

FRESHFORD PARISH COUNCIL

DRAFT Minutes of the Freshford Parish Council Meeting
15th September 2025, 7.00pm, Freshford Village Memorial Hall

Parish Councillors Present: John Adler (Chair), Elli Bate, Rob Kilgour, Julian Carpenter (arrived at 7:30pm), Chris Casay further to PC appointment

Apologies: Ward Cllr Fiona Gourley, Ward Cllr Matt McCabe.

In attendance: Kirsty Clark (Parish Clerk)

Members of the Public: 1

Commenced 19:07pm

102. **Declarations of Interests and Requests for Dispensations**

Nothing to declare.

103. **103.1 Minutes of Meeting**

Clerk

Resolved: to approve the minutes of the meeting held on 14th July 2025 as a true record.

103.2 Review of action form the last meeting

- **See agenda item:** Cllr Carpenter to address concerns about speeding on Freshford Lane and New Road. The suggesting of moving the traffic stop sign to a more effective spot to elevate this.
- **Resolved:** Agreed that the invoice for gardening works at Freshford station is not paid at this stage and Clerk to go back and have that discussion, as costs were higher than pervious years.
- **Resolved:** Cllr Williamson to contact 'Men at Maintenance' to establish if they can assist with this restoration of SAC signs. This work will be completed by Men at Maintenance on a cost free basis to the PC.
- **Resolved:** The PC need to establish ownership of the signs and finger posts. Cllr McCabe noted that B&NES do not include these assets and the PC can maintain/repair at a direct cost to the PC.
- Cllr Williamson will put together a plan and some quotes for cutting and/or removal of the grass. It was agreed that the PC would hold an 'extra ordinary' meeting over the summer to approve the work and the associated spend. **See agenda item:** Further quotes were gathered, see agenda item below.
- further to two separate meetings with Cllr Williamson and Cllr Bate, the need for an extra-ordinary meeting during August was negated due to the need to gather further quotes and ideas for the removal of the Tynning grass, to be discussed in the appropriate agenda item.
- **Outstanding:** Further quotes were gathered, see agenda item below.
- The PC will be consider this paper the extra ordinary meeting during the summer. **Resolved:** meeting not required. **Resolved:** Cllr Adler will circulate a paper for the complete PC IT Infrastructure for councillors to review, noting all options and risks for all elements of any proposed IT changes.
- Grass cutting and removal on the Tynning – see agenda item.
- Update the Neighbourhood Plan in conjunction with Limpley Stoke PC – see agenda item

- **Resolved** – to establish ownership of fingerposts in order to repair and maintain
- **Resolved** – create ‘rolling action list’ to capture actions and outstanding items of PC business.

104. **Open forum**

Issues with street lighting were raised, citing 6a, 11 and 13 on Station Road. The PC have paid for maintenance and the repair of these particular lights but they still appear not to working.

Action: The faults will again be alongside an escalated complaint.

Clerk

Parking in New Road since school returned has been highly disruptive and on 4 occasions in the first 8 days of term this has been an issue. Gordon noted he was twice unable to return to house as his drive is blocked and large vehicles go down Church Hill. Gordon noted the consultation proposed by Cllr Carpenter was due to be launched which was explained that this will be raised later in the agenda.

Gordon asked for an update on the Freshford Mill as had notice an increase on personnel on site recently. Questions were asked around whether the existing planning permission remained in place.

Cllr Kilgour explained that the previous permission would remain in place allowing the contractor to carry out works in line with that, also noting that a new entrance to the site has been created. The PC did not have any further information on the progress of the site. It was asked if the instructions for large lorries to be informed of the correct route to access the site were in place, as the were previously. It was agreed that these measures will need to be adhered to once more. At present no increase in traffic due to the increased site activity had been noticed.

Cllr Adler asked that B&NES approach the new owner to adhere to the previous site access arrangements.

Clerk

Action: Clerk to approach B&NES to ensure contractors are aware of previous site access requirements.

105. **Co-option of Councillors**

The resignations of Cllr Williamson and Cllr Putt were formally noted. Cllr Adler also informed the PC of Cllr Champ’s resignation. Thanks were noted for all the efforts of the recently resigned members.

Resolved: Cllr Bate proposed Chris Casey to join the PC. Cllr Adler seconded.

The remaining vacancies would continue to be advertised, utilising a fresh approach as suggested by Cllr Adler. It was agreed that we need a strong approach to recruiting councillors, requiring a new and fresh advert to open dialogue with the community to encourage joining.

Clerk

Cllr Bate

Action – redesign the councillor recruitment advert, looking to dispel myths of the PC. Using an open, friendly chat type approach.

