

FRESHFORD PARISH COUNCIL

Minutes of the Freshford Parish Council Meeting
19th May 2025, 7.00pm, Freshford Village Memorial Hall

Parish Councillors Present: John Adler (Chair), Julian Carpenter, Penny Williamson, Elli Bate, Rob Kilgour, Jennifer Champ

Apologies: John Putt, Ward Cllr Fiona Gourley

In attendance: Kirsty Clark (Parish Clerk)

Members of the Public: 2

Commenced 19:07pm

102. **Declarations of Interests and Requests for Dispensations**
Elections of the Chair and Vice Chair is required for the next year – all Councillors Clerk agreed to defer this decision until the June meeting and elect the Chair and Vice Chair for this evenings meeting only.

Cllr Carpenter proposed Cllr Adler as Chair, Seconded by seconded by Cllr Bate
Cllr Adler proposed Cllr Carpenter as Vice Chair, seconded by Cllr Williamson.
103. **103.1 Minutes of Meeting**
Resolved: to approve the minutes of the meeting held on 14th April 2025 as a true record.
- 103.2 Review of action form the last meeting**
- Cllr Adler to review and circulate minutes from initial meeting around the Neighbourhood plan - **to be completed**
 - PC to review polices which need to be updated inline with the revised plan which will also require support from B&NES. **This will take place inline with Neighbourhood plan review.**
 - Encourage local business etc to complete the housing needs survey Cllr Bates - **Resolved**
 - All meeting preparation for snacks, wine, stationary etc to be arranged - **Resolved**
 - Arrange 'Candy boards' to be created for annual meeting - **Resolved**
 - To meet with Limpley Stoke to discuss the approach to reviewing the Neighbourhood plan - **Resolved – met Thursday 15th May**

104. **Open forum**

It was noted that the newsletter did not show the work of the PC and share the work that had been happening. It was also noted that we did not have an advert to try and recruit for councillors to fill our current vacancies and Councillors agreed this was a missed opportunity.

Action: To include a summary of PC activity and recruitment advert in autumn edition of the newsletter

Cllr Putt & Clerk

Noted concern about the width restriction on Dark lane which is already in place and current signage is badly placed.

There are concerns that a width limit would make no difference to the lorries who are who are following a sat nav. It was previously proposed the most narrow part of the road should become a bridal path. This was suggestion that dated some 20 years ago but was viewed to remain a valid option to explore.

Width restriction from St Peters church which is only 6ft and this is not noted at either end of the pinch point. Noted that signage might not solve this as sat navs which are not updated do not alert the driver of this. The larger issue is damage to walls, guttering, heating grills, plants pots etc.

Action: 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)

Cllr Carpenter

105. **Co-option of Councillors**

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

However, one of the members of public in attendance expressed an interest in joining the PC and would be interested once his planning application is complete.

Note to add advert into the Autumn newsletter and recruit for new members.

106. **Planning applications**

25/01775/TCA – Abbotsleigh Sharpstone Lane – Tree works – Clerk to comment *'requests that two trees are replaced for every one that is fully felled.'*

25/01776/TCA - Abbotsleigh Sharpstone Lane - Tree works – comment as above.

25/01774/FUL - 3 Westview Orchard - Demolition of existing garage, erection of a two storey side extension with rear dormer, single storey rear extension and front porch – **No comment.**

25/01173/TCA - Land To North East Of The Limes Station Road - Tree works. Comment as above.

Clerk

107. **Finance and Personnel**

a) To approve the use of the AGAR 2024/25 return - **resolved**

b) To note receipts & to approve payments for invoices received since the last meeting – **resolved (see below)**

c) To approve the Bank Reconciliation - **resolved**

d) To approve additional hours worked by Clerk in February, March and April 25 hours extra throughout this period - **resolved**

e) To discuss Clerk weekly contracted hours with view to potential increase – **resolved** – increase to 10 hours per week and review again September

f) To note the approval of request by Cllr Bate to allocate some of the climate

g) budget to the Wild Waters festival given my Chair and RFO on 13/05/2025.

h) Approval for £350 total spend – **resolved.**

Clerk

Resolved: All transactions for payment on 15th May

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 - Inv 22795	£35.00
ALCA	Outstanding training invoice - Inv 22719	£40.00
Kirsty Clark	Reclaim of stationary items for Annual Meeting (amazon receipts x2)	£31.75
Candy Harrison	Boards to advertise the AMP	£40.00
Matt Snelgrove	Village Steward Inv 2810	£400.00
Pearns Tree Services LTD	Agreed tree removal at Sharpstone - Inv 2544	£3,060.00
Julian Carpenter	Unclaimed stationary cost	£7.19
HMRC	PAYE Feb - April 2025	£829.21
CNB Housing	Inv 285 - Second stage invoice housing survey	£1,320.00
Enerveo	Lighting repairs, replacement bulbs and return of power supply	£796.90

