



Pilning & Severn Beach Parish Council Meeting held on Monday 2nd February 2026. Emmaus Church Centre, Gorse Cover Road, Severn Beach BS35 4NP 7pm

COUNCILLORS:

Victoria Bywater (VB) (Vice Chair); Graham Crane (GC); Mike Pruett (MP); and Peter Tyzack (PT) (Chair) Steve Graham (SKG); Ian S Roberts Stephanie Rutterford (SR); Nick Davies (ND)

Also attending Jonathan Edwardes (JE), (Parish Clerk & RFO), Richard Edwards (RE) Neighbourhood Plan Steering Group, briefly at the start, and thirteen members of the public.

0. Presentation from Tozer's Solicitors regarding Parish Council charitable obligations

The Chair called the meeting to order and welcomed James Evans of Tozer's Solicitors, invited to clarify the legal position of the Parish Council in relation to both village halls and to address misunderstandings about roles, responsibilities, and governance.

1. Severn Beach Village Hall & Playing Fields

The governing document is a 1947 conveyance, still treated by the Charity Commission as the operative document.

The Village Hall Management Committee (as charity trustees) holds full management responsibility for the hall and playing fields.

The Parish Council's role is limited to that of a bare property-holding trustee (if indeed it remains a trustee at all).

The assets belong to the Village Hall charity, not the Parish Council.

Any maintenance, insurance, or operational decisions rest with the Management Committee.

If the Parish Council incurs costs because it is a holding trustee, it may seek reimbursement from the charity.

The Parish Council may still award grants or financial support, but this is discretionary and separate from trustee responsibilities.

Questions were raised about missing title deeds; the solicitor advised that the landholding position should be regularised, potentially via the Charity Commission or the Official Custodian.

The solicitor noted that the Parish Council may have even less involvement than previously assumed if it is not, in fact, a surviving holding trustee.

2. Pilning Village Hall & Playing Fields

The governing document is a 1933 conveyance.

Unlike Severn Beach, the land is registered at the Land Registry, with the Parish Council shown as proprietor.

The conveyance divides the land into two parts:

Playing Field: Held by the Parish Council as managing trustees, with responsibility for its use for recreation and community benefit.

Village Hall Building: Managed by the Village Hall Management Committee, with the Parish Council acting only as a bare holding trustee.

The Parish Council has a legal right to nominate one trustee to the Village Hall Management Committee, though that trustee must act solely in the charity's interests.

A 1970 joint meeting resolution indicated an intention for the Village Hall Committee to manage the playing field, but this does not override the original conveyance and has limited legal effect.

As with Severn Beach, the Parish Council may enter separate agreements with the charity regarding maintenance or support, but these are discretionary.

3. General Points

Charity law restricts disposal or redevelopment of land legally designated for use as a village hall and/or playing fields; any such proposal would be likely to require Charity Commission involvement and compliance with statutory procedures.

VAT reclaiming depends on whether the Parish Council is legally responsible for the expenditure; if it is not, VAT may not be recoverable.

Both village halls may apply to the Parish Council for grants in the usual way.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Les Neil of Pilning
Romaine Finlay of Severn Beach

1 Apologies for absence

Olga Taylor (OT) and District Cllr Simon Johnson (SJ),

2 Declarations of Interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None

3 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 5th January 2026, were unanimously approved as a true record and signed by the Chair.

4 Matters arising / actions

Gypsy Platt Paths - Clarification was provided regarding the status of the newly added Gypsy Patch footpaths. The map on the Parish Council website is up to date, no action required.

Abbott Road Post Box - Royal Mail has been contacted again regarding the missing post box. Evidence was submitted showing that a box is officially listed at that location.

No response has yet been received.

Action JE

Beach Road White Lining - The Clerk continues to chase South Gloucestershire Council for completion of the white-lining works. Regular request for follow-ups are now being sent, and several officers are engaged due to the ongoing delay

Action JE

Orchard Pools – PT sent a further enquiry to Environmental Law Foundation earlier today 02/02/2026. No update has yet been received.

Action PT

Installation of Three Flagpoles - Veterans undertaking exploratory digging encountered a substantial concrete base from the demolished Blue Lagoon swimming pool. Further assessment is required to determine the depth and stability of the concrete and whether additional work (e.g., breaking through and recasting) is necessary.

Veterans' group to assess next steps; Clerk to monitor progress. Action JE

For other matters arising see appendix C

Precept - The precept request has been submitted to and accepted by South Gloucestershire Council. The Parish Council's financial position for the forthcoming year is confirmed.

5 Correspondence

24 December 2025 – 29 January 2026

Also see appendix A

The Clerk reported the usual high volume of correspondence during the period, covering routine administration, resident enquiries, and statutory notifications.

Key themes included:

- Allotments: Numerous enquiries regarding 2026 invoices, plot availability, site condition concerns at Severn Beach, and ongoing issues relating to the miniature railway site.
- Planning: Multiple decision notices and new consultations received. Correspondence relating to the Local Plan, Statement of Common Ground, and Neighbourhood Plan.
- Highways & Environment: Reports and updates on road closures, gritting, white lining, hedge maintenance, footpaths, and flood-related matters. Residents' concerns were responded to and forwarded where appropriate.
- Governance & Meetings: Agendas circulated, Public Participation submissions handled, and training/administrative updates noted (SLCC, FOI, Data Protection).
- Community & Partner Organisations: Updates received from Foodbank, Healthwatch, NALC/ALCA, and various community initiatives; circulated as relevant.
- Website & IT: Routine Google Workspace notifications, security alerts, and website contact form submissions processed. Note the new website is hoped to be launched during February 2026.

