



Pilning & Severn Beach Parish Council Meeting Minutes Monday 6th July 2026 Emmaus Church Centre, Gorse Cover Road, Severn Beach BS35 4NP at 7pm

WELCOME AND CHAIR'S UPDATE

The Chair provided an update on the progress of the Neighbourhood Development Plan (NDP). Members were reminded that the Parish Council had previously resolved to continue with the NDP, with amendments to specific policies agreed at the June meeting.

The Chair advised that the Neighbourhood Plan Steering Group had indicated it was unwilling to amend the draft plan to reflect the Council's resolutions, citing concerns that the available evidence did not support the agreed changes. It was also noted that the Regulation 14 Consultation Summary Report would require updating before the plan could progress.

The Chair confirmed that the purpose of the agenda item later in the meeting was to determine how the Parish Council's previous decisions should now be implemented and whether external professional support should be engaged to assist in preparing the submission version of the Neighbourhood Plan.

The Chair reiterated that the Parish Council had not resolved to develop Pilning Playing Field and that any final Neighbourhood Plan would remain subject to independent examination and a local referendum before adoption.

COUNCILLORS:

Victoria Bywater (VB) (Chair)

Ian S Roberts (ISR); Mike Pruett (MDP); Nick Davies (ND); Olga Taylor (OT); Steve Graham (SKG); Peter Tyzack (PT); Stephanie Rutterford (SR)

Jonathan Edwardes (JE), (Parish Clerk & RFO) and eight members of the public.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Elizabeth Benjamin of Pilning

1 Apologies for absence

District Cllr Simon Johnson (SJ)

Absence

Grace Clarke (GC)

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 Meetings held on the 1st June 2026, were proposed by OT and seconded by ND and unanimously approved as a true record and signed by the Chair.

4 Matters arising / actions

Page 7 Members noted advice previously circulated stating that a judicial review should not be pursued. PT confirmed this is his understanding.

- 173/46 Follow up on website complaint re: grass cuttings in drains. Clerk replied to resident re grass cuttings and South Gloucestershire Council gutter maintenance programme. Response from South Gloucestershire Council expected. Also, resident further complained about Severn Beach Promenade grass. An application has been made to use Community Payback personnel. (JE).
- 173/47 Prepare agenda item on audibility/meeting accessibility. (JE) See agenda item
- 173/48 Obtain second quote for Northwick Tower stonework. (VB) See agenda item
- 173/49 Add attendee lists to future CWG meeting notes. (SR) Completed
- 173/50 Procure replacement goal posts (SR / JE) Completed
- 173/51 Procure replacement basketball backboards. (SR / JE) Completed
- 173/52 Draft letter to HM The King re: Ramsar/SSSI landscape concerns. Letter drafted. (MDP, PT & ISR) Completed
- 173/53 MDP, PT & ISR Draft letter to SGC Chief Executive re: masterplan, S106, biodiversity issues. Completed
- 173/54 Arrange contractor to clean team shelter and remove rubbish/graffiti. Completed 04/06/2026 (JE) Still clean 30/06/2026
- 173/55 Arrange cemetery working-party tidy-up. Work in progress (OM)

5 Correspondence

See appendix A

- Deputy Clerk: - Several emails received about the Deputy Clerk vacancy; one application submitted and awaiting staffing committee discussion.
- Hot working conditions: - Query raised about Elm Tree Landscapes pausing work due to hot conditions (24–36 hours). Contractor has since caught up; no current issues reported with grass-cutting.
- Tennis court surround: - This was previously cleared by a metre and a half so balls can be retrieved; this bespoke job now needs doing again.
- Roadside Mowing: - A resident's concerns about verge mowing were noted. Members agreed that any correspondence with Highways should include the resident's comments, while ensuring that safety-related mowing is not inadvertently criticised.

6 Accounts for Payment

See appendix B

Planit gardens	General Maintenance	£161.50
BRM Treework	Willow clearance Pilning Allotments	£500.00
DJB Builders	Pilning Playing Field Football Goals	£474.00
Subtotal		£1135.50
Bimonthly total		£20281.37

Accounts were approved.

