

PARISH COUNCIL MEETING

3rd November 2025

P Kembery (in the Chair)

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

Also in attendance: 1 member of the public

111.11/25 - Evacuation procedure – leave via the fire door and assemble in the play area
Noted

112.11/25 - Apologies for Absence
Apologies were received from Cllrs Marriott and Goodman

113.11/25 – Chairs’ Announcements
Chair advised of the sad news of a body being found in Tuckett Field

114.11/25 – Public Participation
Member of the public advised he had been told of high BF readings at the phone mast in Winterbourne, **Clerk to investigate.**

115.11/25 – Declarations of Interest under the Localism Act 2011
Cllr Labuschagne: South Gloucestershire Councillor
Cllr Lloyd – Winterbourne Sports Association
Cllr Fogg Rogers – Winterbourne Environmental Group

116.11/25 - To approve of the Minutes of Council meeting held on 6th October 2025
RESOLVED, to approve and sign.

to note the Minutes of:
Planning Committee meetings held on 6th and 20th October 2025
Finance & General Purposes meeting held on 20th October 2025
Climate & Nature Committee meeting held on 15th October 2025
All Noted

117.11/25 - To receive and consider the Clerk's Report and Actions Update

Received and Noted. Cllr Lloyd advised that a sum of around £10,000.00 will be given by Winterbourne Sports Association toward the cost of the pavilion build. Cllr Lloyd will confirm once he is able to access the WSA bank account. Cllr Watkins advised of an extra £489.60 cost for jet washing the existing rendering and that there may be an extra cost once this has been completed and the existing rendering examined.

❖ **Pavilion Refurb:**

- The bar partition wall is now being completed by CGW at an extra cost to the parish council of £3,621.84
- CGW are advising of a completion date of mid November. Two week delay due to external landscaping works. This delay has not been claimed as a financial delay.
- ❖ The blocked drain in Frenchay Car Park is to be cleared 31st October. Clerk is investigating regular cleaning to avoid future blockages.
- ❖ A second letter was sent to SG Cllr Rhodes. No response has been received.
- ❖ A speed visor has been booked for Beckspool Road as requested in the previous meeting.
- ❖ The leak in the After School club roof is thought to be coming from missing sealant around the solar panel fixings. Repairs have been booked.
- ❖ Community Events: Xmas Dubs at the Greenfield Centre – 10th December. Wellness Event – 17th January
- ❖ Two picnic benches have been installed at Whiteshill Common replacing the damaged benches.
- ❖ Asbestos survey has been booked for the Tennis Pavilion.
- ❖ The Hogging Path in Frenchay has been completed with fantastic results

Current Outstanding Actions From Previous Council Meetings

- ❖ **Tuckett Field Easement:** Clerk has sent details to Daniel Woodman solicitors. 07/07- Clerk has chased for an update and awaiting a response. 29/7 chased and awaiting a response. 28/8 response received from solicitors and sent to National Trust. 06/10 Land Registry Documents have been sent for Tuckett Field. NT question if we have the deeds. Advise we are in the process of registration. 30/10: awaiting response from land registry
- ❖ **Pitch Maintenance Programme:** 07/07 A meeting was held on 18th June with CPS Grounds Ltd, who look after the green spaces that Frampton PC own. Awaiting costs. 29/7 still awaiting costs from CPS. Clerk has also requested a quote from Prestige Grounds Maintenance. 28/8 Clerk has contacted both companies again for quotes and has not had a response from either. 06/10: One quote has been received, awaiting two further quotes. 30/10: two quotes have been received and will be discussed at the next F&GP. Item to be closed.
- ❖ **Sports Club leases and User Agreements:** Agreements have been sent to clubs, their feedback will be presented at the next meeting.

118.11/25 - To approve the monthly accounts and bank reconciliation for October

Clerk advised of a £48 cash transaction that now appears in the September bank reconciliation, therefore the September bank reconciliation also needed to be re-signed. All members happy with the explanation.

RESOLVED, to approve and sign

119.11/25 - To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.

RESOLVED, to approve.

119.1.11/25 - To consider raising the daily spending limit for one week to cover Novembers invoices

Clerk advised with the high amount of invoices it will take nearly two weeks to pay all the invoices and advised she is on holiday for a week so will take longer.

RESOLVED, to increase the daily spending limit to £62,000.00 for three days.

