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Minutes of Parish Council Meeting

Monday 5th October 2026

Ref	Item and Minute	Action
	Present: In the Chair Cllr K C Bradley, Cllr Mary-Anne Ansell, Cllr Paul Carroll, Cllr Mark Foster, Cllr Deborah Griffin, Cllr Dan Hilton, Cllr Jayne Langley, Cllr Josie Pownall, Cllr Richard Thomas. **Appologies:** Cllr Sharon Maslyn, Cllr Helen Shakespeare, Cllr Sean Stephenson-McGall, Cllr Shaun Stephenson -McGall. 5 members of the public.	
6104	**1. Welcome and Apologies** The Chairman welcomed members to the meeting. He asked fellow Councillors to honour the memory of Sheila Clark who died recently. She was an early campaigner, along with Ray Merchant and others for road safety improvements in our village. She later joined the Parish Council and carried on her campaigning as a founder member of the Road Safety group. She was also active in supporting the needs of older people in the village. Her common-sense approach was highly valued and she served faithfully on the Council for many years. He asked those present to rise and observe silence.	
6105	2. **Declarations of interes**t: none	
6106	3. **To agree the Minutes of the meeting of 7th September** The Minutes were agreed as a correct record. Amendments were agreed and the revised Minutes will be signed by the Chairman.	
6107	4. **Matters Arising** not covered elsewhere in the Agenda • 6086 (point 4), 6069 (point2) Cllr Stephenson Mc-Gall is yet to ask CURO to remove the butterfly. • 6086 (point 6), 6080 – Cllr Hilton has liaised with the Pilning and Severn Beach Councillor and now needs an address for the information. • 6096 Cllr Bradley is to respond to questions from B&NES to about overnight parking in the High Street car park • 6013 Cllr Bradley has written to the Conygre Trust.	S S-McG KCB
6108	5. **To receive the Clerk's Report**: there was no report.	

6109	**6. Planning applications to B&NES for the Parish Council to consider:** no applications had been received despite requests made to B&NES.	
6110	**7. B&NES Decisions on planning applications** 26/02850 TPO Parish's House, Hook: T1 Thuja – dismantle and remove. T2 cherry to remove. **Consent**	
6111	**9. To receive a report on the Village Local Plan Meeting and subsequent actions.** The meeting was well attended and the response from attendees was very positive. People welcomed being clearly and fully informed and particularly praised Matt McCabe the Cabinet member for Housing. A draft leaflet with information and advice for parishioners about how to respond to the Local Plan and Section 19 proposals, by the Local Pan Working Group, had been circulated to Councillors. Feedback is requested tonight or early tomorrow so that the leaflet can be printed. A proposal was made by RT seconded by DH to accept the principle to provide this information and amend it as above. On a vote this was agreed unanimously. A quote for printing leaflets has been obtained from Minuteman for £400. It was proposed that the quote be accepted by DH, seconded by MF. On a vote this was agreed unanimously. Responses can be online or on paper. The leaflets will be delivered locally using the same rounds as those for the LIBDEM leaflets. A paper form for responses is to be printed and provided in the Library, The Square, Health and More and the Conygre Hall. Collection is to be arranged. This information and details of dates of two drop-in sessions on Saturday mornings in the Library will be in the leaflet. DH proposed that the drop-in sessions and circulation of the leaflet be agreed, this was seconded by MF. On a vote this was agreed unanimously. It was suggested that SSMcG might know of people in senior roles the PC might write to raising our views about the Local Plan. The Local Plan Working Group will speak to him. They will formulate a response to the Local Plan on behalf of the PC and will circulate this for comment. There will be a meeting of local, rural villages to review the Local Plan on 7 October. It is important we collaborate together as much as possible. It was agreed that DH could replace MAA as a member of the LPWG.	LPWG
6112	**10. Reports from delegates to other organisations:** none	