All correspondence was logged, with replies issued where required and other items noted, circulated, or forwarded.

6 Public Participation

.1 Allotments fee increase – A residents expressed that the recent increase in Piling allotment fees should have been explained more clearly, with a transparent breakdown of costs. The Clerk provided a cost analysis:

Piling allotments cost the council approx. £357.22 so far, this financial year, expected to reach around £400.

Additional hedge-cutting (£800 + VAT) was excluded from this figure.

Income before the fee increase: £275

Income after the increase: £440

The allotments are essentially breaking even, which is all the council is legally permitted to do. Councillors agreed that better communication would have prevented rumours and dissatisfaction.

Flooding and Development Concerns - - A resident asked how the council could object to one development on flooding grounds while supporting the Neighbourhood Plan proposals, which also involve building on green spaces.

The Neighbourhood Plan Steering Group representative explained:

The objection was specifically about land-raising, which permanently displaces water.

The Neighbourhood Plan proposals do not allow land-raising.

Commercial developments must include attenuation ponds and sustainable drainage.

Oversight is difficult because the Internal Drainage Board does not release engineering data.

The issue will be discussed further on the agenda of a future meeting with the Inland Severn Drainage Board.

8. Neighbourhood plan update

The Clerk read from the report supplied by Richard Edwards. Full report can be found in Appendix ?

9 Working Groups

.1 Community and Green Spaces Working Group

A productive working group meeting was held, although the meeting had to be moved to Pilning Village Hall at the last minute.

Josie from Southern Brooks attended and stated that £500 of grant funding had been secured to begin clearance work on a nominated green space in Severn Beach Village Hall, where a sensory garden has been proposed.

A design will need to be drawn up and published before any spending request is made. Condition of Severn Beach allotments was mentioned, the Clerk commented that three allotment plots have been re-let

Waste & Cemetery items - Items left after the October clear-up remain on site. Previous agreements suggested someone would remove them at year-end. This will be added to the next agenda for formal action.

.2 To decide on spending requests from the Community and Green Spaces Working Group

None

.3 Community and Green Spaces Working Group

Note the Community & Engagement Working Group annual meeting was held earlier on 02/02/2026. The report from that meeting had been circulated and noted

.4 To decide on spending requests from the Community and Green Spaces Working Group

None

10 AGENDA ITEMS

1 To review and decide on Pilning allotment fees for 2026.

As discussed during item 6.1. The Parish Council considered the motion and agreed to reaffirmed the Finance Committee's decision on new allotment fees. It was also noted that over half of the Pilning allotment tenants had paid the new fee.

Communication will be sent to allotment holders explaining the position

Action JE

.2 To decide on a response to relevant authorities re antisocial behaviour on Western Approach

Members discussed the ongoing and escalating issue of drifting, speeding vehicles, and associated anti-social behaviour occurring on Western Approach and surrounding roads.

Detailed evidence was provided of recent activity, including large gatherings of vehicles, drifting around roundabouts, spectators lining the roadside, and fireworks being used. The behaviour is spreading through Severnside, with noise and convoys regularly disturbing residents.

Key actions discussed included:

Engaging landowners and businesses on Western Approach to increase reporting and support enforcement.

Requesting a meeting with the police inspector and relevant council officers to explore stronger interventions.

Considering a Public Space Protection Order (PSPO), similar to those used in Weston-super-Mare and Fishponds, to restrict convoys and enable police to seize vehicles. Preparing a formal letter to authorities, with MP and SR drafting and The Clerk sending on behalf of the council.

Action MP SR and JE

.3 To decide on asking LSIDB for a review of drainage storage capacity

Councillors agreed to ask the Lower Severn Internal Drainage Board to review drainage storage capacity and maintenance, noting that confirmation is still needed on whether Claire will arrange a meeting with them. Members raised concerns that land raising has removed natural soil absorbency, leaving fields acting as lagoons, rhines full, and the ground saturated, especially when tide-lock conditions prevent outflow. They suggested the IDB reassess rhine profiles to create additional storage, potentially by excavating parts of access tracks. Reduced maintenance, now every other year in some areas was also highlighted as a risk, particularly where a single rhine serves an entire village.

Resolved to asking LSIDB for a review of drainage storage capacity

Action JE & PT

Date of Next Meeting

The date of the next full Parish Council meeting will be on Monday 2nd March at Emmaus Church Centre, Gorse Cover Road Severn Beach BS35 4NP. There being no other business the meeting was closed at 21:10