120.11/25 - To consider agree recommendations from the Finance & General Purposes Committee:

120.1.11/25 - To discuss and make agreement on the 2026/2027 budget and precept (Appendix A)

One member was not happy with the 9% increase, however it is noted that this equates to only £4.84 per year per household. Other members advised the need to not look at percentages and focus on what funds are required to meet our objectives. Whilst the parish council are committed to keeping costs low, it is also committed to enhancing the lives of residents withing the parish. The parish council now fund Youth Club sessions in Winterbourne and have budgeted for the same in Frenchay. There are more community engagement activities planned and a healthy budget for local grants, including over £10,000.00 for youth and female sports development. We have also budgeted for a permanent Climate and Nature administrator to drive forward our climate and nature initiatives. Cllr Watkins advised that there may be an extra cost depending on the results of the fire compartmentation survey and quote which should be returned in December.

RESOLVED, all members in agreement of the proposed budget and precept. Clerk advised the precept submission does not have to be submitted until January. Therefore, any changes required due to received costings or number of household can be discussed at a future meeting if necessary.

121.11/25 – To consider a request to collaborate and support WEG in protecting our bus services

RESOLVED, all members in agreement to support and partner with WEG in protecting the local bus services. To include providing free use of rooms for public meetings.

122.11/25 – To respond to an email regarding the EoHS NN - Temporary Community Hub

Members noted that part of the EoHS development was within the Winterbourne Parish and therefore should request part of the funding to assist with community engagement.

RESOLVED, to respond with agreement with the Officer recommendation to remove the requirement for the TCH in the S106 and utilise the funds to alternative provision to establish social cohesion, community engagement and integration. We also confirm that Officers can proceed with negotiating with the developer to agree to a Deed of Variation to the S106. However, members do not agree with the Officer recommendation to re-allocate the TCH funds as set out within this briefing note. It is suggested that Winterbourne Parish Council are allocated a portion of the funds.

Clerk to respond.

123.11/25 – To discuss the asbestos survey report

Cllr Watkins wanted to highlight to all members that the parish council as a whole are responsible for any asbestos within the building and urged everyone to read the asbestos reports that have been sent out. Clerk advised that all contractors have to read the asbestos survey and sign to acknowledge it before any works take place on the premises.

124.11/25 – To review the risk assessments

RESOLVED, no suggested amendments to be made to the risk assessments and each one has been allocated out. (Appendix B)

125.11/25 – Frenchay Flower Show 2026

Cllr Collins advised that the suggestion for the 2026 Frenchay Flower show is to hold the event of the main Frenchay Common and for car parking to be on Frenchay Parklands. There were reservations regarding parking of Frenchay Parklands from some members. Cllr Collins will feed these reservations back to the Flower Show Committee.

126.11/25 – To consider requesting bus stop markings on Beckspool Road

Cllr Kinsey advised that quite often cars park by the bus stop which prevents the bus being able to pull in and passengers having to alight on the road. The suggestion is to mark out a no parking bus stop.

RESOLVED, all members in agreement. **Clerk to administer.**

127.11/25 – To consider a request from a Scout Group to have an open camp fire at The Dingle

RESOLVED, the request to be granted on conditions the fire is in an open space and away from grass and low hanging branches. **Clerk to advise applicant**

128.11/25 Any other items to note from members

Cllr Fogg-Rogers advised WEG have taken receipt of the shipping container which is to be used for the 'library of things'. Thanks were given to the parish council for their help with funding.

Cllr Labuschagne advised the South Gloucestershire budget consultation is open. **Clerk to distribute and post on social media.**

Meeting Concluded 8.57pm

APPENDIX A

2026 - 2027 Budget Proposal

Below are details of the proposed 2026 – 2027 Budget following a Budget Committee meeting on 14th October 2025. Cllrs, Watkins, Sykes and Marriott in attendance along with the Clerk / RFO. The committee agreed on the below budget which gives a 9.% increase, this is only £4.84 extra per year per household.

Notes:

- Youth Provision will encompass Frenchay and Winterbourne
- Grants have been put in one budget line whilst the sports grants policy is reviewed.
- The Greenfield Centre roof has its own budget line as reserves need to be built up
- Government Loan repayment has its own budget line
- The number of household, used to obtain a percentage figure, has been taken from South Gloucestershire Councils forecast from December 2024. If this goes up our percentage will go down and vice versa.
- **We are yet to receive costings for The Greenfield Centre fire compartmentation works. This would have to be an additional spend in addition to the proposed budget.**

Income: No proposed income increases

Expenditure:	£323,555.25
Income:	£75,120.00
Precept	£248,435.25

2025/2026	
Precept	£223,065.00

Increase	£25,370.25
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Number of households	4413
Cost per household	£56.30
Change for the year	£4.84
% increase	9%

