	Community shed	JE replied
28/04/2025	Email	Pilning shop bin	JE replied
28/04/2025	Email	Bristol Rail Campaign Walk - this coming Saturday, 3rd May	Circulated
29/04/2025	Email	Defibrillator information	Archived
29/04/2025	Email	Good Neighbours South Glos campaign toolkit	Circulated
29/04/2025	Email	GWR POLLUTION - Severn Beach	Noted
29/04/2025	Email	PT.8296 Rookery Lane, Pilning - 20 mph Speed Limit	Circulated
30/04/2025	Email	Allotment plots at Severn Beach	JE replied
30/04/2025	Email	GWR TRAIN HORN - Severn Beach	Noted
30/04/2025	Email	South Gloucestershire Online Consultations - You may be interested in the following consultations	Circulated
30/04/2025	Email	Climate and Nature Emergency Group April update	Circulated
30/04/2025	Email	Part of docs from forum meeting more to come	Circulated
01/05/2025	Email	Northwick Tower	JE replied
01/05/2025	Email	Track inspection information - Severn Beach railway station [Incident: 250430-000513]	JE replied
01/05/2025	Email	May In View	JE replied
01/05/2025	Email	Gloucestershire County Cricket - recent proposal	JE replied
01/05/2025	Email	Tree complaint	JE replied
01/05/2025	Email	Green Canopy Project - Forest of Avon	Circulated
01/05/2025	Email	Bin requests	JE replied
02/05/2025	Email	Metro Mayor election result	Noted
02/05/2025	Email	National Highways: Update on M4 Prince of Wales Bridge works	Circulated
02/05/2025	Email	Lunch and Learn Session - Online Natural Flood Management links and resources	Circulated
02/05/2025	Email	FW: water quality data	Circulated
03/05/2025	Email	Beach Road resident survey - one way system	Noted
02/05/2025	Website	Streetlight Complaint	-
02/05/2025	Email	Severn Beach Village Hall Meeting	-

02/05/2025	Email	Poppy Appeal Order 2025	-
03/05/2025	Email	Grants in The Forward Plan	-
03/05/2025	Email	Letter of Support from Pilning & Severn Beach Parish Council	-
03/05/2025	Email	Complaint About Fires at Severn Beach Allotments	-
03/05/2025	Email	Metro Mayor	-
04/05/2025	Email	Severn Beach Allotments	-
05/05/2025	Email	Complaint About Domestic Bins	-
06/05/2025	Email	Local Councils Award Scheme	-
06/05/2025	Email	Trust & Charity Law Training	-
06/05/2025	Email	Pilning & Severn Beach Report District Councillor	-
06/05/2025	Email	Litter Bins Suggestion Cranmore Green	-
07/05/2025	Email	Incomplete Planning Application	-
07/05/2025	Email	Agenda for Development Management Committee 105/05	-
07/05/2025	Email	Pilning Village Hall Management Committee Draft Minutes	-
07/05/2025	Email	Annual Service Charge for AED Cabinet Reporting	-
08/05/2025	Email	Pilning & Seven Beach Parish Broadband Speed Map	-
08/05/2025	Email	Clerks Network 12 /05 2025	-
08/05/2025	Email	User Reported Phishing	-
08/05/2025	Email	Beach Rd White Lining	-
10/05/2025	Email	Missing Entrance Gate at Pilning Station	-
11/05/2025	Email	Avon & Somerset Police Parish Council Newsletter	-
11/05/2025	Email	Complaint About Incomplete Works at Severn Beach Allotments	-
11/05/2025	Email	NPSG Agenda	-
13/05/2025	Email	The Severn Estuary Cross-Border Bio Security Plan Is Live	-
15/05/2025	Email	Footpaths in Severn Beach Added to The Definitive Map	-
15/05/2025	Email	Contractor Insurance Details	-
16/05/2025	Email	Gromit Location Suggestion Declined	-
16/05/2025	Email	National Highways M4 Prince Of Wales Bridge Update	-
16/05/2025	Email	Alca Training Bulletin	-
16/05/2025	Email	Bristol Rail Campaign Social Events	-
16/05/2025	Email	Pizza Van Complaint	-
17/05/2025	Email	Ico Renewal Confirmation	-
18/05/2025	Email	Train Horn 7 Beach	-
18/05/2025	Email	Shrubs	-