174/84 Action JE

.1 Bank reconciliation for the previous months

To comply with Parish Council Financial Regulation 3. viii the Chairman was presented with the bank reconciliation, which were signed as a true record.

Resolved that the bank reconciliation report for May and June 2026 be approved.

7 Public Participation

Public participation was opened and three speakers addressed the council.

Speaker 1 - A resident expressed strong concern about Policy H1 in the draft Neighbourhood Plan, arguing that the playing field is a vital, freely accessible community space used daily by people of all ages. They highlighted its value for informal play, exercise, mental health, safe routes to school, and inclusion for residents without gardens. They reported door-to-door feedback showing a large majority of people asked were opposed to housing on the field and provided written evidence. They also recorded field usage over one hour, noting twenty users.

The Chair clarified that the neighbourhood plan process is now at a stage where the Parish Council cannot alter the inclusion of H1, as the Council has already resolved to submit the plan with H1 included. Residents were advised to make representations to South Gloucestershire Council and to vote according to their views at referendum.

Speaker 2 - A second resident stated that a previous petition signed by many residents had been disregarded and not formally received. They questioned whether the council had fulfilled its duty to represent local views and raised concerns about the uncertainty of any proposed replacement sports facility.

Speaker 3 - A resident from Severn Beach raised an issue regarding overgrown brambles encroaching from a drainage ditch near the allotments. The council confirmed the ditch is maintained by the Lower Severn Internal Drainage Board and agreed to contact them about clearing the sides.

174/85 Action JE

Further concerns were by Councillors raised about overgrown vegetation on Church Road, Northwick Road and near the doctor's surgery, affecting pedestrian access. Councillors noted these could be reported via FixMyStreet and agreed to raise them with South Gloucestershire Council.

8 Report from District Councillor Simon Johnson

None

9.1 The Community Working Group

SR reported: the welcome installation of the new goal posts at Pilning Playing Field and noted that delivery of the back boards for the basketball court are expected soon. Increased summer use of Pilning Playing Field is anticipated.

The group discussed potential future additions to the field, including picnic benches and seating around the perimeter. Ideas are being collected before assessing space, feasibility and cost.

The Community Working Group was pleased to welcome two new members.

Next meeting: Severn Beach Village Hall (Library Room), Friday 31 July, 7:00–8:30pm. Residents encouraged to attend.

A proposal was raised to apply for a Woodland Trust free tree pack (105 trees) to replace vegetation previously removed at Severn Beach allotment front and promenade gardens. Some species may need to be excluded if unsuitable. One of the allotment tenants will assist with planning. Council agreed permission to apply.

A meeting is planned with the Avon Wildlife Trust to assess ecology improvements behind the tennis courts.

9.2 Spending Requests from Working Group (SR)

None

10 AGENDA ITEMS

.1 To receive an update on the Neighbourhood Development Plan since the last meeting

Please see the Chair's update before the start of the meeting.

.2 To decide the arrangements for the final preparation of the submission of the Neighbourhood Development Plan.

Councillors had already voted on amendments to the Neighbourhood Development Plan, but the Steering Group declined to implement them, stating the evidence was insufficient. The returned draft now contains extensive red text and strikethroughs, and the Council must decide how to proceed.

SR and OT confirmed willingness to work with the Chair to produce a clean draft

174/86 Action OT, SR & VB

PT expressed a preference for engaging a professional consultant.

Councillors also recognised that the remaining work is twofold:

correcting formatting, numbering, and presentation;

ensuring procedural and evidential compliance.

ND reiterated that the Steering Group had declined to make the amendments because "there wasn't sufficient evidence". He advised that if the Parish Council wishes to pursue changes, it must identify and provide the necessary evidence.

The Clerk confirmed that previous consultant work typically cost £2,500 or more per tranche, meaning any new commission would likely be a significant expenditure.

No authority was granted to spend funds at this stage. The Clerk reminded members that any expenditure over £500 requires formal approval.

It was reaffirmed that the Parish Council has already agreed to submit the NDP with the voted amendments. Members acknowledged that the legal examiner may require further changes during examination.