Pilning & Severn Beach Parish Council – Full Council meeting 2nd March 2026

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPENDIX A – CORRESPONDENCE

| Date | Type | Subject | Action |
|-------------|-------------|--|---------------|
| 24/12/2025 | Email | Flag poles | Noted |
| 25/12/2025 | Email | Re: Next Parish Council meeting 5th January 2026 | JE Replied |
| 28/12/2025 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 28/12/2025 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 30/12/2025 | Email | Re: Invitation to Attend Parish Council Meeting - 5th January | JE Replied |
| 30/12/2025 | Email | The mess. | Noted |
| 31/12/2025 | Email | Re: E-learning training module - FOI essentials | JE Replied |
| 31/12/2025 | Email | Notification of decision letter for P25/01495/F | Noted |
| 31/12/2025 | Email | Fwd: Online learning completed | Noted |
| 01/01/2026 | Email | Google Workspace: Your bank account will be debited soon | Noted |
| 01/01/2026 | Website | [psb] Public Participation - new submission | JE Replied |
| 01/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 02/01/2026 | Email | Your SLCC Membership has Renewed | Noted |
| 02/01/2026 | Email | GWR Customer & Community Improvement Fund opens 5 Jan 2026 | Noted |
| 02/01/2026 | Email | Google Workspace: Your invoice is available for pilningsevernbeach-pc.gov.uk | Noted |
| 02/01/2026 | Email | Re: Next Parish Council meeting 5th January 2026 | JE Replied |
| 02/01/2026 | Email | 14/01/26 TPC Forum teams meeting 1800-2000 | Noted |
| 02/01/2026 | Email | Re: Next Your voice meeting date | JE Replied |
| 02/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 02/01/2026 | Email | RE: Neighbourhood Plan - Parish Council consultee question | JE Replied |
| 03/01/2026 | Email | Bristol Rail Campaign (FoSBR): Notice of upcoming AGM | Noted |
| 03/01/2026 | Email | Re: SB Allotment report | JE Replied |
| 03/01/2026 | Email | Fw: Allotment invoice for 2026 | Forwarded |
| 05/01/2026 | Email | Archive of Google data requested | Noted |
| 05/01/2026 | Email | (no subject) | Noted |
| 05/01/2026 | Email | Re: Trees on Abbott Road, Severn Beach | JE Replied |
| 05/01/2026 | Email | Severnside | Noted |
| 05/01/2026 | Email | Re: Meeting tonight | JE Replied |
| 05/01/2026 | Email | Agenda | Noted |
| 05/01/2026 | Email | Fwd: Bristol North West Foodbank supporting Pilning and Severn Beach Residents | Circulated |
| 05/01/2026 | Email | Bristol North West Foodbank supporting Pilning and Severn Beach Residents | Noted |

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|------------|---------|---|------------|
| 05/01/2026 | Email | Clerks network meeting (hybrid) | Noted |
| 05/01/2026 | Email | Agenda | Noted |
| 05/01/2026 | Email | Notification of decision letter for P25/02510/HH | Noted |
| 05/01/2026 | Email | Electoral Register Monthly Changes - January 2026 | Noted |
| 05/01/2026 | Email | Re: Public Participation | JE Replied |
| 05/01/2026 | Email | Tonights meeting | Noted |
| 05/01/2026 | Email | Re: Meeting tonight | JE Replied |
| 05/01/2026 | Email | report on allotments etc for parish council JAN 2026 | Noted |
| 05/01/2026 | Email | Reminder - Meeting Invite - Govier Way traffic safety concerns | Noted |
| 05/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 05/01/2026 | Website | [psb] Public Participation - new submission | JE Replied |
| 05/01/2026 | Email | Re: Invitation to Attend Parish Council Meeting - 5th January | JE Replied |
| 05/01/2026 | Email | Hi Jonathan, our chair has penned an open letter to parish and town councils. | Noted |
| 05/01/2026 | Email | RE: FW: PVH Ref Tozers:MA:PO4816-0001 | Forwarded |
| 05/01/2026 | Email | Tomorrow's meeting | Noted |
| 06/01/2026 | Email | correction to definitive map on PC website | Noted |
| 06/01/2026 | Email | Re: Gypsy Platt footpaths | JE Replied |
| 06/01/2026 | Email | Re: Background research - definitive footpaths - definitive answer | JE Replied |
| 06/01/2026 | Email | Re: Southworthy Farm | JE Replied |
| 06/01/2026 | Email | Active Places: Your site has been updated. | Noted |
| 06/01/2026 | Email | Re: Bristol North West Foodbank supporting Pilning and Severn Beach Residents | JE Replied |
| 06/01/2026 | Email | RE: Allotment invoice for 2026 | JE Replied |
| 06/01/2026 | Email | RE: FW: PVH Ref Tozers:MA:PO4816-0001 | Forwarded |
| 06/01/2026 | Email | Fwd: RE: [EXT]RE: [EXT]Re: Wild Wednesday - 03/12/25 | JE Replied |
| 06/01/2026 | Email | Re: Concerns justified | JE Replied |
| 06/01/2026 | Email | RE: FW: PVH Ref Tozers:MA:PO4816-0001 | Forwarded |
| 06/01/2026 | Email | PT.8615 Shaymoor Lane, Pilning - Temporary Road Closure | Noted |
| 06/01/2026 | Email | Concerns justified | Noted |
| 06/01/2026 | Email | SGC road marking frustration | Noted |
| 06/01/2026 | Email | Re: How not to liaise with residents | JE Replied |
| 06/01/2026 | Email | NALC events | Noted |
| 06/01/2026 | Email | RE: Trees on Abbott Road, Severn Beach | JE Replied |
| 06/01/2026 | Email | Your Google data is ready to download | Noted |
| 07/01/2026 | Email | Chapel Orchard | Noted |