18/05/2025	Email	Response from MP Regarding Proper Persons Register	-
19/05/2025	Email	Allotment Watering	-
19/05/2025	Email	Lunch Meeting Feedback Flood Wessex	-
20/05/2025	Email	Train Brake Pressure Noise	-
20/05/2025	Email	Track Inspection Information Severn Beach Railway Station	-
20/05/2025	Email	New Bin in The Centre Of Pilning	-
22/05/2025	Email	Breach of Planning Marsh Common Rd	-
22/05/2025	Email	M48 Weight Restriction Social Media Posts	-
23/05/2025	Email	Briefing Note for Counsellors Needle and Syringe Programme Pilot	-
25/05/2025	Email	Theft from Allotment	-
26/05/2025	Email	Drainage Clearance and Investigation Works Through Pilning	-
27/05/2025	Email	High Viz Vest	-
29/05/2025	Email	Pilling Village Hall Management Committee Draft Minutes	-
29/05/2025	Email	Pilning and Severn Beach Defibs	-
30/05/2025	Email	Environmental Noise from Piling	-
30/05/2025	Email	Severn Estuary Partnership E Newsletter May 2025	-
30/05/2025	Email	Gate Access Promenade Gardens	-
30/05/2025	Email	Idling and Horn Severn Beach	-
01/06/2025	Email	An Excellent Blog About Pilning Railway Station	-
01/06/2025	Email	Response from MP Regarding Piling Noise	-
02/06/2025	Email	Bristol Rail Campaign Social Event on Wednesday 4th Of June	-
02/06/2025	Email	Northwick Tower	-
02/06/2025	Email	Chessel Ave Cars	-
02/06/2025	Email	Community Shed Tools Offer	-
03/06/2025	Email	Severn Beach Miniature Railway	-
03/06/2025	Email	Advertising Rented Accommodation in the Travellers Camp Bank Rd	-
04/06/2025	Email	Train Idling Severn Beach	-
04/06/2025	Email	Send Inclusivity Training for Youth Activities	-
04/06/2025	Email	Allotment Question	-
05/06/2025	Email	Hinckley Point C Connection Project Material Change	-
05/06/2025	Email	The Severn Estuary Forum 2025	-
06/06/2025	Email	Training Payments	-
07/06/2025	Email	Idling Trains Severn Beach	-
07/06/2025	Email	GWR Pollution Severn Beach	-