Councillors discussed the possibility of holding an August meeting solely to consider the consultant's response, should the timing require it. The Clerk confirmed that councillors may call such a meeting if needed.

Proposal: That SR, OT and the Chair prepare a clean draft of the NDP and submit it to Vision Planning for a quotation and professional review.

Approved, with one abstention.

.3 Neighbourhood Development Plan Steering Group – to consider future arrangements.

The Council noted that the Steering Group's existing Terms of Reference (Issue 5) only cover work up to the pre-submission draft, and this stage has now passed. The Steering Group confirmed, via a member of the NPSG present in the public gallery, that they do not wish to take part in the current amendment stage but would be willing to assist after independent examination if further work is required.

Councillors agreed that the current Terms of Reference have concluded and that a new set will be drafted for the next phase, with Steering Group members invited to contribute.

Decision: New Terms of Reference will be prepared for the next stage of the Neighbourhood Plan.

.4 To decide on actions from the Cross Hands residents' survey

The Council received the results of the Cross Hands Road resident survey (22 April–22 May), with over 200 responses. Residents reported significant concerns about speeding, dangerous driver behaviour, non-compliance with the 7.5-tonne restriction, and widespread road surface deterioration. Existing speed cushions were generally viewed as ineffective, and there was strong support for raised tables at both zebra crossings. Additional suggestions included average-speed cameras, chicanes/priority build-outs, speed-activated signage, and stricter HGV enforcement.

Members noted that the current situation is worsened by the continued closure of Junction 1 and agreed this strengthens the case for action.

Following discussion, the Council agreed the following actions to take forward with South Gloucestershire Council:

1. Request urgent resurfacing of Cross Hands Road.
2. Seek updated enforcement and monitoring data, including speed and HGV compliance.
3. Support raised tables at both zebra crossings to improve pedestrian safety.
4. Pursue feasibility studies for further traffic-calming measures (e.g., build-outs, priority sections).
5. Request a village-wide traffic-calming plan in partnership with South Gloucestershire Council.
6. Propose extending the 20mph zone to begin before the bridge and moving the 30mph limit further out.

Members also discussed potential future financial contributions, noting that £3,000 is already budgeted for traffic regulation work.

Decision: The Council approved the above actions as the basis for formal correspondence with South Gloucestershire Council.

.5 To decide on audibility equipment for meetings

The Council considered concerns raised about audibility at recent meetings, particularly in venues where seating layout makes it difficult for attendees to hear speakers. Members noted repeated feedback from residents that some contributions were inaudible.

Options for sound-enhancement equipment were discussed, with indicative costs ranging from £60–£250. The Clerk outlined a potential solution involving boundary microphones and a small speaker system but also noted that equipment would require setup and management at each meeting.

A proposal was made to trial improved speaking practices before committing to expenditure. Members agreed to focus on clearer projection, better seating arrangements, and ensuring speakers address the whole room.

Decision: The Council agreed not to purchase audibility equipment at this stage and to trial improved speaking and seating arrangements over the next three meetings. The matter will be reviewed thereafter.

.6 To decide on quotes for stone masonry repairs on Northwick Tower

The Council noted the need for urgent stone masonry repairs at Northwick Tower. Although there is no general budget, an earmarked reserve is available to support the work. VB reported that vegetation, including a large bramble, is forcing apart the surviving historic window jamb, which forms part of the Grade II listing, creating a risk of collapse.

Strimming around the tower is required before repairs can begin Clerk to instruct

174/88 Action JE

Scaffolding is required to access the window jamb; a local contractor has quoted £600, with duration dependent on the repair period. Two stone masonry quotes have been received, with further quotations possible once scaffolding is in place. Additional preparatory tasks were noted, including clearing rubbish inside and outside the tower, removing saplings, dealing with leftover logs from tree work, and clearing debris from ditch works.

VB commented that removing the Heras fencing as soon as practicable would greatly improve the site. The repaired weathervane cockerel was displayed at the meeting. VB suggested a temporary installation in the former nave area, along with a picnic bench, though the Clerk advised that Church Commissioners may object, as previous proposals for using the former church footprint have been refused.

