



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

COUNCILLORS:

Victoria Bywater (VB) (Chair)
Grace Clarke (GC); Peter Tyzack (PT); Stephanie Rutterford (SR)

Jonathan Edwardes (JE), (Parish Clerk & RFO) and District Cllr Simon Johnson (SJ) and six members of the public.

DEATHS: The meeting held a silence in remembrance of those who had recently died
Jean Studley formerly of Pilning
Mrs. Simpson former owner of Rustic Park
Linda Brankin of Severn Beach
Maureen Whelan of Severn Beach

1 Apologies for absence

Steve Graham (SKG) Mike Pruett (MDP), Olga Taylor (OT)

Nick Davies (ND) joined the meeting
Ian Roberts (ISR) joined the meeting

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 6th July 2026 7th July 2026, were proposed by GC and seconded by PT and unanimously approved as a true record and signed by the Chair.

4 Matters arising / actions

None reported

5 Correspondence

Correspondence Report (July–September 2026)

The Clerk reported the usual high volume of operational, planning and allotment-related correspondence during the period.

Key themes included:

- Allotments: Numerous enquiries, plot allocations, maintenance issues, water-supply concerns, gate code administration, and several cases of unauthorised activity.
- Planning: Regular consultation letters, decision notices, consultee comments, and updates on major applications including Avlon Works, Viridor, and multiple household applications.

- Highways & Environment: Reports of blocked footpaths, overgrown hedges, brambles, drainage issues, potholes, and road closure notifications. Several matters were escalated to SGC, LSIDB or the Environment Agency.
- Community & Events: Coordination of beach cleans, youth outreach visits, Remembrance Sunday traffic management, school awards, and local news items.
- Governance & Administration: AGAR updates, payroll and invoices, WorkNest HR onboarding, Standing Orders review, and website decommissioning tasks.
- Local Choice & Special Expenses: Ongoing discussions, briefings, and meeting arrangements with SGC regarding service transition and asset responsibilities.

Overall, correspondence reflected the usual operational workload, with timely responses and appropriate escalation to external agencies where required. See appendix A for a detailed list

Comments from Councillors

- Concern raised that White House Farm enforcement correspondence was not clearly identifiable on the list; confirmed it is included under a complaint to South Gloucestershire Council.

Resolved to the Parish Council should write to relevant agencies supporting the residents' complaint; Jonathan to recirculate correspondence.

- WorkNest HR partnership progressing slowly due to staff holidays; initial policy and handbook work scheduled, support offered if needed.

6 Accounts for Payment

See appendix B

Accounts were approved. Propose PT Seconded GC

177/207 Action JE

Councillors discussed Avon Wildlife Trust membership. It was noted that the Council has not yet confirmed the details of any membership, though the Trust is already working closely with the Council through talks and site visits.

Resolved to clarify arrangements

177/208 Action JE & SR

.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 July and August 2026 be approved.

7 Public Participation

7.1 Sustainable Energy outlined their Future Energy Landscapes project, seeking local views on potential community-owned renewable energy sites and requesting help promoting their survey. Members suggested local communication channels and noted further engagement opportunities.

7.2 A second presentation was given by Dr Terry Patterson and Kim Mercer regarding land behind the surgery / pharmacy (Neighbourhood Plan site H3). They reported submitting a pre-application for approximately 17 mixed-type homes, noting ecological survey requirements and proposed access via Northwick Road. They invited comments before progressing to a full application.

8 Report from District Councillor Simon Johnson

See appendix C

Following the report SJ reported that South Gloucestershire officers have confirmed they are now examining the A403 and are open to a formal investigation.

ISR noted that the last traffic survey was undertaken in 2015 and that current conditions, both in terms of speed and collision data, are significantly different.

It was agreed that any new investigation must be supported by an updated report.

ISR expressed appreciation for the councillor's sustained engagement and the marked improvement in representation over recent years.

9.1 The Community Working Group

Playing Field & Ecology Update – SR reported that new goalposts have been installed and are looking good. Avon Wildlife Trust attended for an ecological walk-through and demonstrated updated bat-monitoring equipment; their initial recordings identified several pipistrelle species and other less common bats. AWT will compile and share a formal report.

Seating Proposal – Grant Application Options were discussed for new accessible seating at Pilning Playing Field, including round picnic benches accommodating prams and wheelchair users.

It was agreed that the SR may proceed with preparing grant applications (approx. £2,500), with specific bids to be shared prior to submission. The meeting agreed that GC would update Pilning Village Hall Management Committee at the next available meeting.

GC will update the committee at the next available meeting.

177/209 Action GC

9.2 Spending Requests from Working Group (SR)

None

10 AGENDA ITEMS

.1 To confirm the submission of the amended NDP to South Gloucestershire Council

A most recent version of the NDP was circulated to Councillors, it is regretted that it contained a number of factual errors. The item was deferred to a specific meeting to be held on Monday 14th September 2026. Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP. 7pm.

.2 To receive a report from SGC regarding "Special expenses"

VB reported attending an initial briefing earlier in the year, with further information expected before the September meeting; detailed proposals have not yet been issued. A further one-to-one meeting with the Special Expenses officer is scheduled for 9 September.

The Council is not yet being asked to make a decision and will continue engagement until clear options are presented. Members discussed the possible asset transfers—SGC-maintained grass areas, public toilets, Promenade Gardens and the Severn Beach allotments—and noted that it is still unclear whether these would be offered as a single package or in phases.

The implications of joining the first wave versus later phases were considered, including learning from early adopters and the limited transition-funding pot. Bus shelters owned by parish councils are confirmed as excluded.

The Council agreed to keep the conversation open, continue attending SGC meetings and await a formal proposal before deciding whether to participate. Councillors were invited to attend future discussions where diaries allow.

.3 To discuss relocation of Pilning War Memorial to St Peter's Churchyard

Members received an update on the difficulties surrounding the organisation of the annual Remembrance parade. It was noted that no volunteer group is currently willing to lead the

parade and that the Clerk has been managing the road-closure process in recent years despite this not forming part of the Clerk's duties. The parade cannot proceed safely under present arrangements due to the requirement for multiple marshals across two road-closure points and the increasing hostility encountered by volunteers.

A discussion was held on whether relocating the Pilning War Memorial could provide a safer and more sustainable setting for future civic remembrance events. Members noted the memorial's historic moves, its civic significance and the importance of retaining it in a central, accessible location. Several members expressed strong preference for keeping the memorial where it is, citing its visibility, educational value and the risk of it becoming overlooked if moved to the churchyard. Alternative ideas were raised, including exploring additional commemorative features at Severn Beach.

Members agreed that the immediate priority is to rebuild volunteer capacity rather than pursue relocation. The Community Working Group will coordinate efforts to recruit marshals and wider community support for the parade. The Clerk confirmed the minimum notice period for road-closure applications and outlined the number of marshals required.

177/210 Action SR

A letter from Norah Chappell opposing relocation was received and noted.

.4 To decide on policies deferred from May meeting

The deferred policies were re-presented to Council, with amendments highlighted. Most changes aligned, Standing Orders and Financial Regulations for consistency and ensured wording reflect current legislation. Councillors noted that bold text in Standing Orders is statutory wording drawn directly from legislation and cannot be altered.

Comments were raised regarding gendered language within statutory sections, which cannot be amended and clarification was provided on directing comments through the Chair during debate.

Members discussed public participation rules and agreed that Standing Order 3e should be updated to reflect the requirement for prior notice, while retaining flexibility through the Chair's discretion.

Members queried the risk documentation. It was agreed that the existing risk schedule would be reformatted into a full risk register and brought back to a future meeting.

177/211 Action JE

On the proposal of PT, seconded by ISR, the Council approved the Standing Orders, Financial Regulations and Social Media Policy en bloc.

177/212 Action JE

The Risk Schedule was deferred for reformatting.

The Council recorded its thanks to the Clerk for the work undertaken on the policy updates.

Further clarification was provided regarding councillors' use of social media: members should avoid interpreting decisions online and instead direct residents to official minutes or the Clerk for accurate information.

.5 To decide on a representative to be Trustee on Pilning Village Hall Management Committee

GC confirmed her willingness to serve as the Parish Council's appointed representative and trustee to the Village Hall charity.

The Council unanimously resolved to appoint GC as trustee.

Members were reminded that, in line with charity-law requirements, GC must declare an interest and withdraw from any Parish Council decisions involving grant funding to Pilning Village Hall. The Council thanked GC for volunteering and recognised this as a positive step toward strengthening collaborative work with the Village Hall Committee.

.6 To decide on a grant for St Peter's Hospice

Council considered the grant application submitted by St Peter's Hospice. Members noted that the hospice supported 19 residents of Pilning and Severn Beach in the previous year, with all end-of-life care services provided free of charge to residents. The hospice requested a grant of £300.

A proposal to approve the grant was made and seconded.

Five in favour one against

Motion carried

177/213 Action JE

.7 To discuss options for the use of s106 Art Project funds

VB reported on meetings held with South Gloucestershire Council's Arts Officer regarding the £10,000 Section 106 art contribution from the AstraZeneca development (approx. £11,000 with interest). The funding must be used for an artist-led community art project that meets a local need; the artist determines the final design within a broad community-informed brief.

A potential concept, a community table with integrated artistic elements, was outlined as a functional, sociable installation suitable for the area near Pilning Village Hall. The design would be shaped through community engagement, with two consultation sessions proposed (Pilning Village Hall and St Peter's School). Options for materials are being explored, including metalwork, to reduce risk of vandalism. Additional small grants (e.g., South Gloucestershire Council "Sparks Fund") may support ancillary works such as an access path.

Members discussed alternative ideas, the constraints of Section 106 rules and the need for a clear mechanism for future developer contributions. It was confirmed that the project location need not be restricted to Pilning.

Agreed actions:

- **Support the concept in principle and continue discussions with Pilning Village Hall Management Committee regarding location and use.**
- **Hold two community engagement sessions to inform the artist brief.**
- **Authorise preparation of the artist brief following those discussions.**
- **A further report will be brought to Council detailing proposed design, costs, funding options, installation arrangements and maintenance responsibilities before any commission is awarded.**

All members were content for work to proceed on this basis.

177/214 Action VB

.8 To receive an update on Falls Prevention Week 21-25 September

GC provided an update on her NHS work supporting South Gloucestershire's Falls Prevention Week, taking place from 21st 25th September. The campaign focuses on raising awareness of simple prevention measures such as strength and balance, staying active and knowing where to access support. Activities are expected to take place locally during the week, with information and resources to be shared across the parish.