08/06/2025	Email	Train Horn Severn Beach	-
09/06/2025	Email	Weight Limits in Pilning & Severn Beach Avon & Somerset Police	-
10/06/2025	Email	Response from Lower Severn Drainage Board Regarding Water Course Rubbish	-
10/06/2025	Email	Severn Beach Play Equipment Repair Quote	-
10/06/2025	Email	Planning - Town and Parish Council Engagement Meeting	-
10/06/2025	Email	Orchard Pools Enforcement Notice	-
10/06/2025	Email	Pt.8318 Station Rd Severn Beach Electric Vehicle Parking Places	Noted
11/06/2025	Email	Brilliant to See The Wildflowers Along The Sea Front	Noted
11/06/2025	Email	Seawall Benches	Noted
12/06/2025	Email	Road Safety Message Regarding Child Carrying Seats	Noted
12/06/2025	Email	May Minutes	Noted
12/06/2025	Email	Overtuned Mechanical Digger Marsh Common Rd	Noted
12/06/2025	Email	Green Area Tidy Up Severn Beach	Noted
13/06/2025	Email	Counsellor Resignation	Noted
14/06/2025	Email	Accounts for Year End 2025 Inspection	Noted
15/06/2025	Email	Bristol Rail Campaign Social Event Trip To Lydney on Saturday 21st Of June	Noted
16/06/2025	Email	Fly Tipping Reported on Bristol City Council Land	Noted
16/06/2025	Email	Response from Fix My Street	Noted
16/06/2025	Email	Pilning Station Enforcement	Noted
17/06/2025	Email	Platinum Jubilee Village Hall Funds 2025 To 2026	Noted
17/06/2025	Email	Draft Agenda for Working Group Meetings	Noted
18/06/2025	Email	Complaint Regarding Overgrown Footpath	Noted
19/06/2025	Email	Love Your Patch Hand Over Resources	Noted
19/06/2025	Email	Footpath Orn 80/10 Severn Beach	Noted
19/06/2025	Email	Urgent News Regarding M49	Noted
20/06/2025	Email	Annual Inspection Reports Play Equipment	Noted
21/06/2025	Email	Allotment Concerns Regarding Fencing and Other Matters	Noted
23/06/2025	Email	M48 Weight Restrictions	Noted
23/06/2025	Email	Severn Beach Allotment Swing Arm Gate	Noted
24/06/2025	Email	South Gloucestershire Land July Agenda	Noted
24/06/2025	Email	Request For A Bin on Bank Rd From St Peter's School	Noted
24/06/2025	Email	Public Participation Update	Noted
25/06/2025	Email	Tree Sapling Offer	Noted
25/06/2025	Email	Salthouse Farm Park	Noted

25/06/2025	Email	Land At Northwick / Aust	Noted
26/06/2025	Email	New Working Group Meetings	Noted
26/06/2025	Email	Parish Council Vacancy	Noted
26/06/2025	Email	Allotment Harassment Complaint	Noted
28/06/2025	Email	Idling Trains Severn Beach	Noted
28/06/2025	Email	Allotment Works	Noted
29/06/2025	Email	Remembrance Wreaths	Noted
29/06/2025	Email	New Contact Information in The Event Of Flooding	Noted
29/06/2025	Email	Recycling Medical Blister Packs	Noted
29/06/2025	Email	Neighbourhood Plan Pulling Village Hall and Playing Field	Circulated
29/06/2025	Email	Neighbourhood Plan Allotments Pilling	Circulated
29/06/2025	Email	Neighbourhood Plan Land at Promenade Gardens Severn Beach	Circulated
29/06/2025	Email	Neighbourhood Plan Land at Allotments Severn Beach	Circulated
30/06/2025	Email	Working Groups Who Is Doing What	JE replied
30/06/2025	Email	Idling Trains Yet Again	Noted
30/06/2025	Email	Climate and Nature Emergency Group June Update	Noted
30/06/2025	Email	Highways Update June 2025	Noted
30/06/2025	Email	South Gloucestershire LIFE Website	Circulated
30/06/2025	Email	Salthouse Farm Park Update	Noted
01/07/2025	Email	The Wave Update	Noted
01/07/2025	Website	Application for an Allotment	JE replied
01/07/2025	Email	Person Killed at Aust Road Traffic Collision	Correspondence
01/07/2025	Email	T&PC Forum	Circulated
01/07/2025	Email	Parish Report for meeting	JE replied
01/07/2025	Email	Idling Trains - GWR Pollution	Noted
02/07/2025	Email	A couple of consultation and engagement activities being run by South Gloucestershire Council	Circulated
02/07/2025	Email	TPCF further docs 2/7/25	Circulated
02/07/2025	Email	Planning Update for Parish and Town Councils on Thursday 20 November 2025 at 11.30 to 1pm	Circulated
03/07/2025	Email	Request to speak at the 7/7/2025 meeting	JE replied
03/07/2025	Email	Gympnazees Business Breakfast - Th. Jul 17th 07:30	Circulated
03/07/2025	Email	Next C&GSWG & Community Engagement WG meetings	JE replied
03/07/2025	Email	Planning update for Parish and Town councils	Circulated
03/07/2025	Email	BDO Audit Query - Pilling and Severn Beach Parish Council	JE replied
03/07/2025	Email	Allotment visit enquiry	JE replied