PT suggested that completing the urgent work before any other schemes might be the best approach.

Proposal to instruct the first contractor approached to repair the window jamb.

174/89 Action JE

Once the work is complete, the Heras fencing will be removed.

174/90 Action JE & VB

PT proposed and ISR seconded.

.7 To decide on Human Resources support for Parish Council

The Council considered options for obtaining external human resources support to ensure compliance with current employment legislation relating to its staff. Members noted that the Staffing Committee reviewed several providers and that sector-specific HR advice is increasingly necessary due to ongoing legislative changes affecting Parish and Town councils as employers.

Information compiled on recommended HR companies was received, including providers specialising in local council employment matters. Members discussed contract terms and noted that such arrangements are typically time-limited (e.g., three-year periods) and may be renewed or discontinued at the Council's discretion.

RESOLVED: That the Parish Council enters into a contract with WorkNest to provide HR support and employment compliance services.

Vote: Unanimous.

174/91 Action JE

10. UPDATES & REPORTS

.1 Progress reports

The Council received progress updates on ongoing agreed actions.

Berm reinstatement (Promenade Gardens):

Members noted that the project has stalled due to the quoted cost of approximately £4,500 from the contractor previously approached. Alternative local contractors were suggested, The Clerk is to follow up

172/1 Action JE

Pilning Playing Field – Basketball Backboards:

The new backboards are due for delivery on Wednesday, with completion expected by 17 July 2026. The project is on schedule.

30mph Speed Limit (Marsh Common Road):

The TRO request was submitted to South Gloucestershire Council on 12th December 2025. A recent online meeting provided no further update. The cost of the TRO process may be delaying progress. Members noted the matter is largely outside the Council's control but agreed continued pressure on SGC Highways is appropriate; the Clerk will raise this with District Cllr Simon Johnson. It was also noted that resurfacing works may result in existing traffic-calming features being reinstated unless the TRO is progressed.

Pilning Playing Field – Goalposts:

The new goalposts have been installed but require the D hoops to complete.

Severn Beach Allotments – Replacement Gate:

The new gate has been installed, with only minor adjustments outstanding. A height-restriction sign will be arranged once measurements are confirmed. Members recorded thanks to ND for completing the installation.

.2 Pilning Station

OT gave an update confirming that the Pilning Station car park has been formally closed. Informal information suggests the decision was made by GWR, Network Rail, British Transport Police and approved by the Department for Transport, citing

- the poor access road surface,
- fly-tipping and misuse of leased land.

A Freedom of Information request has been submitted by Pilning Station Group, with a response due by 20 July 2026.

Councillors noted the closure reduces station accessibility and agreed to consider writing to the MP once the FOI response is received. Accessibility concerns may also engage disability-discrimination issues.

174/92 Action JE

.3 Severn Beach Station

MDP reported that vegetation on land adjacent to Severn Beach station is encroaching onto the public footpath. South Gloucestershire Council previously cut back this area, and the Clerk will request further clearance.

Members were reminded of the Severn Beach school artwork event taking place on the station platform on Thursday 09th July at 11:00.

.4 Severn Beach Village Hall

A meeting is scheduled for Thursday 9th July at 7:30pm

.5 Pilning Village Hall

No update

.6 Pilning Playing Field

See item 10.1 Progress report

.7 Severn Beach Allotments

The Council received an update on maintenance issues. Several trees within individual plots require attention, and allotment holders will be contacted. Six plots are currently under-worked; one has recently been re-let. Other minor maintenance matters were noted.

.8 Pilning Allotments

The willow trees in plot 7B have now been removed. A report from a volunteer on behalf of the Parish Council highlighted overgrowth in some areas, including bushes and trees near the railway boundary and inside the gate. Some plots require reminders to tenants regarding cultivation standards.

.9 To receive a report from the Cemetery Clerk

Various maintenance tasks were identified. The Clerk will arrange for these to be actioned.