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| 07/01/2026 | Email | Re: Beach Road white lining | JE Replied |
| 07/01/2026 | Email | Re: Request for removal Canopy of bus stop | JE Replied |
| 07/01/2026 | Email | RE: Thursday 8th DC meeting | JE Replied |
| 07/01/2026 | Email | Fwd: Chapel Orchard Speech - P25/00144/F | Noted |
| 07/01/2026 | Email | Warm for winter workshops, Your Voice meetings and more | Noted |
| 07/01/2026 | Email | FW: Pilning Station | Forwarded |
| 07/01/2026 | Email | Fwd: Regarding your account: Fix potential security issues | Noted |
| 07/01/2026 | Email | Upcoming Works Severn Crossings - Starting Tonight | Noted |
| 07/01/2026 | Email | Fwd: Urgent Help please - Thursday | Noted |
| 07/01/2026 | Email | Thursday 8th DC meeting | Noted |
| 07/01/2026 | Email | RE: Neighbourhood Plan - Parish Council consultee question | JE Replied |
| 07/01/2026 | Email | RE: Sheet ice B4055 Northwick Road | JE Replied |
| 07/01/2026 | Email | Re: Northwick Road gritting | JE Replied |
| 07/01/2026 | Email | Northwick Road gritting | Noted |
| 07/01/2026 | Email | Request for removal Canopy of bus stop | JE Replied |
| 08/01/2026 | Email | update | Noted |
| 08/01/2026 | Email | Re: Google Earth - G&T Sites | JE Replied |
| 08/01/2026 | Email | Fwd: Chapel Orchard Speech - P25/00144/F | Noted |
| 08/01/2026 | Email | Re: Roundtable meeting re Pilning/Severn Beach flood risk | JE Replied |
| 08/01/2026 | Email | Fw: Roundtable meeting re Pilning/Severn Beach flood risk | Forwarded |
| 08/01/2026 | Email | Re: What's the lowdown | JE Replied |
| 08/01/2026 | Email | Wednesday 14th Jan 2026 TPC Forum Agenda | Noted |
| 08/01/2026 | Email | Agenda | Noted |
| 08/01/2026 | Email | Re: What's the lowdown | JE Replied |
| 08/01/2026 | Email | Re: What's the lowdown | JE Replied |
| 08/01/2026 | Website | Re: [psb] Contact Us 2 - new submission | JE Replied |
| 08/01/2026 | Email | two things I could have mentioned earlier. | Noted |
| 08/01/2026 | Email | What's the lowdown | Noted |
| 08/01/2026 | Email | Fwd: SA:Fw: Maternity cover role at Foodbank | Forwarded |
| 08/01/2026 | Email | Re: Trees on Abbott Road, Severn Beach | JE Replied |
| 08/01/2026 | Email | Re: FW: Pilning Station | Forwarded |
| 08/01/2026 | Email | 14th Jan 2026 TPC Forum Agenda Teams meeting | Noted |
| 08/01/2026 | Email | Agenda | Noted |
| 08/01/2026 | Email | Updates: Development Management Committee | Noted |

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| 08/01/2026 | Email | Find your 2026 Horizon sessions | Noted |
| 08/01/2026 | Email | RE: Upcoming Works Severn Crossings - Minor Update | JE Replied |
| 08/01/2026 | Email | RE: Precept for Pilning & Severn Beach Parish Council | JE Replied |
| 08/01/2026 | Email | RE: Upcoming Works Severn Crossings | JE Replied |
| 08/01/2026 | Email | Fwd: Chapel Orchard Speech - P25/00144/F | Noted |
| 08/01/2026 | Email | News Bulletin - 8 January 2026 | Noted |
| 08/01/2026 | Email | RE: Thursday 8th DC meeting | JE Replied |
| 08/01/2026 | Email | Updates: Development Management Committee | Noted |
| 08/01/2026 | Email | Re: Beach Road white lining | JE Replied |
| 08/01/2026 | Email | Re: Chapel Orchard | JE Replied |
| 09/01/2026 | Email | Re: Allotment cost comparisons | JE Replied |
| 09/01/2026 | Email | Re: Allotment cost comparisons | JE Replied |
| 09/01/2026 | Email | M&S and Waitrose | Noted |
| 09/01/2026 | Email | Tree Lawyers - Orchard Pools ? | Noted |
| 09/01/2026 | Email | Re: Pilning Village Hall Booking | JE Replied |
| 09/01/2026 | Website | [psb] Contact Us 2 - new submission | JE Replied |
| 09/01/2026 | Email | Re: In View article | JE Replied |
| 09/01/2026 | Email | Re: Jonathan Edwardes - Beach Road Severn Beach proposal | JE Replied |
| 09/01/2026 | Email | RE: Upcoming Works Severn Crossings - Minor Update | JE Replied |
| 09/01/2026 | Email | Re: Roundtable meeting re Pilning/Severn Beach flood risk | JE Replied |
| 09/01/2026 | Email | RE: Jonathan Edwardes - Beach Road Severn Beach proposal | JE Replied |
| 09/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 09/01/2026 | Email | WERN News: celebrating Village Halls Week 2026 | Noted |
| 09/01/2026 | Email | In View - February | Noted |
| 09/01/2026 | Email | RE: Trees on Abbott Road, Severn Beach | JE Replied |
| 10/01/2026 | Email | Re: Men's sheds. | JE Replied |
| 10/01/2026 | Email | Re: Parish Council article | JE Replied |
| 12/01/2026 | Email | Re: Pvhmc | JE Replied |
| 12/01/2026 | Email | Notification of decision letter for P25/02649/F | Noted |
| 12/01/2026 | Email | Your monthly stats for psbpc.co.uk are in | Noted |
| 12/01/2026 | Email | SGC Special Expenses Survey | Noted |
| 12/01/2026 | Email | SV223 - Redwick Road 20mph | Noted |
| 12/01/2026 | Email | Re: What's the lowdown | JE Replied |
| 12/01/2026 | Email | RE: Upcoming Works Severn Crossings | JE Replied |