04/07/2025 Email Report from Engagement meeting  
05/07/2025 Email Bin at Pilning Shop  
07/07/2025 Email Pilning HGV  
07/07/2025 Email Theft from Allotment  
07/07/2025 Email Flood Warden Newsletter Summer 2025  
07/07/2025 Email Rawtenstall cemetery  
07/07/2025 Email Poor parking at Cross Hands War memorial  
07/07/2025 Email Good Neighbours South Glos campaign toolkit

Circulated  
JE replied  
Noted  
JE replied  
Circulated  
Circulated  
JE replied  
Circulated



## APPENDIX B – ACCOUNTS FOR PAYMENT

DATE	PAYEE	DESCRIPTION	LEGAL REF	NET VAT	VAT	TOTAL
06/05/2025	ANDREW BACON	Scaffolding (Northwick Tower)	s111	£1,000.00		£1,000.00
06/05/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
06/05/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
06/05/2025	ELMTREE GARDEN	Playing fields grass cutting	s111			£772.25
06/05/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
07/05/2025	MIKE ARCHER-SMITH	AGAR and Internal audit	s111	£150.00		£150.00
08/05/2025	GOOGLE	Email & data storage	s111	£182.00		£168.00
08/05/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
13/05/2025	LLOYDS	Bank Charges	s111	£4.25		£4.25
14/05/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
19/05/2025	BT	Telephone	s111	£82.20	£13.70	£68.50
21/05/2025	ICO	Data protection	s111	£47.00		£47.00
27/05/2025	PLANIT GARDENS	Maintenance	PHA 1875 s164	£137.75		£47.50
28/05/2025	PLANIT GARDENS	Maintenance	s214			£19.00
29/05/2025	PLANIT GARDENS	Allotment grass	SHA 1908 s23, s25			£71.25
27/05/2025	TIM ROPER	Tree maintenance & fence repair	s111	£600.00		£600.00
27/05/2025	SOUTH GLOS	Localism	s111	£2,148.70	£358.12	£1,790.58
29/05/2025	GALLAGHER	Parish Council Insurance	s111	£4,693.04		£4,693.04
29/05/2025	SOUTH GLOS	New bin Cross Hands	s111	£1,086.19	£181.03	£905.16
30/05/2025	ODILE MCINTOSH	Wages	s111	£60.00		£60.00
30/05/2025	J EDWARDES	Wages & Office	s111	£2,078.09		£2,078.09
30/05/2025	EMERALD STEEL	Payroll preparation	s111	£20.00		£20.00
03/06/2025	ELMTREE GARDEN	Pilning Cemetery	s214	£1,646.50	£274.42	£360.00
03/06/2025	ELMTREE GARDEN	Northwick Cemetery	s214			£239.83
03/06/2025	ELMTREE GARDEN	Playing fields grass cutting	s111			£772.25
03/06/2025	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£43.66		£43.66
03/06/2025	THINKLOGIC	Defib monitoring	s111	£1,296.00	£216.00	£1,080.00
03/06/2025	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£133.00		£47.50
03/06/2025	PLANIT GARDENS	General Maintenance	s111			£28.50
03/06/2025	PLANIT GARDENS	Pilning Cemetery	s214			£19.00
03/06/2025	PLANIT GARDENS	Allotment grass	SHA 1908 s23, s25			£38.00
06/06/2025	GOOGLE	Email & data storage	s111	£182.00		£168.00
06/06/2025	GOOGLE	Email & data storage	LA 2011, NP 2017			£14.00
06/06/2025	ALCA	Training	s111	£45.00		£45.00
06/06/2025	ALCA	Training	s111	£45.00		£45.00