Grace highlighted the valuable role the Parish Council could play in supporting wider prevention work by helping connect community groups with NHS, Council and voluntary-sector partners. The Village Agents Steering Group was identified as a strong vehicle for this and members discussed the potential for regular updates from the group to feed into Parish Council meetings. It was noted that events are likely to take place at Severn Beach Village Hall, with further confirmation waited for Pilning and local church groups. Leaflets and promotional materials will be distributed to residents.

.9a) Northwick Tower – vermin control measures &

.9b) Northwick Churchyard grave topping up

VB provided an update on recent works at Northwick Tower. Tree clearance has been completed, the window jamb repairs are due to begin, accumulated rubbish has been removed and the weathervane cockerel has been passed to the Clerk for safekeeping.

During a site visit with the builder, concerns were raised regarding the condition of the roof structure: sections of breathable membrane appear to have been removed most likely by squirrels entering through incomplete mesh and the roof timbers were found to be wet, despite the prolonged dry weather. Although the timbers are not yet rotten, they require prompt attention.

Members agreed that pest control and reinstatement of mesh barriers are necessary to prevent further ingress.

177/215 Action VB

ND will inspect the tower to confirm the extent of the issue, after which appropriate vermin-proofing measures will be arranged as soon as possible. PT will provide a duplicate key to assist access.

The Chair also reported multiple areas of subsidence across the cemetery, highlighted after a recent incident where a concealed void caused a fall. Members agreed that grave topping-up should proceed, using the spoil already present along the ditch line to restore safe and level ground.

The Council authorised both the pest-control work and the cemetery ground-level repairs.

177/216 Action VB

10. UPDATES & REPORTS

.1 Progress reports

The Clerk reported that the work to repair the berm is expected to commence 21st September

.2 Pilning Station

Report circulated to Councillors prior to the meeting.

The Council received an update from OT regarding Pilning Station. She requested that letters be issued to relevant authorities following completion of recent Freedom of Information requests. These FOI responses indicate that responsibility for action is being passed between various rail

bodies and South Gloucestershire Council, with no organisation accepting ownership of the issues.

Given the lack of progress and the ongoing safety and antisocial-behaviour concerns, including a significant fire at the site over the weekend, the Council agreed that individual letters should now be sent to each authority to ensure accountability and prevent deflection. Responses will be collated once received.

177/217 Action OT & JE

.3 Severn Beach Station

No report

.4 Severn Beach Village Hall

Minutes circulated

The Council noted correspondence from the Severn Beach Village Hall Management Committee regarding the condition of the play equipment prior to handover. Members agreed it was reasonable to ensure the equipment is transferred "in good order", with amber-rated maintenance items addressed. As this was a report-only item, no decision was taken; a formal agenda item will be brought to a future meeting.

Resolved to add to the item to the November agenda

177/218 Action JE

.5 Pilning Village Hall

Minutes added to the meeting papers

.6 Pilning Playing Field

Inspection report added to the meeting papers, all in reasonable order

.7 Severn Beach Allotments

The Council received an update on allotment maintenance. Several plots require attention, and tenants have been reminded of their obligations under the tenancy agreement. A short waiting list is in place, and some tenants have been advised that failure to improve their plots may result in non-renewal next year.

.8 Pilning Allotments

Inspection report added to the meeting papers

One allotment plot is in the process of being re-let.

Flower show awards

Councillors were pleased to put on record

- Best allotment Pilning – Tony Cole
- Best allotment Severn Beach – Jill Fysh
- Best front garden Pilning – Sue & Kelvin Binns
- Best front garden Severn Beach Donna Coller
- Best commercial frontage Central Pook

Vote of thanks to OT for presenting the awards at Pilning Flower Show

Also including Freedom of the Parish awards to Albert George and Jeanette Fish

.9 Update on "Report it" reference numbers

Several issues reported in July have now been completed. The Clerk confirmed the Environment Agency will address the brambles at New Passage and erosion on the Northwick path and will provide timing once received.

.10 Report from external meetings

PT reported attending the Ukrainian Independence celebration as a host under the Homes for Ukraine scheme and shared a commemorative item made from painted Russian shrapnel.

Date of Next Meeting

The date of the next Parish Council meeting will be Monday 14th September at Emmaus Church Gorse Cover Road Severn Beach BS35 4NP. There being no other business, the meeting was closed at 9:24 pm.

Pilning & Severn Beach Parish Council Full Council meeting 2nd November 2026

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

APPENDIX A: CORRESPONDENCE

Date	Type	Subject	Status
07/07/2026	Email	Allotment at Severn Beach	Replied; arranged meeting to sign contract
07/07/2026	Email	ENQ 32824: Riverside Park embankment	Received/Noted
07/07/2026	Email	FW: Northwick tower annual cut	Actioned; booked maintenance
07/07/2026	Email	New Premises Licence Application - Morrisons Daily...	Discussed/Pending response
07/07/2026	Email	Pilning Shed - update	Circulated
07/07/2026	Email	Next CWG meeting	Actioned; printing and posting
07/07/2026	Email	Notification of decision letter for P26/01161/PNRE	Published
07/07/2026	Email	Your Net World Sports order [S14643851] is on the way!	Received/Tracking
08/07/2026	Email	Blocked footpath	Replied; confirmed Rights of Way officer notified
08/07/2026	Email	Follow up meeting with council, police and others	Discussed; availability confirmed
08/07/2026	Email	Footpath issue	Replied; requested clarification on location
08/07/2026	Email	Fwd: Love Your Patch - Handover resources	Forwarded to Councillors
08/07/2026	Email	Fwd: Your PMF Products order will be delivered...	Resolved; confirmed delivery
08/07/2026	Email	invoice 030098	Received/Paid
08/07/2026	Email	M49	Ongoing discussion
08/07/2026	Email	Pilning and Severn Beach eco plan (?)	Discussed/LCNAP forwarded
09/07/2026	Email	Allotment at Severn Beach	Meeting arranged with tenant to sign contract.
09/07/2026	Email	Agenda	Awaiting draft agenda from Cllr Rutterford.
09/07/2026	Email	Your PMF Products order...	Received; tracking information noted.
09/07/2026	Email	Problem Report: High hedge...	Logged and reported to South Gloucestershire Council.
09/07/2026	Email	Confirmation of overgrown hedge report	Received; SGC confirmation recorded.
09/07/2026	Email	Fwd: Golf Clubs in the Park	Forwarded to SB Village Hall Committee for action.
09/07/2026	Email	SGC hedge response	Replied to resident with update.
09/07/2026	Email	Notification of decision...	Published
09/07/2026	Email	Northwick Tower minute	Draft proposal reviewed and approved by Chair
09/07/2026	Email	Streeting cleaning odd jobs	Received; Circulated
09/07/2026	Email	Fwd: Circulated Schedule	Forwarded to Councillors for review.
09/07/2026	Email	Draft Minutes from Monday	Sent for review; feedback received from Cllrs
09/07/2026	Email	M49	Ongoing email discussion regarding junction issues.
09/07/2026	Email	Fwd: Follow up meeting...	Reviewed internal communication regarding planning.
09/07/2026	Email	CWG Agenda- July 2026	Replied to SR acknowledging receipt.
10/07/2026	Email	M49	Responded to resident query regarding delays.
10/07/2026	Email	M49 Update for the website	Drafted and reviewed update; feedback incorporated.
10/07/2026	Email	In View article for August	Article submitted to editor; receipt confirmed.
10/07/2026	Email	SGC annual odd jobs regime	Compiled list of maintenance requests; consulted Councillors and forwarded to SGC.

10/07/2026	Email	CWG Agenda- July 2026	Reviewed and finalized agenda items; managed logistical concerns regarding equipment installation.
10/07/2026	Email	Request form submitted by Pilning & Severn Beach Parish Council	Acknowledged SGC investigation list update; followed up with further coordination.
10/07/2026	Email	Circulated Schedule	Reviewed applications; ongoing internal discussion regarding potential call-in for 78A Redwick Road.
10/07/2026	Email	Mystery parcel	Clarified delivery location with the Chair.
11/07/2026	Email	Contact Form Submission	Received inquiry regarding allotment point of contact; pending action.
11/07/2026	Email	Riverside footpath	Received information regarding trail status and maintenance responsibilities.
11/07/2026	Email	Special Expenses	Reviewed SGC Cabinet agenda papers for the upcoming forum discussion.
12/07/2026	Website	Fwd: Email from Website	Received regarding grass cutting pilot; currently under review.
13/07/2026	Email	Energy from grass cuttings	Sent inquiry to South Gloucestershire Council regarding inclusion.
13/07/2026	Email	FW: New Premises Licence Application - Morrisons Daily	Replied to Chair regarding the licence application.
13/07/2026	Email	Riverside footpath	Acknowledged update from resident
13/07/2026	Email	Contact Form Submission	Responded to resident regarding allotment contact.
13/07/2026	Email	Land ownership clarification	Requested information from BAM Nuttall.
13/07/2026	Email	Pilning Beach Parish Council - HMRC Quarterly PAYE Payment	Confirmed payment made to Payroll Accountant
13/07/2026	Email	ALCA Governance Structure	Read notification regarding future governance.
13/07/2026	Email	Complaint about Severnfest	Replied to resident; scheduled internal discussions.
13/07/2026	Email	Off duty	Acknowledged notification from Chair
13/07/2026	Email	M49	Replied to resident regarding current junction delays.
13/07/2026	Email	ref: last 2 posts on the website..	Agreed with PT's feedback
13/07/2026	Email	M49 Update for the website	Discussed reporting timeline with PT/Chair
13/07/2026	Email	Van at SB Allot	Confirmed to resident that no permission was given.
13/07/2026	Email	Padlock	Instructed Tim D to replace the padlock.
13/07/2026	Email	Riverside Park	Updated resident and SJ on SGC findings.
13/07/2026	Email	Reminder – Town and Parish Councillor Home Addresses	Received reminder; no specific action currently taken.
13/07/2026	Email	My O2 Business - Your O2 Bill is ready	Received invoice notification.
13/07/2026	Email	Severn Beach allotments water connection	Decided to add the water licence arrangement discussions to the September agenda.
13/07/2026	Email	HMRC Quarterly PAYE Payment	Confirmed payment of £1,172.24 was made.
13/07/2026	Email	Complaint about Severnfest	Acknowledged complaint
14/07/2026	Email	Energy from grass cuttings	Received update that the query is with the Grounds Operations Manager.
14/07/2026	Email	M49	Replied to resident regarding the frustration of project delays.
14/07/2026	Email	Consultation for a renewal Mobile Street Trader	Received license renewal application consultation (no action taken).
14/07/2026	Email	Northwick Tower	Replied to contractor confirming agreement to repairs.
14/07/2026	Email	Riverside Park	Received update from resident regarding EA maintenance.
14/07/2026	Email	Freedom of Information Request – Environment Agency	Sent FOI request to the Environment Agency regarding Riverside Park.
14/07/2026	Email	Auto Reply Acknowledgement	Received auto-reply from Environment Agency (no action required).

