Pilning & Severn Beach Parish Council
Annual Parish Council Meeting
held on Tuesday 5th May 2026.
St. Peter's Church, Cross Hands Road, Pilning.
BS35 4JB 7pm

PRESENT:
Peter Tyzack (PT); Nick Davies (ND); Olga Taylor (OT); Victoria Bywater (VB); Stephen Graham (SKG); Grace Clarke (GC); Ian Roberts (ISR); Stephanie Rutterford (SR) and Mike Pruett (MP)
Also attending Jonathan Edwardes (JE), (Parish Clerk & RFO), District Cllr Simon Johnson (SJ), and seven members of the public.

1. Election of Chairman
The retiring Chairman sought nominations for the election of the new Chairman. PT proposed VB as Chair, seconded by SR, all in favour.
Agreed unanimously.
Acceptance of office signed.

2. Election of Vice Chairman
PT proposed OT as Vice-Chair
Agreed unanimously

3. To Appoint Representatives to Committees For 2026/27
Finance Committee
The Chair proposed that given the importance of finance to the Parish Council that all Parish Councillors are appointed en bloc on this committee.
Agreed unanimously.

Planning Committee
Nick Davies did not seek re-election to Planning Chair
Peter Tyzack nominated and was elected
Agreed unanimously.

Staffing Committee
VB proposed that Stephen Graham, Mike Pruett and Olga Taylor are appointed en bloc for this committee, seconded by JO.
Agreed unanimously.

4. To appoint the representative for working groups for 2026/2027
VB proposed that the working groups are rationalised to one working group, encompassing Green Spaces, Maintenance & Facilities and Sports & Recreation. The fourth working group for Communication would be disbanded and returned to as a standing item on the Full Council agenda. The Council confirmed that the Rail Plan could sit under the Maintenance & Facilities remit in the new combined working group.
SR agreed to chair the new combined group.
Agreed unanimously.

5. Nominations to External Bodies for 2026/2027

a) Pilning Village Hall Representative

The Chair noted the charity obligation legal advice indicates that the Parish Council should ultimately appoint a trustee to the Village Hall Committee.
For 2026/27:
Representative: SR
Support: VB (continuing to attend informally)

b) South Glos Area Group – "Your Voice"

Representative: Peter, who agreed to continue.
All Councillors are encouraged to attend.

c) SevernNet

Lead Representative: ND (when available)
Additional attendees: PT and OT
All Councillors are encouraged to attend breakfast meetings.

d) Severn Beach Village Hall (Observer)

Lead: PT
Support: MP and SKG

e) Town & Parish Forum

Attendance to be shared between GC and PT, depending on availability.

f) Almondsbury Charity

VB is a trustee of the charity and will continue to represent the Parish Council

g) Edmonds & Cole

MP is already a representative and is happy to continue

h) Flood Warden

ND is already a representative and is happy to continue

i) Bristol Rail Campaign (formerly FoSBR)

No nomination was received.

6. Review of Parish Council Policies

The Clerk and councillors had reviewed all policies in detail.

Standing Orders

A discrepancy was identified between financial thresholds between the Standing Orders and Financial Regulations (£2,000 vs £5,000).
Deferred to next meeting pending clarification.

172/971 Action JE

General Power of Competence

The Clerk explained the requirements: "Your Clerk needs to be CiLCA qualified, which I am, then you then need to have elections. If Councillors are elected and not co-opted, then the Council can resolve to go for GoPC."

Risk Schedule & Risk Assessment
Both documents still referenced Pilning Village Hall and overlapped significantly.
Deferred for consolidation and correction.

172/972 Action JE

Internal Audit Policy
A typo relating to PAYE/VAT had been corrected prior to the meeting.

HR Policies
Several policies (Health & Safety, Equal Opportunities, Safeguarding, Grievance & Disciplinary) were identified as outdated or inappropriate for publication.
Resolved HR policies to be ring-fenced and reviewed separately.

Website Policy
Requires updating to reflect the new compliant website.

Councillor Allowances Policy
To be reviewed annually going forward.

7. Confirmation of Parish Insurance
Insurance renewal due in June.
Deferred to June meeting.

8. Financial Standing Orders & Direct Debits
Reviewed and approved.

9. Annual Governance Statement (Section 1)
The Clerk reported a successful internal audit:
Approved and signed by Chair and Clerk.

10. Accounting Statement (Section 2)
Figures for the previous financial year were presented.
Approved and signed.
A vote of thanks was recorded for the Clerk's work.

11. External Auditor – Conflict of Interest Declaration
Council confirmed no conflicts with BDO LLP.
Signed by Chair and Clerk.

12. Appointment of Internal Auditor 2026/27
Mike Archer-Smith reappointed.
A vote of thanks was recorded.

172/970 Action JE

13. Presentation of the Annual Report 2025/26
The Chair presented the Annual Report.
The report includes governance, finance, community assets, highways, engagement, support for groups, and councillor attendance.
Adopted with amendment on the first page

14. Approval of Minutes – Annual Parish Meeting 7th April 2026
Minutes were approved as a true record and signed.

Meeting closure
There being no further business, the meeting closed at 7:34pm.