



Winterbourne PARISH COUNCIL

PARISH COUNCIL MEETING 4 December 2023

P Kembery (in the Chair)

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

126.12/23 - Evacuation procedure – leave via the fire door and assemble in the play area – Noted

127.12/23 - Apologies for Absence

Cllrs Labuschagne and Marriott.

Also in attendance South Gloucestershire Councillor Jones.

128.12/23 – Declarations of Interest under the Localism Act 2011

None.

129.12/23 – Chairman’s Announcements

None.

130.12/23 – Public Participation

None.

131.12/23 - To approve the Minutes of Council Meeting held on 6 November 2023

Resolved to approve.

To note the Minutes of:

Planning Committee Meetings held on 6 and 20 November - Noted

Finance and General Purposes Meeting held on 20 November – Noted

Staffing Committee Minutes held on 13 November – Noted there will be an amendment to these minutes.

Climate and Nature Committee held on 20 November 2023 – Noted

132.12/23 – To answer questions from Councillors

A discussion was held around the recent recruitment of the Assistant Clerk to Clerk. The decision was taken by the Staffing Committee not to advertise the post externally as it was decided the role could be fulfilled internally. Unless your organisation has a policy which states vacancies must be advertised externally, there is no legal obligation to do so. Consideration will be given in the future to any further recruitment processes.

Some investigation is being done as to whether the Parish Council would be able to give any support to the library as they are facing funding cuts. Any concrete suggestions will be brought to the next F&GP meeting for consideration.

A resident raised the issue of the poor road surface on Camp View, Winterbourne. This has been forwarded to South Gloucestershire Council for their consideration.

133.12/23 – To receive and consider the Clerk's Report

All items on the Clerk's Report were noted.

Clerk has been unable to make contact with the site manager of the Elm Park new build. However, most of the works to the pavement have been completed so staff and contractors can now park around the back of the building, easing congestion.

The fencing at the back of the Early Years Nursery and the end of our car park is due to be replaced by the builders in the next couple of weeks

Several councillors and a SGC (South Gloucestershire Council) officer have had a meeting regarding revised waiting restrictions around the school site. This will be put out for consultation before being finalised.

SGC Councillor Jones has contacted SGC regarding the issue of parking outside the shops on Flaxpits Lane, and if there would be any possibility of marking out a safe walking area. SGC has advised although the shops own some of the frontage, it has been adopted as highway. This means SGC have rights over the land and the shopkeepers have limitations to what they do. However, the limitations do not include parking.

A FOI (Freedom of Information) request has been received from a resident regarding the recent appointment of the new Parish/Clerk. Clerk will respond within the statutory period of 20 working days. A further request has now been received on a different matter. It was noted that a charge can be made for an FOI request if compiling the response will take a considerable amount of time.

134.12/23 – To consider recommendations from the Finance and General Purposes Committee

To approve the following grant request:

St Michael's Churchyard - £720

Resolved to approve.

135.12/23 – Request from resident for a memorial tree at Frenchay

Resolved to approve. Frenchay councillors will meet with the resident to discuss details of the position and species of tree. It was noted to ask the resident if they would be happy to agree to some publicity to promote future planting of trees.

136.12/23 – To determine a list of jobs for the South Gloucestershire Streetcare Team's week of action in the Parish.

Councillors had put forward a suggested list of jobs to the Clerk. These are mostly to cut back hedges and tidy footpaths.

Resolved that Clerk will forward the list to Streetcare.

137.12/23 – To approve the revised accounts and bank reconciliation for September, the bank reconciliations for October and November, and accounts for November.

Resolved to approve.

138.12/23 - To consider the approval of invoices for payment, together with any invoices received since publication of the Agenda.

The invoices were checked for payment by 2 councillors.

Resolved to approve.

See Appendix 1

139.12/23 – To determine Councillor representatives for the consultation of the South Gloucestershire Local Plan and to decide whether to work with in conjunction with Frampton Cotterell Parish Council in preparing a response.

Clerk

Resolved that Cllrs Kembery, Collins, Amos and Bruce together with the Clerk will represent the Parish and agreement was made to liaise with Frampton Cotterell Parish Council to put forward a cohesive response to South Gloucestershire Council.

