



# Winterbourne PARISH COUNCIL

## PARISH COUNCIL MEETING 3 July 2023

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	(P)
D Eldridge	(P)	L Fogg Rogers	(P)
M Goodman	(P)	P Sykes	(P)
S Hancock	(P)	C Watkins	(P)

41.07/23 - Evacuation procedure – leave via the fire door and assemble in the play area – Noted

### 42.07/23 - Apologies for Absence

None.

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

### 43.07/23 – Declarations of Interest under the Localism Act 2011

Cllr Labuschagne- South Gloucestershire Councillor.

### 44.07/23 – Chairman's announcements

Councillors and SGC Councillor Liz Brennan have been in contact with SGC regarding the possibility of the school buses for Winterbourne Academy being axed. The officer dealing with this with hopes a solution will be found. This affects all children attending the Academy, with particular difficulties for those who live in Frenchay and Lyde Green. Unfortunately, attempts to get in touch with WECA have not been successful.

Councillors were advised by the Chair that as the office is very busy, if they want to visit the Clerk's office it might be best to ring first and make an appointment.

### 45.07/23 – Public Participation

A member of the public raised the issue that another pond was planned for Tuckett Field in conjunction with the LNAP plan and is it wise while the climate is getting drier. It was advised that a small infinity pool was planned in connection to the Bee Bold Grant received from WECA. However, this has been deferred at the moment due to climate concerns.

### 46.07/23 - To approve the Minutes of Council Meeting held on 5 June 2023

**Resolved** to approve.

### To note the Minutes of:

Planning Committee Meetings held on 5 and 19 June - Noted

Finance and General Purposes Meeting held on 19 June – Noted

47.07/23 – To answer questions from Councillors

One of the councillors contacted Winterbourne Medieval Barn regarding the matter which has been widely discussed on Facebook in connection with a local brewery. A response has been received, however this is a matter between the Barn and the Brewery and not something which involves the Parish Council.

Frenchay Village Hall is going to be closed from 17<sup>th</sup> July to 1<sup>st</sup> September while the internal renovations are being carried out. The nurse will be using Frenchay school during this time.

It was discussed how councillors can identify who has what permissions to metal detect in the Parish. It was suggested the Clerk could compile a list of current permissions for councillors to refer to.

Clerk

48.07/23 – To receive and consider the Clerk's Report

All items on the Clerk's Report were noted.

Community Travel has been provided with information regarding routes where residents are having difficulties with travel. They are going to now wait and see how they get on with their Expression of Interest to WECA regarding the grant, and will be back in contact with us after that.

Clerk contacted Westerleigh Parish Council regarding road safety issues around the other side of Damson's Bridge which is in their Parish. They have advised they have no problems reported to them about it, but Streetcare did cut down some overhanging branches near to the bridge fairly recently.

South Glos Community Spaces have advised Ultra Running Ltd are holding an event on 26 August. One of the check points is the White Horse at Hambrook and around 200 people are expected to pass through.

JLAF (Joint Local Access Forum) are looking for new members - members have been emailed details.

South Gloucestershire Consultations

Consultation on the Council's Street trading fees for 2023/24 – members have been emailed details.

49.07/23 – To approve the monthly accounts for May and the bank reconciliation. To approve accounts up to 29<sup>th</sup> June

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

**Resolved** to approve.

See attached.

50.07/23 – To consider recommendations from the Finance and General Purposes Committee

To approve the Investment Strategy Policy

**Resolved** to approve

51.07/23 – To consider approval of the following policies:

The Code of Conduct

Health and Safety Policy

Renewables Policy

**Resolved** to approve the Health and Safety Policy. The Code of Conduct and Renewables policies were deferred until next month. In connection with the Renewables policy, Cllr Brennan suggested that a SGC officer might be able to come to a meeting to explain some of the planning points which need to be taken into account.

Clerk



52.07/23 – An update from the LNAP (Local Nature Action Plan) Group.

A diagram was shared with the councillors which identified the areas of green space in the Parish. These areas do not all belong to the Parish but the aim is to keep them as green spaces. The plan is an **action** plan and as such the Group are looking towards what their next project will be in addition to the work being carried out in Tuckett Field. They will be liaising with other Parish Councils and would also welcome assistance from any other interested councillors. They are hoping to prepare a Google map which will show all the green areas of the Parish which can then be shared.

53.07/23 – An update from the recent councillor visit to the local Brownies

Thanks were given to Cllrs Fogg Rogers and Hancock who visited the Brownie group in Frampton Cotterell which a lot of Winterbourne children attend. The children made a lovely video about environmental issues which was shared. The Cllrs would be happy to extend such visits to other local groups

54.07/23 – To consider recommendations from the Internal Audit report

The report was circulated to councillors prior to the meeting.

