



Winterbourne PARISH COUNCIL

PARISH COUNCIL MEETING 7 August 2023

P Kembery (in the Chair)

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

62.08/23 - Evacuation procedure – leave via the fire door and assemble in the play area – Noted

63.08/23 - Apologies for Absence

Cllrs Kinsey, Marriott, Labuschagne and Fogg Rogers.

Also in attendance South Gloucestershire Councillor Trevor Jones.

64.08/23 – Declarations of Interest under the Localism Act 2011

None

65.08/23 – Chairman's announcements

On 27 July the Chair, Paul Kembery, signed the paperwork at our solicitor's Henriques Griffiths, for the land transfer of Frenchay Parklands, the Nature Reserve and Allotments. The negotiations for this have lasted for over a decade and thanks were given to current and previous councillors and clerks for their hard work. This means the land has been saved from any future housing development and will be an extra important asset for the community and the Parish Council.

Thanks were also given to Carole Rea at the North Bristol Hospital Trust who carried out an immense amount of work to bring the transaction to a conclusion.

There is going to be an official handover with Trust on 20 September at 2.30pm. This can be promoted through our website and Facebook to make residents aware of the valuable asset in their parish.

Some bats and balls were given to the White Lion pub in Frenchay for use with the outdoor table tennis table and it was suggested to them it might be a good idea to have a deposit scheme so they don't disappear.

66.08/23 – Public Participation

None

67.08/23 - To approve the Minutes of Council Meeting held on 3 July 2023

Resolved to approve.

To note the Minutes of:

Planning Committee Meetings held on 3 and 17 July - Noted

Finance and General Purposes Meeting held on 17 July – Noted

68.08/23 – To answer questions from Councillors

A reminder was given regarding the first councillor community engagement which is next Monday at Winterbourne Library 5.30pm – 7.30pm. All councillors are welcome to attend. It was raised as to whether the Parish Council would install a couple of cycle hoops outside the local shop on Park Avenue. It was noted as this is not parish land it would be more prudent to contact SGC (South Gloucestershire Council) regarding this.

The Y1 bus is currently being diverted from Coalpit Heath through Winterbourne following the closure of the A432 bridge on the Badminton Road. Cllr Bruce is going to request if this can be made permanent once the bridge reopens so that some of the scheduled buses each day can still come through Winterbourne. He is also looking at the school buses as the routes for Downend and Lyde Green to Winterbourne Academy currently remain axed.

P Bruce

69.08/23 – To receive and consider the Clerk's Report

All items on the Clerk's Report were noted.

Paul Kembery attended the 20th anniversary of South Gloucestershire Shopmobility at Yate Library on 20/7/23. It is a registered charity and enables people to access local shops with Electric scooters, manual and powered wheelchairs. You can use the service free with a South Glos bus pass. More details can be found on their website.

The office is starting to put together the next newsletter and members were reminded to send any articles that could be included. Everyone was also reminded to ensure they have sent photos for their ID cards.

Email addresses for councillors have been set up and circulated.

The Clerk's Assistant attended the recent Town and Parish Council Forum. It was noted that new members would be welcome to join the Climate and Nature Emergency Group, who recently met at Frampton. Minutes from the meeting will be circulated to councillors when received.

A list of permissions given to metal detectorists has been added to the hub and circulated to all councillors. It was queried if any other permissions have been given regarding football, but there are none which are known of. If a councillor feels comfortable they can approach someone to ask if they have the relevant permissions, but only if they are happy to do so.

70.08/23 – To consider recommendations from the Finance and General Purposes Committee

To approve Council resources being made available for Councillors' Community Conversations, together with a budget of £30 for any extra requirements.

Resolved to approve.

71.08/23 – To approve the monthly accounts for June and July and the bank reconciliations.

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

Resolved to approve.

See attached accounts.

72.08/23 – To consider the summary of accounts from April to June against budget figures

The summary of accounts has been circulated to all members.