	2026/2027 Figure
Administration:	
Staff costs (including C&N Administrator)	£40,500.00
Postage and stationery	£105.00
Canteen	£262.50
Computer costs	£840.00
Bank charges	£294.00
Insurance	£17,850.00
Training courses	£1,312.50
Staff petrol expenses	£210.00
Photocopier	£1,260.00
Bad debt	£262.50
Legal expenses	£1,050.00
Chairmans Expenses	£262.50
Annual VAT Check	£157.50
Audit	£1,575.00
Subscriptions	£2,100.00
Licences to Occupy	£21.00
Smart (Pension Administration fee)	£210.00
Scribe Accounts	£1,050.00
Mobile phone	£200.00
sage payroll	£105.00
GDPR Fee	£42.00
Website	£273.00
	£69,942.50

Community Benefits	
Community Engagement	£3,000.00
Youth provision	£12,000.00
	£15,000.00
Environment:	
Cleaning of commons	£2,000.00
Litter and dog bins	£12,000.00
Public toilet security	£918.75
Grass verge cutting (highways)	£13,000.00
	£27,918.75
Asset Management:	
Duckpond	£7,350.00
Recreation Ground - Pavilion Loan	£20,000.00
Recreation Ground	£3,000.00
The Greenfield Centre Roof Reserves	£15,000.00
Newleaze	£1,050.00
Allotments	£840.00
Tuckett field	£2,100.00
Monks Pool	£1,000.00
Grass cutting (Commons and Frenchay Parklands)	£30,000.00
Parish Council Van	£1,000.00
Benches	£1,050.00
Frenchay	£2,300.00
Frenchay Car Park	£4,000.00
Hambrook	£4,250.00
Greenfield Centre playground	£1,050.00
The Dingle	£262.50
Bus Shelters	£315.00
Pat testing	£315.00
CCTV	£367.50
Defibrillator	£1,050.00
Frenchay Play area	£1,000.00
Tree Surveys	£5,000.00
Tree Work	£6,000.00
Tennis Pavilion	£3,000.00
	£111,300.00
Grants	
Burial grounds	£2,000.00
Grants to Halls	£2,500.00
Grants to local organisations 137 and youth sports	£21,000.00
	£25,500.00

Greenfield Centre running costs	
Caretaker wages	£5,500.00
Cleaning wages	£9,660.00
Staff costs	£24,000.00
Cleaning materials & hygiene contract	£3,990.00
Rates	£4,000.00
Water	£1,680.00
Electric	£3,150.00
Gas	£6,000.00
Telephone and internet	£1,260.00
Repairs	£6,300.00
Grass cutting and gardening (Gr/centre)	£2,625.00
Health and safety	£525.00
Security	£1,500.00
General costs	£1,000.00
Asbestos Survey	£1,000.00
Legionella	£1,200.00
Fire extinguishers	£346.50
Fire Alarm	£157.50
	£73,894.00
Income:	
Greenfield Centre rent (inc gas & elec)	£32,000.00
Greenfield Centre hirings	£33,000.00
Sports pavilion rent	£1,000.00
Allotments	£2,000.00
Precept	
FIT	£4,120.00
Interest	£3,000.00
	£75,120.00

APPENDIX B

List of Risk Assessments Allocations

Greenfield Centre – **Diane Marriott**

- Annual Inspection of the building
- Room 1 and Kitchen
- Main Hall and Kitchen
- Council Room and Kitchen
- Cleaning Cupboard
- Cleaning Cupboard – COSHH
- Greenfield Centre – COSHH
- Boiler House – COSHH
- Greenfield Centre Park
- Fire Risk Assessment

Winterbourne

- Seats - **Nicole Beebee**
- Winterbourne Duck Pond – **Sharon Hancock**
- Seats – Down Road -**Laura Fogg-Rogers**
- Bus Shelters – **Penny Sykes**
- Recreation Field – **John Lloyd and David Eldridge**
- Main Sports Pavilion – **John Lloyd and David Eldridge**
- Tennis Pavilion – **John Lloyd and David Eldridge**
- Bradley Brook – **Fergus Arkley and Peter Bruce**
- Monks Pool – **Fergus Arkley and Peter Bruce**
- Newleaze – **Fergus Arkley and Peter Bruce**
- The Dingle – **Laura Fogg Rogers**

Hambrook – **Laura Fogg Rogers and David Eldridge**

- Hambrook Common Trim Trail
- Hambrook Common
- Quarry Barton
- Willow Rank
- Whiteshill Common – Seats

Income – **All Members**

- Income

Lone Working - **All Members**

- Lone working

Frenchay – **Frenchay Cllrs**

- Bus Shelters and Telephone Box
- Main Common
- Frenchay Park
- Small common and Beckspool Road
- Seats
- Frenchay Tuckett Field and Pond

Annual play area inspections are carried out by ROSPA