

PARISH COUNCIL MEETING

2nd March 2026

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)
C Watkins	(A)	P Sykes	(P)
S Hancock	(A)		

Also in attendance: 2 members of the public

179.03/26 - Evacuation procedure – leave via the fire door and assemble in the car park
Noted.

180.03/26 - Apologies for Absence
Apologies were received from Cllrs Hancock, Marriott, Watkins and Arkley

181.03/26 – Chairs’ Announcements
Chair advised that a resignation had been received from Cllr Goodman. All members conveyed their thanks to Cllr Goodman for his many years of service.

182.03/26 – Public Participation
None

183.03/26 – Declarations of Interest under the Localism Act 2011
Cllr Labuschagne - South Gloucestershire Councillor

184.03/26 - To approve of the Minutes of Council meeting held on 2nd February 2026
RESOLVED, to approve and signed.

to note the Minutes of:
Planning Committee meetings held on 2nd and 16th February 2026
Finance & General Purposes meeting held on 16th February 2026
Climate & Nature Committee meeting held on 11th February 2026
Staffing Committee meeting held on 2nd February 2026

All Noted

185.03/26 - To receive and consider the Clerk’s Report and Actions Update
Received and Noted.

- ❖ **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. 5/1: no response from land registry. 02/02: no response. 02.03: Land Registry have advised this can take up to 18 months. Item closed until November.
- ❖ A meeting was held with South Gloucestershire Councillor Rhodes regarding the car parking charges at Flaxpits Lane. The meeting was very positive and, as such, it was decided to delay creating a petition at this time.
- ❖ A further internal audit took place with some actions being identified. Auditor to send through a report shortly.
- ❖ A letter of resignation has been received from Cllr Goodman, Clerk has notified the Monitoring Officer.

186.03/26 - To approve the monthly accounts and bank reconciliation for February
RESOLVED, to approve and signed.

187.03/26 - To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.
RESOLVED, to approve.

188.03/26 - To consider agree recommendations from the Finance & General Purposes Committee:

188.03.01/26 Grant requests:

- Hambrook Sports Club - £3,806.41 (£750 Youth Equipment, £56.41 water, £3,000.00 grass cutting) RESOLVED, to award the full grant request.
- Frenchay Cricket Club - £89.96 (Youth Coaching) RESOLVED, to award the full grant request.

189.03/26 - To consider, and make agreement, on recommendations from the Climate and Nature Committee:

189.03.01/26 – Development of the grass verge opposite the Duckpond

A planting plan for the autumn will be produced and brought back to a meeting later in the year.

190.03/26 – To consider, and make agreement, on recommendations from the Staffing Committee

190.03.01/26 To discuss and make agreement on creating the new position of Amenities and Estates Officer.

Members suggested creating formalised development plan for members of staff.

RESOLVED, to create the position of Amenities and Estates Officer.

190.03.02/26 To resolve that the following agenda items will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed.

RESOLVED, all members in agreement.

190.03.03/26 To discuss and make agreement on the appointment of the Amenities and Estates Officer.

Clerk confirmed that it is not a legal requirement to advertise the role.
RESOLVED, to offer the position to Kevin Flay, to take effect 1st April

190.03.04/26 To discuss and make agreement on staff pay increases.

RESOLVED, to approve the pay increases, to take effect 1st April.

191.03/26 To review the responsibilities of the parish council committees

The validity of the committees was questioned if decisions need to also be discussed at Full Council meetings. The majority of members agree that focused committees are beneficial and that Councillors should have the right to question decisions. It was suggested the Terms of Reference for each committee is reviewed and refreshed, to include a revision of the number of councillors required or each committee.

RESOLVED, Clerk to distribute Committee Terms of Reference for review at next meeting.

192.03/26 To review and adopt the updated policies:

- IT Policy

Clerk advised this is a requirement of Assertion 10 and reminded councillors to undertake the training. Clerk will send out the training link again.

- Risk Register
- Data Protection
- Privacy
- Health and Safety
- Freedom of Information

RESOLVED, all members in agreement to adopt the policies.

193.03/26 To discuss, and make an agreement, on a request for Frenchay Common to be used for a Community Art Exhibition.

RESOLVED, all members in agreement to approve the request.

194.03/26 To note the upcoming parish events.

Clerk advised that there are numerous events planned across the parish and it would be good if councillors attended some of them. Clerk to send a list of events to members.

195.03/26 To note the Internal Auditors interim report

Noted

196.03/26 Any other items to note from members

Cllr Lloyd asked if there would be a grand opening of the pavilion. Clerk suggested we wait until the shower drainage issues are resolved.

Meeting Concluded 8.38pm