



# Winterbourne PARISH COUNCIL

## PARISH COUNCIL MEETING 4 September 2023

P Kembery (in the Chair)

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

80.09/23 - Evacuation procedure – leave via the fire door and assemble in the play area – Noted

### 81.09/23 - Apologies for Absence

Cllrs Kinsey, Marriott, Arkley, Collins and Watkins.  
Also in attendance 3 members of the public.

### 82.09/23 – Declarations of Interest under the Localism Act 2011

Cllr Labuschagne, South Gloucestershire Councillor.

### 83.09/23 – Chairman’s announcements

The Chairman announced that former councillor Allan Higgs passed away on 28 August. Allan Higgs was a longstanding Parish and South Gloucestershire Councillor and a well-respected member of the community. A minutes silence was held.

### 84.09/23 – Public Participation

Two residents attended to speak about potential parking arrangements on the adjacent roads to Elm Park School which is currently being rebuilt. There have also been some issues with contractor’s parking during the build. One of the resident’s has spoken to a South Gloucestershire Officer who is looking at what restrictions, if any will be needed once building has been completed. The residents would like some form of restrictions as there is also a safety issue when cars park irresponsibly. Cllr Labuschagne will speak to the residents who attended to understand their views in more detail.

N Labuschagr

### 85.09/23 - To approve the Minutes of Council Meeting held on 7 August 2023

**Resolved** to approve.

### To note the Minutes of:

Planning Committee Meetings held on 7 and 21 August - Noted  
Finance and General Purposes Meeting held on 21 August – Noted

### 86.09/23 – To answer questions from Councillors

Two cycle hoops have been installed on Hambrook Common. It was noted that there could be a small cut out of the bund to enable easier access for bikes. Clerk will ask handyman to take a look. A site is still being considered for the memorial bench on the common

See Appendix 1

91.09/23 – An update from Winterbourne Environmental Group regarding the receipt of a WECA grant.

The Winterbourne Environmental Group has obtained a Bee Bold Pollinator Grant from WECA for £25,000. This is to be used to create a biodiversity corridor which will run from Frampton Cotterell in the North, to Tuckett Field Frenchay in the South, encompassing 8 acres of land.

Children from local schools will be involved in learning about habitat creation and pollinators in the school environment and their own gardens. Planning and preparation will start in October, with planting commencing next March. Awareness of the projects will be raised through a digital nature trail map. This may also be able to be tied in with features of interest in nature reserves in the Parish.

92.09/23 – To consider plans by Bristol Water to renovate water mains in Frenchay

Bristol Water has sent plans to illustrate the works required to renovate old water mains in Frenchay. Councillors had no issue with the plans but would like to ask if they will need to set up a compound anywhere on the Common, and also if there are any community funds or volunteer days the Council could link to.

Clerk

93.09/23– 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 7.45pm



2/10/23.

## Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
328	02/08/2023		Petty Cash		postage recorded delivery	post office	X	2.60		2.60
327	02/08/2023		Petty Cash		cleaning materials	local store	X	2.10		2.10
273	08/08/2023		01 - Nat West Current	BACS	kettle	Amazon	S	21.67	4.33	26.00
275	08/08/2023		01 - Nat West Current	BACS	diary	Amazon	S	9.99	2.00	11.99
276	08/08/2023		01 - Nat West Current	BACS	Water cooler	Culligan Water	S	40.35	8.07	48.42
282	08/08/2023		01 - Nat West Current	BACS	reimbursement for verification		X	12.75		12.75
268	08/08/2023		01 - Nat West Current	BACS	dog bin empty	South Gloucestershire Council	S	1,790.46	358.09	2,148.55
271	08/08/2023		01 - Nat West Current	BACS	Photocopying	Toshiba	S	34.69	6.94	41.63
303	08/08/2023		01 - Nat West Current	BACS	Annual insurance	Venture	X	15,512.48		15,512.48
283	08/08/2023		01 - Nat West Current	BACS	Training	ALCA	X	40.00		40.00
284	08/08/2023		01 - Nat West Current	BACS	Training	ALCA	X	240.00		240.00
270	08/08/2023		01 - Nat West Current	BACS	bin empty Rec	South Gloucestershire Council	E	188.09		188.09
289	08/08/2023		01 - Nat West Current	BACS	grass verges	Frome Valley	S	2,036.00	407.20	2,443.20
291	08/08/2023		01 - Nat West Current	BACS	Duck pond maintenance	Frome Valley	S	455.00	91.00	546.00
290	08/08/2023		01 - Nat West Current	BACS	grass cutting	Frome Valley	S	2,489.00	497.80	2,986.80
292	08/08/2023		01 - Nat West Current	BACS	Monks Pool maintenance	Frome Valley	S	315.00	63.00	378.00
272	08/08/2023		01 - Nat West Current	BACS	Tree work	Josh Roper	S	1,210.00	242.00	1,452.00
280	08/08/2023		01 - Nat West Current	BACS	removal of fencing at rec	Courtstall Services Ltd	S	330.00	66.00	396.00
301	08/08/2023		01 - Nat West Current	BACS	Rec Maintenance	Handyman	X	54.25		54.25
300	08/08/2023		01 - Nat West Current	BACS	Duck pond maintenance	Handyman	X	217.00		217.00
302	08/08/2023		01 - Nat West Current	BACS	grass cutting	Handyman	X	31.00		31.00
269	08/08/2023		01 - Nat West Current	BACS	bin empty	South Gloucestershire Council	X	395.95		395.95
274	08/08/2023		01 - Nat West Current	BACS	clocks	Amazon	S	18.40	3.68	22.08
293	08/08/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	20.00		20.00
294	08/08/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	51.20		51.20
278	08/08/2023		01 - Nat West Current	BACS	Electrical works in Greenfield C	Ron Clark Electrical	S	52.00	10.40	62.40
277	08/08/2023		01 - Nat West Current	BACS	Tree Surveys	Wotton Tree Consultancy	S	375.00	75.00	450.00
295	08/08/2023		01 - Nat West Current	BACS	Tool hire	Murray Hire Centres	S	47.50	9.50	57.00
287	08/08/2023		01 - Nat West Current	BACS	Tennis Court Lighting	Armadillo Lighting	S	21,377.64	4,275.53	25,653.17
281	08/08/2023		01 - Nat West Current	BACS	tennis court resurfacing	Courtstall Services Ltd	S	4,500.00	900.00	5,400.00
285	08/08/2023		01 - Nat West Current	BACS	First Aid Supplies	First Aid 4 Less	S	1.85	0.37	2.22
299	08/08/2023		01 - Nat West Current	BACS	Greenfield Centre grounds mai	Handyman	X	387.50		387.50

