

PARISH COUNCIL MEETING**7th April 2025**

P Kembery (in the Chair)

J Amos	(A)	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	(A)	L Fogg Rogers	(A)
M Goodman	(A)	P Sykes	(P)
S Hancock	(P)	C Watkins	(A)

Also in attendance; one member of the public

186.04/25 - Evacuation procedure – leave via the fire door and assemble in the play area
Noted

187.04/25 - Apologies for Absence
Apologies were received from Cllrs Amos, Eldridge, Goodman, Fogg Rogers and Watkins

188.04/25 – Chairs' Announcements
Chair advised that it had been suggested by the Clerk to use Room 1 for the upcoming Annual Parish Meeting and for members to attend if possible. Chair noted his submission for the upcoming edition of Frenchay Community News.

189.04/25 – Public Participation
The member of the public attended the meeting in support of the Sports Pavilion Upgrade. He advised that Winterbourne Football Club have around 200 children registered, both girls and boys from the local area. They currently do not use the pavilion as it is not fit for purpose and unwelcoming. The upgrade would mean they could use the facility.

The Chairman agreed to bring item 12.3 – Pavilion Upgrade forward to this point in the meeting, but for the purposes of the minutes the minutes remains in agenda order.

190.04/25 – Declarations of Interest under the Localism Act 2011
Cllr Labuschagne: South Gloucestershire Councillor
Cllr Lloyd – Sports Pavilion

191.03/25 - To approve of the Minutes of Council meeting held on 3rd March 2025
RESOLVED, approve the minutes of 3rd March 2025

to note the Minutes of:
Planning Committee meetings held on 3rd and 17th March 2025

Finance and General Purposes meeting held on 17th March 2025

Staffing Committee Meeting held on 3rd March 2025

All Noted

192.04/25 - To receive and consider the Clerk's Report and Actions Update

All items on the Clerks report were noted.

- ❖ The roof repairs are complete. Clerk has sent notification to the insurance broker who has passed on to AXA.
- ❖ Insurance broker has confirmed that without dual sign off, fidelity insurance is not an option.
- ❖ The Winterbourne Youth Club has been launched on social media with very positive feedback.
- ❖ A new 'Village Diary' page has been added to the website with the aim to promote free community events.
- ❖ The Frenchay planter is in situ with a 20mph sign attached
- ❖ The sinks in Big Bears and Early Years have been replaced.
- ❖ Updated reserves policy posted on website
- ❖ Clerk has advised Winterbourne Charitable Trust of decision to appoint only two members
- ❖ Winners for the photography competition have been contacted and put on social media.

Current Outstanding Actions From Previous Council Meetings

- ❖ Cllr Labuschagne to enquire where Winterbourne Parish fits with any South Gloucestershire Youth Services.
- ❖ **Traffic Safety: Trench Lane / Old Gloucester Road Junction.** Cllr Labuschagne to ask SG Cllr Jones to contact the resident. Clerk has sent a request direct to Oliver Cordy for a temporary speed visor – no response received as yet.

193.04/25 - To consider agree recommendations from the Finance & General Purposes Committee:

193.04/1/25 Grant Requests

Salem Methodist Church - £375.00. Grant for maintenance of graveyards.

RESOLVED, to approve

193.04/2/25 Grant Requests

Winterbourne Down Carnival - £685.00 Grant for safe road closure.

RESOLVED, to approve

194.04/25 - To consider agree recommendations from the Staffing Committee:

194.04/1/25 Staffing Policies Review

RESOLVED, The following policies were approved.

- Whistle Blowing Policy
- Equity and Diversity Policy
- Staffing Policy

- Equal Opportunities Policy
- Volunteer Policy
- Use of Personal Devices Policy

194.04/2/ Staff Pay Review

RESOLVED, The following proposals were approved.

- Clerk to move from SCP 32 to 37
- Assistant Clerk to move from SCP 14 to 16
- Care taker locks and unlocks to be £10 per visit

195.04/25 - To approve the accounts and bank reconciliation for March 2025.

RESOLVED, to approve

196.04/25 To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.

