

PARISH COUNCIL MEETING

1st December 2025

P Kembery (in the Chair)

J Amos	(P)	P Kembery	(P)
F Arkley	(A)	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)

129.12/25 - Evacuation procedure – leave via the fire door and assemble in the car park
Noted.

130.12/25 - Apologies for Absence
Apologies were received from Cllrs Marriott, Goodman and Arkley.

131.12/25 – Chairs’ Announcements
Chair requested agreement to publish an article for the Frenchay Community News. All members in agreement.

132.12/25 – Public Participation
None.

133.12/25 – Declarations of Interest under the Localism Act 2011
Cllr Labuschagne: South Gloucestershire Councillor

134.12/25 - To approve of the Minutes of Council meeting held on 3rd November 2025
RESOLVED, to approve and signed.

to note the Minutes of:
Planning Committee meetings held on 3rd and 17th November 2025
Finance & General Purposes meeting held on 17th November 2025
Climate & Nature Committee meeting held on 12th November 2025
All Noted

135.12/25 - To receive and consider the Clerk’s Report and Actions Update
Received and Noted.

❖ **Pavilion Upgrade:**

- The Project Completion meeting was due to be held on 26th November. Clerk is awaiting a report from WBC.
 - Additional interior items are needed prior to opening, these to be discussed at the next F&GP meeting.
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- ❖ The daily spending limit was increased to cover the large amount of invoices and has been returned to the normal, agreed limit.
 - ❖ Clerk responded to the EoHS, Temporary Community Hub email as per comments made in meeting of 3.11.2025
 - ❖ Clerk submitted a request for bus stop markings on Beckspool Road
 - ❖ Two, free, Community Events have taken place. A sewing workshop and a volunteer working party for the planters in Flaxpits Lane
 - ❖ A proposal for 124 new dwellings in Winterbourne was received. This has been advertised on Facebook with a discussion to take place at the Planning Meeting on 15th December.
 - ❖ A meeting was held with Dawn from FACE regarding the proposed Youth Club in Frenchay. She will put a proposal together to present at the January Council meeting.
 - ❖ The lights at the Tennis Pavilion path have been fixed. However, further works may be necessary.
 - ❖ The interim annual audit is due to take place Friday 28th November.

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. 27/11: still awaiting response from land registry. NT have asked for permission in the interim which is on the 1st December agenda.
- ❖ Clerk could find no information of high BF readings as raised in item: 114.11/25, Item closed.

136.12/25 - To approve the monthly accounts and bank reconciliation for November
RESOLVED, to approve and signed.

137.12/25 - To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.

Members discussed not paying one of the invoices.

RESOLVED, to approve all the invoices apart from WBC as need further clarification.

138.12/25 - To consider agree recommendations from the Finance & General Purposes Committee:

138.12.01/25 Grant requests:

- All Saints Church- £500. RESOLVED, to award the Full Grant

- Frenchay Cricket Club - £1,179.79, to award the Full Grant

138.12.02/25 Sports Grants Policy Review

A couple of amendments were suggested: to remove the trim trail reference and to clarify what Tennis Club lighting the Parish Council are responsible for and which the Tennis Club are responsible for.

RESOLVED, all members in agreement to adopt the policy once the amendments have been made.

139.12/25 - To agree to sign the open letter to save the local bus services

RESOLVED, all members in agreement to sign the open letter. **Clerk to liaise with Cllr Fogg-Rogers.**

140.12/25 – To consider the request from National Trust to install a water pipe and continue use of access.

Members re-iterated that there should be no cost to the Parish Council and that National Trust must indemnify all costs. Once this confirmation is agreed, access can be granted.

RESOLVED, to advise National Trust confirmation to indemnify all costs must be received prior to access being granted. **Clerk to advise National Trust.**

141.12/25 – To confirm the contents of the sports clubs user agreements.

A couple of amendments were suggested, including the termination notice period being two weeks, with termination notice being agreed at a Full Council meeting. Members agreed that keys to the pavilion would not be released to the sports clubs until the agreements had been signed.

RESOLVED, all members in agreement to adopt the policy once the amendments have been made. **Clerk to make amendments and send to sports clubs.**

142.12/25 – To review the following policies:

- Complaints
- Freedom of Information
- Privacy
- Recording of meetings

Members suggested updating the policies using ChatGPT and NALC guidelines.

RESOLVED, **Clerk to make updates and put on the next agenda for review.**

143.12/25 – To agree the new Local Climate and Nature Action Plan

A couple of tweaks were suggested including making reference to the East of Haringey development and changing the title to Winterbourne Parish.

RESOLVED, all members in agreement to adopt the plan once the amendments have been made. Members suggested publicising the plan on social media. **Clerk to advise the Climate and Nature Administrator of the changes and the idea of publicising the plan on social media.**

144.12/25 – To consider the expression of interest letter for Lot 4 sports pitches and pavilion at Brookland Park.

Members discussed the pros and cons of the request. Members agreed that this was not financially viable and the Parish Council already fund a high amount of sports within the parish.

RESOLVED, to not submit an expression of interest. **Clerk to reply to the request.**

145.12/25 – To note the Assertion 10 training requirement.

Clerk reminded members to complete the assertion 10 training. Some members requested the email regarding the training to be re-sent. **Clerk to resend training email to members.**

146.12/25 Any other items to note from members

Cllr Fog Rogers advised of a scheme run by Wessex Water where applications can be submitted to receive funding for a scheme to help promote sustainable water solutions. Members advised Cllr Fogg Rogers to submit the application and, if successful, would need agreement from Full Council on how this would be implemented.

Cllr Fogg Rogers advised the Bristol Road pedestrian crossing petition has closed.

Cllr Bruce asked Cllr Labuschagne if there had been any decisions made regarding the car park charges in Flaxpits Lane. Cllr Labuschagne advised no decisions had been made and the review had been postponed, he will try and find out the date of the review. The next South Gloucestershire Council meeting is on the 17th December. Clerk advised that no response had been received from South Gloucestershire Council Councillor Rhodes, Cllr Labuschagne to request a response is sent.

Meeting Concluded 7.55pm