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
298 Frenchay	08/08/2023		01 - Nat West Current	BACS	cycle hoops	Handyman	X	271.25		271.25
297 Hambrook	08/08/2023		01 - Nat West Current	BACS	Greenfield Centre maintenance	Handyman	X	38.75		38.75
296 Repairs	08/08/2023		01 - Nat West Current	BACS	Greenfield Centre maintenance	Handyman	X	170.50		170.50
286 Repairs	08/08/2023		01 - Nat West Current	BACS	wasp nest removal	Action Force Pest Prevention	X	80.00		80.00
288 Security	08/08/2023		01 - Nat West Current	BACS	Annual key holding	Foxie Security (Allan Gillard)	X	160.00		160.00
321 Cleaning Materials	09/08/2023		01 - Nat West Current	BACS	annual phs service	PHS	S	2,999.27	599.85	3,599.12
320 Subscriptions	11/08/2023		01 - Nat West Current	DD	ICO annual premium	ICO	X	35.00		35.00
329 Canteen	14/08/2023		Petty Cash		milk	post office	X	1.89		1.89
309 Cleaning of Commons	15/08/2023		01 - Nat West Current		salary		X			
306 Admin salaries	15/08/2023		01 - Nat West Current	BACS	salary		X			
312 Admin Employees Pension	15/08/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	29.99		29.99
314 G/Centre Employees Pension	15/08/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	73.64		73.64
316 Admin Employees Pension	15/08/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	96.89		96.89
317 G/Centre Employees Pension	15/08/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	48.45		48.45
304 Admin salaries	15/08/2023		01 - Nat West Current	BACS	salary		X			
305 Greenfield Centre Salaries	15/08/2023		01 - Nat West Current	BACS	salary		X			
308 Cleaning Salary	15/08/2023		01 - Nat West Current	BACS	salary		X			
307 Greenfield Centre Salaries	15/08/2023		01 - Nat West Current	BACS	salary		X			
313 Admin Employers Pension	15/08/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	17.90		17.90
315 G/Centre Employers Pension	15/08/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	44.10		44.10
311 Public toilet Security	15/08/2023		01 - Nat West Current	BACS	salary		X			
310 Caretaker Salary	15/08/2023		01 - Nat West Current	BACS	salary		X			
279 Recreation Field	16/08/2023		01 - Nat West Current	BACS	benches	Wotton Tarpaving Ltd	S	1,700.00	340.00	2,040.00
330 Tuckett Field	16/08/2023		Petty Cash		key cutting	The Motonwell	S	12.92	2.58	15.50
332 Health and Safety	16/08/2023		Petty Cash		First Aid Supplies	local store	X	2.70		2.70
318 sage payroll	17/08/2023		01 - Nat West Current	DD	sage payroll	Sage	S	8.00	1.60	9.60
322 HMRC payment Admin	18/08/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	270.53		270.53
323 HMRC payment Gr/C	18/08/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	152.08		152.08
331 Postage and Stationery	21/08/2023		Petty Cash		stationery	Tesco	X	2.50		2.50
319 Rates	21/08/2023		01 - Nat West Current	DD	rates	South Gloucestershire Council	X	337.00		337.00
333 Gas	21/08/2023		01 - Nat West Current	DD	Greenfield Centre Gas	Total Energies	L	363.75	18.19	381.94
324 Bee Bold Grant	22/08/2023		01 - Nat West Current	BACS	seeder & spreader	Amazon	X	59.00		59.00
325 Bee Bold Grant	22/08/2023		01 - Nat West Current	BACS	posts and post mix	Bendrey Brothers	S	214.24	42.85	257.09
326 Bee Bold Grant	22/08/2023		01 - Nat West Current	BACS	dog bag dispensers & bags	Wybone	S	449.87	89.97	539.84

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334 Electric	23/08/2023		01 - Nat West Current	DD	Greenfield Centre Electric	Total Energies	S	254.55	50.90	305.45
340 Canteen	29/08/2023		01 - Nat West Current	BACS	Water cooler	Culligan Water	S	40.35	8.07	48.42
339 Photocopier	29/08/2023		01 - Nat West Current	DD	Photocopying	Siemens	S	183.88	36.78	220.66
335 Computer Costs	30/08/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10
336 Recreation Field	30/08/2023		01 - Nat West Current	DD	sim cards	Vodafone	S	48.58	9.72	58.30
338 Bank Charges and Interest	31/08/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	19.60		19.60
337 Telephone and Internet	31/08/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S	84.23	16.85	101.08
<b>Total</b>								<b>64,773.40</b>	<b>8,249.79</b>	<b>73,023.19</b>