14/07/2026	Email	Overgrown Brambles Encroaching from Drainage Ditch	Emailed (Lower Severn IDB) to request inspection and clearing.
14/07/2026	Email	Beach clean - litter picking (OFFICIAL)	Replied to Babcock's to confirm and gather details.
15/07/2026	Email	Membership Certificate	Received update.
15/07/2026	Email	New trees on Cranmoor green	Replied to resident; raised inquiry with SGC arboreal team.
15/07/2026	Email	FW: 260715/PB08 FOI Request	Received acknowledgment from Environment Agency.
15/07/2026	Email	News Bulletin - 15 July 2026	Read / Reviewed.
15/07/2026	Email	Beach clean - litter picking	Replied to resident with application instructions and request for press release draft.
15/07/2026	Email	Fibre optic cable at Northwick	Responded to Councillor thread regarding Openreach delay.
15/07/2026	Email	Special Expenses Policy Decision	Received notification; no reply required.
15/07/2026	Email	Plot 30	Emailed SR confirming relet and maintenance priorities.
15/07/2026	Email	Press release?	Drafted report and sent to Councillor for review.
15/07/2026	Email	Local Choice and Special Expenses	Prepared statement and shared with Councillors.
16/07/2026	Email	Severn Beach allotments - unauthorised water connection	Raised concerns about tap and van dweller.
16/07/2026	Email	Van dweller	Instructed action
16/07/2026	Email	Local Choice and Special Expenses Cabinet consideration	Requested PSB list and map for asset review.
16/07/2026	Email	Town and Parish Council Forum 16th July 1200-1400 Teams	Received meeting details.
16/07/2026	Email	Van Severn Beach allotments	Received notification of van return.
16/07/2026	Email	Van Severn Beach allotments	Acknowledged receipt.
16/07/2026	Email	ALCA South Glos Area Group Clerks Network: Special Expenses Briefing	Received briefing invitation.
16/07/2026	Email	Reported fly tipping on footpaths	Provided clarification on location.
16/07/2026	Email	Fibre optic cable at Northwick	Discussing delay with council.
16/07/2026	Email	Severn Beach allotments - unauthorised water connection	Received suggestion to install CCTV.
16/07/2026	Email	safetysigns4less.co.uk Order Confirmation # 3294860	Placed order for height sign.
16/07/2026	Email	Local Choice and Special Expenses Cabinet consideration	Received policy link from VT
16/07/2026	Email	Van dweller	Action and repair plan.
16/07/2026	Email	Smoke Free - South Glos Service	Received/Read.
16/07/2026	Email	Last chance to comment: Climate Strategy	Received/Read.
16/07/2026	Email	Local Choice and Special Expenses Cabinet consideration	Updated councillors on Forum.
16/07/2026	Email	Website news item please - feel free to suggest amends!	Confirmed website update.
17/07/2026	Email	FW: Energy from grass cuttings	Replied to South Gloucestershire Council officer offering a meeting.
17/07/2026	Email	Pilning Station car park - user concerns	Noted
17/07/2026	Email	Age UK Location for christmas fate [sic]	Noted
17/07/2026	Email	Gate arrangements	Sent circular email to tenants regarding gate codes.
17/07/2026	Email	Burning of rubbish and allotment issues	Received confirmation of lease termination.
17/07/2026	Email	Email from website - allotments	Received internal feedback from Chair
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Highways Update July 2026	Information received; no action required.
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Consultee Comments P26/01385/CLP	Confirmation of submission.

17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Email from website - allotments	Sent formal rejection email to correspondent
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Allotment	Sent application form to possible tenant
17/07/2026	Email	FW: Energy from grass cuttings	Sent meeting request
17/07/2026	Email	Contact Form Submission - Beach Clean	Replied regarding parking options.
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Trees at Severn Beach	Noted
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
17/07/2026	Email	Water trough review / maintenance	Arranged to pick up keys at 15:30.
17/07/2026	Email	Website news item	Discussed planning inspectorate flagging; Clerk confirmed officers' professionalism.
17/07/2026	Email	Further amended AGAR	Sent amended form to BDO.
17/07/2026	Email	Local Choice and Special Expenses	Discussed Common Land strategy and bargaining position for negotiations.
17/07/2026	Email	Freedom of information request 174/72	Clerk sent response to resident
18/07/2026	Email	Access to Pilning Playing Field	Suggestion from SR to install a sign to prevent parking; Chair replied suggesting asking neighbours first.
18/07/2026	Email	Contact Form Submission	Report from resident regarding a dead tree in The Glebe; the Clerk has requested SGC to investigate.
18/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
18/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
18/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
19/07/2026	Email	REMINDER: Essential Councillor Training (21 July 2026)	Received an event reminder for training.
19/07/2026	Email	Gate arrangements	Replied to allotment tenant with codes.
19/07/2026	Email	Meeting @ Emmaus in August?	Query from Emmaus Church regarding August meeting; the Council do not plan to meet
20/07/2026	Email	Parish Council Awards for Schools	Received request for awards; Clerk provided the details.
20/07/2026	Email	Re:	Addressed leaking water trough at the allotment; issue resolved.
20/07/2026	Email	Consultation letter for P26/01402/RM...	Received planning consultation letter for Avlon Works. Published
20/07/2026	Email	URGENT	Clerk confirmed the printing of school award certificates.
20/07/2026	Email	30th August 26 Bus Service Changes	Forwarded info; Chair requested a news item for the website.
20/07/2026	Email	Circus Ginnett visits Severn Beach...	Declined request for 2026 visit due to license status; suggested 2027.
20/07/2026	Email	Access to Pilning Playing Field...	Provided new gate code to contractor; Chair requested neighbour contact.
20/07/2026	Email	Contact Form Submission	Confirmed SGC investigation regarding the dead tree.
20/07/2026	Email	FW: Thank you - SevernFest	Received feedback/appreciation from the Chair regarding the event.
20/07/2026	Email	Pilning Yr 6 Leavers news item	Received news item draft for the website.
20/07/2026	Email	Beach clean - litter picking...	Directed requester to the SGC website for volunteering.
20/07/2026	Email	Fwd: Flood Warden Lunch & Learn...	Forwarded information to councillors.

20/07/2026	Email	Report It Ref	Recorded the report reference number as requested by the Chair.
20/07/2026	Email	Fwd: Motion - Grey Belt	Received planning advice regarding the WEMCA 'Grey Belt' motion.
21/07/2026	Email	Confirmation: Meeting with WorkNest	Confirmed meeting details; action pending to accept invite.
21/07/2026	Email	Fwd: Overgrown Brambles Encroaching Beach Road	Sent follow-up request regarding maintenance of drainage area.
21/07/2026	Email	Gate codes at Severn Beach allotments	Shared access codes and updated administrative contact information.
21/07/2026	Email	Fwd: Awards at Severn Beach	Forwarded correspondence regarding student achievement awards.
21/07/2026	Email	Basketball backboards update	Received status update; assigned tasks to post website updates and source parts.
21/07/2026	Email	SB news item please	Received request to publish news update.
21/07/2026	Email	Gate arrangements	Addressed various queries regarding gate access and site facilities.
21/07/2026	Email	Northwick Tower	Discussed ongoing property maintenance, repairs and coordination.
21/07/2026	Email	P26/01402/RM Planning Application	Distributed application details for review; received feedback.
21/07/2026	Website	Severn Beach allotment water	Responded to inquiry regarding site facilities.
21/07/2026	Email	Signage	Coordinated collection of delivered signage.
21/07/2026	Email	Water through supply leaking	Received maintenance update on repairs and site access issues.
21/07/2026	Email	Training this evening	Sent reminder regarding upcoming training session.
21/07/2026	Email	Clearing behind Pilning Playing Field tennis court	Requested quote for grounds maintenance.
22/07/2026	Email	Fwd: An update on Bristol Zoo Project	Reviewed project update; considering community communication strategy.
22/07/2026	Email	Our Meeting - Proposal and DocuSign Agreement	Received service proposal; awaiting review of agreement.
22/07/2026	Email	Employment Law/HR Support proposal from WorkNest	Circulated proposal for review; received approval to proceed.
22/07/2026	Email	Healthwatch South Gloucestershire Q1 2026 feedback report	Received quarterly report; review pending.
22/07/2026	Email	Training this evening	Acknowledged illness report; followed up regarding policy compliance.
22/07/2026	Email	FW: Energy from grass cuttings	Discussed meeting dates regarding grass cutting review; coordinating schedules.
22/07/2026	Email	Saved search results and Tracked Applications updated	Received automated planning application notification.
22/07/2026	Email	Allotment at Pilning	Offered plot transfer to resolve proximity issues; request declined.
22/07/2026	Email	Basketball backboards update	Followed up with supplier to find more robust equipment options.
22/07/2026	Email	Basketball post refurbishment	Updated PVHMC on project progress and delays.
22/07/2026	Email	General Enquiry - Ref: ENQ2026/34740	Received acknowledgement of enquiry; response expected by deadline.
22/07/2026	Email	Link for NTower	Provided requested website link.
22/07/2026	Email	Beach clean - litter picking	Processed and returned litter picking application form.
23/07/2026	Email	Wessex Water Community Drop in- Thornbury	Reviewed upcoming outreach sessions possible agenda item.
23/07/2026	Email	Allotment availability	Next person on the waiting list contacted
23/07/2026	Email	PP&RS Newsletter Summer 2026	Received and noted the regulatory services newsletter.
23/07/2026	Email	FORZA Anti-Vandal Steel Basketball Backboard	Discussed with SR; placed an order for replacement hoops with a discount code.
23/07/2026	Email	Allotment at Pilning	Coordinated with a councillor regarding the status of their plot and potential transfer of tenancy.
23/07/2026	Email	Fwd: An update on Bristol Zoo Project management with councillors.	Shared and reviewed updates regarding site development and traffic