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| 12/01/2026 | Email | Re: Men's sheds. | JE Replied |
| 12/01/2026 | Email | Query on Working From Home Costs | Noted |
| 12/01/2026 | Email | Clerks Network 15 January 2026 | Noted |
| 12/01/2026 | Email | Agenda | Noted |
| 12/01/2026 | Email | Updated Your voice Town & Parish Council guidance | Noted |
| 12/01/2026 | Email | Agenda | Noted |
| 12/01/2026 | Email | Fw: Conquer Assertion 10 This Christmas: Top Tip #2 | Forwarded |
| 12/01/2026 | Email | Pvhmc | Noted |
| 12/01/2026 | Email | RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ... | JE Replied |
| 12/01/2026 | Email | SAVE THE DATE: Your voice ... Thornbury & Severn Vale | Noted |
| 12/01/2026 | Email | Agenda | Noted |
| 12/01/2026 | Email | Pilning Severn Beach - HMRC Quarterly ... | Noted |
| 12/01/2026 | Email | Regarding your account: Fix potential security issues | Noted |
| 13/01/2026 | Email | My O2 Business - Your O2 Bill is ready | Noted |
| 13/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 13/01/2026 | Email | in the news | Noted |
| 13/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 13/01/2026 | Email | Re: PT.8629 Cross Hands Road, Pilning - Temporary Road Closure | JE Replied |
| 13/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 13/01/2026 | Email | Re: Tree trimming in the cemetery | JE Replied |
| 13/01/2026 | Email | Rhine maintenance | Noted |
| 13/01/2026 | Email | Re: Pilning Village Hall Management Committee | JE Replied |
| 13/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 13/01/2026 | Email | PT.8629 Cross Hands Road, Pilning - Temporary Road Closure | Noted |
| 13/01/2026 | Email | SB allotments | Noted |
| 13/01/2026 | Email | Re: Men's sheds. | JE Replied |
| 13/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 13/01/2026 | Email | Notification of decision letter for P25/00144/F | Noted |
| 13/01/2026 | Email | RE: SV223 - Redwick Road 20mph | JE Replied |
| 13/01/2026 | Email | Re: The mess. | JE Replied |
| 14/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 14/01/2026 | Email | Re: NP SFRA2 | JE Replied |
| 14/01/2026 | Email | Bristol Rail Campaign (FoSBR) Social Event on the evening of We ... | Noted |
| 14/01/2026 | Email | Waste and recycling collections update, free finance workshop ... | Noted |

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| 14/01/2026 | Email | RE: Upcoming Works Severn Crossings | JE Replied |
| 14/01/2026 | Email | RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ... | JE Replied |
| 14/01/2026 | Email | SGC Licensing Consultation for a New Mobile Street Trader | Noted |
| 14/01/2026 | Email | TPC Forum | Noted |
| 14/01/2026 | Email | Updating Email Addresses | Noted |
| 14/01/2026 | Email | ALCA Training Bulletin - January 2026 | Noted |
| 14/01/2026 | Email | Flood Warden Lunch and Learn Sessions 2026 | Noted |
| 14/01/2026 | Email | Roundtable 23rd January Draft Agenda | Noted |
| 14/01/2026 | Email | Agenda | Noted |
| 14/01/2026 | Email | NP SFRA2 | Noted |
| 14/01/2026 | Email | Re: Pilning Village Hall Management Committee | JE Replied |
| 14/01/2026 | Email | Accounts | Noted |
| 15/01/2026 | Email | Customer Platform Downtime | Noted |
| 15/01/2026 | Email | Fame at last? | Noted |
| 15/01/2026 | Email | Notification of decision letter for P25/02786/HH | Noted |
| 15/01/2026 | Email | Re: Claim against the PC | JE Replied |
| 15/01/2026 | Email | Re: Road surfacing Pilning | JE Replied |
| 15/01/2026 | Email | Re: Claim against the PC | JE Replied |
| 15/01/2026 | Email | Re: Mess at Severn Beach allotments | JE Replied |
| 15/01/2026 | Email | Email from website - allotments | Noted |
| 16/01/2026 | Email | Fwd: Miniature railway site complaint | Noted |
| 16/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 16/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 16/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 16/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 16/01/2026 | Email | BDO Survey - We welcome your Feedback | Noted |
| 16/01/2026 | Email | Request for removal Canopy of bus stop | JE Replied |
| 16/01/2026 | Email | Re: Reporting Northwick Chapel View on ... Suggested reply | JE Replied |
| 16/01/2026 | Email | Fencing Left on Green, Severn Beach | Noted |
| 16/01/2026 | Email | Request to remove bus shelter | JE replied |
| 16/01/2026 | Email | Share request for P25/02894/HH Severn Lodge Farm New Pass ... | Noted |
| 16/01/2026 | Email | Consultation letter for P25/02895/LB Severn Lod ... | Noted |
| 16/01/2026 | Email | Consultation letter for P26/00067/F Land To The ... | Noted |
| 16/01/2026 | Email | Consultation letter for P25/02894/HH Severn Lod ... | Noted |