A medium priority suggestion was to change the way invoices are paid. It was suggested to amend the procedure so that 2 councillors and the Clerk have checked the invoices before they are paid. Clerk will prepare a list of invoices to be paid and circulate to members before the meeting. The invoices will be taken to the meeting to be agreed by 2 councillors and the Clerk will then make payment.

**Resolved** to approve and other items on the report were noted.

Clerk

55.07.23 – To consider possible 20mph zones on the Parish

A survey was shared which was conducted by Winterbourne Environmental group in 2019. This showed at that time 63% of residents would support more roads across the Parish having a 20mph limit. It was recognized this was a small survey of only 294 people. Some schemes have already been put into the Assess and Decide team at SGC but they are dealing with a big backlog and a shortage of staff. Some of the main areas of concern include Down Road, Damson's Bridge and Harcombe Hill.

Results from the recent speed visor which was sited on Beckspool Road by Frenchay Church showed between 69% and 83% of vehicles were travelling above the speed limit in this 20mph zone. Once a 20mph scheme has been introduced there follows the issue of enforcement. If a councillor is concerned about the speed in a certain area, they can request that SGC site a mobile speed visor in the area.

**Resolved** that Cllr Fogg Rogers will continue to collect further data. Cllr Labuschagne advised he would like to attend any meetings held regarding this.

L Fogg Rogers

56.07/23 – To consider a community consultation for the Parish

Cllrs Bruce and Arkley proposed they would like councillors to hold monthly sessions where parishioners can come and meet them in an informal setting to discuss issues. It was suggested each meeting could have a theme such as community facilities or the environment.

**Resolved** following a lengthy discussion that there will be a trial period of 3 months where councillors will hold sessions in Winterbourne Library.

57.07.23 – To consider the proposed byelaws

The byelaws were circulated to councillors but responses not received in time to be considered.

**Resolved** to defer to the next meeting.

58.07.23 – To consider photocard ID for councillors and staff

**Resolved** to approve. Clerk will arrange.

Clerk

59.07.23 – To consider how training will be made available to councillors

As the Council is now a member of ALCA there are training opportunities available through

the organisation. Clerk advised training courses need to be booked through the office. As insufficient funds are in this year's training budget, it was agreed an amount of £1,000 will be made available until the end of this financial year for training.

**Resolved** that Clerk will book suitable training courses when requested in line with the budget amount.

60.07.23 – To consider the planting of a memorial tree and bench on Frenchay Common  
The position suggested by a resident was not thought to be suitable and it was noted that the Parish Council need to be careful not to have too many benches.

**Resolved** to suggest to the resident that they could take on the 3<sup>rd</sup> bench in the triangle of benches on Frenchay Common where one is missing. A tree could then be planted in an appropriate agreed place.

61.07/23– 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 9.12pm.

Clerk

## Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Bank	Minute	Date	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	01 - Nat West Current		01/05/2023		Repair to laptop	Owen IT	S			
14	01 - Nat West Current		01/05/2023		Tree work	Frome Valley	S			
16	01 - Nat West Current		01/05/2023		cleaning materials	PHS	S			
18	01 - Nat West Current		01/05/2023		cleaning materials	PHS	S			
15	01 - Nat West Current		01/05/2023		Play Equipment Spares	Caloo Ltd	S			
17	01 - Nat West Current		01/05/2023		Electrical works in Greenfield C	Ron Clark Electrical	S			
20	01 - Nat West Current		01/05/2023		newsletter	Sprint Print & Design	E			
19	01 - Nat West Current		01/05/2023		signs	Sprint Print & Design	S			
68	01 - Nat West Current		02/05/2023	Debit card	mobile top up	Vodafone	X	11.89		11.89
71	01 - Nat West Current		05/05/2023		Highways	Frome Valley	S	2,036.00	407.20	2,443.20
73	01 - Nat West Current		05/05/2023		Duck pond maintenance	Frome Valley	S	230.00	46.00	276.00
70	01 - Nat West Current		05/05/2023		Tuckett Pond ground maintenanc	Frome Valley	S	235.00	47.00	282.00
72	01 - Nat West Current		05/05/2023		Monks Pool maintenance	Frome Valley	S	315.00	63.00	378.00
69	01 - Nat West Current		05/05/2023		grass cutting	Frome Valley	S	2,009.00	401.80	2,410.80
74	01 - Nat West Current		05/05/2023	BACS	annual play equipment inspec	Rospa	S	178.00	35.60	213.60
75	01 - Nat West Current		05/05/2023	BACS	annual play equipment inspec	Rospa	S	75.00	15.00	90.00
79	01 - Nat West Current		05/05/2023	BACS	Photocopying	Toshiba	S	42.86	8.57	51.43
77	01 - Nat West Current		05/05/2023		External Audit	PKF Littlejohn	S	2,708.70	541.74	3,250.44
76	01 - Nat West Current		05/05/2023		vat for solicitor	Weightmans LLP	S		138.00	138.00
80	01 - Nat West Current		10/05/2023		Legal fees	Henrique Griffiths	X	539.78		539.78
88	01 - Nat West Current		15/05/2023	BACS	dog bin empty	South Gloucestershire Council	S	1,790.46	358.09	2,148.55
81	01 - Nat West Current		15/05/2023	BACS	maintenance materials	Amazon	X	19.99		19.99
96	01 - Nat West Current		15/05/2023	BACS	salary		X			
95	01 - Nat West Current		15/05/2023	BACS	salary		X			
94	01 - Nat West Current		15/05/2023	BACS	salary		X			
93	01 - Nat West Current		15/05/2023	BACS	Rec Maintenance	P Hallistone	X	31.00		31.00
92	01 - Nat West Current		15/05/2023	BACS	grass cutting	P Hallistone	X	38.75		38.75
90	01 - Nat West Current		15/05/2023	BACS	decorating	P Hallistone	X	186.00		186.00
91	01 - Nat West Current		15/05/2023	BACS	Greenfield Centre grounds mai	P Hallistone	X	46.50		46.50
89	01 - Nat West Current		15/05/2023	BACS	benches	Glasdon	S	719.34	143.86	863.20
98	01 - Nat West Current		15/05/2023	BACS	salary		X			
129	01 - Nat West Current		15/05/2023	BACS	salary		X			



