

FRESHFORD PARISH COUNCIL

DRAFT Minutes of the Freshford Parish Council Meeting
14th July 2025, 7.00pm, Freshford Village Memorial Hall

Parish Councillors Present: John Adler (Chair), John Putt, Elli Bate, Matt McCabe. Penny Williamson

Apologies: Ward Cllr Fiona Gourley, Rob Kilgour, Julian Carpenter and Jennifer Clamp

In attendance: Kirsty Clark (Parish Clerk)

Members of the Public: 3

Commenced 19:07pm

101. **Apologies**

Cllrs Carpenter, Kilgour and Champ

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

Nothing to declare.

103. **103.1 Minutes of Meeting**

Clerk

Resolved: to approve the minutes of the meeting held on 9th June 2025 as a true record.

103.2 Review of action form the last meeting

- Cllr Bate will photograph trees and report it to B&NES – **to be completed**
- Cllr Adler asked Ward Cllr McCabe to investigate the situation with the ownership of the finger posts – **Clerk to follow up**
- Clerk to follow up with Cllr Clamp to contact potential new Councillor – **Cllr Clamp to update**
- Clerk to send the collated questions and comments to CNB - **resolved**
- Cllr Adler to share the initial plan and arrange a meeting with Limpley Stoke to go through the plan – **carried to agenda item.**

Cllr Bate

Cllr Clamp

Cllr Adler

104. **Open forum**

Heartfelt thanks went to Cllr Carpenter for his 'hard work, patience and tenacity' when dealing with National Highways during the last year and it was noted the significant improvements the Cllr Carpenter achieved during this period.

Concerned were noted about speeding on Freshford Lane and New Road. Could we move the traffic stop sign to a more effective spot to elevate this.

Cllr
Carpenter

Action: *Concerns to be raised to Cllr Carpenter*

Cllr Carpenter wrote a paper regarding Dark Lane proposals and Gordon noted that he was in full support of option 1 and hoped that would also be supported by the Parish Council. On 8th July a member of B&NES traffic management team arrived in Dark Lane to assess and review the whole situation and Gordon kindly walked around with him.

It was suggested a 'no through road' sign should be placed on Dark Lane and Church Road and also at Church Hill. B&NES officer refused to give his name and suggested that Freshford would be 'low down the list' of priority for an LTN.

It was also noted the 'No lorries' signs have black writing on a white background and are therefore not a 'statutory sign' so lorries tend to ignore this, which exacerbates the problem.

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

Action:- Cllr Clamp to follow up with potential new Councillor.

106. **Finance and Personnel**

a) Requested payments – **Partially Approved.**

Noted issues with invoice from Meadow in my garden. Cllr Adler gave background of Wood gaining a grant from GWR and PC assisted the application by being the registered body for the grant to be awarded to. GWR later withdrew funding and the PC took on the £600 a year cost for horticulture support. Rowena stepped back and Paul Jupp took over, but is also stepping back from September.

Councillors noted that they have not had any input this year and now have an invoice with a significant increase and there is no request for further funding.

Price increase should have been agreed in advance.

Action: Agreed that invoice is not paid at this stage and Clerk to go back and have that discussion.

Clerk

Kirsty Clark	Clerks Pay – June 2025	772.82
Matt Snelgrove	Village Steward inv 2881	400
James Lock	Landscape management 30hrs. Inv 6897	305.55

b) Bank Reconciliation **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) Chair Ship Skills course	£90.00
ALCA	Inv 22907 (x1) National Planning Policy framework course	£20.00

107. **Planning applications**
25/02369/FUL – No Comment
25/02246/TCA – No comment with standard tree response.

Clerk

108. **Highway**

Approved Cllr Carpenters proposal for consultations with Dark Lane residents, putting forward options 1 and 3 to residents. The PC are in support of an LTN and would be prepared to bear some of the costs to support effective and timely implementation of the scheme.

The issue of constriction of parking on Abbey Lane and the bus not getting through was raised by Cllr Williamson on behalf of concerned residents and her

first hand account of witnessing the issue. It was tabled that introducing white lines might act as bit of a deterrent, but in fellow Councillors experience this method doesn't have the desired effect.
The PC need to establish how much of an issue this is, we only have a verbal raise of the issue at this stage.

The restoration of the heritage road signs in the village was discussed, as the quote we have currently is for a considerable sum of money.

Action: *Cllr Williamson to contact 'Men at Maintenance' to establish if they can assist with this restoration* Cllr Williamson

Action: *The PC need to establish ownership of the signs. Clerk to approach Ward Cllr McCabe inline with finger post query.* Clerk

109. **Housing Needs Survey**

Cllr Williamson had previously request a firm and written definition of 'need' during the councils feedback to CNB. Cllr. Williamson felt that the definition provided by CNB was not sufficient and might not stand up to criticism once presented to B&NES and the community.

Action: *Cllr Adler to go approach B&NES strategic planning to ascertain that definition of 'need' set out by CNB in our survey would be accepted them.* Cllr Adler
The PC would share our report with B&NES, in confidence, to establish this.
Once we have acknowledgement that B&NES are satisfied with the term, the PC move to accept the survey.

110. **Neighbourhood Plan**

Limpley Stoke Parish Council have still not provided their revised version of the NHP.

The PC still in intend to set up some small working groups and move forward the plan review forward and agreed this would be best achieved after the school summer holidays.

Proposed moving forward from JA paper last month and have a subcommittee for the NHP.

Put together a plan of who, where and how.

Cllr Adler

Action – *to create a plan of 'who, where and how' the workshop sessions and divisions of responsibilities for key areas would be managed. This would inform the process for starting workshop sessions in Autumn.*

111. **Matting on the Tynning**

Cllr Clamp is pushing the school a few times a week to get a group of people to have liaison with the PTA but sadly this has not yet resulted in volunteers to carry out the required work

Action: *Clerk to contact Cllr Champ regarding a direct liaison with PTA.*

It was noted that the grass needs to be cut on the Tynning . Last year it was cut and left as it was too expensive to remove it.

Action: *Cllr Williamson will put together a plan and some quotes for cutting and/or removal of the grass. It was agreed that the PC would hold an 'extra ordinary' meeting over the summer to approve the work and the associated spend.* Cllr Williamson

It was noted that prior to the 'extra ordinary meeting' a short meeting would take place to listen to advice from the Friends of Freshford and should cover plans to cover the ongoing future management. The date for these is to be arranged.

112 **Changes to PC email addresses**

Cllr Adler will circulate a paper for the complete PC IT Infrastructure for councillors to review, noting all options and risks for all elements of any proposed IT changes.

Action: *The PC will be consider this paper the extra ordinary meeting.*

Cllr Adler

This is to include looking at 'Parish council websites' options found by previous Clerk.

113 **Clerks report**

Cllr Adler signed the bank mandate to enable the Clerk's mobile number to be updated

There was discussion around how to create a 'rolling actions list'.

Action: *Clerk to pull together an XLS issue/actions log to review and which will comprise part of the meeting paper to be circulated with the agenda.*

Clerk

Cllr Putt exited the meeting at 21:00pm.

114. **External Meetings**

Nothing to note.

115. **Date of Next Meeting**

Annual Parish Meeting -Monday 15th September 2025, 7pm, Freshford Village Memorial Hall.

Meeting ended 21.05pm