06/06/2025	ALCA	Training	s111	£45.00		£20.00
09/06/2025	NOW PENSIONS	Pension contribution	s111	£146.94		£146.94
10/06/2025	WATER2BUSINESS	Severn Beach allotments	SHA 1908 s23, s25	£146.97		£146.97
10/06/2025	LLOYDS	Bank Charges	s111	£4.25		£4.25
11/06/2025	NOW PENSIONS	Pension contribution	s111	£182.16		£182.16
12/06/2025	O2	Mobile phone	s111	£16.12	£2.69	£13.43
12/06/2025	MALCOLM GREEN	Northwick Tower	s111	£3,476.00		£3,476.00
17/06/2025	BT	Telephone	s111	£82.20	£13.70	£68.50
27/06/2025	CITIZENS ADVICE	Grant application	s137	£500.00		£500.00
30/06/2025	J EDWARDES	Wages & Office	s111	£1,654.79		£1,654.79
30/06/2025	ODILE MCINTOSH	Wages	s111	£116.00		£116.00
08/07/2025	COMPTON PUBLISHING	In View advertising	s5	£2,490.00		£2,490.00
08/07/2025	PLAY INSPECTIONS	Independent play equipment inspection	PHA 1875 s164	£223.20	£37.20	£186.00
<b>Totals</b>				<b>£26,470.29</b>	<b>£1,373.97</b>	<b>£25,071.32</b>

## **Appendix C NPSG Report**

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 7th July 2025 – delivered by Richard Edwards

Since our last report for the PC meeting on 6th May, the NPSG has had meetings on 13th May and 17th June.

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

### **Level 2 Strategic Flood Risk Assessment**

After further rounds of correspondence to address the Steering Group's comments, the final version of the SFRA was received from JBA consulting on Friday 10th June. This has been sent to AECOM to complete their technical work, and shared with both SGC and the EA for information.

### **Neighbourhood Development Plan**

Considerable effort has been put into editing the document, such that it was fit to be sent to AECOM to undertake their technical work. Once we can include the results from the SEA, HRA and Evaluation of Sites

reports we will address the final changes identified in our comments log. The document will then receive legal compliance checks from our consultant and SGC ready for it to be used in public consultation.

SEA, HRA and Evaluation of Sites. These technical pieces of work have all re-started. Originally estimated to take 6 weeks, we are now not expecting to receive the final reports until mid-August.

### **Communication with Landowners/Developers**

For all potential sites in the NDP, the Steering Group has written to all, including the Parish Council, to advise on progress and to ask for any information supporting SEA or HRA.

### **Regulation 14 Consultation**

We anticipate this important stage will commence in mid-September and must run for 6 weeks. It will include making the NDP and all supporting documents publicly available. Informing all statutory bodies including the PC of the consultation. Communicating the consultation with the public and businesses within the community with drop-in public events. Feedback received will be captured and considered before the NDP is formally submitted by the PC to SGC for examination around the end of October.

### **Funding.**

You may have heard the recent government announcement that their funding for Neighbourhood Planning is to cease? Already commenced technical work we have ongoing like the AECOM activities will be supported. We had thought the monies agreed with Locality in the last financial year would be available to us, but now understand this is not the case. This means we may struggle with payment of the SFRA work, further work for consultants, preparation of materials for Regulation 14 consultation and the booking of halls and meeting rooms. After 4 1/2 years effort and having finished 90% of the NP, it is vital that we find the funding to allow completion. We are investigating alternative sources nationally with help from Locality but may also need to do this regionally or locally. The situation must be highly disappointing for those communities starting out on NPs.

### **Other Consultation and Planning**

On the Local Plan we have had exchanges with SGC on two topics; the Strategic Led Masterplan for Severnside and the spine road. We have responded to the SGC consultation on EV charging points in Severn

Beach. We have submitted supporting comments to the planning application for the miniature railway on Promenade Gardens.

Next SG meeting: 15<sup>th</sup> July, 7pm at Emmaus Church.

## **Appendix D Unitary Councillor Report**

Key updates for Parish Council colleagues in July 2025.