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99	15/05/2023		01 - Nat West Current		salary		X			
130	15/05/2023		01 - Nat West Current		salary		X			
97	15/05/2023		01 - Nat West Current	BACS	salary		X			
109	15/05/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	26.20		26.20
107	15/05/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	18.26		18.26
104	15/05/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	30.43		30.43
105	15/05/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	30.43		30.43
108	15/05/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	43.66		43.66
106	15/05/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	18.26		18.26
102	15/05/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	97.49		97.49
103	15/05/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	48.74		48.74
101	15/05/2023		01 - Nat West Current	BACS	salary		X			
100	15/05/2023		01 - Nat West Current	BACS	salary		X			
132	15/05/2023		Petty Cash		milk	coop	X	0.95		0.95
128	18/05/2023		01 - Nat West Current	DD	sage payroll	Sage	S	7.00	1.40	8.40
110	22/05/2023		01 - Nat West Current	DD	rates	South Gloucestershire Council	X	337.00		337.00
111	23/05/2023		01 - Nat West Current		Greenfield Centre Gas	Total Gas & Power	L	2,169.91	108.50	2,278.41
112	23/05/2023		01 - Nat West Current		Greenfield Centre Electric	Total Energies	S	277.33	55.47	332.80
113	23/05/2023		01 - Nat West Current		Duckpond electric	Total Energies	L	35.49	1.78	37.27
133	24/05/2023		Petty Cash		Allotment Key Deposit	Plot 15	X	10.00		10.00
82	25/05/2023		01 - Nat West Current		cleaning materials	Amazon	X	48.96		48.96
84	26/05/2023		01 - Nat West Current	BACS	grant	South Gloucestershire Council	X	568.00		568.00
85	26/05/2023		01 - Nat West Current	BACS	grant	Winterbourne Sports Association	X	839.47		839.47
83	26/05/2023		01 - Nat West Current	BACS	Duck pond maintenance	Ron Clark Electrical	S	398.96	79.79	478.75
86	26/05/2023		01 - Nat West Current	BACS	grant	Salem Methodist Church	X	325.00		325.00
78	26/05/2023		01 - Nat West Current		Greenfield Centre grounds mai	Redland Tree Services	S	300.00	60.00	360.00
87	26/05/2023		01 - Nat West Current	BACS	grant	Remember Me Project - Liz F	X	400.00		400.00
114	30/05/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X	132.04		132.04
115	30/05/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X	3.40		3.40
116	30/05/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X	7.93		7.93
117	30/05/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10
121	30/05/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S			
122	30/05/2023		01 - Nat West Current	DD	Photocopying	Siemens	S	183.88	36.78	220.66
131	30/05/2023		01 - Nat West Current		sim cards	Vodafone	S	48.58	9.72	58.30

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118 Water	30/05/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X			
123 Water	30/05/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X			
124 Allotment Water	30/05/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X			
119 Allotment Water	30/05/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X			
125 Tuckett Field Water	30/05/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X			
120 Tuckett Field Water	30/05/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X			
126 Telephone and Internet	31/05/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S	84.23	16.85	101.08
127 Bank Charges and Interest	31/05/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	21.00		21.00
<b>Total</b>								<b>22,016.59</b>	<b>2,587.67</b>	<b>24,604.26</b>