

FRESHFORD PARISH COUNCIL

Final Minutes of the Freshford Parish Council Meeting
9th June 2025, 7.00pm, Freshford Village Memorial Hall

Parish Councillors Present: John Adler (Chair), Julian Carpenter, John Putt, Elli Bate, Rob Kilgour, Matt McCabe.

Apologies: Ward Cllr Fiona Gourley, Penny Williamson, Jennifer Champ

In attendance: Kirsty Clark (Parish Clerk)

Members of the Public: 1

Commenced 19:07pm

101. **Election of Chair**

Resolved: Cllr Carpenter proposed Cllr Adler as Chair, seconded by Cllr Bate. Cllr Adler appointed as Chair.

102. **Election of Vice Chair**

Resolved: Cllr Adler proposed Cllr Carpenter as Vice Chair, seconded by Cllr Bate. Cllr Carpenter appointed as Vice Chair.

103. **Declarations of Interests and Requests for Dispensations**

Nothing to declare.

104. **103.1 Minutes of Meeting**

Resolved: to approve the minutes of the meeting held on 19th May 2025 as a true record.

Clerk

103.2 Review of action form the last meeting

- To review polices within the neighbourhood plan and update in line with the revised plan which will also require support from B&NES – **carried over to take place as part of Neighbourhood Plan review.**
- Cllr Carpenter to explore options with BANES and set up a meeting to explore options such as a Low Traffic Neighbourhood (LTN) or Traffic Regulation Order (TRO) – **in progress**
- Cllr Adler to set up the necessary page ready for the content – **to be completed**
- Cllr Bate to circulate the Housing Needs Survey results with Councillors and requested Cllrs to give comments by Monday 27th May – **resolved**
- Cllr Bate to send over the plan for the cemetery to send over to James Lock and FoF and Cllr Williamson – **resolved**

106. **Open forum**

Tim Beer from Somerset Automobile Club spoke to the PC about restoring 2 of our road signs.

He has refurbished signs for villages in the South West on behalf of South West Heritage. Tim has had an initial inspection of the signs in the village and feels he could restore the signs and repair the damage.

Cllr
Williamson

The Church Lane sign itself is badly cracked and becoming worse. This sign will require major work to restore the sign but the post is in good condition.

Tim proposed removal of the signs for restoration and repair and discussed the potential to move the signage to another location to protect them for the future. The PC could get the signs listed as grade 2 listing but would need to apply for this after the restoration and once in a final location.

The sign near the Inn requires a large repair and the post has some serious erosion.

It was also noted that a sycamore and an elder tree is growing on the bridge and could cause an issue. The sycamore needs removing and the elder needs to be attended to. The roots ideally need to be removed to avoid it returning and damaging the structure of the bridge.

Cllr Bate

Action: Cllr Bate will photograph the trees and report it to B&NES.

It was also noted that all finger posts in the village have been listed as assets of the PC – this was disputed as it is believed that County Hall will state that they have ownership of them as on their asset list for insurance purposes but will not maintain them.

The PC currently pay for the maintenance of the posts so claim them as an asset.

Ward Cllr McCabe

Action: Cllr Adler asked Ward Cllr McCabe to investigate the situation with the ownership of the finger posts.

107. **Co-option of Councillors**

Resolved: No further interest to Co-opt at this stage. The remaining vacancies would continue to be advertised.

Action: Clerk to follow up with Cllr Champ to contact potential new Councillor.

Clerk

108. **Finance and Personnel**

a) The AGAR 2024/25 return form approved and signed.

Clerk

Action: Clerk to submit for full audit.

b) Requested payments - Approved.