- Work to construct the M49 junction has now started. South Gloucestershire Council has successfully secured the land ownership needed and the land transfer completed during late June. The site compound has now been established, and the team are setting up the compound on site which is superb to see after many years of delays and slow progress. Claire Young MP and I visited the site ahead of work starting.
- Funding has been secured within the Council to resurface the roads through Easter Compton, Pilning & Severn Beach this autumn. Residents have sought support to upgrade the local roads, fix potholes and improve road markings. This work will take place later this year and it should be noted there will be disruption during the works which we hope to mitigate as much as feasible – I will share the final scope with the Parish Council to liaise on any final points with Streetcare before the work starts.
- Electric car charging is being proposed installed on Station Road in Severn Beach by South Gloucestershire Council. This is part of the Council's commitment to becoming carbon neutral by 2030. Plans and details have been shared with the Parish Council.
- On the back of resident concerns, I have taken photos and shared my request with the Council for the road surface and markings to be improved on Beach Rd outside the Morrisons store. The road is heavily worn, and markings are difficult to see, often meaning driveways are blocked and rights of way unclear.
- The West of England Combined Authority (WECA) has expanded its e-bike and e-scooter trial across South Gloucestershire and partner authorities nearby. Despite my request to South Glos and WECA officers my ambition to include Severn Beach hasn't been fruitful. I will continue to push for this as connecting more people into Severnside / Severn Beach station remains a focus.
- Enforcement Officers have provided an update (attached) relating to the ongoing enforcement at Pilning Station. This includes a history of the enforcement on the site, including the new enforcement notice ref. COM/22/0222/OD/4 was issued in late June 2025 for the additional areas for the Land behind Pilning Station.
- Due to the retrospective applications for the land raising for both sites still being determined, references P25/00342/F and P25/00343/F, the planning enforcement team took the decision to issue enforcement notices against both developments on 4th June. The notices require all imported materials to be removed and the sites restored to their former condition.

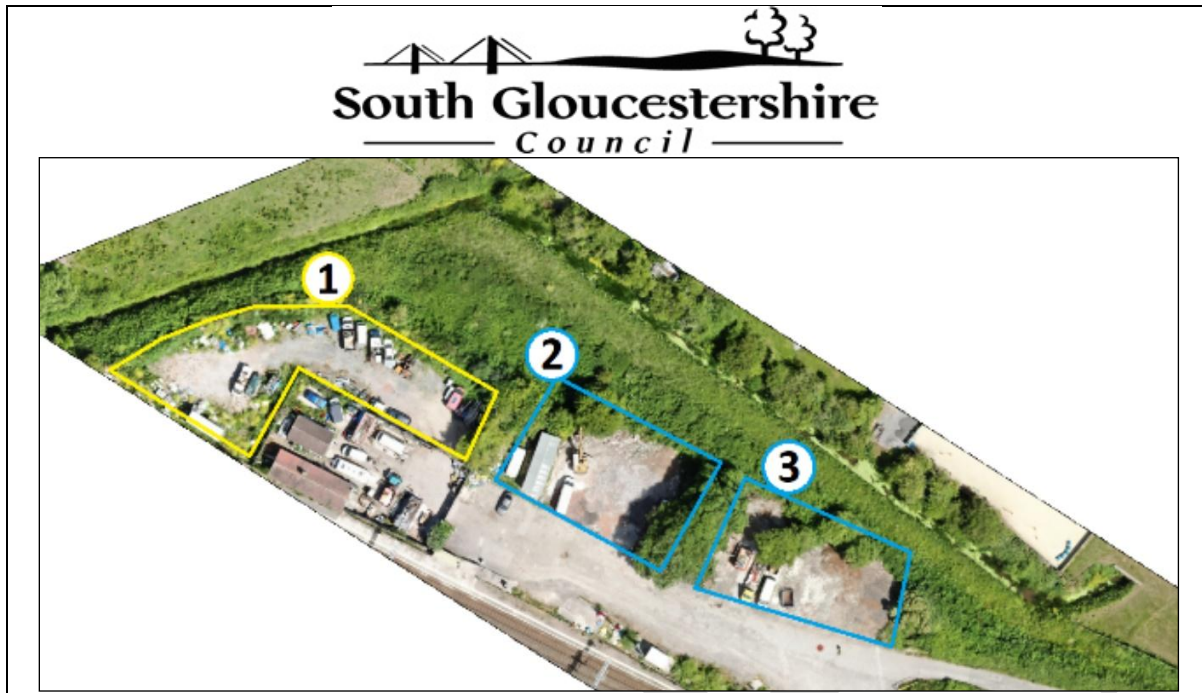
The decision to issue the notices was taken as it was considered the timeframe for immunity of the developments was close. The issuing of the notices has thus 'stopped the clock' in planning terms and prevents the developments from becoming lawful through the passage of time whilst the applications continue to be determined.