Resolved bank reconciliation:

04/25	1	Direct Debit	Water 2 Business	Monthly water charge	£36.41
15/04/25	2	Payment	Kirsty Clark	Clerks Pay	£446.63
15/04/25	3	Payment	Selina Jobson	Clerks Pay	£161.42
15/04/25	4	Payment	CNB Housing	Initial invoice for Housing Needs Survey	£2,182.80
15/04/25	5	Payment	Parish Magazine Printing	Spring Edition Newsletter Printing	£541.75
15/04/25	6	Payment	James Lock	First (1 of 9) Grass cutting invoices	£305.55
15/04/25	7	Payment	ALCA	Annual Subs for ALCA and NALC	£156.18
15/04/25	8	Payment	Zonkey	Annual hosting and maintenance	£576.00
15/04/25	9	Payment	Dorothy House	Wild Waters festival meeting room cost	£30.00
15/04/25	10	Payment	ICCM	Annual subscription	£105.00
15/04/25	11	Payment	Freshford Village Hall	Cost of room hire and donation	£770.00
01/05/25	12	Direct Debit	HM Lending Facility	Loan repayments	£994.39
30/04/25	13	Direct Debit	Unity Bank	Service charge	£6.00
30/04/25	14	Direct Debit	SSE	Standing monthly electric charge	£164.04

108. **Housing Needs Survey**
- Cllr Bate has received the initial report and results, noting that CNB were pleased with the response rate which is roughly 130 households which yielded around a 50% response rate.
- Results from the executive summary are as expected and this will be circulated amongst the PC.
- When publishing the results the PC will create a separate web page where the proposal. Procurement documents and the survey results.
- Action Cllr Adler to set up the necessary page ready for the content** Cllr Bate
- Action – Cllr Bate to circulate with Councillors requested to give comments by Monday 27th May** Cllr Adler
Cllr Bate
109. **Neighbourhood Plan**
- Cllr Kilgour attended a meeting, along with by Cllr Adler and the Chair, Vice-Chair and Clerk of Limpley Stoke Parish Council, where it was agreed that both councils would work together to review the NHP.
- Limpley Stoke wanted to approach this as an ‘amendment’ and it was agreed that the document will require a full rewrite. Limpley Stoke will mark up their plan and come back to us with that document. No large topics were covered at this stage and it was noted that the this was a very positive meeting.
- During that meeting it was agreed to look at the current documents and review by September.
- It was agreed between the two councils to have a simplified ‘plain English’ approach to the revised plan and to add all the complexities into the appendices. This should aid in keeping the plan as durable and amendable as possible to become a living and breathing document.
110. **Highways**
- As noted above during the Open Forum - Dark Lane – Church Hill. Cllr Carpenter reiterated that this area would require a TRO and planning from B&NES and the PC cannot take any direct action. Cllr Carpenter
- Ideas such as a planter to achieve this in the short term whilst a full solution is sought were noted.
- A36 restrictions to continue until the end of June and lights will switch to the other side of the highway.
- No update on Park Corner, Pipe house lane or Church lane, with the repair work still planned for later this year.
- It was noted that a group of families who are looking to reduce the speed limit on A36 at Midford lane. The PC were in agreement and suggested approaching the new MP to get support and expect them to take it forward. It was suggested we get some residents together and look at what we want to see happen and further encourage residents to email the MP directly to raise concerns.
111. **Annual Parish Meeting**
- Cllr Bate is writing up the sheets from the meetings and invited all PC members to send any feedback directly and will include in the written notes.

During the meeting, some residents noted a desire for retrospective meeting in an AGM style as wanted to review of what has already happened and share successes of the year.

Councillors discussed the potential to split the meeting in two parts one retrospective and then one looking forward next year. It was felt that Councillors had some very productive and lively discussion around the 3 pillars of the Neighbourhood Plan.

112. **Matting on the Tynning**

Cllr Bate updated that Freshford School have agreed to can help with the removal and was given a written response from Maria before left the school.

Cllrs Bate & Clamp

Cllr Champ to put new contact Jen and Gez together. There are concerns over how dry the area now is. Volunteers to take up the matting and it will still being reused by horse communities.

113. **Clerks report**

VAT reclaim paid £1426.89 income received 16.5.25

War memorial grass cutting maintenance was noted an additional requirement as the areas was looking untidy. FoF put some flowers in and now it's unclear who has a remit to address this.

Action: Cllr Bate to send over the plan for the cemetery to send over to James Lock and FoF and Cllr Williamson.

114. **External Meetings**

Nothing to note.

115. **Date of Next Meeting**

Annual Parish Meeting -Monday 9th June 2025, 7pm, Freshford Village Memorial Hall.

Meeting ended 20.52pm