23/07/2026	Email	Planning Application P26/01441/NMA	Circulated application for councillor response; received feedback regarding site plan requirements.
23/07/2026	Email	Completed: WorkNest - Electronic agreement	Signed the service agreement via electronic signature platform.
23/07/2026	Email	Pilning allotment	Clarified which specific plot was available to a resident and discussed maintenance responsibilities.
23/07/2026	Email	FW: Training this evening	Responded to a councillor's explanation of absence
23/07/2026	Email	Zoo Project	Discussed traffic management conditions related to a development project with councillors.
23/07/2026	Email	Join us at Bristol's community orchards	Discussed potential community orchard projects
23/07/2026	Email	FW: Energy from grass cuttings	Organising an online meeting with SG officer
24/07/2026	Email	ALCA Clerks & Officers Network	Meeting invitation received.
24/07/2026	Email	Western Approach video etc	Discussed website link
24/07/2026	Email	Allotment availability	Replied to inquiry about allotment.
24/07/2026	Email	Allotment availability	Replied to inquiry with lease details.
24/07/2026	Email	Fwd: Minutes etc. from 16th July meeting	Minutes forwarded to councillors.
24/07/2026	Email	Notification of decision letter for P26/00819/F	Planning decision received.
24/07/2026	Email	Welcome to WorkNest!	Onboarding communication received.
24/07/2026	Email	Wessex Water Community Drop in	Promotional material received.
24/07/2026	Email	Dead tree The Glebe Pilning	Update received from officer.
24/07/2026	Email	Dead tree The Glebe Pilning	Acknowledged receipt of update.
24/07/2026	Email	Contact Form Submission	Replied to litter collection inquiry.
24/07/2026	Email	Northwick Churchyard tree works	Received confirmation of intention to quote.
24/07/2026	Email	Fwd: PP&RS Newsletter Summer 2026	Newsletter forwarded to councillors.
24/07/2026	Email	Tree on The Glebe - dead	Received thank you regarding request.
24/07/2026	Email	WorkNest Limited - Invoice SIN105365	Invoice received. / Paid
24/07/2026	Email	Cllr expenses claim	Claim received. / Paid
24/07/2026	Email	Invoice - 3900072830	Invoice received.
24/07/2026	Email	Welcome to WorkNest!	Received welcome call scheduling request.
24/07/2026	Email	Meeting with WorkNest	Received meeting confirmation.
24/07/2026	Email	Allotment availability	Confirmed meeting location details.
24/07/2026	Email	Fwd: FW: severn poster	Poster forwarded to councillors.
24/07/2026	Email	Beach clean 5th August	Received inquiry about parking.
24/07/2026	Email	Beach clean 5th August	Replied explaining council limitations.
24/07/2026	Email	Wages for July	Wage information sent to recipient.
24/07/2026	Email	Saved search results	Update on tracked applications received.
24/07/2026	Email	Beach clean 5th August	Received confirmation of next steps.
25/07/2026	Email	Allotment	Resident responded to the clerk regarding availability
26/07/2026	Email	Allotment enquiry	New enquiry received
27/07/2026	Email	PT.8929 B4055 Cross Hands Road Closure	Published legal notice regarding road closure.
27/07/2026	Email	New files uploaded to Client Portal	Received notification that payroll files were available.
27/07/2026	Email	Fwd: Grass cutting in Pilning	Forwarded meeting invitation to VB.

27/07/2026	Email	AGAR Digital Portal - Action required	Received notification regarding portal registration.
27/07/2026	Email	Station Road, Sidings - Cut Back	Acknowledged receipt of work status update from contact.
27/07/2026	Email	Allotment availablilty	Rescheduled meeting with applicant due to unavailability.
27/07/2026	Email	Allotment	Requested form completion from applicant.
27/07/2026	Email	Allotment enquiry	Provided application instructions and form to applicant.
27/07/2026	Email	Advance road closure signs	Finalised design feedback with contact.
27/07/2026	Email	Cross Hands Road resurfacing	Discussed project timing and concerns with councillor.
27/07/2026	Email	Wages for July	Confirmed payroll submission
28/07/2026	Email	Fw: PT.8929 B4055 Road Closure	Received forwarded information.
28/07/2026	Email	Fields	Received initial inquiry; provided clarification; processed follow-up correspondence.
28/07/2026	Email	ALCA Helpdesk Queries	Received operational update from association.
28/07/2026	Email	Fw: Letter to CEO	Received formal complaint follow-up.
28/07/2026	Email	Bespoke job - playing field	Chased, received, and approved landscape contractor quote; confirmed booking.
28/07/2026	Email	Northwick Tower	Chased quote; received confirmation to proceed; acknowledged start date.
28/07/2026	Email	Pension data payment details	Received automated payment collection notification.
28/07/2026	Email	Folder shared	Received folder access notification.
28/07/2026	Email	Bristol Local Plan 2045	Received update; forwarded to council members.
28/07/2026	Email	NDP formatted	Sent reformatted document to colleague; received approval.
28/07/2026	Email	Pilning Village Hall	Received committee meeting report; added to agenda.
28/07/2026	Email	Berm repair Promenade Gardens	Sent inquiries to potential contractors for quotes.
28/07/2026	Email	Severn Beach litter pick	Received event details.
28/07/2026	Email	Print request - CWG	Received request for poster printing.
28/07/2026	Email	Riverside Park	Received follow-up query regarding maintenance.
28/07/2026	Email	CWG Working Group	Received meeting reminder.
29/07/2026	Email	Fw: Railway upgrade - Bristol area	Published information regarding upcoming rail infrastructure works to relevant parties.
29/07/2026	Email	FW: Overgrown Brambles Encroaching...	Redirected a previous inquiry after identifying the correct agency responsible for maintenance.
29/07/2026	Email	June Newsletter	Acknowledged receipt of the local police newsletter for the neighbourhood policing team.
29/07/2026	Email	Contract details	Sent tender and contract documentation to the relevant officer for review and discussion.
29/07/2026	Email	Allotment availablilty	Coordinated and confirmed a meeting time with a prospective allotment tenant.
29/07/2026	Email	Fwd: Next meeting of the Community Working Group	Distributed the meeting agenda to group members and provided specific instructions to the chair.
29/07/2026	Email	Dilapidation report	Shared relevant site maps and documentation with colleagues for report preparation.

29/07/2026	Email	Riverside Park	Provided an update to the resident and councillor regarding the status of the FOI request.
29/07/2026	Email	New allotment tenant	Invoiced the tenant for the allotment plot and requested a BACS transfer for payment.
29/07/2026	Email	Berm repair Promenade Gardens	Arranged a site visit with a contractor to discuss required repairs to the berm.
29/07/2026	Email	Funding for new Severn Beach play equipment	Acknowledged a resident's update regarding securing alternative funding for a project.
29/07/2026	Email	Footpath maintenance	Requested a councillor's assistance in raising footpath maintenance issues with the landowner.
29/07/2026	Email	Create a new password	Received automated notification to update account credentials for land registry services.
29/07/2026	Email	Fields	Communicated with a resident to explain land ownership and maintenance responsibilities.
29/07/2026	Email	Marsh Common Road Issue	Forwarded a resident's detailed update and proposal for road repair to the responsible councillor.
30/07/2026	Email	Basketball hoops	Followed up on order; confirmation received that it has been actioned.
30/07/2026	Email	Q00122831 · Pilning and Severn Beach Council	Received quote; responded to clarify incorrect item and request new invoice with discount.
30/07/2026	Email	Pitch hire enquiry	Responded to requester to ask for clarification on preferred location.
30/07/2026	Email	Jonathan, your monthly WorkNest client newsletter is here	Newsletter received; no specific action required.
30/07/2026	Email	Grant application from St Peter's Hospice	Application form and supporting documents received.
30/07/2026	Email	Victoria Crescent	Responded to resident with advice on contacting PCSO and local engagement sessions.
30/07/2026	Email	Circulated Schedule	Acknowledged receipt of update regarding planning committee decisions.
30/07/2026	Email	Water	Requested clarification on which water butt is leaking.
30/07/2026	Email	Berm repair Promenade Gardens	Arranged site visit with contractor for today at 4:30 pm to discuss berm repairs and allotment troughs.
30/07/2026	Email	Q00122831 · Pilning and Severn Beach Council	Received quote, requested invoice for specific items, and received confirmation.
30/07/2026	Email	Revised NDP document	Submitted document for professional review, received clarifying questions, and gathered advice for next steps.
30/07/2026	Email	Fwd: Formal consultation on South Gloucestershire Council's draft Street Trading Policy	Received notification of consultation and forwarded to team members for review.
30/07/2026	Email	Fwd: B4055 Redwick Road/Cross Hands Road Speed Data Comparison	Received speed data from a civil engineer and forwarded it to Councillors
30/07/2026	Email	Fwd: FW: Railway upgrade - Bristol area	PT Requested an additional crossing upgrade.
31/07/2026	Website	Redwick Road 7.5t limit misuse	Replied to resident regarding parking/road issues.
31/07/2026	Email	Plot 32	Clarified plot ownership with plot holder.
31/07/2026	Email	Repeat order	Processed trophy order and rescheduled delivery date.
31/07/2026	Email	Urgent follow-up: driveway/parking area	Received report of surface damage; contactor to quote
31/07/2026	Email	Consultation letter P26/01679/PNRE	Forwarded planning consultation request to councillors for comments.

31/07/2026	Email	Plot 31 Severn Beach allotments	Communicated with plot holder regarding current plot maintenance.
31/07/2026	Email	PeopleNest instance	Rectified registration detail error with system provider.
31/07/2026	Email	Tree application success	Acknowledged grant success and requested press release draft.
31/07/2026	Email	Plot 36 Severn Beach allotments	Acknowledged resident's update regarding future plot maintenance.
31/07/2026	Email	Fwd: PT.8886 E-scooter Trial	Forwarded legal notice to OT
31/07/2026	Email	invoice - General Maintenance	Paid
31/07/2026	Email	Fwd: Severn Beach DORIS visit	Received information regarding upcoming youth engagement visit.
01/08/2026	Email	Fwd: ebikes and motorbikes driving at speed	Shared police request for public information with council members.
01/08/2026	Email	Invoice for Allotment Stakes	Received invoice for payment.
02/08/2026	Email	SBVH Invoice 619	Received invoice for payment.
02/08/2026	Email	Accepted: Edd Windsor...	Accepted calendar meeting invitation.
02/08/2026	Email	July 26 Newsletter	Received community policing update and report.
02/08/2026	Email	2026 Remembrance Sunday parade	Initiated discussion regarding parade logistics and safety concerns.
02/08/2026	Email	URGENT:B4064 cross hands road closure	Queried and discussed road closure impact on community facility access.
02/08/2026	Email	FW: Railway upgrade - Bristol area	Requested clarification on crossing upgrades during maintenance works.
02/08/2026	Email	Map of SB allotments	Requested mapping resources for tree planting planning.
03/08/2026	Email	ALCA Clerks' & Officers Network	Meeting details received; no action needed.
03/08/2026	Email	Relyon Services - Traffic Management	Made enquiries for traffic marshals for Remembrance Sunday.
03/08/2026	Email	ALCA South Glos Area Clerks Network	Meeting invite received.
03/08/2026	Email	Your voice... Thornbury & Severn Vale meeting	Meeting invitation received.
03/08/2026	Email	New allotment tenant	Arranged to meet for allotment tenancy agreement signing.
03/08/2026	Email	Plot 22 Severn Beach allotments	Resolved allotment maintenance dispute with photo evidence.
03/08/2026	Email	Maps	Received shared link regarding parking.
03/08/2026	Email	Catch up	Acknowledged request to add signage to meeting agenda.
03/08/2026	Email	SLCC Weekly News Digest	Received information roundup.
03/08/2026	Email	REMINDER ALCA South Glos Area Group Networks	Received reminder for upcoming briefings.
03/08/2026	Email	Passing	Acknowledged notification of bereavement.
03/08/2026	Email	We have received your inquiry	Automated receipt acknowledgment from Relyon Services.
03/08/2026	Email	Allotment 38, Samantha Padbury	Received contact details; awaiting next steps for paperwork.
03/08/2026	Email	URGENT:B4064 cross hands road closure	Discussed road closure impact with Council representative.
04/08/2026	Email	Severn Beach DORIS visit	Received details regarding a youth outreach visit to the village.
04/08/2026	Email	Inquiry about Allotment Availability	Provided application form to prospective tenant.
04/08/2026	Email	CAUTION: External email - Beach clean	Cancelled equipment request for a volunteer litter picking event.
04/08/2026	Email	Fw: Plot 6 Severn Beach allotments	Acknowledged progress update from current tenant.
04/08/2026	Email	Allotments	Responded to an inquiry regarding plot availability.
04/08/2026	Email	Case:ENQ2026/34740	Received and reviewed formal FOI response regarding land maintenance.
04/08/2026	Email	Riverside Park	Shared resolved FOI findings and website update with residents.
04/08/2026	Email	Maps	Informed inquirer that requested maps are unavailable.
04/08/2026	Email	Doris at Severn Beach	Coordinated parking logistics for a youth van visit.
04/08/2026	Email	Relyon Services - Traffic Management	Arranged a site meeting to discuss traffic management for a civic event.