.10 Update on "Report it" reference numbers

Several Councillors shared recent reference numbers submitted to South Gloucestershire Council. Some historic references have received responses, though the original submissions are no longer identifiable. Concerns were reiterated about the difficulty of tracking progress through the "Report It" system.

.11 Report from external meetings

Business Breakfast: - PT and ND attended a recent business breakfast event on environmental strategy. A constructive discussion was held with a senior officer and a follow-up letter was sent. PT also met representatives from Ramboll, who expressed interest in supporting discussions on drainage, land-raising and habitat management.

Environmental Volunteering: - MDP reported involvement with eel monitoring and river-quality work along the local coastline. The Council welcomed the update and encouraged submission of a short report for publication on the website.

Date of Next Meeting

The date of the next full Parish Council meeting will be Monday 7th September at Emmaus Church Gorse Cover Road Severn Beach BS35 4NP. There being no other business, the meeting was closed at 20:59 pm.

FREEDOM OF THE PARISH

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit being honorary freemen or honorary freewomen of the place or area for which it is the authority

.1 To decide on granting Freedom of the Parish award to nominated person(s)

Members convened a separate meeting under the relevant legislation to consider nominations for the Freedom of the Parish.

Three nominations were reviewed. Two nominations were supported and one nomination was declined by the recipient.

The two supported nominations will be presented with their awards at Pilning Flower Show.

174/93 Action JE

There being no other business, the meeting was closed at 21:08 pm.

Pilning & Severn Beach Parish Council Full Council meeting 7th September 2026

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

APPENDIX A CORRESPONDENCE

Date	Type	Subject	Action
24/05/2026	Email	Fwd: SA: Planning Watch - 21 May 2026	Forwarded
25/05/2026	Email	Allotment gate arrangements	New
26/05/2026	Email	Special Expenses Engagement Session 20 and 21 May	New
26/05/2026	Email	Community Working Group May 2026 minutes	New
26/05/2026	Email	Community Working Group May 2026 minutes	JE Replied
27/05/2026	Email	Parish Council Awards for Front Gardens, Allotments, and Commercial Frontage	New
27/05/2026	Email	Consultation letter for P26/01161/PNRE	New
27/05/2026	Email	FW: Parish Council Awards for Front Gardens...	Forwarded
27/05/2026	Email	FW: Parish Council Awards for Front Gardens...	JE Replied
28/05/2026	Email	SV223 Redwick Rd 20mph - Outline design of speed cushions	New
28/05/2026	Email	Contact Us 2 got a new submission	New
28/05/2026	Email	FW: Parish Council Awards for Front Gardens...	JE Replied
29/05/2026	Email	Fw: South Gloucestershire Local Plan examination	Forwarded
29/05/2026	Email	Invoices	New
30/05/2026	Email	Agenda items 8.2 and 9.1 a, b & c	New
31/05/2026	Email	Pilning monthly report	New
31/05/2026	Email	Agenda items 8.2 and 9.1 a, b & c	JE Replied
31/05/2026	Email	FW: Parish Council Awards for Front Gardens...	JE Replied
01/06/2026	Email	Thank you for your email Re: cemetery charges	JE Replied
01/06/2026	Email	Electoral Register Monthly Changes - June 2026	New
01/06/2026	Email	Notice of meeting and summons to attend 1 June	New
01/06/2026	Email	FW: Parish Council Awards for Front Gardens...	JE Replied
02/06/2026	Email	Pegasus Group Advice	New
02/06/2026	Email	Scrutiny Commission Special Expenses Sub-Committee	New
02/06/2026	Email	FW: Land at Pilning	Forwarded
03/06/2026	Email	Version 2 of the In View article	JE Replied
03/06/2026	Email	Draft In View article	JE Replied
03/06/2026	Email	Draft minutes	New
03/06/2026	Email	FW: Land at Pilning	JE Replied
04/06/2026	Email	Scrutiny Commission Special Expenses Sub-Committee	JE Replied
04/06/2026	Email	Deputy Clerk Vacancy	New

