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 timsburyparish.gov.uk/parish-council

## Minutes of Parish Council Meeting

### Monday 6<sup>th</sup> July 2026

| Ref. | Item and Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action |
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|      | <b>Present:</b> In the Chair Cllr K C Bradley, Cllr Mark Foster (Vice Chairman), Cllr Mary-Anne Ansell, Cllr Paul Carroll, Cllr Deborah Griffin, Cllr Dan Hilton, Cllr Sharon Maslyn, Cllr Jayne Langley, Cllr Josie Pownall, Cllr Helen Shakespeare, Cllr Sean Stephenson-McGall, Cllr Shaun Stephenson-McGall, Cllr Richard Thomas.<br>Clerk: Angela Wilson plus 3 members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| 6064 | <b>1. Welcome and Apologies</b><br>The Chairman welcomed members to the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 6065 | <b>2. Declarations of Interest</b><br>Cllr Foster declared an interest in agenda item 6076 as a current allotment holder and member of the allotments committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| 6066 | <b>3. Minutes of the last meeting</b><br>The minutes were agreed as a correct record and signed by the Chairman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| 6067 | <b>4. Matters arising</b> <ul style="list-style-type: none"> <li>6046 (6027) amendments to the draft Complaints Policy are still awaited</li> <li>6046 (6031) Clerk has emailed Combe Hay Parish Council for further information on the Somerset Coal Canal Alliance. One of their Councillors spoke on behalf of the Alliance at the Local Plan consultation and will be in contact with further details.</li> <li>6051 – Cllr Sean Stephenson-McGall drafted a reply to the PCAA on behalf of the Parish Council which was circulated to members for agreement and/or comments before being sent to North Somerset Council Planning Authority.</li> <li>6060 - Cllr Shaun Stephenson-McGall has agreed to judge the photographic section of the Flower Show as the Chairman will be unavailable.</li> <li>6062 – the Clerk contacted the Pharmacy regarding possible placement of a defibrillator on their premises but this proved difficult for them due to indemnity and compliance reasons. This has been communicated to the resident offering to donate towards a defibrillator and she will be making contact with another establishment in the village who has offered to house and maintain the device.</li> </ul> |        |



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| 6070 | <p><b>7. Planning applications to B&amp;NES for the Parish Council to consider</b><br/> <b><u>26/01970/FUL</u> – Tabor Chapel, North Road, Timsbury BA2 0JH</b><br/> Change of use of from place of worship (Use Class F1) to a children’s day nursery (Use Class E9f), partially retrospective.</p> <p>Concern was raised in the number of vehicles that may result from the number of children being increased from 30 to 60 per day although it was stated that these were likely to be staggered. There was also concern that there appeared to be an assumption that the Emlett Field would be developed hence more childcare places would be needed.</p> <p><i>It was unanimously agreed, with one abstention, that there were no objections to this planning application, however, the issues brought to the meeting should be communicated to the planners for consideration.</i></p> <p><b><u>26/02240/CLEU</u> – Long Cottage, Loves Hill, Timsbury BA2 0EU</b><br/> Continued use of property as two separate dwelling houses (Certificate of Lawfulness for an existing use).</p> <p><i>It was unanimously agreed that there were no objections to this planning application.</i></p> <p><b><u>26/02354/HEDGE</u> Street Record, Hill View, Timsbury</b><br/> Removal of 8m of hedgerow to grant safe access to land.</p> <p><i>It was agreed that there was not enough information on the background to this application to enable a decision to be made. Further details were needed.</i></p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 6071 | <p><b>8. B&amp;NES Decisions on Planning Applications</b><br/> None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| 6072 | <p><b>9. Reports from delegates</b><br/> ALCA – B&amp;NES Area Group 24<sup>th</sup> June 2026 at Peasedown St John.<br/> Cllr Pownall reported that plans proceeding for becoming a company limited by guarantee but there will be a few issues to be clarified before this takes place. The B&amp;NES Local Plan consultation is due to start on 10<sup>th</sup> September with only objections based on the ‘soundness’ of the plan being accepted rather than the ‘details’.</p> <p>Other discussions centred around the delivery of electric vehicle charging points with concern that the money given to B&amp;NES by WECA has still not been used for this purpose, and the provision of bleed kits, defibrillators and epi-pens.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| 6073 | <p><b>10. Report and update on the progress of the Neighbourhood Plan and request for permission to distribute Survey in the Newsletter</b><br/> It was advised that the Neighbourhood Plan Steering Group were intending to commence community engagement before the Local Plan is issued in September. This would take the form of an exercise to find out what the residents of Timsbury felt about living in the village and suggestions for what could be improved. It was hoped that this would tie up with a future Local Plan survey.</p> <p>It was requested that the Parish Council give consideration for the community engagement survey to be distributed with the Newsletter. After discussion it was agreed that the preferable way to do this would be to use the centre pages of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |

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|      | <p>newsletter so that residents could easily remove them for completion. Following this, help would be required in carrying out data analysis of the results.</p> <p>Training would be given on the Parish Online application on 8<sup>th</sup> July 2026 at 2.30pm in the Jeff Sluggett room, Conygre Hall. This training course will be opened up to Parish Councillors and the Chairman of the Neighbourhood Plan will ensure that all have been given login details to allow them access.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |
| 6074 | <p><b>11. Cessation of contract with cemetery grass cutter and approval of a replacement</b></p> <p>The current grass cutter for the cemetery has given notice that he can no longer carry out the work. Grass cutting has been carried out by another contractor during his absence who has indicated that he will be willing to continue with the work. <i>It was unanimously resolved that he should continue to cut the grass in the cemetery to the agreed programme of two cuts per month until the end of September at which time his contract will be reviewed and the winter cutting regime formulated. The cost per cut will be £225.</i></p> <p>The Clerk will communicate this to the contractor.</p>                                                                                                                                                                                                                                                   | Clerk |
| 6075 | <p><b>12. Request to attend training courses</b></p> <p>Cllr Maslyn requested permission to attend the following courses:</p> <p><u>Data Protection for Councillors</u> - 20<sup>th</sup> August 6.30pm £35</p> <p><u>Communicating with your community Part 1; Creating a communications strategy</u> - 4<sup>th</sup> August 10.30am £35</p> <p><u>Communicating with your community Part 2: Engaging with your community</u> – 18<sup>th</sup> August 1pm £35</p> <p><i>This was unanimously agreed and the Clerk would book the courses.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                | Clerk |
| 6076 | <p><b>13. Approval requested to relocate an existing shed at Timsbury allotments</b></p> <p><i>It was unanimously agreed (Cllr Foster abstaining) that a resident could move an existing shed from his first allotment which he is relinquishing to his second allotment.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk |
| 6077 | <p><b>14. Request for a standing agenda item for the Ward Councillor's report</b></p> <p><i>It was agreed by a majority decision that there should be a standing agenda item for the Ward Councillor's report.</i> The Ward Councillor, however, should circulate a bulleted written report prior to the meeting. This would allow time for Councillors to formulate any questions they would like to ask.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk |
| 6078 | <p><b>15. Update from the Staffing Committee on the progress regarding the recruitment of a new Parish Clerk and Responsible Financial Officer</b></p> <p>It was reported that only one application had been received for the Parish Clerk and RFO's position and it was felt that the post should be opened up to more competition. In the meantime, a locum may be needed to fill the position.</p> <p>It was proposed by Cllr Shaun Stephenson-McGall and seconded by Cllr Griffin that that the staffing committee readvertise the Parish Clerk vacancy and the Parish Clerk to pursue details on obtaining a locum for a period of three months.</p> <p>An amendment to the proposal was put forward by Cllr Thomas proposing that an interview be set up for one applicant and a locum be pursued. With there being no seconder this proposal fell and the <i>original proposal was voted on and carried with a majority vote (12 for and 1 against).</i></p> |       |

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|      | <p>A further proposal was put forward by Cllr Shaun Stephenson-McGall and seconded by Cllr Foster that the staffing committee should meet within the next ten days. <i>This was carried on a majority (10 for, 1 against and 2 abstentions).</i></p> <p>The Clerk requested that consideration be given to payment in lieu of untaken annual leave be considered. It was proposed by Shaun Stephenson-McGall, seconded by Cllr Hilton that this be put to the staffing committee for authorisation. <i>This was unanimously agreed.</i></p> <p><b><i>At this point it was unanimously agreed (with five abstentions) that standing orders be suspended so that a member of the public who was disrupting the meeting be asked to leave. Initially, the member declined to leave and the Police were contacted for assistance but the member then left before they were required. The business of the meeting then resumed.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 6079 | <p><b>16. Finance</b></p> <p>The Parish Council expenditure since the last meeting was circulated to Councillors prior to the meeting and a copy placed on the website<br/> <a href="http://www.timsburyparish.gov.uk/parish-council">www.timsburyparish.gov.uk/parish-council</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 6080 | <p><b>17. Correspondence</b></p> <ul style="list-style-type: none"> <li>Email from a Midsomer Norton Town Councillor wishing to liaise regarding the provisions on youth work. <i>(Passed to the Young People committee for action.)</i></li> <li>Email from a Pilning and Severn Beach Councillor asking for information on the installation and usage of the play area zip wire. <i>(Cllr Hilton to liaise with contact who originally set up the equipment.)</i></li> <li>Email from resident in Bloomfield close reporting potholes, rubbish strewn around the area and inappropriate car parking. <i>(All B&amp;NES issues – email to be passed to Ward Councillor.)</i></li> <li>Resident advising of the track being created on Sleight Farm <i>(all details are on the B&amp;NES Planning Portal).</i></li> <li>WECA notification of a crowdfunding platform that has been launched with a £25K fund to help get projects off the ground that is eligible for parish and town councils to apply.</li> <li>Residents advising that they have been chosen to be part of the Avon wildlife Trust Wildlife Champions’ project over the coming 12 months. Their aim is to support wildlife through habitat creation and to work with and, more generally, to support villagers to adopt wildlife friendly approached in their gardens.</li> </ul> | DH |
| 6081 | <p><b>18. Matters of Interest and Information</b></p> <ul style="list-style-type: none"> <li>Balloon Festival, Conygre Hall, Sunday 23<sup>rd</sup> August 2026 at 3pm</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |

There being no further business the Chairman closed the meeting at 8.46pm

**Approved and signed as a correct record of the meeting:**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The next meeting will be on Monday 7<sup>th</sup> September 2026 at 7.30 pm in the Myra Hayward room, Conygre Hall, North Road, Timsbury**

For further information see: [timsburyparish.gov.uk/parishcouncil](http://timsburyparish.gov.uk/parishcouncil)