04/08/2026	Email	Draft In View for September	Updated the editor on the progress of article submission.
04/08/2026	Email	Fwd: Bristol Rail Campaign...	Distributed social event details to local councillors.
04/08/2026	Email	Reply from HM King	Informed councillors of recent correspondence
04/08/2026	Email	Final version In View for September	Sent final document version to the editor for publication.
05/08/2026	Email	Allotment car park	Councillor inquired about progress on road planings and costs.
05/08/2026	Email	pot holes Pilning, Severn Beach	Resident complained about potholes and lack of repairs.
08/08/2026	Email	Marsh Common Road Issue	Resident complained about communication delay and road conditions.
10/08/2026	Email	163016892...	Solicitor provided routine case review update.
10/08/2026	Email	pot holes Pilning, Severn Beach	Clerk informed resident about scheduled major roadworks.
10/08/2026	Email	Here is the final version	Clerk provided revised article text for local magazine.
10/08/2026	Email	Chloe Harries	Resident submitted GDPR consent form.
11/08/2026	Email	Here is the final version	Editor confirmed acceptance of the provided report.
11/08/2026	Email	SV223 - Investigation Report	Council representative provided report on speed limit proposals.
11/08/2026	Email	Falls Prevention	Community networker proposed a falls prevention session.
11/08/2026	Email	Chloe Harries	Clerk confirmed resident's addition to waiting list.
11/08/2026	Email	Saturday evening	Clerk requested clarification on event proposals.
11/08/2026	Email	Saturday evening	Councillor argued Parish Council consent is not legally required.
11/08/2026	Email	Redwick Road...	Clerk shared speed restriction report with Councillors.
11/08/2026	Email	Redwick Road...	Councillor asked if report can be shared with the public.
11/08/2026	Email	Redwick Road...	Clerk confirmed report can be shared.
11/08/2026	Email	pot holes Pilning, Severn Beach	Resident asked about repairs for other local streets.
11/08/2026	Email	pot holes Pilning, Severn Beach	Resident asked about other street repairs.
11/08/2026	Email	Marsh Common Road Issue	Clerk provided reference number for roadworks inquiry.
11/08/2026	Email	pot holes Pilning, Severn Beach	Clerk advised no current updates on other street repairs.
11/08/2026	Email	Allotment car park	Clerk discussed budget margin with Councillors.
11/08/2026	Email	Allotment car park	Councillor inquired about water supply/maintenance issue.
11/08/2026	Email	Redwick Road...	Councillor suggested supporting footpath improvements.
11/08/2026	Email	pot holes Pilning, Severn Beach	Resident thanked Clerk for the information.
11/08/2026	Email	PT.8945 Bilsham Lane	Council legal representative provided road closure notice.
11/08/2026	Email	Marsh Common Road Issue	Resident apologized for previous aggressive tone.
11/08/2026	Email	Community-led biodiversity...	Clerk requested Councillor interest in project proposal.
11/08/2026	Email	Community-led biodiversity...	Councillor expressed concern over previous failed engagement.
11/08/2026	Email	Saturday evening	Chair agreed on lack of legal standing and requested details.
11/08/2026	Email	Saturday evening	Councillor clarified event logistics and volunteer support.
11/08/2026	Email	Riverside Park	Resident thanked the team for the improvement works.
11/08/2026	Email	Riverside Park	Councillor thanked Clerk for effective advocacy.
11/08/2026	Email	Community-led biodiversity...	Councillor encouraged reconsideration of the project.
12/08/2026	Email	Notification of decision letter for P26/01385/CLP	Received notification of planning application withdrawal.
12/08/2026	Email	Pilning Pharmacy land	Received project update from local representative.
12/08/2026	Email	Fwd: Today's bird count at Aust	Circulated environmental survey data to colleagues.
12/08/2026	Email	FW: JRe: Aust bird watching and more	Circulated wildlife findings to colleagues.

12/08/2026	Email	Viridor plant change of use	Informed colleagues about a new planning application.
12/08/2026	Email	Viridor Plant Planning application	Sent formal request for information to applicant.
12/08/2026	Email	Viridor Plant Planning application	Shared inquiry with relevant representative.
12/08/2026	Email	Viridor plant change of use	Discussed planning application with colleague.
12/08/2026	Email	26/12083/F Viridor, Severn Road	Formally requested planning application details.
12/08/2026	Email	FW: JRe: Aust bird watching and more	Acknowledged receipt of news item.
12/08/2026	Email	Youth provision in Pilning & Severn Beach	Received service introduction from commissioning body.
12/08/2026	Email	Exciting news story	Shared link to news article.
12/08/2026	Email	FW: Saturday evening	Drafted notice for community event.
12/08/2026	Email	Pilning Pharmacy land	Acknowledged receipt of project update.
12/08/2026	Email	Example	Discussed external information service with colleague.
12/08/2026	Email	Exciting news story	Provided acknowledgment.
12/08/2026	Email	Example	Decided against service registration; scheduled release.
12/08/2026	Email	Marsh Common Road Issue	Provided infrastructure status update to resident.
12/08/2026	Email	Viridor Plant Planning application	Received feedback from colleague.
12/08/2026	Email	Viridor Plant Planning application	Received response and project clarification from applicant.
12/08/2026	Email	Viridor Plant Planning application	Provided project update to colleagues.
12/08/2026	Email	Saved search results and Tracked Applications...	Received automated notification of search updates.
12/08/2026	Email	Your estimate 201 from E & M Groundworks Ltd	Received price estimate for project.
12/08/2026	Email	Viridor Plant Planning application	Received positive feedback from colleague.
13/08/2026	Email	[Notice] Possible unresolved security risks...	Review of security alert and required action.
13/08/2026	Email	Under-working of allotments	Addressed concerns regarding neglected plots and identified invasive plant species.
13/08/2026	Email	Quote for Berm work	Requested outstanding quote; received confirmation that it will be finalized shortly.
13/08/2026	Email	Northwick Tower	Followed up on the status of planned remedial works.
13/08/2026	Email	Viridor Plant Planning application	Acknowledged receipt of update regarding planning proposal.
13/08/2026	Email	Old Website - coming to an end	Received feedback regarding the new website enhancement.
13/08/2026	Email	Revised NDP document	Followed up on the progress of project documentation.
13/08/2026	Email	Invitation: Half day AL...	Received a calendar invitation for an event.
14/08/2026	Email	Second Reminder – Town and Parish Councillor Home Addresses	Resent requested spreadsheet to SGC.
14/08/2026	Email	Consultation letter for P26/01567/HH 7 Victoria Crescent	Received planning consultation; awaiting councillor responses.
14/08/2026	Email	Revised NDP document	Informed the consultant that no further immediate action is required.
14/08/2026	Email	Revised NDP document	Clarified the role of a Parish Councillor to the consultant.
14/08/2026	Email	Revised NDP document	Consultant confirmed the focus of their previous help; VB requested confirmation.
14/08/2026	Email	FW: National Highways: M48 Severn Bridge Medium Term Solution	Acknowledged request to attend the UAT workshop and take notes.
14/08/2026	Email	Planning Application P26/01809RVC The Plaza Residence Park Pilning	Circulated planning application to councillors for their response.
14/08/2026	Email	TRAPP'D AUGUST NEWSLETTER	Acknowledged receipt of the newsletter.
14/08/2026	Email	Planning Application P26/01567/HH 7 Victoria Crescent	Circulated planning application to councillors for their response.
14/08/2026	Email	SV223 - Investigation Report	Received update from SGC; communicated the outcome to the team.