The notices take effect on 3rd June 2026 in order for the current applications to be determined, with a compliance period of six months from that date if no appeal is lodged beforehand.

The planning enforcement team will consider their position once the applications have been determined.

- I have raised resident concerns about speed and weight limit infringements throughout PSB. This is a very regular occurrence, and Avon & Somerset are not (yet) fully able to react and enforce these scenarios locally. This is not in PSB alone, I had similar feedback from Councillors elsewhere in South Gloucestershire and recently met with Officers and Councillors in Bristol regarding speeding through Hallen into Bristol. There are wider frustrations being seen about the lack of enforcement. I am planning a meeting with SGC Road Safety team to at least let residents know what we can do to support their concerns.
- The WECA Mayor has confirmed the funding for 918 bus route for another year which is welcomed following the mayoral election and successful lobbying by local parents, children and Council colleagues.
- In my wider role for South Glos Council as Cabinet Member I've attended the Health & Wellbeing Board strategy workshop this month, along with Chairing the Corporate Parenting Board for children in our care, attended the Wessex Regional Flood and Coastal Committee and attended a visit to John Cabot Academy in Kingswood as part of a youth consultation exercise.
- Following a late-night incident and altercation during June in Severn Beach, I have liaised with concerned residents in Beach Road and continue to work with Avon & Somerset Police to understand what had taken place. This appears to be the second occasion a disturbance and incident has been reported and Officers have now visited the home to find out more. At this stage I can't provide additional details and I'm aware Cllr Davies has spoken to Officers to help their investigation.
- The proposed model railway scheme is progressing through the South Glos Council planning process, enabling detailed plans to be assessed by the Officers, provide assurance to environmental concerns and importantly for local people to have their input in a fair and transparent manner. I look forward to the conclusion of the process and await the outcome which we'll share as soon as its known, thank you to all those involved who aim to provide a valuable community asset – I'm aware of some additional planning and planning enforcement questions relating to the adjacent allotment site, and I'm meeting internally with Officers to understand these concerns in more detail this week or next.
- Children from St Peter's School wrote to me during June, seeking the provision of a new bin in the ward. Thank you to the Parish Council for taking this request and following up with the teachers and children who I know will be pleased to see action.
- I've remained in contact with the resident's group at Salthouse Farm Park. They have also liaised with Claire Young MP relating to the owners of the site as we look to ensure the site runs and fulfils its obligations to people living here in Severn Beach.
- I'm awaiting further updates on planning enforcement matters relating to a number of sites in ward, and will update the Parish Council, when possible, with information I can share.

Email; [Simon.Johnson@southglos.gov.uk](mailto:Simon.Johnson@southglos.gov.uk)  
Phone; 07399 080444



**COM/22/0222/OD/3** – Enforcement notice (EN) was issued for area 1 (as per image 2 above), ‘Without planning permission, the change of use of land from agricultural to storage, and associated development including ground works, laying of hardcore, and the creation of a bund’.

This notice was issued on 19 July 2023, the requirements are,

1. Permanently cease all non-agricultural use of the land.
2. Permanently and completely cease all storage use of the land.
3. Remove all associated engineering operations on the land which are facilitating the change of use. This includes, but is not limited to, all hardstandings, bunds, and alteration of ground levels.
4. Remove all items dumped or stored on the land in association with the use.

In July 2024, aerials show that the storage use and hardstanding in area 1 had been reduced but not reduced fully. However, by March 2025 aerials show it had increased again. The next step will be to contact the site owners and if required begin prosecution proceedings.

