



Winterbourne

PARISH COUNCIL

PARISH COUNCIL MEETING 15 May 2023

P Kembery (in the Chair)

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

01.05/23 – Election of a Chair

Cllr Collins proposed P Kembery

Cllr Amos seconded

All members in favour. Cllr Kembery was duly elected as Chair.

02.05/23 – Chair's Declaration of Acceptance of Office

Cllr Kembery signed the Declaration of Acceptance of Office.

03.05/23 – Election of a Vice-Chair

Cllr Hancock nominated Cllr Arkley

Cllr Fogg Rogers nominated Cllr Bruce

Cllr Marriott nominated Cllr Amos

Cllr Amos was elected by a majority vote.

04.05/23 - Evacuation procedure – leave via the fire door and assemble in the play area – Noted

05.05/23 – Chairman's announcements

The Chair advised it is useful for all members to have the office mobile number. Clerk will circulate.

Clerk

06.05/23 - Apologies for Absence

Cllrs Bruce and Kinsey.

Also in attendance South Gloucestershire Councillors Brennan and Jones and 2 members of the public.

07.05/23 – Public Participation

None.

08.05/23 – Declaration of Interests under the Localism Act 2011

Cllr Labuschagne, South Gloucestershire Councillor.

09.05/23 – To consider the Composition of the Committees

Resolved that the Committees are as follows ;

Finance & General Purposes Committee:

N Beebee	P Bruce
D Marriott	P Kembery
N Labuschagne	L Fogg Rogers
P Sykes	C Watkins

Planning Committee:

J Amos	M Goodman
F Arkley	S Hancock
A Collins	J Kinsey
D Eldridge	J Lloyd

10.05/23 – To consider the Bank signatories

Resolved the signatories will be the Clerk and Cllrs Kembery, Marriott and Sykes.

11.05/23 – To consider the Appointments to Outside Bodies

All vacancies were filled. Clerk will circulate the updated list to all councillors.

12.05/23 - To approve the Minutes of Council Meeting held on 3 April 2023

Resolved to approve.

To note the Minutes of:

Planning Committee Meetings held on 3 and 17 April - Noted

Finance and General Purposes Meeting held on 17 April - Noted

13.05/23 – To answer questions from Councillors

It was confirmed the handover of the Frenchay Parklands is getting close to completion and the Trust and Redrow have advised this needs to take place by the end of this month.

Cllr Collins explained the LNAP (Local Nature Action Plan) has been set up as a document of intent to see what can be achieved. Following the successful grant claim from WECA, there have been lots of people offering help and support. Cllrs Eldridge, Hancock and Fogg Rogers will join him as replacements for the previous councillors who are no longer members.

It was noted that what will be seen from their first project in Tuckett Field will that firstly the grass will be allowed to grow this summer. There will be a cut in late August/beginning of September and then a great many seeds will be planted. Next year it's hoped that it will be possible to have a couple of small cows in the field to graze. Cllr Labuschagne congratulated those councillors who have worked very hard on this project.

It was noted the application for travellers site at Bury Hill has been approved.

It was questioned how it is decided how much is approved in grants. It was explained that the budget is set with limits of how much grant money will be paid.

A question was raised if the Parish is a member of NALC (National Association of Local Councils) or ALCA (Avon Local Council's Association). We are not currently members but this can be raised at a future meeting for discussion.

14.05/23 – To receive and consider the Clerk's Report

All items on the Clerk's Report were noted.

Following concerns regarding speeding on Beckspool Road, a temporary speed visor has been requested from SGC and should be deployed on or around 31st May for 3 weeks.

Councillors were urged to consider if there are aware of any areas where speeding is an issue, that they can request a temporary speed visor from South Gloucestershire Council.

There are local Community Speed watch groups in Winterbourne Down and Frenchay, but there is a lack of volunteers to carry it out to its full potential.

Clerk

The refurbishment of the Early Years garden has been completed and they are delighted with the end result. We have received thanks from them and also St Michael's Hall for the recent grant.

An amount of £1500 has been received from Envolve for the use of the White Lion car park whilst water mains works are being carried out. The money will be allocated to the Bee Bold Fund.

15.05/23 – To approve the monthly accounts for April, bank reconciliation and quarterly accounts January to March against budget.

The accounts and bank reconciliation have been circulated to all members.

A query was raised regarding the Earmarked Reserves figures and it was advised the payments and receipts list circulated does not have all the reserves information. Full information of the reserves will be available at the next Council meeting under the item to approve the accounts.

Monthly payments see Appendix 1

Resolved to approve.

16.05/23 – To consider recommendations from the Finance and General Purposes Committee to provide the following grants:

Winterbourne Sports Association - £839.47 (Clerk will circulate information to new members which outlines what items the Association can claim for)

Salem Methodist Church churchyard - £350

Liz Ferguson (Remember Me Project) - £400

Resolved to approve the above grants

To consider grant payment to South Gloucestershire Council (on behalf of River Frome Reconnected) - £568. As requested in the previous F&GP Committee meeting further information has been obtained and provided to councillors.

Resolved to approve.

17.05/23 – To consider the final auditor report for 2021/22.

This report was delayed due to the receipt of a resident's complaint.

Clerk explained details of the report which had been circulated to all members and confirmed appropriate actions will be taken..

- The amounts in Section 2, boxes 4 and 6 of the external auditor submission were incorrect.
The staff figure for the end of 2021 was calculated incorrectly. This has since been rectified.
- An Annual Parish meeting was not held in 2021.
Meetings have always been held apart from 2021 and 2020 during covid.
- The Council uses task groups which should be governed by terms of reference and governance.
The term task groups was previously used as an agenda item in the Finance and General Purposes. This was misleading as this item is for members to highlight any issues they may be aware of. Councillors were not taking actions without the knowledge of the Committee or the Clerk. The term has now been updated on the agenda to say members instead of task groups.
- Auditor was unable to identify information regarding the budget setting process or earmarked reserves as at 31 March 2022. Also it was recommended the council undertakes regular budget monitoring and that this is specified in the minutes
Clerk to ensure relevant information is on the website. Budget monitoring is already carried out every 3 months but this is to be made clearer in the minutes.

Clerk

- It was recommended an Investment Strategy policy should be implemented.
Clerk will draw up a policy to be approved by Council.
- The appointment of the internal auditor should be regularly reviewed and minutes should demonstrate this has been done.
This was carried out in the financial year 2022/23.

The final bill from the auditor was £2,708.70, plus vat, instead of the anticipated amount of £600 plus vat.

18.05/23 – To consider agreement to request tenders for the refurbishment of the pavilion at the Recreation Ground

It was explained this is a Parish owned building which is no longer up to standard for visiting clubs.

Resolved to agree to request tenders.

19.05/23 – To consider the Travel Steering Group for the new East of Harry Stoke Neighbourhood.

The Travel Planning team at Peter Evans Partnership have been appointed as the Site Wide Travel Plan Coordinators for the East of Harry Stoke New Neighbourhood. They are in the process of setting up a Travel Steering Group for the site to consider sustainable travel options for the future residents.

Resolved that Cllrs Fogg Rogers, Labuschagne and Collins will join as representatives of the Parish Council. As a South Gloucestershire Councillor, Cllr Jones will also be involved.

20.05/23– Any other item considered urgent by the Chairman (*Members are reminded that an urgent item is one which requires a formal decision by Council which cannot possibly wait until the next meeting*).

None

Meeting Concluded 8.38pm