14/08/2026	Email	Giant hogweed	Discussed identification and reporting procedure for the plant with a councillor.
14/08/2026	Email	Fwd: CWG August 2026	Requested by councillor to disseminate meeting information and update details.
14/08/2026	Email	Next CWG meeting- 24/08/2026	Announced meeting details to councillors.
14/08/2026	Email	Giant hogweed	Acknowledged councillor's reaction.
14/08/2026	Email	Fwd: CWG August 2026	Forwarded the community meeting notice to the councillor.
14/08/2026	Email	Next Community Working Group Meeting	Sent meeting details to allotment tenants.
14/08/2026	Email	Next Community Working Group Meeting	Sent meeting details to local residents.
14/08/2026	Email	Wednesday 26 August 2026 Meeting User Acceptance Testing (UAT)	Received confirmation of in-person attendance from Ewan Greenhill.
14/08/2026	Email	Recruitment of a Deputy Clerk	Requested an update from the staffing committee.
14/08/2026	Email	Insurance of volunteer at Severn Beach Community Library	Responded to the library's inquiry regarding volunteer insurance.
14/08/2026	Email	Second Reminder – Town and Parish Councillor Home Addresses	Received confirmation of receipt and publication of the spreadsheet.
17/08/2026	Email	Consultation letter for P26/01809/RVC The Plaza Residence Park Pilning	Acknowledged receipt of a planning consultation letter regarding variation of conditions.
17/08/2026	Email	Consultation letter for P26/01823/HH 17 Denny Isle Drive Severn Beach	Acknowledged receipt of a planning consultation letter regarding a garage conversion.
17/08/2026	Email	Update on your Other surface damage report: SGC-371446-S6W5	Received notice that the council is closing the report as it is not their responsibility.
17/08/2026	Email	Invitation: Jenny visit	Confirmed calendar invitation for a visit.
17/08/2026	Email	River Severn Drought Order	Received notification regarding the drought order application and the deadline for objections.
17/08/2026	Email	Northwick Tower	Received a confirmation of the start date for remedial works, which was then acknowledged.
17/08/2026	Email	Fwd: Ukrainian Independence Day Event	Forwarded event details to Councillors regarding the upcoming celebration in Thornbury.
17/08/2026	Email	News item for the Parish Council website please	Published information regarding the new National Planning Policy Framework on the website.
17/08/2026	Email	Declined: Window Jamb work to start	Processed calendar decline notification for the scheduled work.
17/08/2026	Email	Apologies - Next PC Meeting.	Received and acknowledged meeting apologies from a Councillor.
17/08/2026	Email	Remembrance Sunday quandry	Received and discussed report regarding marshalling issues; draft a volunteer recruitment message.
17/08/2026	Email	Marsh Common Road surface	Updated a resident on the progress of an inquiry regarding responsibility for road surface repairs.
17/08/2026	Email	Weeds	Contacted the council to identify potential giant hogweed and request disposal.
17/08/2026	Email	Progress report for the berm repair	Confirmed contractor selection and discussed next steps with the Chair.
17/08/2026	Email	Bug hotel	Checked ownership of a bug hotel and confirmed with the plot holder.
17/08/2026	Email	Pilning Flower Show	Received an inquiry regarding Council attendance at the show to present awards.
17/08/2026	Email	My O2 Business - Your O2 Bill is ready	Received the monthly business mobile bill.

18/08/2026	Email	Bug hotel	Acknowledged receipt of clarification regarding property ownership.
18/08/2026	Email	FW: SGC website enquiry	Acknowledged receipt of request to look into an issue; awaiting further action.
18/08/2026	Email	Next meeting of Pilning & Severn Beach Parish Council	Responded to an inquiry with details about the next meeting date and presentation limits.
18/08/2026	Email	Documents uploaded, linked in a document	Responded to an inquiry about link management for an upcoming website decommission.
18/08/2026	Email	Just a thought	Reached out for assistance regarding marshals for an upcoming Remembrance Sunday event.
18/08/2026	Email	Northwick Churchyard tree works	Confirmed start date for requested tree works with the contractor.
18/08/2026	Email	Northwick Churchyard tree works	Replied to contractor confirmation with acknowledgment.
18/08/2026	Email	Smoke Free South Glos Service	Contacted regarding potential interest in health resources.
18/08/2026	Email	Plot 14 Severn Beach allotments	Expressed appreciation for the update provided by the tenant.
18/08/2026	Email	Pilning Flower Show	Informed the organizer that results are pending and will be shared soon.
18/08/2026	Email	Pilning Flower Show	Acknowledged confirmation from the organizer regarding leading the event.
18/08/2026	Email	Marsh Common Road surface	Received a follow-up threat regarding potential escalation if a solution is not provided.
18/08/2026	Website	Issues with ineffective speed bumps	Received a resident's complaint about traffic calming and responded clarifying council powers.
18/08/2026	Email	Insurance of volunteer at Severn Beach Community Library	Received the requested volunteer list and contact information.
18/08/2026	Email	Microsoft - Updates to our terms of use	Automated notice regarding service agreement updates.
19/08/2026	Email	Local Plan examination	Clerk reviewed the update; the Chair confirmed it was for information only.
19/08/2026	Email	M49 and A403	Clerk and a Councillor contributed local concerns to a Parliamentary Assistant.
19/08/2026	Website	Issues with ineffective speed bumps	Clerk responded, explaining the Council's legal limitations regarding enforcement.
19/08/2026	Email	Pilning Flower Show	Clerk confirmed a Councillor would attend; the recipient acknowledged.
19/08/2026	Email	Documents uploaded	Clerk confirmed the website changes were complete; the web developer acknowledged.
19/08/2026	Email	Viridor Plant Planning application	Clerk engaged with the developer regarding consultation and updated the Council.
19/08/2026	Email	CWG agenda	Clerk distributed the agenda to residents and confirmed a hall booking.
19/08/2026	Email	Parish Online access	Clerk requested assistance with access; a colleague deferred to another contact.
19/08/2026	Email	Local Choice & Special Expenses	Clerk received a briefing note regarding the revised transition package.
19/08/2026	Email	New Avonmouth data centre	Clerk informed the sender that the application is pending review at the next meeting.
19/08/2026	Email	Flood Warden Lunch and Learn	Clerk forwarded information regarding session recordings to Councillors.
19/08/2026	Email	Consultation letter P26/01424/F	Clerk received a consultation letter regarding a planning application.

19/08/2026	Email	Advice in rural areas	Library rep. responded with an update on venue
20/08/2026	Email	Viridor Plant Planning application	Email thread ongoing regarding planning proposal.
20/08/2026	Email	Flood Warden Lunch and Learn Sessions	Actioned by updating website.
20/08/2026	Email	FW: Aust bird watching and botanical survey	Information received for awareness.
20/08/2026	Email	Flood Warden Lunch and Learn Sessions	Actioned by sharing website link.
20/08/2026	Email	Bus diversion during roadworks	Contacted operator for clarification.
20/08/2026	Email	FW: Aust bird watching and botanical survey	Comment acknowledged.
20/08/2026	Email	Flood Warden Lunch and Learn Sessions	Posted on website
20/08/2026	Email	Aust bird watching and botanical survey	Requested details on meeting location.
20/08/2026	Email	Bus diversion from 1st September...	Enquired about diversion routes and timetables.
20/08/2026	Email	Bus re routing for B4055 closure - request 02372847	Noted
20/08/2026	Email	Flood Warden Lunch and Learn Sessions	Positive feedback acknowledged.
20/08/2026	Email	Fwd: Query re: Ashes interments at St. Peters, Pilning	Received enquiry.
20/08/2026	Email	South Glos Local Plan Examination	Received for information.
21/08/2026	Email	Street cleaning and maintenance	Provided list of priority tasks to maintenance team.
21/08/2026	Email	Wages	Sent monthly staff wages/allowances to accountant.
21/08/2026	Email	No.12 Bus - Pilning roadworks	Liaised with council regarding bus diversion route feasibility.
21/08/2026	Email	Recruitment of a Deputy Clerk	Suggested formal application process for the inquiry.
21/08/2026	Email	Stage 2 Complaint escalation	Forwarded formal complaint to councillors.
21/08/2026	Email	Ashes interments	Provided cemetery fee and process information.
22/08/2026	Email	Severn Beach maintenance	Discussed drainage machine access issues and local contact.
22/08/2026	Email	LSIDB	Clarified operational contact regarding local maintenance.
22/08/2026	Email	Date of next Parish Council Meeting	Received query to confirm meeting date for church calendar.
23/08/2026	Email	Pilning Maintenance Works	Addressed resident query regarding road closure impacts.
23/08/2026	Email	WorkNest proposal	Reviewed staffing committee proposal status.
23/08/2026	Email	Recruitment of a Deputy Clerk	Agreed on process for considering applications.
24/08/2026	Email	Viridor Plant Planning application	Reviewed application update and technical documentation.
24/08/2026	Email	Action required: SharePoint	Acknowledged notice regarding portal access requirements.
24/08/2026	Email	Booking form	Processed hall hire form and addressed minutes inquiry.
24/08/2026	Email	Pilning & Severn Beach Parish Council 701105	Received invoice for landscape services. Paid
24/08/2026	Email	Ashes interments	Received confirmation of information receipt from funeral director.
24/08/2026	Email	SB Allotments	Discussed plot vacancy and waiting list management.
24/08/2026	Email	Pilning Maintenance Works	Provided clarification on roadworks management.
24/08/2026	Email	Date of next Parish Council Meeting	Confirmed meeting details and key access for calendar.
24/08/2026	Email	No.12 Bus - Pilning roadworks	Clarified operator responsibilities for diversion routes.
24/08/2026	Email	Severn Beach maintenance	Acknowledged receipt of operational feedback.
24/08/2026	Email	Invoice 1319 from BRM Treework	Received invoice for tree maintenance services. Paid
24/08/2026	Email	Saved search results updated	Reviewed automated updates to local planning applications.
24/08/2026	Email	M48 Severn Bridge Workshop	Provided vehicle details for parking arrangements.
25/08/2026	Email	Your new BT bill	Notification of a new bill; no action required.
25/08/2026	Email	National Highways: M48 Severn Bridge Medium Term Solution	Confirmed attendance and provided vehicle registration.

25/08/2026	Email	PVH booking from for CWG meeting	Replied regarding working group minutes. Paid
25/08/2026	Email	Pension data file payment details	Notification of a Direct Debit collection; no action required.
25/08/2026	Email	Planter in Beach Road	Forwarded query to the responsible contact. Resident has repaired
25/08/2026	Email	Correspondence discussion	Provided suggestions for agenda items.
25/08/2026	Email	Re: The last 2 posts from Pilning & Severn Beach Parish Council	Responded to the suggestion about creating a guidance sheet for councillors.
25/08/2026	Email	Correspondence discussion	Proposed a second tranche of items for discussion.
25/08/2026	Email	Carriages	Updated regarding the removal arrangements.
25/08/2026	Email	Re: The last 2 posts from Pilning & Severn Beach Parish Council	Forwarded the chair's response regarding the guidance sheet proposal.
25/08/2026	Email	Carriages	Acknowledged the update and noted another item (benches/IDB).
25/08/2026	Email	Correspondence discussion	Received confirmation that the list was acceptable.
25/08/2026	Email	Stage 2 Complaint escalation	Requested a guide on planning powers and NPPF summary from the councillor.
25/08/2026	Email	Second sweep of the NDP document for old website links	Sent the amended NDP document after a second link sweep.
25/08/2026	Email	Viridor Plant Planning application	Informed the applicant that details will be formatted for the website/community.
25/08/2026	Email	Viridor Plant Planning application	Received meeting date proposals for September.
25/08/2026	Email	Road closures affecting bus routes	Informed resident that the Council is seeking confirmation from Stagecoach.
25/08/2026	Email	No.12 Bus - Pilning roadworks	Acknowledged receipt of information from highway maintenance.
26/08/2026	Email	Road closures affecting bus routes	Replied to resident inquiry regarding bus route status.
26/08/2026	Email	Invoice from Pilning & Severn Beach Parish Council	Invoice requested, along with queries on payment methods and funding.
26/08/2026	Email	FW: Action required: SharePoint for Local Choice and Special Expenses	Information provided regarding local service adoption and an upcoming meeting.
26/08/2026	Email	Full fat Basic Conditions Statement	Draft document sent for review.
26/08/2026	Email	Poster	Requested file sent to recipient.
26/08/2026	Email	Full fat Basic Conditions Statement	Checklist received with a commitment to review.
26/08/2026	Email	Full fat Basic Conditions Statement	Alternative version of the document sent.
26/08/2026	Email	Invoice from Pilning & Severn Beach Parish Council	Invoice sent as requested.
26/08/2026	Email	Football - ex gratis	Surplus items offered to local schools.
26/08/2026	Email	Parish Council Cup for Front Gardens	Discussion on trophy condition and request for winner data.
26/08/2026	Email	Of concern	Concerns raised regarding notice board and cemetery safety.
27/08/2026	Email	Football - ex gratis	Parish Clerk confirmed football donation with local school.
27/08/2026	Email	FW: Aust /Northwick bird survey	Biodiversity results received and discussed by Council members.
27/08/2026	Email	Binn Wall, New Passage to POWB.	Resident reported maintenance issues regarding wall drains.
27/08/2026	Email	Submission readiness checklist	Draft submission documents produced and shared for review.
27/08/2026	Email	Binn Wall, New Passage to POWB.	Parish Clerk responded to resident regarding maintenance concerns.
27/08/2026	Email	Community-led biodiversity	Meeting invitation extended to energy cooperative.
27/08/2026	Email	Binn Wall Severn Beach	Parish Clerk requested maintenance check from Environment Agency.
27/08/2026	Email	Thank-you letter for AWT	Correspondence initiated regarding drafting a formal letter of thanks.

