



Present: Councillors W Moody (chair), P Morse, K Livall, MJ Steer
In attendance: Mrs J Walkley(Clerk), T Jay (Locum)

South Gloucestershire Councillors T Clark and J Lean.

48/25 To note apologies for absence.
None received, all present.

49/25 Declarations of Interest Relating to Agenda Items – to receive and note declarations of a Disclosable Pecuniary, Other Non-Disclosable Pecuniary or Non-Pecuniary nature.
Councillor Steer recorded a non prejudicial interest in item 22 – Parish news.

50/25 Minutes of the Previous Meeting - to RESOLVE to approve the minutes of Wednesday 6th May 2025.
The minutes were approved and signed as a true and correct record.

51/25 Matters arising from the minutes (unless agenda items)
.gov email registration will be added to the next agenda.

Employment Issues

52/25 To Agree to appointment of Mrs Jenny Walkley as Clerk/RFO at 12 hours per week (pay scale 24).
It was RESOLVED to appoint Mrs Walkley as Clerk/RFO. Contract NALC model.

53/25 To approve LGA pension opt in for new staff member
It was AGREED to opt for LGA pension scheme for Clerk at recognised contribution.

54/25 To appoint PATA to oversee PAYE/Employment
It was RESOLVED to employ the services of PATA to oversee the payroll requirements at £15.82 monthly.

Reports

55/25 South Gloucestershire Councillors Report – to receive and note report.
Councillor Clark gave a verbal report to members noting the concern of the new parking charges. There has not been a recognised increase in disbursement parking at present but it is being observed. The requirement for residential parking permits will be reviewed as necessary. A concern was noted that scammers have installed QR codes at car park to obtain payments, note to residents to be extra vigilant. No locations have QR codes to pay. Concern was raised about the reduction of usage in locations and the impact upon the businesses.

56/25 **To receive Clerk's Report**

Noted – (attached)

57/25 **To consider Planning Consultations in the parish**

Oakhinten Wotton Road Rangeworthy South Gloucestershire BS37 7NE
Works to crown reduce 1no Oak Tree to leave a finished height of 12 metres above ground level and crown thin by 20% back to lateral points to provide cable clearance. Covered by Tree Preservation Order SGTPO17/14 dated 8th April 2014. **P25/01225/TRE**

Appeals

P25/00505/HH The Bungalow Lea Gate Bagstone Road Rangeworthy South Gloucestershire
Installation of 1No. rear dormer; 2No front rooflights and the erection of a single story single storey side extension to form additional living accommodation (Resubmission of P24/02937/HH)

APP/P0119/D/25/3365586

Licence application

L125/2655 withdrawn

Decisions

Retention of covered walkway and porch.
Bagstone Court Stables Bagstone Road Rangeworthy South Gloucestershire GL128BD Ref. No: P25/00874/LB Status: **Approved**

Change of use of land to gypsy and traveller caravan site to facilitate the stationing of 4no. mobile homes, 4no. touring caravans, with new access onto classified road (Class B) and associated works.
Land Off Of Church Lane Rangeworthy South Gloucestershire
Ref. No: P24/02831/F | Status: **Refused**

Financial Matters

58/25 **To receive and note the monthly financial report including account balances and comparison of spending against Budget.**

Not available due to Clerk handover. Locum handed over all financial records for 2024/25 and no access to the bank has been achieved. Clerk to progress urgently with Unity Banking.

59/25 **To RESOLVE to approve the Bank Reconciliation.**

The bank reconciliation and the end of year accounts were presented to council by Locum RFO. Explanations regarding extensive works to account to rectify errors from previous year. No exemption this year and for a further 2 years as precept over £25K.

60/25 **To RESOLVE to approve the 24-25 Asset Register.**

Asset register not available. Locum to review documents on laptop to locate up to

date copy used for last audit. Clerk to progress.

61/25 **To RESOLVE to approve the 24-25 Annual Financial Risk Assessment**
Noted

62/25 **To note completion of the 2024-2025 Independent Internal Audit and receive the Report.**
The audit report was presented to members. No further comments.