It was noted the budget figure for audit is overspent due to the cost incurred from the queries raised to the external auditor for the year 22/23.

The grant of £50,000 received was obtained by the Tennis Club for payment towards the cost of the court refurbishment and new floodlighting.

Resolved to approve.

73.08/23 - To consider approval of invoices for payment.
The invoices were checked for payment by 2 councillors.
Resolved to approve.
See Appendix 1

74.08/23 – To consider approval of the following policies:

- The Code of Conduct
- Memorial Trees and Benches

Resolved to approve.

75.08/23 – An update from the LNAP (Local Nature Action Plan) Group.

The Winterbourne Environmental Group, with support from the Parish Council, has been successful in obtaining a grant from WECA. This will enable planting in the wildflower meadow on Whiteshill Common, and help to create the wildlife corridor through the Frome Valley. One of their representatives will attend the Council meeting in September to give an update. A digital map is also being developed which will detail trails in the area which will be linked to QR codes.

On the 1 October in Tuckett Field there is going to be a seed and plug planting day. There is a great deal of work to be done and a lot of volunteers will be needed. Negotiations are also being carried out with the National Trust who own the field adjacent to Tuckett Field. It's hoped a partnership can be formed which will benefit both parties.

Cllr Collins is to attend a meeting with Downend and Bromley Heath Council to help them set up their LNAP plan.

There have been a few problems noted with the approach to the accessible gate going into Tuckett Field where the ground is uneven and Cllr Collins try to get this rectified..

Cllrs Bruce and Fogg Rogers are currently looking at drawing up a new Environmental policy to include more details around sustainability. They would welcome assistance from other councillors. It will be important to also tie this in with the LNAP policy.

A Collins

P Bruce
L Fogg Roger

76.08/23 – To consider the final version of the Byelaws

Resolved to approve following a couple of amendments.

Clerk

77.08/23 – To agree the Insurance Renewal for the Greenfield Centre and Pavilions

Insurance renewal documents were forwarded to all councillors.

Resolved to renew the annual insurance through AXA and for Clerk make payment.

78.08/23 – To consider request from metal detectorist to detect on Frenchay Parklands

The metal detectorist who already has permission to detect in Frenchay would like to extend his search onto Frenchay Parklands now we have taken ownership. The Frenchay members will decide which areas he can detect on.

Resolved to approve.

Frenchay
members

79.08/23– 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 8.11pm.