Cllr Adler

Action - Cllr Bate to circulate new recruitment advert within the school

Action: the PC need a new FLISCA rep. It was agreed that the PC would approach organisations such as FLISCA and the Village Hall to ask to nominate someone from their respective boards to join the PC.

Cllr Carpenter offered to oversee Matt Snelgrove in terms of day to day management.

106.

Finance and Personnel

a) Requested payments – **Resolved**

Kirsty Clark	Clerks pay - Aug 2025	£772.84
Matt Snelgrove	Village Steward Inv 2917	£400.00
James Lock	Monthly grass cutting (instalment 6 of 9)	£305.55
HMRC	Monthly payroll deductions - M4	£53.38
Alan Duck	July Inv 178	£185.00
Freshford Memorial Hall	Inv 1895 - May - July 2025 plus donation	£770.00
CNB	Final invoice - professional services - Inv 286	£528.00

Clerk

b) Bank Reconciliation **resolved.**

Kirsty Clark	Clerks pay - July 2025	£772.84
Matt Snelgrove	Village Steward Inv 2917	£400.00
James Lock	Monthly grass cutting (5 of 9)	£305.55
Meadow in my garden	Landscape management = 30 hrs. Inv 6897	£600.00
HMRC	Monthly payroll deductions	£53.38
DM Payroll services	Inv 4501	£72.00
Alan Duck	May and June Inv 159	£515.00

Clerk

c) **Resolved** – Agree back Clerk hourly rate pay increase and back pay inline with the NCLA recommendations

107.

Planning applications

25/03302/TCA – Resolved - No Comment

Clerk

108.

Highways

Cllr Carpenters proposal for consultations with Dark Lane residents was approved in the July meeting; putting forward options 1 and 3 to residents (refer to paper presented). The PC are in support of an LTN and would be prepared to bear some of the costs to support effective and timely implementation of the scheme.

Cllr
Carpenter

Action: Cllr Carpenter proposed having an online and paper consultation and will create a draft of the paper version for the basis of the consultation.

Cllr
Carpenter

Action: Cllr Carpenter and Cllr Casey will meet on site and look at feasible options and solutions.

Action: Consultation to be advertised and displayed on notice boards, online, paper copies in the galleries and advertised in the newsletter. Form to include the Clerk telephone number.

109. **Housing Needs Survey**
B&NES accepted the definition of “need” as regards the main findings which satisfied the PC’s question. Clerk
- The report on the HNS was discussed and the HNS was Accepted.
Resolved – PC approved the CNB Housing Needs survey in full.
Action – Clerk to obtain and circulate final version of the report.
110. **Neighbourhood Plan**
Cllr Adler noted that all Neighbourhood Plan funding has now been withdrawn.
Cllr Kilgour asked what will the costs be to us to carry out the Local plan review and update.
Cllr Bate asked that we approach FLISCA for the funding for the community workshop events and any other costs such as printing and any additional work and support from CNB.
- Action:** Cllr Kilgour to arrange meeting with Cllr Adler and Cllr Casey regarding the NHP review and approach and identify any initial potential costs Cllr Kilgour
111. **Matting on the Tynning**
Discussion regarding passing place on the Tynning postponed to October meeting. Clerk
- Resolved:** Option 2 of quote for cutting and removal of grass on Tynning. To be arranged asap, subject to improved weather conditions.
- It was noted that the PC will bear the additional cost this year to carry out this task and look at options for funding this job to cover future cuts and maintenance.
112. **War Memorial**
Cllr Adler outlined the repair required to the war memorial and potential that the PC could access a grant to fund this, as outlined in his paper. Quotes for the repair work have already been sought. Cllr Adler
113. **IT infrastructure**
Cllr Adler presented a paper to Councillors prior to the meeting requiring initial approvals to update our IT infrastructure in line with ALCA and NCLA recommendations. Cllr Adler
- Resolved:** Agreement to switch to .gov.uk domain.
Resolved: PC to use a file sharing facility for all Councillors and Clerk.
This was agreed in principle and options will be explored by Cllr Adler in an additional paper to include full costs
114. **Newsletter**
It was noted that the newsletter has once again had a good response rate for adverts and articles. The regular printer is on standby to create the newsletter and Jessie has the initial articles and artwork to begin creating the next edition. Clerk
- Action:** Reassign Councillor responsibilities to support the creation of the newsletter. It was suggested that a different Councillor supports the Clerk in the creation and collation of the newsletters following Cllr Putts resignation but also look for community support to also assist.

115. **External Meetings**

Nothing to note.

116. **Date of Next Meeting**

Annual Parish Meeting -Monday 13th October 2025, 7pm, Freshford Village Memorial Hall.

Meeting ended 21.10pm