04/06/2026	Email	FW: Land at Pilning	JE Replied
04/06/2026	Email	Catch up meeting - Pilning and Severn Beach Parish Council	JE Replied
04/06/2026	Email	Pilning & Severn beach parish council	New
05/06/2026	Email	Deputy Clerk Vacancy	JE Replied
05/06/2026	Email	Fwd: Public Convenience QA for Special Expenses.docx	Forwarded
05/06/2026	Email	Fwd: Parish council meeting.	Forwarded
05/06/2026	Email	Pilning & Severn beach parish council	JE Replied
05/06/2026	Email	Pvhmc [draft minutes]	Item 11.5
05/06/2026	Email	Catch up meeting - Pilning and Severn Beach Parish Council	JE Replied
06/06/2026	Email	Fwd: Public Convenience QA for Special Expenses.docx	JE Replied
08/06/2026	Email	10th June, 2026 6.30 pm. Scrutiny Commission...	New
08/06/2026	Email	Vacancy	New
08/06/2026	Email	Fwd: Information request	Forwarded
08/06/2026	Email	Fwd: Public Convenience QA for Special Expenses.docx	JE Replied
08/06/2026	Email	something like this?	New
09/06/2026	Email	Catch up meeting - Pilning and Severn Beach Parish Council	JE Replied
09/06/2026	Email	WEMCA residential development letter	JE Replied
10/06/2026	Email	Letter from Pilning & Severn Beach Parish Council	New
10/06/2026	Email	Notification of decision letter for P26/00650/F	New
10/06/2026	Email	Draft minutes	JE Replied
11/06/2026	Website	Grass complaint - Gorse Cover Road	JE Replied
12/06/2026	Email	Order Issue New order 2001558	Noted
12/06/2026	Email	Future Parish Council meeting	Noted
15/06/2026	Email	Quote - 83451 Order Issue New order 2001558	Noted
15/06/2026	Email	Great news - Fibre optic cable at Northwick	Noted
17/06/2026	Email	Letter from Pilning & Severn Beach Parish Council	JE Replied
17/06/2026	Website	Grass complaint - Promenade	Noted
17/06/2026	Email	M49 J1 Addendum	JE Replied
17/06/2026	Email	Quote - 83451 Order Issue New order 2001558	JE Replied
18/06/2026	Email	M49 J1 Addendum	JE Replied
18/06/2026	Email	Future Parish Council meeting	JE Replied
18/06/2026	Email	Annual Playground Inspections - High Risk	Noted
18/06/2026	Email	Pilning & Severn Beach Neighbourhood Plan Steering Group	JE Replied
18/06/2026	Email	Quote - 83451 Order Issue New order 2001558	JE Replied

19/06/2026	Email	Annual Playground Inspections - High Risk	JE Replied
19/06/2026	Email	Riverside Park - embankment grass cutting	JE Replied
19/06/2026	Email	PSB Introduction - special expenses	Noted
19/06/2026	Email	Pot holes and roller coaster	Noted
22/06/2026	Email	Community Payback	JE Replied
22/06/2026	Email	FW: Pilning & Severn Beach Neighbourhood Plan Steering Group	JE Replied
23/06/2026	Email	Moderate risk play equipment report	JE Replied
25/06/2026	Email	Hot conditions - Elmtree Landscapes	Noted
25/06/2026	Email	RESCHEDULED: ALCA Clerks & Officers Network Meeting	Noted
26/06/2026	Email	Consultation letter for P26/01419/HH	Noted
26/06/2026	Email	Consultation letter for P26/01385/CLP	Noted
26/06/2026	Email	Fwd: Govier Way/Palmer Ave. Roadworks	Forwarded
26/06/2026	Email	Development at Severn Road, Severn Beach (Orchard Pools)	JE Replied
29/06/2026	Email	Allotment availability	JE Replied
30/06/2026	Email	Chair's update	JE Replied
30/06/2026	Email	FW: St Thomas Churchyard	Forwarded
30/06/2026	Email	Kind regards, Victoria Bywater Chair...	Noted
30/06/2026	Email	New Premises Licence Application - Morrisons Daily...	Forwarded
30/06/2026	Email	Fw: Enforcement Appeal Decision - 2 Northwick Road, Pilning...	Forwarded
30/06/2026	Email	Clerks Network Meeting hybrid Monday 6 July...	Noted
30/06/2026	Email	2 Northwick Road Appeal	JE Replied
01/07/2026	Email	Electoral Register Monthly Changes - July 2026	Noted
01/07/2026	Email	News Bulletin - 1 July 2026	Noted
01/07/2026	Email	Next TPC Forum 16/7/26 1200-1400 teams	Forwarded
01/07/2026	Email	Grant application	Noted
01/07/2026	Email	117 (New) Grant policy question received	Noted
01/07/2026	Email	Google Workspace: Your bank account will be debited soon	Noted
01/07/2026	Email	Monday's meeting	Noted
01/07/2026	Email	M48 Severn Bridge Resurfacing Trial - Please Share!	Published
01/07/2026	Email	Saved search results and Tracked Applications have been updated	Noted
01/07/2026	Email	Event for the deaf and hard of hearing, holiday clubs and more	Noted
02/07/2026	Email	Willows	JE Replied
02/07/2026	Website	Marsh Common vibration complaint	Forwarded
02/07/2026	Website	Marsh Common vibration complaint - Bounced email	JE Replied