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
257	01/06/2023		Petty Cash		cleaning materials	Asda	X	5.50		5.50
258	01/06/2023		Petty Cash		coffee	Asda	X	6.00		6.00
160	02/06/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	106.28		106.28
161	02/06/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	58.22		58.22
260	05/06/2023		Petty Cash		tippex	coop	X	2.50		2.50
134	13/06/2023		01 - Nat West Current		First Aid Supplies	First Aid 4 Less (Vale product)	S			
138	13/06/2023		01 - Nat West Current	BACS	Monks Pool maintenance	Frome Valley	S	315.00	63.00	378.00
137	13/06/2023		01 - Nat West Current	BACS	Duck pond maintenance	Frome Valley	S	230.00	46.00	276.00
141	13/06/2023		01 - Nat West Current	BACS	Tuckett Pond ground maintenance	Frome Valley	S	245.00	49.00	294.00
139	13/06/2023		01 - Nat West Current	BACS	grass verges	Frome Valley	S	2,196.00	439.20	2,635.20
140	13/06/2023		01 - Nat West Current	BACS	grass verges	Frome Valley	S	2,099.00	419.80	2,518.80
136	13/06/2023		01 - Nat West Current		internal audit	G Smith	X	375.00		375.00
135	13/06/2023		01 - Nat West Current		cleaning materials	Syncare - Redland Mobility	S	148.70	29.74	178.44
142	13/06/2023		01 - Nat West Current		diesel	Morrisons	X	88.38		88.38
144	13/06/2023		01 - Nat West Current		maintenance materials	B & Q	X	7.03		7.03
147	13/06/2023		01 - Nat West Current		benches	B & Q	X	9.96		9.96
148	13/06/2023		01 - Nat West Current		benches	B & Q	X	8.86		8.86
145	13/06/2023		01 - Nat West Current		oil for strimmer	B & Q	X	8.00		8.00
146	13/06/2023		01 - Nat West Current		petrol for mower	Tesco	X	8.30		8.30
143	13/06/2023		01 - Nat West Current		toilet seat	Screwfix	X	26.99		26.99
149	13/06/2023		01 - Nat West Current		Duck pond maintenance	Screwfix	X	10.34		10.34
158	13/06/2023		01 - Nat West Current		Duck pond maintenance	Handyman	X	131.75		131.75
157	13/06/2023		01 - Nat West Current		Rec Maintenance	Handyman	X	54.25		54.25
153	13/06/2023		01 - Nat West Current		Rec Maintenance	Handyman	X			
151	13/06/2023		01 - Nat West Current		Greenfield Centre maintenance	Handyman	X	54.25		54.25
152	13/06/2023		01 - Nat West Current		Greenfield Centre maintenance	Handyman	X			
154	13/06/2023		01 - Nat West Current		grass cutting	Handyman	X	31.00		31.00
155	13/06/2023		01 - Nat West Current		grass cutting	Handyman	X	23.25		23.25
150	13/06/2023		01 - Nat West Current		Greenfield Centre grounds maintenance	Handyman	X	356.50		356.50
156	13/06/2023		01 - Nat West Current		benches	Handyman	X	147.25		147.25
177	13/06/2023		01 - Nat West Current	BACS	tennis court resurfacing	Courtstall Services Ltd	S	7,120.00	1,424.00	8,544.00
198	13/06/2023		01 - Nat West Current		Greenfield Centre maintenance	Bristol Carpet Cleaning Ltd	X	521.10		521.10

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
199	13/06/2023		01 - Nat West Current		First Aid Supplies	First Aid 4 Less	S	66.05	13.21	79.26
159	13/06/2023		01 - Nat West Current		ground maintenance frenchay	Handyman	X	155.00		155.00
183	15/06/2023		01 - Nat West Current		salary		X			
182	15/06/2023		01 - Nat West Current	BACS	salary		X			
180	15/06/2023		01 - Nat West Current	BACS	salary		X			
181	15/06/2023		01 - Nat West Current	BACS	salary		X			
188	15/06/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	29.83		29.83
191	15/06/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	43.66		43.66
190	15/06/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	17.90		17.90
192	15/06/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	26.20		26.20
189	15/06/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	17.90		17.90
187	15/06/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	29.84		29.84
185	15/06/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	99.05		99.05
186	15/06/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	49.52		49.52
197	15/06/2023		01 - Nat West Current	BACS	salary		X			
184	15/06/2023		01 - Nat West Current	BACS	salary		X			
178	15/06/2023		01 - Nat West Current	BACS	salary		X			
179	15/06/2023		01 - Nat West Current	BACS	salary		X			
162	16/06/2023		01 - Nat West Current	DD	sage payroll	Sage	S	7.00	1.40	8.40
176	16/06/2023		01 - Nat West Current	BACS	tennis court resurfacing	Courtstall Services Ltd	S	32,880.00	6,576.00	39,456.00
163	20/06/2023		01 - Nat West Current	DD	rates	South Gloucestershire Council	X	337.00		337.00
174	20/06/2023		01 - Nat West Current	BACS	new email addresses	WADAEC	X	35.00		35.00
175	20/06/2023		01 - Nat West Current	BACS	removal of fencing at rec	Courtstall Services Ltd	S	220.00	44.00	264.00
200	26/06/2023		01 - Nat West Current		Duckpond electric	Total Energies	L	35.77	1.79	37.56
201	26/06/2023		01 - Nat West Current		Greenfield Centre Electric	Total Energies	S	271.77	54.35	326.12
164	28/06/2023		01 - Nat West Current	DD	sim cards	Vodafone	S	48.58	9.72	58.30
167	28/06/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X	9.54		9.54
165	28/06/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X	109.49		109.49
166	28/06/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X	3.51		3.51
168	29/06/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10
171	29/06/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X			
169	29/06/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X			
170	29/06/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X			
173	29/06/2023		01 - Nat West Current	BACS	new domain name	123 Reg	S	26.98	5.40	32.38