Resolved, to approve the invoices presented for payment

197.04/25 To discuss and make agreement on returned tenders

197.04/1/25 Greenfield Window Replacement

Members discussed the tenders that had been submitted for replacing a panel of 16 windows and 2 fire doors at the rear of the Greenfield Centre that had warped over time and have been causing damp and structural damage.

RESOLVED, members agreed to appoint Home Guard Ltd to carry out the works at a quoted cost of £30,837.00 inc VAT. **Clerk to contact Home Guard Ltd to arrange signing of contract and to request warranty certificates.**

197.04/2/25 Grass Cutting Contract

Members discussed the tenders that had been submitted for the cutting of grass verges and commons within the Parish.

RESOLVED, members agree to appoint Frome Valley Landscaping to carry out the works at a quoted price of £28,294 ex VAT per year. Members agreed to a 5 year contract. **Clerk to contact Frome Valley to arrange signing of contract.**

197.04/3/25 Pavilion Upgrade

Cllr Lloyd gave an overview of the necessity for the upgrade of the pavilion. All members agreed that the upgrade was necessary. Clerk advised that the upgraded Pavilion would also be used as a Community Space not just a sports facility. Members had been issued, prior to the meeting, with a tender analysis document that had been compiled by Western Building Consultants. Their analysis recommended CGW Contractors (SW) Ltd as the preferred contractor at a cost of £ £392,155.42 ex VAT. **RESOLVED**, all members in agreement to appoint CGW Contractors (SW) Ltd to carry out the works. Cllr Lloyd did not take part in the vote.

A discussion took place around how to finance the project. Clerk advised that she believed, after having discussion with the Football Foundation and Sport England, that grants would be available. Clerk advised that we are due at least £15,000.00 of CIL money, £8,000.00 VAT from the last quarter, we had put £30,000.00 in the budget for the pavilion and there was approximately £200,000.00 of reserves that had been built up for this project. The proposal is to cover the shortfall with grants and, if necessary, to take a government loan. **RESOLVED**, all members in agreement that the upgrade is necessary and to accept the proposal. Cllr

Lloyd did not vote. **Clerk to contact WBC to advise of decision and arrange signing of contract.**

A discussion around contract administration for the project took place. All members agreed this was a necessity as no members or office staff have the relevant skills. It was advised that other parish's have not done this which has resulted in huge legal fees and delays to works. Western Building Consultants can carry out the administration at a cost of approximately £16,000.00. **RESOLVED**, all members in agreement to appoint Western Building Consultants as the contract administrator. Cllr Lloyd did not vote. **Clerk to advise WBC and to arrange signing contract.**

198.04/25 To discuss the issues with completing the consultation for the South Gloucestershire Local Plan

Clerk advised of the impossibility of submitting the comments agreed at the last Full Council meeting. Cllr Labuschagne advised that only comments relating to the legalities of the Local Plan can be submitted and not generic comments around infrastructure and transport. All members agreed that this was very frustrating. Members were advised to submit comments individually if they had identified anything that would fit into the three legal sections on the consultation.

199.04/25 To review and make agreement on the Frenchay Car Park Proposal

A proposal had been shared from Creative Car Parks which would fine users who used the car park for longer than is agreed and also from using it at night. It is hoped that this will discourage the anti-social behaviour that has been occurring in the evening and also the fly tipping. There were concerns raised about the proposal including the 2 hour time limit, the 10 year contract and how would the tablets work and where would they go. Cllr Kinsey proposed a sub group be formed, of Frenchay members, to meet with Creative Car Parks to discuss the concerns raised and report back at a future meeting. **RESOLVED**, all members in agreement with the proposal. **Cllr Kinsey to arrange a meeting with Creative Car Parks.**

200.04/25 To consider holding some Council Meetings in Frenchay Village Hall

There had been a suggestion made to hold some of the future Council Meetings in other locations across the parish. It was confirmed that there would be no extra cost at Frenchay Village Hall and there was availability on a Monday evening. Members were not convinced this would be a good idea and so proposed a one off trial. **RESOLVED**, agreed for a trial meeting to be held at Frenchay Village Hall. **Clerk to arrange.**

201.04/25 Any other items to note from members

Cllr Collins advised of the 25th Anniversary Celebrations of the Frenchay Museum This is to take place on 29th April. All members welcome.

Meeting Concluded 8.45pm