

PARISH COUNCIL MEETING

13th April 2026

P Kembery (in the Chair)

J Amos	(P)	P Kembery	(P)
F Arkley	(A)	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)
C Watkins	(P)	P Sykes	(P)
S Hancock	(A)		

Also in attendance: 2 members of the public

197.04/26 - Evacuation procedure – leave via the fire door and assemble in the car park
Noted.

198.04/26 - Apologies for Absence
Apologies were received from Cllrs Fogg-Rogers, Eldridge and Arkley

199.04/26 – Chairs’ Announcements
No announcements

200.04/26 – Public Participation
None

201.04/26 – Declarations of Interest under the Localism Act 2011
Cllr Labuschagne - South Gloucestershire Councillor
Cllr Labuschagne – Green Community Transport grant

202.04/26 - To approve of the Minutes of Council meeting held on 2nd March 2026
RESOLVED, to approve and signed.

to note the Minutes of:
Planning Committee meetings held on 2nd and 16th March 2026
Finance & General Purposes meeting held on 16th March 2026
Climate & Nature Committee meeting held on 11th March 2026
All Noted

203.04/26 - To receive and consider the Clerk’s Report and Actions Update
Received and Noted.

204.04/26 - To approve the monthly accounts and bank reconciliation for March
RESOLVED, to approve and signed.

205.04/26 - To consider the accounts for January to March against budget.
Noted

206.04/26 - To approve the invoices presented for payment, together with any invoices received since the publication of the Agenda.
RESOLVED, to approve.

207.04/26 - To consider agree recommendations from the Finance & General Purposes Committee:

208.04.01/26 Grant requests:

- Winterbourne Tennis Club: £587.00 (£400 lighting contribution, £187 youth equipment) RESOLVED, to approve the full grant.
- Frenchay Cricket Club: £521.45 (youth training). RESOLVED, to approve the full grant.
- Green Community Transport: £500. RESOLVED, to approve the full grant.
- Salem Methodist Church: £375. RESOLVED, to approve the full grant.
- Winterbourne Down May Carnival: £881 to cover the cost of security, road closure and rubbish clearance, on condition the parish council are included in any pre-event advertising (as per the sponsorship packages). RESOLVED, to approve the full grant.
- Hambrook Sports Club: £261.53 (asset management). RESOLVED, to approve the full grant.

209.04/26 To review the responsibilities of the parish council committees

Following discussions it was suggested that any staff recruitment should be discussed at F&GP and Full Council prior to commencement.

Question was asked what are Statutory Duties are in relation to sitting on Committees and can a councillor be on more than one. **Clerk to confirm**

Suggested to also confirm the Parish Councils priorities and allocate members to committees accordingly. Clerk suggested promoting the Annual Parish Meeting as an opportunity for parishioners to voice suggestions to members. **Clerk to action**

210.04/26 To consider, and make agreement, on the quote for the 2026 tree inspections

Cllr Collins advised that he is applying to the Rural Payments Agency for a grant to enable a company to take over the tree inspections for Frenchay Community Woodlands.

Suggested that the current 'inspection zones' are broken down into smaller areas.

RESOLVED, to accept the quote and to exclude Frenchay Community Woodlands. Clerk to discuss with contractor breaking the zones into smaller areas.

211.04/26 To appoint the Internal Auditor for 2026/2027.

Clerk advised that the current internal auditor is extremely competent and has made suggestions and recommendations which have made a positive impact. In addition, she is completely independent, therefore, would highly recommend using for next years internal audit. RESOLVED, all members in agreement to approve Bridget Bowen as the 2026/2027 internal auditor.

212.04/26 To review the internal auditors interim report with action updates.

Clerk advised that there are numerous events planned across the parish and it would be good if councillors attended some of them. Clerk to send a list of events to members.

213.04/26 To agree the Asset Management Policy and Fixed Asset Valuation Policy

There were a few tweaks discussed, including agreement on assets being valued at purchase price.

RESOLVED, both policies agreed to be adopted when amendments have been made. **Clerk to make amendments and publish.**

214.04/26 Any other items to note from members

Cllr Bruce advised the local plan is currently being discussed and has fed into this.

Meeting Concluded 8.36 pm

DRAFT