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
195 Telephone and Internet	30/06/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S			
172 Telephone and Internet	30/06/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S	84.23	16.85	101.08
194 Bank Charges and Interest	30/06/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	25.27		25.27
196 Bank Charges and Interest	30/06/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X			
Total								53,337.17	9,204.98	62,542.15

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
202	05/07/2023		01 - Nat West Current		Tree work	Redland Tree Services	S	1,700.00	340.00	2,040.00
203	05/07/2023		01 - Nat West Current		Tree work	Redland Tree Services	S	450.00	90.00	540.00
215	05/07/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	29.99		29.99
204	05/07/2023		01 - Nat West Current	BACS	Water cooler	Culligan Water	S	21.10	4.22	25.32
205	05/07/2023		01 - Nat West Current	BACS	Alca membership	ALCA	X	636.64		636.64
206	05/07/2023		01 - Nat West Current	BACS	wet pour repair	Online Playgrounds	S	138.33	27.67	166.00
253	05/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	171.07		171.07
254	05/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	105.53		105.53
216	05/07/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	17.99		17.99
218	05/07/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	44.19		44.19
217	05/07/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	73.64		73.64
259	06/07/2023		Petty Cash		coffee	Tesco	X	6.90		6.90
266	10/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	281.28		281.28
267	10/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	167.91		167.91
219	14/07/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	97.75		97.75
228	14/07/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	48.88		48.88
212	15/07/2023		01 - Nat West Current		salary		X			
211	15/07/2023		01 - Nat West Current	BACS	salary		X			
210	15/07/2023		01 - Nat West Current	BACS	salary		X			
209	15/07/2023		01 - Nat West Current	BACS	salary		X			
214	15/07/2023		01 - Nat West Current	BACS	salary		X			
213	15/07/2023		01 - Nat West Current	BACS	salary		X			
208	15/07/2023		01 - Nat West Current	BACS	salary		X			
207	15/07/2023		01 - Nat West Current	BACS	salary		X			
265	18/07/2023		01 - Nat West Current	DD	sage payroll	Sage	S	8.00	1.60	9.60
232	19/07/2023		01 - Nat West Current	BACS	grass verges	Frome Valley	S	2,036.00	407.20	2,443.20
231	19/07/2023		01 - Nat West Current	BACS	grass cutting	Frome Valley	S	2,009.00	401.80	2,410.80
233	19/07/2023		01 - Nat West Current	BACS	Duck pond maintenance	Frome Valley	S	230.00	46.00	276.00
230	19/07/2023		01 - Nat West Current	BACS	window cleaning	P Walker	X	160.00		160.00
229	19/07/2023		01 - Nat West Current	BACS	defibrillator pads	A Deptford	S	590.00	118.00	708.00
236	19/07/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	32.83		32.83
234	19/07/2023		01 - Nat West Current	BACS	Tuckett Pond ground mainten	Frome Valley	S	245.00	49.00	294.00