27/08/2026	Email	Binn Wall Severn Beach	Environment Agency confirmed routine inspections and future maintenance plans.
27/08/2026	Email	Binn Wall, New Passage to POWB.	Parish Clerk forwarded maintenance update to resident.
27/08/2026	Email	Community-led biodiversity	Partner checking staff availability for proposed meeting.
27/08/2026	Email	Thank-you letter for AWT	Discussion on contact information and drafting responsibility.
27/08/2026	Email	FW: Aust /Northwick bird survey	Discussion on how to publish survey results.
27/08/2026	Email	FW: Aust /Northwick bird survey	Survey results shared on parish website.
27/08/2026	Email	Fwd: SGC Grants Password Reset	Automated password reset notification received.
27/08/2026	Email	Thank-you letter for AWT	Commitment made to send thank you letter later in the week.
27/08/2026	Email	Review of Standing Orders	Updated policy documents shared for councillor review.
27/08/2026	Email	Binn Wall, New Passage to POWB.	Resident provided additional photographic evidence.
27/08/2026	Email	Fwd: Viridor Planning application	Planning update shared as requested.
27/08/2026	Email	Second sweep of NDP document	Inquiry regarding final readiness of NDP submission.
27/08/2026	Email	Review of Standing Orders	AI-assisted review suggestions shared.
27/08/2026	Email	Review of Standing Orders	AI-assisted review points regarding Standing Orders shared.
27/08/2026	Email	Horticultural Awards 2026 Results	Award results shared for review and validation.
28/08/2026	Email	No.12 Bus - Pilning roadworks	Received inquiry from a Councillor regarding status.
28/08/2026	Email	No.12 Bus - Pilning roadworks	Sent update/clarification to a Councillor.
28/08/2026	Email	Horticultural Awards 2026 Results	Sent award recipient information to a colleague.
28/08/2026	Email	Website compliance policy	Replied to external contact confirming resource location.
28/08/2026	Email	Review of Standing Orders and Financial Regulations	Sent reply to colleague explaining revision methodology.
28/08/2026	Email	No.12 Bus - Pilning roadworks	Sent reply to Councillors regarding lack of confirmation.
28/08/2026	Email	Brambles by the old pier New Passage	Sent email to external agent requesting urgent action.
28/08/2026	Email	Horticultural Awards 2026 Results	Received positive feedback from a colleague.
28/08/2026	Email	Review of Standing Orders and Financial Regulations	Received acknowledgement from a colleague.
28/08/2026	Email	No.12 Bus - Pilning roadworks	Received diversion confirmation from external agent.
28/08/2026	Email	Bus diversion	Sent informational message to Councillors.
28/08/2026	Email	Parish Council Cup for Front Gardens	Sent list of award results to a contact.
28/08/2026	Email	No.12 Bus - Pilning roadworks	Received forwarded external correspondence.
28/08/2026	Email	Parish Council Cup for Front Gardens	Received query from contact regarding award criteria.
28/08/2026	Email	Bus diversion	Received comment from a Councillor regarding traffic.
28/08/2026	Email	Parish Council Cup for Front Gardens	Sent updated presentation arrangements to a contact.
28/08/2026	Email	Your Premium plan for psb was canceled	Received automated billing notification.
28/08/2026	Email	Old website	Sent decommissioning notice to Councillors.
28/08/2026	Email	Viridor Plant Planning application	Received follow-up email from external contact.
28/08/2026	Email	pvhmc min	Received meeting minutes
28/08/2026	Email	Consultee Comments for Planning Application P26/01749/HH	Received automated consultee feedback notification.
29/08/2026	Email	Parish Council Cup for Front Gardens	Received correspondence regarding document source.
29/08/2026	Email	Trees	Received maintenance request from a resident.
30/08/2026	Email	Contact with PCSO regarding Remembrance Sunday	Received offer of assistance from external contact.
30/08/2026	Email	New invoice from Parish Online #00HD029-0005	Received automated invoice notification.

31/08/2026	Email	River side pathway brambles	Already reported to EA for action
31/08/2026	Email	Local Choice Special Expenses Wave 1 Launch Call with Town & Parishes	Received meeting invitation.
01/09/2026	Email	Invitation to Book a 1-2-1 Teams Discussion	Clerk shared the invitation with the Chair for review.
01/09/2026	Email	Special expenses	Clerk shared an executive summary with the Chair.
01/09/2026	Email	Giant hogweed	Clerk informed the Councillor that the plant identified was common hogweed.
01/09/2026	Email	Flags	Referred the resident to a local veteran for further information.
01/09/2026	Email	Brambles by the old pier New Passage	The Environment Agency confirmed they aim to clear the area as resources permit.
01/09/2026	Email	1-2-1 meeting	Clerk, Chair, and external contact coordinated and confirmed a meeting for September 9th.
01/09/2026	Email	As promised	The Chair provided a project update to Clerk.
01/09/2026	Email	Recycling collections	Chair escalated resident complaints regarding missed collections
01/09/2026	Email	Parish Council Cup for Front Gardens	Clerk informed the correspondent that the Council will use its own criteria for judging.
01/09/2026	Email	FW: S106 Demand Notice	The Chair forwarded the notice to Clerk for an agenda item.
01/09/2026	Email	Local Choice Pilning & Severn Beach Joss Convey	The Council received a meeting invitation regarding local choice and special expenses.
01/09/2026	Email	Notice of meeting and summons	Clerk sent the official meeting summons and agenda to Councillors.
01/09/2026	Email	Next Parish Council meeting	Clerk sent the meeting agenda to all recipients.
01/09/2026	Email	Google Workspace: Your invoice is available	The Council received a monthly service invoice.
01/09/2026	Email	Fw: Falls Prevention	The Village Agent asked Clerk and GC for an update on the proposed session.
01/09/2026	Email	Parish Council Meeting	A resident inquired about public participation in the upcoming council meeting.
02/09/2026	Email	Report on Pilning Allotments etc sept 2026	Acknowledged receipt of inspection report.
02/09/2026	Email	Fw: Update: Advice in rural areas	Acknowledged update; internal teams to coordinate.
02/09/2026	Email	Fw: Falls Prevention	Agreed to venue usage for event.
02/09/2026	Email	Fw: Falls Prevention	Requested specific details on event attendance.
02/09/2026	Email	Fwd: Parish Council Cup for Front Gardens	Discussed review of trophy criteria.
02/09/2026	Email	Fw: Falls Prevention	Provided demographic and attendee estimates.
02/09/2026	Email	Parish Council Meeting	Confirmed meeting openness to public.
02/09/2026	Email	Report on Pilning Allotments etc sept 2026	Welcomed positive report findings.
02/09/2026	Email	FW: Notice of meeting...	Raised concerns regarding meeting length/efficiency.
02/09/2026	Email	WorkNest	Received instructions for account access.
02/09/2026	Email	Invoice clarification	Queried recent invoice details.
02/09/2026	Email	Parish Online Support...	Automated support ticket confirmation.
02/09/2026	Email	WorkNest	Confirmed successful login and requested policy advice.
02/09/2026	Email	FW: Notice of meeting...	Agreed with colleague's proposed approach.
02/09/2026	Email	Repeat Order form...	Received annual inspection documentation.
02/09/2026	Email	FW: Notice of meeting...	Provided input on meeting management.