63/25 **To RESOLVE to approve and sign the 24/25 Annual Governance Statement.**
The annual governance statement was considered and signed by the Chair.

64/25 **To RESOLVE to approve and sign the 24/25 Annual Accounting Statement.**
The annual accounting statement was accepted and signed by the Chair.

65/25 **To RESOLVE to agree the Public Right to Inspect period and agree dates.**
It was agreed to accept public right dates of 5th June until 16 July 2025.

66/25 **To notes any issues arising, and agree actions:**

- **Recreation Ground & Pavilion**

- An offer of £1,000.00 Ground Rent had been received by the football club over the next 12 months. Concern was raised that this wasn't sufficient to cover the running costs. Councillor Morse to discuss further. Year on year lease agreed, review annually.
- Cancellation of cleaning contract for the pavilion – quotes had been sought for replacement but it was agreed that the offer from the football to complete the task inhouse should be allowed. To be reviewed.
- Change of locks @ Pavilion – concern that others users are still using the Rec/Pavilion without making us aware or paying. Also noted damage to some equipment. It was agreed to allow the locks to be changed and the parish council will retain all keys. Football club to retain 1 set.
- Short-term renovations - Ahead of the new season the football club propose to make a few minor amendments so that the facilities meet current FA requirements all at their own cost, these include:
 - New door frames at the main entrance to separate home/away dressing rooms
 - Wall through the middle of the shower and blocking of the window to provide two separate shower facilities for each team
 - Ref shower unit in the kitchen area (concern with electrical fuseboard safety, to Repainting of the outside of the clubhouse
- Historic stone wall on the northern length of the rec along the route of the public footpath – football club to complete works to clear brambled area to reinstate the wall in autumn when nesting birds are finished.

All work to be completed using insured contractors and abide by H&S regulations (Cllr Morse to progress discussion).

- The football club requested to fit a defibrillator to the outside. This was agreed and will be adopted by the PC (will need to establish whether the football club will perform routine inspection).
- **Children's Playground** – Inspections completed by Cllr Moody. No issues raised. No start date from Wickstead but will be reported as soon as known. Contract scrap metal licensed person to take away metal once removed.
- **Woodland area** – clerk to contact contractors to obtain quotes for thinning as per the LNAP.
- **Highways and Public Rights of Way** – footpath clearance ongoing.

67/25 **To consider applications for co-option of Parish Councillor**
None received – new notices and publicity material required. Clerk to progress.

68/25 **To consider PO Box address application and associated costs**
It was AGREED to obtain a PO Box for 12 months at £371.40 per year. Clerk to arrange and collect post weekly.

69/25 **To consider a request from the Parish News for a grant of £860 towards their operating costs in 2025-26**
It was RESOLVED to defer to July meeting once a budget review has taken place.

70/25 **To consider and approve the next stages in the following projects which are being financed by s106 funding:**

- Pavilion Improvements – Look into external options for funding for new pavilion or upgrades.
- Pavilion Accessibility Improvements – Track improvements are required. Clerk to review work progressed to date. Cert of Lawfulness is required.
- Woodland Enhancements – noted under previous agenda item.

71/25 **To RESOLVE payment of the following invoices**

Cheque number /DD	Invoice number	Payee	Detail	Net amount £	VAT	Gross Amount £
		South Glos Council	Grass cut	367.78	73.56	441.34
		Tony Jay	Locum			932.40
		J Bastin	Electrical work	616.00	123.20	739.20
		J Bastin	Electrical work			1296.00
		Sally diaz	Audit			120
DD		E-On	Electricity Recreation Field			

The above payments were presented to the council for consideration. They were approved and the cheques signed.

72/25 **To note any matters relating to Rangeworthy Parish – No resolutions to be made, future agenda items.**

Concern over future hall management committee. Volunteers needed.

Date of Next Meeting – Tuesday 1st July 2025 – Rangeworthy Parish Council, Lister Room, Memorial Hall commencing at 7.30pm.