02/07/2026	Email	Invitation to launch of primary school artwork at Severn Beach station	Published
02/07/2026	Email	Chair's update	Noted
02/07/2026	Email	Inquiry: Request to place a memorial plaque on Severn Beach seafront bench	JE Replied
02/07/2026	Email	Pilning and Severn Beach Parish Council - Audit Query (AL)	Sent JE
02/07/2026	Email	Clerks Network - Special expenses consultation report	Noted
02/07/2026	Email	Bounced email	Noted
02/07/2026	Email	Finance & Procurement - 117 Grant policy	Forwarded
02/07/2026	Email	Pilning playing field	Circulated
02/07/2026	Email	Update on South Glos. Council's (SGC) Local Plan	JE Replied
03/07/2026	Email	Riverside Park	SG to respond
03/07/2026	Email	Grant application for update	September Agenda
04/07/2026	Email	New SG signs for Junction 1.	Noted
04/07/2026	Email	Contact Form Submission	JE Replied
04/07/2026	Email	parish updates	Actioned
04/07/2026	Email	Goals - missing parts	Investigated
05/07/2026	Email	Fwd: Overzealous verge cutting	Under review
05/07/2026	Email	SB Allotment Report	Received
05/07/2026	Email	Allotment	Pending response
06/07/2026	Email	Links on posts on the new website	Resolved
06/07/2026	Email	Please make payment (INV-23454)	Received
06/07/2026	Email	Pilning Monthly Report.	Received
06/07/2026	Email	Invoice (Tim Dark)	Received
06/07/2026	Email	Q1 accounts update	Sent to councillors
06/07/2026	Email	Your Live4Sport order is complete	Received
06/07/2026	Email	Audit Query (AL)	Received
06/07/2026	Email	Allotment 7B	Resolved
06/07/2026	Email	Goal posts D hoops	Rectification