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| 16/01/2026 | Email | Regional Training Seminars 2026 | Noted |
| 16/01/2026 | Email | SLCC Renewal - Profile Update | Noted |
| 16/01/2026 | Email | RE: Special expenses | JE Replied |
| 17/01/2026 | Email | clerk role | Noted |
| 17/01/2026 | Email | Allotments and stuff .. | Noted |
| 17/01/2026 | Email | Re: Miniature railway site | JE Replied |
| 18/01/2026 | Email | Henbury Loop on the agenda | Noted |
| 18/01/2026 | Email | Re: Jonathan Edwardes - Beach Road Severn Beach proposal | JE Replied |
| 18/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 18/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 18/01/2026 | Email | Re: South Glos Special Expenses | JE Replied |
| 18/01/2026 | Email | Re: Planning contact | JE Replied |
| 19/01/2026 | Email | Fwd: Whitehouse Barn - Judd Sharp - COM19/0058/OD & White ... | Noted |
| 19/01/2026 | Email | Entrance to field to the Left of Little Green Lane | Noted |
| 19/01/2026 | Email | Quick update | Noted |
| 19/01/2026 | Email | RE: Questions ahead of the meeting with Pilning & Severn Beach ... | JE Replied |
| 19/01/2026 | Email | Fwd: FW: Celebrating Pilning, Severn Beach and Severnside - Ja ... | Forwarded |
| 19/01/2026 | Email | Healthwatch South Gloucestershire Q3 2025 feedback report | Noted |
| 19/01/2026 | Email | Query regarding Solicitor's advice | Noted |
| 19/01/2026 | Email | C&GS Working Group Meeting- Weds 14th Jan 2026 | Noted |
| 19/01/2026 | Email | Re: Parish council min | JE Replied |
| 19/01/2026 | Email | Slides from TPC Forum 14/1/26 | Noted |
| 19/01/2026 | Email | TPC Forum initiative partnerships re chairs comments 14/1/26 | Noted |
| 19/01/2026 | Email | Parish council min | Noted |
| 20/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | Re: Reminder: Groundwater Flood Warden Lunch and Learn Ses ... | JE Replied |
| 20/01/2026 | Email | Re: Pilning & Severn Beach new website | JE Replied |
| 20/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | Re: New Passage hedges | JE Replied |
| 20/01/2026 | Email | Re: New Passage hedges | JE Replied |
| 20/01/2026 | Email | Reminder: Groundwater Flood Warden Lunch and Learn Session ... | Noted |
| 20/01/2026 | Email | Re: New Passage hedges | JE Replied |
| 20/01/2026 | Email | RE: (EXT) Request for a claim against Pilning & Severn Beach Pa ... | JE Replied |
| 20/01/2026 | Email | New Passage hedges | Noted |

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| 20/01/2026 | Email | Learning Difficulties Development Fund - 2026/2027 - Application ... | Noted |
| 20/01/2026 | Email | Re: Online archive | JE Replied |
| 20/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | RE: Questions ahead of the meeting with Pilning & Severn Beach ... | JE Replied |
| 20/01/2026 | Email | Change of Asset Management services | Noted |
| 20/01/2026 | Email | RE: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | RE: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | RE: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | Re: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | RE: Allotment fee changes | JE Replied |
| 20/01/2026 | Email | NALC events | Noted |
| 20/01/2026 | Email | RE: Miniature railway site complaint | JE Replied |
| 20/01/2026 | Email | RE: Questions ahead of the meeting with Pilning & Severn Beach ... | JE Replied |
| 20/01/2026 | Email | Re: Entrance to field to the Left of Little ... | JE Replied |
| 21/01/2026 | Email | Fwd: Joining Instructions -January Business Breakfast t ... | Noted |
| 21/01/2026 | Email | Re: Pilning & Severn Beach new website | JE Replied |
| 21/01/2026 | Email | Notification of decision letter for P25/02754/F | Noted |
| 21/01/2026 | Email | Re: Pilning & Severn Beach new website | JE Replied |
| 21/01/2026 | Email | RE: Miniature railway site complaint | JE Replied |
| 21/01/2026 | Email | RE: Re: Severnside Action Group | JE Replied |
| 21/01/2026 | Email | Re: B4064 | JE Replied |
| 21/01/2026 | Email | Re: Re: Severnside Action Group | JE Replied |
| 21/01/2026 | Email | Re: Severnside Action Group | JE Replied |
| 21/01/2026 | Email | B4064 | Noted |
| 21/01/2026 | Email | Re: Miniature railway site complaint | JE Replied |
| 21/01/2026 | Email | RE: Hedges on New Passage Road | JE Replied |
| 22/01/2026 | Email | Data Protection training | Circulated |
| 22/01/2026 | Email | FW: South Glos Local Plan - Statement of Common Ground ... | Forwarded |
| 22/01/2026 | Email | South Glos Local Plan - Statement of Common Ground with Pilni ... | Noted |
| 22/01/2026 | Email | RE: An idea | JE Replied |

