

**PARISH COUNCIL MEETING**

**12<sup>th</sup> May 2025**

P Kembery (in the Chair)

J Amos (P)  
F Arkley (A)  
N Beebee (P)  
P Bruce (P)  
A Collins (P)  
D Eldridge (P)  
M Goodman (A)  
S Hancock (A)

P Kembery (P)  
J Kinsey (P)  
N Labuschagne (P)  
J Lloyd (A)  
D Marriott (P)  
L Fogg Rogers (P)  
P Sykes (P)  
C Watkins (A)

01.05/25 – Election of a Chair

Cllr Amos proposed Cllr Kembery

Cllr Marriott seconded Cllr Kembery

All members in agreement, Cllr Kembery was duly elected as Chair

02.05/25 – Chairs' Declaration and Acceptance of Office

Cllr Kembery signed the Declaration of Acceptance of Office.

03.05/25 – Election of Vice-Chair

Cllr Kembery proposed Cllr Amos

Cllr Collins seconded Cllr Amos

All members in agreement, Cllr Amos was duly elected as Vice-Chair

04.05/25 - Evacuation procedure – leave via the fire door and assemble in the play area

Noted

05.05/25 - Apologies for Absence

Apologies were received from Cllrs Lloyd, Watkins, Hancock, Arkley and Goodman

06.05/25 – Chairs' Announcements

Chair advised that the VE Day coffee morning was a great success with many members of the community attending. This included children from Elm Park primary school and Early Years and residents of a local care home.

07.05/25 – Public Participation

No members of the public in attendance

08.05/25 – Declarations of Interest under the Localism Act 2011

Cllr Labuschagne: South Gloucestershire Councillor

09.05/25 - To agree the composition of the Committees and their Terms of Reference

- Planning Committee
- Finance and General Purpose Committee
- Climate and Nature Committee
- Staffing Committee

RESOLVED. All members in agreement to continue on existing committees and agreed to each terms of reference.

10.05/2025 To approve the Standing Orders, Financial Regulations, Code of Conduct, Investment Strategy and list of know direct debits.

RESOLVED, to approve.

11.05.2025 To agree the bank signatories, to include online access.

RESOLVED, all bank signatories to remain the same.

12.05.2025 To agree Appointments to Outside Bodies

It was suggested to add a new category: East of Harry Stoke.

RESOLVED, Cllrs Sykes and Bruce to join the East of Harry Stoke committee. Cllr Sykes and Fogg-Rogers will come off of the Hambrook Commons committee and be replaced by Cllrs Amos and Eldridge.

13.05/25 - To approve of the Minutes of Council meeting held on 7<sup>th</sup> April 2025

RESOLVED, to approve.

to note the Minutes of:

Planning Committee meetings held on 7<sup>th</sup> and 14<sup>th</sup> April 2025

Finance and General Purposes meeting held on 14<sup>th</sup> 2025

**All Noted**

14.05/25 - To receive and consider the Clerk's Report and Actions Update

All items on the Clerks report were noted. Clerk advised asbestos was found in the inspection. CGW are liaising with a company to get a quote for removal works. The internal audit report has been received with a few recommendations. This will be discussed at the next Council meeting. Clerk confirmed that the allotment inspection was only at the Jubilee allotments in Winterbourne.

- ❖ A meeting was held with Creative Car Parks and Frenchay Councillors. Creative Car Parks have some questions regarding ownership on the car park as, it appears, South Gloucestershire Council, own a small part. Clerk is investigating
- ❖ The VE Day coffee morning was a great success. Many residents said they would like to see a regular event.
- ❖ The internal audit has taken place, and we are awaiting the report.
- ❖ The asbestos survey at the sports pavilion has taken place and awaiting the findings. CGW advised that they will not start work until the findings have been assessed.
- ❖ An allotment inspection took place. Only one plot received a warning.

## Current Outstanding Actions From Previous Council Meetings

- ❖ Cllr Labuschagne to enquire where Winterbourne Parish fits with any South Gloucestershire Youth Services. **12/5:** Cllr Labuschagne to investigate
- ❖ **Traffic Safety: Trench Lane / Old Gloucester Road Junction.** Cllr Labuschagne to ask SG Cllr Jones to contact the resident. Clerk has sent a request direct to Oliver Cordy for a temporary speed visor – no response received as yet. **12/5** – Still no update received. Clerk to follow up on previous email sent and recommend solar lighting for the 'Give Way' signage.

15.05/25 - To approve the monthly accounts and bank reconciliation for April 2025.

RESOLVED, to approve

16.05/25 To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.

Query raised regarding the scribe invoice.

Resolved, to approve the invoices presented for payment, apart from the scribe invoice.

17.05/25 - To consider agree recommendations from the Finance & General Purposes Committee:

17.05.01/25 Grant Requests

Winterbourne Sports Association - £1,244.92

RESOLVED, to pay the full amount

Frenchay Cricket Club - £1,860.00

RESOLVED, to pay the full amount

17.05.02/25 Greenfield Window Replacement

To appoint a different contractor to the one agreed at the previous meeting.

Questions were raised regarding the structural integrity of the windows and frames, in the quotes, and whether they are strong enough to hold up the roof.

**RESOLVED, Clerk to contact companies to confirm strength of windows and frames.**

18.05/25 To confirm the amount of Government Loan required for the pavilion upgrade. To include to allocation of CIL money received.

Clerk advised that the amount of CIL money received was £30,196.07.

RESOLVED, all members in agreement that the CIL money received would go toward the pavilion upgrade and the amount of the Government Public Works Loan applied for would be £100,000.00. This would be over a five year period. The reserves required (£200,000.00 – agreed at previous meeting: 197.04/3/25) would be taken from Bath Building Society - £79,000.00 (chosen as the shortest withdraw time), Cambridge Building Society - £86,000.00 (chosen due to lowest interest rate) and NatWest 95 Day Saver - £35,000.00 (chosen due to ease of transfer). **Clerk to administer the loan application and transfer reserves.**

19.05/25 To discuss and make agreement on vehicle access to Frenchay Parklands

Cllr Collins advised that in order to allow emergency vehicle access to each end of Frenchay Parklands it was necessary to remove some scrub from the car park end and to erect a fence.

RESOLVED, to approve necessary works

20.05/25 To discuss and make agreement on a proposed easement over Tuckett Field for the National Trust to access Frenchay Moor

RESOLVED, all members in agreement in principle, subject to solicitors agreement. **Clerk to contact solicitor for advice.**

21.05/25 To discuss and make agreement on a pitch maintenance programme for the Recreation Field

The Groundsman from Winterbourne Cricket Club has requested a pitch maintenance programme due to the increased use of the Recreation Ground.

RESOLVED, **Clerk to investigate options and costs and report back at a future meeting.**

22.05/25 Any other items to note from members

Cllr Sykes attended the East of Harry Stoke Steering Committee Meeting. During the meeting it was advised there will be a new sports field in the development which they are looking for someone to run. Cllr Sykes also advised that, as yet, there is no name for the East of Harry Stoke development.

Meeting Concluded 7.58pm