APPENDIX B ACCOUNTS FOR PAYMENT

Date	Payee	Detail	Law	Total	VAT	Ex VAT
05/05/2026	ELMTREE GARDEN	Pilning Cemetery	s214	£1,687.50	£73.80	£369.00
05/05/2026	ELMTREE GARDEN	Northwick Cemetery	s214		£49.16	£245.75
05/05/2026	ELMTREE GARDEN	Pilning Playing Field	PHA 1875 s164		£81.46	£407.25
05/05/2026	ELMTREE GARDEN	Severn Beach Playing Field (non VAT claim)	PHA 1875 s164		£76.83	£384.25
05/05/2026	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£44.97		£44.97
07/05/2026	COMPTON PUBLISHING	Advertising In View	s5	£2,490.00		£2,490.00
07/05/2026	MIKE ARCHER-SMITH	Internal Audit and AGAR prep	s111	£150.00		£150.00
07/05/2026	PILNING CHURCH COUNCIL	Hall Hire	s111	£68.00		£68.00
08/05/2026	BT	Phone	s111	£87.74	£14.62	£73.12
08/05/2026	GOOGLE	Email and storage	s111	£168.00		£168.00
08/05/2026	PILNING VILLAGE HALL	Hall Hire	s111	£24.00		£24.00
12/05/2026	LLOYDS	Bank Charges	s111	£4.25		£4.25
13/05/2026	O2	Mobile phone	s111	£17.83	£2.97	£14.86
13/05/2026	MCVEIGH PARKER	Severn Beach allotment gate	s111	£206.94	£34.49	£172.45
13/05/2026	SOUTH GLOS	Localism	PHA 1875 s164	£2,694.42	£449.07	£2,245.35
21/05/2026	ICO	Information license	s111	£47.00		£47.00
21/05/2026	VICTORIA BYWATER	Chain of office engraving	s111	£26.90		£26.90
22/05/2026	WILLOW BLOOMFIELD	Northwick weathervane	s111	£280.00		£280.00
28/05/2026	NOW PENSIONS	Pension provision	s111	£154.69		£154.69
29/05/2026	ODILE MCINOSH	Wages	s111	£325.20		£325.20
29/05/2026	J EDWARDES	Wages and allowances	s111	£1,870.50		£1,870.50
29/05/2026	EMERALD STEEL	Payroll preparation	s111	£35.00		£35.00
03/06/2026	ELMTREE GARDEN	Pilning Cemetery	s214	£1,687.50	£73.80	£369.00
03/06/2026	ELMTREE GARDEN	Northwick Cemetery	s214		£49.16	£245.75
03/06/2026	ELMTREE GARDEN	Pilning Playing Field	PHA 1875 s164		£81.46	£407.25
03/06/2026	ELMTREE GARDEN	Severn Beach Playing Field (non VAT claim)	PHA 1875 s164		£76.83	£384.25
03/06/2026	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£44.97		£44.97
04/06/2026	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£128.25		£66.50
04/06/2026	PLANIT GARDENS	Pilning Cemetery	s214			£19.00

04/06/2026	PLANIT GARDENS	Severn Beach Allotments	SHA 1908 s23, s25			£42.75
04/06/2026	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£142.50		£47.50
04/06/2026	PLANIT GARDENS	Pilning Cemetery	s214			£28.50
04/06/2026	PLANIT GARDENS	Severn Beach Allotments	SHA 1908 s23, s25			£47.50
04/06/2026	PLANIT GARDENS	Pilning Allotments	SHA 1908 s23, s25			£19.00
05/06/2026	GOOGLE	Email and storage	s111	£168.00		£168.00
08/06/2026	BT	Phone	s111	£87.74	£14.62	£73.12
08/06/2026	AUST FABRICATIONS	Northwick weathervane	s111	£60.00	£10.00	£50.00
09/06/2026	LLOYDS	Bank Charges	s111	£6.17		£6.17
12/06/2026	O2	Mobile phone	s111	£17.83	£2.97	£14.86
12/06/2026	NET WORLD SPORTS	Pilning Playing Field Back boards	PHA 1875 s164	£376.93	£62.82	£314.11
17/06/2026	PMF PRODUCTS LTD	Pilning Playing Field Goal posts	PHA 1875 s164	£889.00	£148.17	£740.83
22/06/2026	AJGIBL	Insurance	s111	£4,035.53		£4,035.53
25/06/2026	WATER 2 BUSINESS	Severn Beach allotment water	SHA 1908 s23, s25	£151.76		£151.76
26/06/2026	J EDWARDES	Travel expenses (AGAR notices)	s111	£6.60		£6.60
30/06/2026	ODILE MCINOSH	Wages	s111	£240.00		£240.00
30/06/2026	J EDWARDES	Wages and allowances	s111	£1,820.65		£1,820.65
30/06/2026	EMERALD STEEL	Payroll preparation	s111	£35.00		£35.00
Totals				£20,281.37	£1,302.23	£18,979.14

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