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| 22/01/2026 | Email | Consultation letter for P25/02764/CLP Kennels Queens Lodge | Noted |
| 22/01/2026 | Email | Re: Allotment plot available | JE Replied |
| 22/01/2026 | Email | News Bulletin - 22 January 2026 | Noted |
| 22/01/2026 | Email | Re: Re: Re: Re: Allotment enquiry | JE Replied |
| 22/01/2026 | Email | Re: Allotment plot available | JE Replied |
| 22/01/2026 | Email | RE: An idea | JE Replied |
| 22/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 22/01/2026 | Email | Re: Data Protection training | JE Replied |
| 22/01/2026 | Email | Data Protection training | Noted |
| 22/01/2026 | Email | FW: South Glos Local Plan - Statement of Common Ground ... | Noted |
| 22/01/2026 | Email | South Glos Local Plan - Statement of Common Ground with Pilni ... | Noted |
| 22/01/2026 | Email | RE: An idea | JE Replied |
| 23/01/2026 | Email | today | Noted |
| 23/01/2026 | Email | New files uploaded to Client Portal | Noted |
| 23/01/2026 | Email | Land raising | Noted |
| 23/01/2026 | Email | Pizza Van | Noted |
| 23/01/2026 | Email | Severn Crossings - Works | Noted |
| 24/01/2026 | Email | Re: Piledriving | JE Replied |
| 25/01/2026 | Email | Fwd: Nature events and courses | Circulated |
| 25/01/2026 | Email | Sevenside | Noted |
| 25/01/2026 | Email | Re: staff review. | JE Replied |
| 25/01/2026 | Email | Re: Allotment invoice for 2026 | JE Replied |
| 25/01/2026 | Email | Horn Sound - Severn Beach | Noted |
| 25/01/2026 | Email | Your new BT bill | Noted |
| 26/01/2026 | Email | Fwd: Local Plan: Draft Statement of Common Ground | JE Replied |
| 26/01/2026 | Email | Re: Local council award scheme | JE Replied |
| 26/01/2026 | Email | Re: Meeting next Monday | JE Replied |
| 26/01/2026 | Email | Patrick Conroy | Noted |
| 26/01/2026 | Email | White lines in Severn Beach | Noted |
| 26/01/2026 | Email | Re: Pizza van | JE Replied |
| 26/01/2026 | Email | RE: P25/02322/HS - Biomethane Refuelling Station - Hazardous | JE Replied |
| 26/01/2026 | Email | Customer and Community Improvement Fund - applications clos ... | Noted |
| 26/01/2026 | Email | RE: Sevenside | JE Replied |
| 26/01/2026 | Email | Fwd: South Glos Local Plan - Statement of Common Ground wit ... | Circulated |

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| 26/01/2026 | Website | FW: [psb] Contact Us 2 - new submission | JE Replied |
| 26/01/2026 | Email | Consultation letter for P26/00096/RVC Land Off ... | Noted |
| 27/01/2026 | Email | Tailored cover for Pilning and Severn Beach Parish Council | Noted |
| 27/01/2026 | Website | Re: [psb] Contact Us 2 - new submission | JE Replied |
| 27/01/2026 | Email | Storm Chandra Flood Warden Update | Noted |
| 27/01/2026 | Email | RE: Pilning & Severn Beach Parish Council contact | JE Replied |
| 27/01/2026 | Email | Re: Northwick memorial | JE Replied |
| 27/01/2026 | Website | [psb] Contact Us 2 - new submission | JE Replied |
| 27/01/2026 | Email | Re: Link to the WG agenda | JE Replied |
| 27/01/2026 | Email | Agenda | Noted |
| 27/01/2026 | Email | February meeting | Noted |
| 27/01/2026 | Email | Re: Wages for January | JE Replied |
| 27/01/2026 | Email | Re: Notice of meeting and summons to attend Monday 2nd Febr ... | JE Replied |
| 27/01/2026 | Email | FW: Changes to the NDP | Noted |
| 27/01/2026 | Email | Proposal for Enhanced Tribute to Frances Barr | Noted |
| 27/01/2026 | Email | Fwd: two things | Circulated |
| 27/01/2026 | Email | Re: Contact with the Parish Council | JE Replied |
| 27/01/2026 | Email | Conquer Assertion 10 This January: Top Tip #5 | Noted |
| 27/01/2026 | Email | Land behind Church Road Severn Beach | JE Replied |
| 27/01/2026 | Email | Security incident report | Noted |
| 27/01/2026 | Email | Fwd: Climate & Nature Emergency Newsletter January update | Circulated |
| 27/01/2026 | Email | Consultation letter for P25/02821/F Village Spice ... | Noted |
| 27/01/2026 | Email | Consultation letter for P26/00061/HH 4 Church R ... | Noted |
| 27/01/2026 | Email | RE: An idea | JE Replied |
| 28/01/2026 | Email | RE: February meeting | JE Replied |
| 28/01/2026 | Email | Re: Next Parish Council meetings 2nd February 2026 | JE Replied |
| 28/01/2026 | Email | Re: Planning Application P25/02821/F Village Spice Cross Hands ... | JE Replied |
| 28/01/2026 | Email | Pilning Village Hall Management Committee | Noted |
| 28/01/2026 | Email | Budget for 2026 to 2028 proposed, preparing for three-weekly ... | Noted |
| 28/01/2026 | Email | Fwd: FW: Changes to the NDP | JE Replied |
| 28/01/2026 | Email | Re: two things | JE Replied |
| 28/01/2026 | Email | Re: Statement of Common Ground | JE Replied |
| 28/01/2026 | Email | maps | Noted |
| 28/01/2026 | Email | Clerks's network meeting | Noted |

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| 28/01/2026 | Email | Clerks Network Thursday 15 January 2026 | Noted |
| 28/01/2026 | Email | New Hygiene and nappy waste collection | Noted |
| 28/01/2026 | Email | Re: Pilning Village Hall Management Committee | JE Replied |
| 28/01/2026 | Email | Frances Barr tribute | Noted |
| 29/01/2026 | Email | Western Approach and Surrounds (Pilning/SB Parish) | Noted |
| 29/01/2026 | Email | Re: Piledriving | JE Replied |
| 29/01/2026 | Email | Royal Mail Business Enquiry - Case Reference #09942185 | Noted |
| 29/01/2026 | Email | Allotment enquiry | JE Replied |
| 29/01/2026 | Email | Application to Parish Council Community Safety Grant from Crimestoppers | Noted |
| 08/07/2025 | Email | Pilning and Severn Beach PC and Area 1 Community Engagement Officer- Introduction meeting | JE Replied |