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
235 Monks Pool	19/07/2023		01 - Nat West Current	BACS	Monks Pool maintenance	Frome Valley	S	315.00	63.00	378.00
239 Newleaze	19/07/2023		01 - Nat West Current		grass cutting	Handyman	X	100.75		100.75
246 The Dingle	19/07/2023		01 - Nat West Current		grass cutting	Handyman	X	15.50		15.50
244 Repairs	19/07/2023		01 - Nat West Current		Greenfield Centre maintenance	Handyman	X	31.00		31.00
237 Duckpond Maintenance	19/07/2023		01 - Nat West Current		Duck pond maintenance	Handyman	X	147.25		147.25
240 Recreation Field	19/07/2023		01 - Nat West Current		Rec Maintenance	Handyman	X	31.00		31.00
241 Benches	19/07/2023		01 - Nat West Current		benches	Handyman	X	240.25		240.25
238 Greenfield Centre	19/07/2023		01 - Nat West Current		Greenfield Centre grounds mai	Handyman	X	147.25		147.25
242 Greenfield Centre Playground	19/07/2023		01 - Nat West Current		Greenfield Centre grounds mai	Handyman	X	93.00		93.00
243 Parish Council Van	19/07/2023		01 - Nat West Current		van maintenance	Handyman	X	15.50		15.50
245 Hambrook	19/07/2023		01 - Nat West Current		Hambrook maintenance	Handyman	X	46.50		46.50
247 Rates	20/07/2023		01 - Nat West Current	DD	rates	South Gloucestershire Council	X	337.00		337.00
193 Canteen	24/07/2023		Petty Cash		milk	coop	X	0.90		0.90
264 General Costs	26/07/2023		01 - Nat West Current		extension lead	Amazon	X	9.08		9.08
263 Electric	26/07/2023		01 - Nat West Current		Greenfield Centre Electric	Total Energies	S	252.65	50.53	303.18
249 Computer Costs	27/07/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10
248 Recreation Field	27/07/2023		01 - Nat West Current		sim cards	Vodafone	S	48.58	9.72	58.30
255 HMRC payment Admin	28/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	275.88		275.88
256 HMRC payment Gr/C	28/07/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	143.83		143.83
252 Tuckett Field Water	28/07/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X	8.03		8.03
251 Allotment Water	28/07/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X	3.51		3.51
250 Water	28/07/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X	135.49		135.49
261 Telephone and Internet	31/07/2023		01 - Nat West Current	DD	Telephone and Internet	Onescom	S	84.73	16.95	101.68
262 Bank Charges and Interest	31/07/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	16.87		16.87
Total								16,014.06	1,637.21	17,651.27

Appendix 1

Payments For Approval by the Parish Council 7 August 2023

<u>Company</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Total</u>
South Gos	Localism emptying of bins Jul - Sept	1790.46	358.09	2148.55
South Gos	Refuse at Gr/Centre Jul - Sept	395.95	0.00	395.95
South Gos	Refuse at Recreation Ground Jul - Sept	188.09	0.00	188.09
Toshiba	Photocopying	34.69	6.94	41.63
Josh Roper Trees	Works to trees at Monks Pool	1210.00	242.00	1452.00
Amazon Business	Kettle	21.67	4.33	26.00
Amazon Business	2 clocks	18.40	3.68	22.08
Amazon Business	2024 Diary	9.99	2.00	11.99
Culligan Water	Water cooler	40.35	8.07	48.42
Wotton Tree Consultancy	Tree survey Hambrook Common	375.00	75.00	450.00
Ron Clark Electrical	Check security lights	52.00	10.40	62.40
Wotton Tarpaving	Install coronation bench and tarmacking	1700.00	340.00	2040.00
Courtstall	Balance for removal of fencing at Recreation ground	330.00	66.00	396.00
Courtstall	Balance of payment for court resurfacing	4500.00	900.00	5400.00
P Sykes	Reimbursement for ID verification	12.75	0.00	12.75
ALCA	Councillor training	280.00	0.00	280.00
Action Force	Wasp nest removal	80.00	0.00	80.00
Value Products	Balance of first aid box replacements	1.78	0.44	2.22
Foxie Security	Annual key holding	160.00	0.00	160.00
Armadillo Lighting	Balance of paymt for floodlights at Rec	21377.64	4275.53	25653.17

Frome Valley	Grass cutting and maintenance	5295.00	1059.00	6354.00
Handyman	Jobs in Parish	1298.45	0.00	1298.45
Annual Insurance premium	AXA	13839.29	1660.70	15499.99