02/09/2026	Email	Repeat Order form...	Returned forms; clarified change in responsibilities.
02/09/2026	Email	WorkNest	Received guidance on portal features.
02/09/2026	Email	Local Choice Special Expenses Wave 1 Launch	Received launch briefing materials.
02/09/2026	Email	August '26 Newsletter	Received neighbourhood updates.
02/09/2026	Email	FW: Notice of meeting...	Added perspective on committee meeting management.
02/09/2026	Email	Clerk's Briefing Note: Pop up meetings	Circulated guidance on meeting legality.
02/09/2026	Email	FW: Notice of meeting...	Further discussion on meeting structures.
02/09/2026	Email	Order Acknowledgement...	Received order summary.
02/09/2026	Email	Electoral Register Monthly Changes	Received monthly register update.
02/09/2026	Email	FW: Fwd: Pilning Cemetery	Addressed community concerns on signage and memorial.
02/09/2026	Email	Clerk's Briefing Note: Pop up meetings	Acknowledged receipt of briefing.
02/09/2026	Email	Fwd: SA:Fwd: Initial survey results...	Received forward of survey summary.
03/09/2026	Letter	War memorial and cemetery matters	Letter to be read out at the meeting
04/09/2026	Email	Consultation letter for P26/01899/HH	Received and processed application details.
04/09/2026	Email	Notification of decision letter for P26/01414/CLE	Processed formal decision notice.
04/09/2026	Email	Allotment award	Liaising with recipient regarding item collection.
04/09/2026	Email	Football - ex gratis	Followed up on status of item collection.
04/09/2026	Email	Consultation letter for P26/01866/F	Received and processed application details.
04/09/2026	Email	Allotment award	Responded to recipient query regarding arrangements.
04/09/2026	Email	Rules for judging - up to 2025	Received documentation from colleague.
04/09/2026	Email	Planning Application P26/01899/HH 47 Cranmoor Green Pilning	Distributed application details to council members.
04/09/2026	Email	Planning Application P26/01866/F 16 Redwick Road Pilning	Distributed application details to council members.
04/09/2026	Email	Training Opportunity	Shared opportunity with relevant colleagues.
04/09/2026	Email	Allotment award	Finalised collection logistics.
04/09/2026	Email	Consultee Comments for Planning Application P26/01567/HH	Received submission receipt.
04/09/2026	Email	Old website	Acknowledged successful migration notice.
05/09/2026	Email	M49 Junction	Shared official parliamentary records with stakeholders.
05/09/2026	Email	M49 and A403 - Claire Young	Engaged in ongoing project discussion.
07/09/2026	Email	Traveller sites	SJ query addressed; confirmed as outside the parish boundary.
07/09/2026	Email	Notice of meeting and summons	Meeting apology received from a councillor.
07/09/2026	Email	Pilning Station - Environmental Condition Report	Report received and support for recommended actions confirmed by councillors.
07/09/2026	Email	Football - ex gratis	School contact apologized for collection delay.
07/09/2026	Email	Afghan Refugee Family	Introduction received and forwarded to councillors for awareness.
07/09/2026	Email	Informal meeting between Clerks	Invitation received for clerk meeting regarding financial policy.
07/09/2026	Email	Conclusion of annual review 2025-26	External audit documents and fee note received.
07/09/2026	Email	Allotment sign up	Appointment arranged to sign allotment tenancy agreement.
07/09/2026	Email	Fwd: Stage 2 Complaint Acknowledgement	Councillor request to support the complaint received.
07/09/2026	Email	Review of Standing Orders and Financial Regulations	Typographical errors identified and addressed.
07/09/2026	Email	Notice of meeting and summons	Request for a hard copy of the meeting agenda fulfilled.
07/09/2026	Email	Roy Edwardes Way	Received and acknowledged resident update regarding fence.

APPENDIX B: ACCOUNTS FOR PAYMENT

Date	Payee	Detail	Law	Total	VAT	Ex VAT
01/07/2026	NOW PENSIONS	Pension provision	s111	£148.09		£148.09
03/07/2026	ELMTREE GARDEN	Pilning Cemetery	s214	£1,687.50	£73.80	£369.00
03/07/2026	ELMTREE GARDEN	Northwick Cemetery	s214		£49.16	£245.75
03/07/2026	ELMTREE GARDEN	Pilning Playing Field	PHA 1875 s164		£81.46	£407.25
03/07/2026	ELMTREE GARDEN	Severn Beach Playing Field (non VAT claim)	PHA 1875 s164		£76.83	£384.25
03/07/2026	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£44.97		£44.97
03/07/2026	BRM TREWORK	Pilning Allotment Willows	SHA 1908 s23, s25	£500.00		£500.00
03/07/2026	PLAY INSPECTION CO	Play equipment inspection	PHA 1875 s164	£236.40	£39.40	£197.00
07/07/2026	PLANIT GARDENS	Pilning Playing Field	PHA 1875 s164	£161.50		£57.00
07/07/2026	PLANIT GARDENS	Pilning Cemetery	s214			£19.00
07/07/2026	PLANIT GARDENS	Severn Beach Allotments	SHA 1908 s23, s25			£47.50
07/07/2026	PLANIT GARDENS	Pilning Allotments	SHA 1908 s23, s25			£38.00
07/07/2026	GOOGLE	Email and storage	s111	£168.00		£168.00
08/07/2026	BT	Phone	s111	£87.74	£14.62	£73.12
08/07/2026	TOMS RUBBISH CLEARANCE	PPF football goal removal	PHA 1875 s164	£420.00	£70.00	£350.00
08/07/2026	DJB BUILDING SERVICES	PPF football goal installation	PHA 1875 s164	£474.00	£79.00	£395.00
13/07/2026	HMRC	TAX and NI	s111	£1,172.24		£1,172.24
13/07/2026	LLOYDS	Bank Charges	s111	£4.25		£4.25
12/07/2026	O2	Mobile phone	s111	£17.83	£2.97	£14.86
24/07/2026	VICTORIA BYWATER	Expenses	s111	£40.00		£40.00
24/07/2026	S.GLOS COUNCIL	Localism	PHA 1875 s164	£2,694.42		£2,694.42
24/07/2026	WORKNEST	HR facilities	s111	£2,130.00		£2,130.00
30/07/2026	NET WORLD SPORTS	Basketball Hoops	PHA 1875 s164	£237.73		£237.73
30/07/2026	NOW PENSIONS TRUST	Pension provision	s111	£134.87		£134.87
31/07/2026	PLANIT GARDENS	General Maintenance	s111	£90.25		£90.25
31/07/2026	EMERALDSTEEL	Payroll preparation	s111	£35.00		£35.00
31/07/2026	MR J EDWARDES	Wage and office	s111	£1,720.93		£1,720.93
31/07/2026	ODILE F MCINTOSH	Wages	s111	£96.00		£96.00
03/08/2026	SEVERN BEACH VH	Hall Hire	s111	£20.00		£20.00
03/08/2026	ELMTREE GARDEN	Pilning Cemetery	s214	£1,687.50	£73.80	£369.00

03/08/2026	ELMTREE GARDEN	Northwick Cemetery	s214		£49.16	£245.75
03/08/2026	ELMTREE GARDEN	Pilning Playing Field	PHA 1875 s164		£81.46	£407.25
03/08/2026	ELMTREE GARDEN	Severn Beach Playing Field (non VAT claim)	PHA 1875 s164		£76.83	£384.25
03/08/2026	NICHOLA HILLS	Severn Beach Toilet	PHA 1936 s87	£44.97		£44.97
04/08/2026	VALUE PRODUCTS LTD	Allotment height sign	SHA 1908 s23, s25	£73.37	£12.23	£61.14
04/08/2026	MR J EDWARDES	PSBPC Expenses	s111	£58.47		£58.47
07/08/2026	GOOGLE	Email and storage	s111	£168.00		£168.00
07/08/2026	BT	Phone	s111	£87.74	£14.62	£73.12
10/08/2026	AFORD AWARDS LTD	Flower show awards	s111	£61.57	£10.26	£51.31
11/08/2026	LLOYDS	Bank Charges	s111	£4.25		£4.25
12/08/2026	O2	Mobile phone	s111	£17.83	£2.97	£14.86
24/08/2026	PILNING VILLAGE HALL	Hall Hire	s111	£24.00		£24.00
24/08/2026	BRM TREWORK	Northwick Churchyard Treework	s111	£1,800.00		£1,800.00
25/08/2026	ELM TREE GARDEN LTD	Pilning Playing Field tennis Court	PHA 1875 s164	£298.80	£49.80	£249.00
27/08/2026	NOW PENSIONS TRUST	Pension provision	s111	£168.73		£168.73
28/08/2026	EMERALDSTEEL	Payroll preparation	s111	£35.00		£35.00
28/08/2026	MR J EDWARDES	Wages and allowances	s111	£1,976.61		£1,976.61
28/08/2026	ODILE F MCINTOSH	Wages	s111	£48.00		£48.00
Totals				£18,876.56	£858.37	£18,018.19

APPENDIX C: Report from District Councillor Simon Johnson

1. Major Infrastructure Issue – Motorway Junction Failure

National Highways has confirmed that the recently constructed motorway junction—built six years ago—is unsafe to open due to structural problems with its “novel” construction method.

Investigations are underway to determine whether the fix will take months or years, or require a full rebuild.

Cllr Johnson noted: “We’re now sat waiting... is it a three- or six-month problem? A three- or six-year problem?”

South Gloucestershire Council is pressing for clarity, monthly updates, and urgent action to prevent deterioration of the newly completed link road.

2. Pilning Road Resurfacing

The first phase of resurfacing has been well-received by residents. Officers accommodated access where safe, and feedback on-site staff was positive. The second phase is expected to deliver similar improvements.

3. A403 Heavy Vehicle Concerns

Residents continue to report vibration, noise, and safety issues from increasing HGV traffic. Officers have begun scoping a formal investigation into speed enforcement, road layout, cycle provision, and safety at merge points.

4. 1957 Planning Consent – National Issue

The historic consent enabling large-scale development remains a major challenge.

Key actions:

- Petition submitted to South Gloucestershire Council and Westminster.
- Claire Young MP has raised the issue in Parliament.
- Council has formally requested Government intervention to amend or replace the consent.

Cllr Johnson emphasised the financial risk of repeated appeals: “It would bankrupt the council if every owner did the same.”

5. Mega-Sheds, Data Centres & Future Development Pressure

Residents remain concerned about large industrial buildings near the Avon. Cllr Johnson warned that future proposals may include data centres—larger, noisier, and with high water demand. He suggested inviting WECA to view the scale of existing developments.

6. Enforcement & Traveller Sites

Several enforcement cases remain active. A retrospective application expected “within weeks” has still not appeared; Cllr Johnson is chasing officers.

He noted ongoing pressure on officers to approve retrospective traveller site applications, despite local concerns.

7. Pilning Station

The station remains a “perfect storm” of multi-agency responsibility gaps. Cllr Johnson continues to escalate issues to the Leader of the Council and relevant agencies.

8. Traffic & Speed Limit Reviews

Petitions for New Passage and Redwick Road have progressed. Officers are now more receptive to targeted 20mph zones rather than waiting for a blanket regional approach.

9. School Bus Provision

Multi-year funding has been secured, ending the cycle of annual uncertainty. Cllr Johnson highlighted ongoing gaps in public transport, including recent incidents of visitors stranded near The Wave.

10. Youth Services & Community Safety

South Gloucestershire's mobile youth service "Doris" visited the parish for the first time, offering outreach, advice, and support to local young people.

11. Social Care, SEND & Youth Strategy

Cllr Johnson continues to lead the Children & Young People portfolio until the election.

Key updates:

- Major national reforms underway across Ofsted, CQC, Youth Justice.
- SEND Safety Valve negotiations could return £40m to South Gloucestershire if agreed by Christmas.
- New statutory youth strategy being developed.
- NEET plan in progress within Severnside.

12. Recycling & Waste

Soft-plastic recycling rollout is performing strongly. Three-weekly collections remain stable despite heat-related disruptions.

13. Section 106 Updates

- Sports funding (Panettone site): feasibility report nearing completion.
- Arts funding: passed to the Parish Council for local decision-making.

14. Beach Road Condition

Road markings have deteriorated significantly, causing access issues and unsafe manoeuvres. Cllr Johnson is pushing for the road to be prioritised for resurfacing.

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