APPROVED

APPENDIX C – ACTION LIST

| Reference | Action Summary | Status/Notes | Updated |
|-----------|---|--------------|---|
| 168/791 | Follow up with Royal Mail re Abbot Road post-box | Action JE | Royal mail contacted. |
| 168/797 | Forward supplementary Beach Road issues to relevant authorities | Action JE | Work in progress |
| 168/803 | Write to Metro Mayor re WEMCA Growth Strategy | Action JE | Work in progress |
| 168/805 | Chase Beach Road white lining | Action JE | Still chasing |
| 168/806 | Submit FOI regarding Counsel Advice for Orchard Pools | Action JE | Work in progress |
| 169/865 | Contact SGC re Gypsy Platt footpath maintenance | Action JE | Superseded |
| 169/867 | Contact ELF for advice re Orchard Pools | Action PT | New action |
| 169/871 | Arrange installation of three flagpoles | Action JE | Exploratory work underway for soil conditions |

APPROVED

APPENDIX D – COMPLETED ACTIONS

Reference Action Summary

168/795 Review Working Group Terms of Reference by May 2026

169/866 Submit precept request to SGC

Status

Action ALL

Action JE

May agenda

Completed

Completed

APPROVED

Appendix E NPSG Report

Neighbourhood Plan Steering Group (NPSG) Report to Parish Council 2 February 2026-delivered by Richard Edwards

Our last report to the PC was at the meeting on 5th January 2026. Activities since then are as follows:

The Steering Group has now completed its review of feedback received from the Regulation 14 Consultation and has prepared the Regulation Consultation 14 Summary Report. That report contains information on how the consultation was carried out, all the feedback received, notes from meetings, proposed responses to feedback received and changes to be made to the Neighbourhood Development Plan. Subject to any tidying up, the report runs to 204 pages.

The amendments to the NDP are almost complete. Most policies have amendments but none from the previous issue have been removed and no new ones added. The NPSG has a working group meeting later this week when any final decisions on content will be made. Early next week, the NDP and the Regulation 14 Consultation 14 Summary Report will be sent to the Parish Council for loading onto the website and their decision to pass it onto South Gloucestershire Council for Independent Examination. Responses to feedback received will be sent out over the coming week

The Regulation Consultation 14 Summary Report will provide the details of how matters raised by the Parish Council and discussed at the working group meeting of 28th October, have been addressed.

Both the Aspirations Document and the Strategic Environmental Assessment Report have been revised as a result of the Regulation 14 Consultation and will also need to be re-published.

Presentation of the NDP for submission to SGC for Independent Examination ends the Steering Group's activities on the NP in this phase. Processing any findings from the examination and preparation for referendum may come in the future.

Flooding

The NPSG was invited to a meeting with Claire Young on 23rd January to discuss flooding issues with the EA SGC and the Parish Council. Although the EA confirmed they have loaded all the latest ASEA data onto the Government website for checking long term flood risk, which moves much of the parish into low risk, it would appear that insurance companies are using other data sources. Residents should flag up any ongoing difficulties in getting house insurance due to flood risk. Fluvial and surface water flooding was not addressed in the meeting and will need a separate meeting with the Internal Drainage Board

Appendix F Unitary Councillor Report Pilning & Severn Beach Parish Council Report | February 2026

Key updates for Parish Council colleagues in February with a focus on the Council budget;

- This is the time of year in which the primary focus of the Council is setting its budget for the next 12 months. This is a complicated and lengthy process. Councils across the country continue to face rising demand for statutory services such as social care for the elderly and disabled, education and children's social services. Increasing numbers of children, families and older residents need care and support, while the cost of maintaining roads and other infrastructure continues to rise as materials become more expensive and extreme weather conditions place greater strain on ageing infrastructure. Costs are increasing faster than inflation, faster than government funding, and faster than it is reasonable or sustainable to raise council tax. When the Government sets the funding for local councils it assumes all local authorities will continue to raise council taxes by 4.99 per cent each year and there is no spare funding to do anything differently.

That being said there are still areas in which the council wants feedback from residents on how they should prioritise the non-statutory spending and a consultation was held in the Autumn. Local people said during the budget consultation they want the council to continue to invest in occupational therapy and related support services that help older and disabled residents adapt their homes and live independently for as long as possible. Any changes will then focus on updating charges and delivery models, so these services remain sustainable in the long term, after many years in which costs have been kept artificially low. The council will keep the Handy van and Pest Control services that are valued by residents.

In this budget the Council is trying to do more to help those who are trying so hard to help deliver a better future for their children by building and improving schools, expanding specialist provision so more children can get the support they need locally and continuing to support families to feed their children during school holidays, initially through to the end of the next summer break.

Feedback has been received from working families who are struggling with day-to-day living costs. The council offers support via its website and One Stop Shops [Financial support for residents | BETA - South Gloucestershire Council](#) and I urge residents to ask for help if they need it.

- Elsewhere I have continued to attend meetings with residents involving the 'megashed' and work with Claire Young MP who has continues to raise issues with the historic 1957 planning consent that remains a local problem for residents.
- Road refurbishment in Pilning is mid-project, with the first phase complete and additional work along Cross Hands Rd proposed for summer 2027. As a reminder, this is an £800k refurbishment project that is long overdue, and I apologise for the inconvenience but know people will appreciate the upgraded work once it's complete.

Email; Simon.Johnson@southglos.gov.uk Phone; 07399 080444