Kirsty Clark	Clerks pay (basic and approved additional hours)	£984.38
Alan Duck	Monthly maintenance - Invoice 139	£270.00
James Lock	Monthly grass cutting (3 of 9)	£305.55
HMRC	M1 deductions for tax and NI	£18.39
HMRC	M2 deductions for tax and NI	£85.11
Matt Snelgrove	Village Steward Inv 2852	£400.00
Clear Group	Annual insurance renewal (year 3 of 3)	£654.81
ALCA	Inv 22905 (x2 places) Planning in Plain English course	£90.00
ALCA	Inv 22906 (x2 places) Chairship Skills course	£90.00
ALCA	Inv 22907 (x1) National Planning Policy framework course	£20.00

c) Bank Reconciliation **Approved.**

Kirsty Clark	Clerks Pay	£539.63
Selina Jobson	Clerks Pay	£19.66
James Lock	Monthly grass cutting (2 of 9)	£305.55
ALCA	Outstanding training invoice 22795	£35.00
ALCA	Outstanding training invoice 22719	£40.00
Kirsty Clark	Reclaim of stationary for AMP	£31.75
Candy Harrison	Advertising board for AMP	£40.00
Matt Snelgrove	Village steward Inv 2810	£400.00
Pearns Tree Services Ltd	Agreed removal of Sharpstone trees In 2544	£3,060.00

Julian Carpenter	Unclaimed stationary	£7.19
HMRC	PAYE For Feb - April 2025	£829.21
CNB Housing	2nd stage Inv285 for Housing Needs Survey	£1,320.00
Enerveo	Repair of lighting	£796.90
SSE	Standing monthly electric charge	£158.77
Unity Bank	Service charge	£6.00

109. **Planning applications**
25/02144/TCA - Tree Works Notification - The Chequers High Street Freshford Clerk
- Action: Clerk to report concern that the tree could be over pruned and the shape of the tree should be maintained.**
110. **Housing Needs Survey** Cllr Bate
- Cllr Bate proposes a list of actions, sign off questions and go back to Chris at CNB.
Cllr Adler gave update that Philip Challenor had contacted CNB directly and trying to get them to use AI to validate the data.
Cllr Adler had a call with Phillip and Chris to discuss this today.
Cllr Adler noted that this was not only outside the scope of what we were trying to achieve and but also that the survey results were shared with Phillip was provided in complete confidence and he had no mandate to approach CNB in this way.
Cllr Adler noted that Chris (CNB) remained focused on the purpose of the survey during the call stating that is was not a solution to everything but just the needs of residents. Regarding the poor response from social housing and rental accommodation, Chris recommended that we resurvey those properties explicitly and is willing to help us in that process and would involve additional costs.
All councillors agreed that this was a reasonable approach as these views could be very different to owner/occupiers and it was important to capture these opinions.
Chris stated that it was in his interest for the HNS to be successful and willing to support us as much possible.
Councillors proceeded to review all the questions and feedback that was collated after the initial review of the survey results.
Action: Clerk to send the collated questions and comments to CNB Clerk
Resolved – Survey results and report were approved in principle – subject to the questions being put forward, amendments and additional detail and answers are gained as above.
111. **Neighbourhood Plan** Clerk
- Action – Clerk to contact Limpley Stoke to get their amended version of the NHP**
- Cllr Adler proposed a table to split the ownership of the categories to aid with reviewing the Neighbourhood plan.
Cllr Bate suggested that we should open out to community to have input in the chapters. It was suggested we try and have a pool of people to select from during workshop sessions to review and input into the proposed chapters.
It was agreed that at least one councillor and minimum of 2 residents from each parish contribute to workshop sessions. It is hoped that and the PC can approach 'experts' in certain areas to support the workshops.

Clerk agreed to support the documenting of these workshops as additional hours.

It was noted that we need to gather evidence to support our plan, our policies and bring the aspirations to life, which could be in the form of additional surveys, residents views and opinions.

The overall planned approach proposed by Cllr Adler was agreed with the addition of transport as a standalone chapter.

Cllr Adler

Action: Cllr Adler to share the initial plan and arrange a meeting with Limpley Stoke to go through the plan.

112. **External Meetings**
Nothing to note.

113. **Date of Next Meeting**
Annual Parish Meeting -Monday 14th July 2025, 7pm, Freshford Village Memorial Hall.

Apologises in advance from Cllr Carpenter for July meeting.

Meeting ended 21.09pm