

**PARISH COUNCIL MEETING****2<sup>nd</sup> June 2025**

P Kembery (in the Chair)

J Amos	(P)	P Kembery	(P)
F Arkley	(P)	J Kinsey	(P)
N Beebee	(P)	N Labuschagne	(A)
P Bruce	(P)	J Lloyd	(P)
A Collins	(P)	D Marriott	(P)
D Eldridge	(A)	L Fogg Rogers	(A)
M Goodman	(A)	P Sykes	(P)
S Hancock	(P)	C Watkins	(A)

23.06/25 - Evacuation procedure – leave via the fire door and assemble in the play area  
Noted

24.06/25 - Apologies for Absence  
Apologies were received from Cllrs, Watkins, Labuschagne, Goodman and Eldridge

25.06/25 – Chairs’ Announcements  
Chair’s submission for the Frenchay Community News was agreed.

26.06/25 – Public Participation  
Three members of the public in attendance.

Member of the public raised concerns regarding the overgrown vegetation on a footpath in Sunnyside Lane, Hambrook. The path is currently impassable due to the growth. The member of the public offered to help clear the vegetation. **Clerk to clarify ownership of the path and report back.**

Member of the public raised concerns regarding the car parking charges in Flaxpits Lane and the detrimental effect this will have on local businesses. Chair advised that Winterbourne Parish Council objected to the charges being implemented by South Gloucestershire Council and have already written to them expressing concerns.

27.06/25 – Declarations of Interest under the Localism Act 2011  
None

28.06/25 - To approve of the Minutes of Council meeting held on 12<sup>th</sup> May 2025  
RESOLVED, to approve.

to note the Minutes of:  
Planning Committee meetings held on 12th and 19th May 2025  
Finance & General Purposes meeting held on 19th May 2025  
Climate & Nature Committee meeting held on 21st May 2025  
**All Noted**

#### 29.06/25 - To receive and consider the Clerk's Report and Actions Update

All items on the Clerks report were noted.

- ❖ Work started at the Pavilion but internal works have been halted until the asbestos has been cleared. A two week extension to the contract has been agreed.
- ❖ The Internal Audit has been received and sent to members.
- ❖ Two old wooden benches, on Hambrook Common, were deemed beyond repair and have been taken down.
- ❖ Frenchay Parklands Access: a meeting was held on 15<sup>th</sup> May and works were agreed.
- ❖ Clerk confirmed that South Gloucestershire Council own the first entrance only to the Frenchay Car Park and advised Creative Car Parks. **Cllr Kinsey to discuss next steps with Creative Car Parks.**
- ❖ **Pavilion Refurb:**
  - Notice has been given on Bath, NatWest and Cambridge accounts as agreed
  - A movement fund application has been submitted to Sport England on 12<sup>th</sup> May. Applications can take up to six weeks to process
  - Application registration has been submitted to the Football Foundation, which is awaiting processing.

#### **Current Outstanding Actions From Previous Council Meetings**

- ❖ Cllr Labuschagne to enquire where Winterbourne Parish fits with any South Gloucestershire Youth Services.
- ❖ **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 **02/06** – Response received: “no suitable location could be found for a speed visor. This junction has recently been resurfaced, adding wider painted hatchings at the junction mouth. Foliage has also been cut back to improve visibility and verge marker posts have been maintained. In addition, we have arranged for a new larger sign to replace the small finger post signs opposite the junction of Trench Lane, next to the access of “Treetops”. We believe this will provide greater clarity for road users approaching the junction to mitigate against failing to stop at the junction” – **action closed**
- ❖ **Tuckett Field Easement:** Clerk has sent details to Daniel Woodman solicitors
- ❖ **Pitch Maintenance Programme:** Clerk has contacted companies, awaiting responses.

#### 30.06/25 - To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.

RESILVED, to approve.

#### 31.06/25 - To consider agree recommendations from the Finance & General Purposes Committee:

##### 31.06.01/25 - Grant Requests

Winterbourne Sports Association - £400.00

RESOLVED, to pay the full amount

32.06/25 - To consider, and make agreement, on recommendations from the Climate & Nature Committee

32.06.1/25 To recruit a Climate & Nature Administrator on a 6 month trial  
RESOLVED, all members in agreement.

32.06.2/25 - Sponsorship of the planters in Flaxpits Lane

It is hoped that by sponsoring a planter, local businesses will become more engaged with its upkeep. Suggested a 'package' be put together which would include, set up costs and on-going maintenance. **Clerk and Cllr Hancock to produce package and bring back to next meeting.**

32.06.3/25 - Agree wording for the lecterns planned for our Green Spaces.

RESOLVED, members in agreement that Cllr Collins has authority to confirm wording for lecterns.

33.06/25 – To approve the Conflict of Interest form for BDO LLP

No members declared an interest.

RESOLVED, to approve.

34.06/25 – To approve the Annual Accounts 2024/2025

RESOLVED, to approve

35.06/25 – To approve the Annual Governance Statement for 2024/2025

Members discussed the matters arising from the internal audit.

RESOLVED, to approve

36.06/25 – To approve the Annual Accounting Statement for 2024/2025

RESOLVED, to approve

37.06/25 – To resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £100,000.00 over the borrowing term of 5 years for the refurbishment and upgrade of the Sports Pavilion at The Recreation Ground, Winterbourne. The annual loan repayments will come to around £21,000.00. It is not intended to increase the council tax precept for the purpose of the loan repayments.

It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £100,000.00 over the borrowing term of 5 years for the refurbishment and upgrade of the Sports Pavilion at The Recreation Ground, Winterbourne. The annual loan repayments will come to around £21,000. It is not intended to increase the council tax precept for the purpose of the loan repayments.

38.06/25 To discuss, and make agreement, on the Greenfield Window replacement

Further information had been supplied regarding the structural integrity of the window replacement.

RESOLVED, to appoint CR Windows at a cost of £26,015.00 ex VAT.

39.06/25 To appoint the independent, internal auditor for 2025/2026

RESOLVED, to appoint Bridget Bowen as the 2025/2026 independent, internal auditor.

40.06/25 To discuss, and make agreement, on adding St Elizabeths Hall to the outside bodies list and appoint a Councillor

RESOLVED, to appoint Cllr Bruce as the liaison for St Elizabeths Hall.

41.06/25 To discuss, and make agreement, on a request to increase engagement with St Michael's Primary school.

RESOLVED, Cllr Hancock to be liaison for St Michael's Primary School. **Clerk to set up an initial meeting.**

42.06/25 Any other items to note from members

Cllr Hancock brought up signage for the Duck Pond to encourage drivers to be aware of birds crossing and to slow down. It was advised that there is a process to follow to put up signs on Highways and pavements. **Clerk to confirm the process and add an agenda item to the next Finance & General Purpose meeting agenda.**

Cllr Sykes advised Winterbourne will be getting a Gromit.

Cllr Bruce advised that it is nearly 'Balsam Bashing Season'. Any volunteers would be appreciated.

Meeting Concluded 8.05 pm