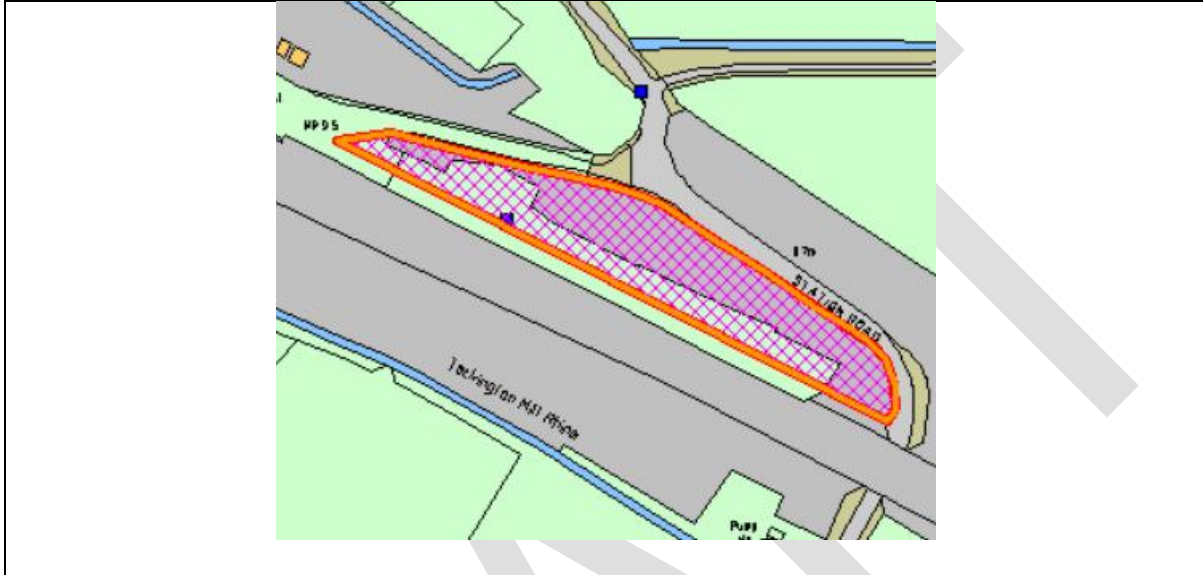
**COM/22/0222/OD/4** – On May 27 2025, our Investigator visited the site and noted the use of the additional areas 2 and 3 (as per image 2 above).

A new enforcement notice has been issued for, ‘Without planning permission, operation development consisting of ground works (regrading of land) and the laying of hardcore in the areas identified as 2 and 3 on Appendix Image A attached to this notice’.

This notice requires,

1. Remove the hardstanding and all imported materials identified in areas 2 and 3 on Appendix Image A attached to this notice.
2. Return the ground to its original condition before the breach occurred as shown in appendix Image B, including but not limited to reinstating the land to its previous levels.

It was served on all relevant parties on 19 June 2025 and comes into effect on 23 July, with a compliance period of 1 month.



**COM/22/0156/COU/2** – Enforcement notice was issued for Without planning permission, the change of use of land from a nil use to storage.

This notice was issued on 13 December 2023, the requirements are,

1. Permanently and completely cease the use of the land for storage.
2. Permanently and completely remove all materials from the land associated with the use. For the avoidance of doubt this includes, but is not limited to, the skips and materials stored within them, vehicles, and the portacabin type structure to the East of the site.
3. Return the land to its condition prior to the breach occurring.

In July 2024, aerials show that the items had been removed from the land, but some remained.

On May 27 2025, our Investigator visited the site and noted the site was still being used for storage and therefore they would be in breach of the notice for the land identified in the above notice.

When I visited the site on the 19 June for the adjacent site, there was a large number of vehicles there for the station works and they were using the land adjacent to the tracks for their materials and the removed platform etc.

The next step will be to contact the site owners and if required begin prosecution proceedings.

DRAFT