6113	**11. Reports from Committees:** Dates are being put in place for future meetings of the **Young People's Committee**, which will include reporting from Youth Connect and Luxe. The first meeting will be on 20 October. It was also noted that information about delivery of the Timsbury Letter, managed by James Tuchel, is not complete. This concern should be forwarded to the next meeting of the **Communications Committee**.	KCB
6114	**12. To receive a report from the Ward Councillor**: no report.	
6115	**13. To receive a progress report and update on behalf of the Neighbourhood Plan Steering Group and discuss the Neighbourhood Design Code.** The Project Plan has been updated and as of September, work has moved to Stage 2 of the Plan process, gathering evidence. Findings from the current survey will be published in November. Stage 3 should start in January. A draft Plan will be presented in March 2027. The final stage is the Referendum, timetabled for January 2028. Evidence collected so far is very high value and can be used in other ways, particularly the Design Code, which could be used to inform developers and could carry weight. The Design Code has been circulated to Councillors and can be included in the Section 19 Response. Councillors are asked to feedback comments on the Design Code to PC. There is uncertainty about whether it might be possible to claim CIL at 25% as the work on the Plan is under weigh. SSMcG is asked to check. Currently B&NES seems keen to support the work on developing the Plan and the draft Plan may be published in 2027 to raise awareness. It is possible that weight may be attached to the draft. Responses to date for the Survey have been 131 digital and 252 paper. B&NES has advised that the results can be included in the Regulation 19 responses, even after the closing date.	All SSMcG
6116	**14. To consider reappointing the cemetery grass cutter and to decide on the number of winter cuts required.** It was proposed that the new contractor be reappointed. Up to 6 cuts would be allowed over the winter period. This was proposed by JP and seconded by DH. On a vote it was agreed unanimously.	
6117	**15. To approve the purchase of a Christmas tree.** There is £175 set aside for this in the budget. PC proposed that this be approved and MAA seconded this. On a vote it was agreed unanimously. It was also agreed that HS would advise on purchase as she had suggested a better source for the tree last year.	HS
6118	**16. To consider winter leaf clearance**	

	Mr Tuchel had done this work last year but now there is a large group of volunteers who could be asked to help out. RT is to ask them about this.	RT
6119	**17. To approve a reprint of 50 Twenty Circular Walks in and around Timsbury.** The cost would be £240, which is £4.80 each. The price should be increased to £7.00 each. Ideally no price should be printed on the books to allow for changes in future. This was proposed by DH and seconded by PC. On a vote it was agreed unanimously.	
6120	**18. To permit Paul McClochlan to access the Parish Council website in order to administer it and maintain/ repair as necessary.** This was proposed by KCB, seconded by MF and on a vote was agreed unanimously.	
6121	**19. To create a page on the Parish Council web site for content by the Neighbourhood Plan Steering group.** This was proposed by DG, Seconded by DH and on a vote was agreed unanimously.	
6122	**20. Finance: to consider Parish Council expenditure since the last meeting**. In the absence of the RFO no statement had been provided.	
6123	**21. Correspondence**: Cllr Bradley had dealt with this ahead of the Meeting.	
6124	**22.** Exclusion of the press and public.	
6125	**23. To receive an update from the Staff Committee on the progress regarding the recruitment of a new Parish Clerk.** Cllr Ansell reported that following interviews on 9th and 11th September, both candidates had been found appointable. One had experience as a Clerk locally and was offered the role. He had now accepted this. MAA had discussed relevant Contract details with him and hoped he would be able to visit Timsbury to sign it before starting work on 2nd November. His start date had been delayed in order that he could receive training from the outgoing Clerk. Sean SMcG had been asked to assess the YMCA Office from a Health and Safety perspective. MF had investigated costs for a new laptop and phone with Go To IT. He had been quoted £575 + VAT for the laptop; £130 for Office Annually; £25 for keyboard and mouse; £75 for local backup recovery and £27 for antivirus subscription. The cost of installation is £76 an hour. Some of these costs would be annual and need to be included in the Budget. The phone cost is expected to be £30 a month. MF proposed that a cost of £1500 be agreed and MAA seconded this. On a vote this was agreed unanimously.	SSMcG
6126	**24. Matters of Interest and Information:** none raised.	

The next Parish Council meeting is on **Monday 2nd November** at 19:30 in the Myra Haywood Room, Conygre Hall, North Road.

For further information see http//timsburyparish.gov.uk