Meeting Concluded 8.30pm

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
394	01/09/2023		Petty Cash		sympathy card	Card Factory	X	0.79		0.79
342	05/09/2023		01 - Nat West Current	BACS	litter bin	Wybone	S			
343	05/09/2023		01 - Nat West Current	BACS	exercise equipment at rec	Caloo	S			
344	05/09/2023		01 - Nat West Current	BACS	Play Equipment-Spares	Caloo Ltd	S	687.50	137.50	825.00
345	05/09/2023		01 - Nat West Current	BACS	litter bin	Wybone	S	387.58	61.20	448.78
350	05/09/2023		01 - Nat West Current	BACS	Graffiti removal	South Gloucestershire Council	S	483.50	96.70	580.20
347	05/09/2023		01 - Nat West Current	BACS	Broom	Amazon	S	11.66	2.33	13.99
351	05/09/2023		01 - Nat West Current	BACS	Greenfield Centre Plumbing	Greg Williams	S	135.00	27.00	162.00
349	05/09/2023		01 - Nat West Current	BACS	fire extinguisher service	Churches Fire	S	279.00	55.80	334.80
346	05/09/2023		01 - Nat West Current	BACS	newsletter	Sprint Print & Design	X	339.00		339.00
341	05/09/2023		01 - Nat West Current	BACS	rent cons area Wint Viaduct	Wessex Water	X	10.00		10.00
353	05/09/2023		01 - Nat West Current	BACS	lighting spares	CEF Yate	X	4.98		4.98
354	05/09/2023		01 - Nat West Current	BACS	maintenance materials	City Plumbing	X	12.90		12.90
348	05/09/2023		01 - Nat West Current	BACS	wasp nest removal	Action Force Pest Prevention	X	80.00		80.00
352	05/09/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	61.12		61.12
391	05/09/2023		Petty Cash		milk	local store	X	0.90		0.90
393	05/09/2023		Petty Cash		coffee	Tesco	X	5.49		5.49
359	05/09/2023		01 - Nat West Current		Rec Maintenance	Handyman	X	170.50		170.50
360	05/09/2023		01 - Nat West Current		grass cutting	Handyman	X	15.50		15.50
392	05/09/2023		Petty Cash		cleaning materials	Tesco	X	1.52		1.52
358	05/09/2023		01 - Nat West Current		Greenfield Centre maintenance	Handyman	X	166.63		166.63
356	05/09/2023		01 - Nat West Current		Greenfield Centre grounds mai	Handyman	X	461.12		461.12
355	05/09/2023		01 - Nat West Current	BACS	diesel	Morrisons	X	86.72		86.72
362	05/09/2023		01 - Nat West Current		ground maintenance frenchay	Handyman	X	166.62		166.62
357	05/09/2023		01 - Nat West Current		Hambrook maintenance	Handyman	X	224.75		224.75
361	05/09/2023		01 - Nat West Current		grass cutting	Handyman	X	31.00		31.00
364	06/09/2023		01 - Nat West Current	Debit card	ID cards	The Plastic Card Factory	S	69.47	13.89	83.36
363	06/09/2023		01 - Nat West Current	Debit card	paint	Amazon	X	26.83		26.83
225	15/09/2023		01 - Nat West Current		salary		X			
227	15/09/2023		01 - Nat West Current	BACS	salary		X			
220	15/09/2023		01 - Nat West Current	BACS	salary		X			
222	15/09/2023		01 - Nat West Current	BACS	salary		X			

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
224	15/09/2023		01 - Nat West Current	BACS	salary		X				
226	15/09/2023		01 - Nat West Current	BACS	salary		X				
223	15/09/2023		01 - Nat West Current	BACS	salary		X				
221	15/09/2023		01 - Nat West Current	BACS	salary		X				
376	15/09/2023		01 - Nat West Current		salary		X				
378	15/09/2023		01 - Nat West Current	BACS	salary		X				
371	15/09/2023		01 - Nat West Current	BACS	salary		X				
373	15/09/2023		01 - Nat West Current	BACS	salary		X				
381	15/09/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	17.90		17.90	
375	15/09/2023		01 - Nat West Current	BACS	salary		X				
377	15/09/2023		01 - Nat West Current	BACS	salary		X				
383	15/09/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	44.10		44.10	
374	15/09/2023		01 - Nat West Current	BACS	salary		X				
372	15/09/2023		01 - Nat West Current	BACS	salary		X				
379	15/09/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	97.32		97.32	
380	15/09/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	29.99		29.99	
382	15/09/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	73.64		73.64	
384	15/09/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	48.66		48.66	
366	18/09/2023		01 - Nat West Current	DD	sage payroll	Sage	S	8.00	1.60	9.60	
365	18/09/2023		01 - Nat West Current		mobile top up	Vodafone	X	10.00		10.00	
367	20/09/2023		01 - Nat West Current	DD	rates	South Gloucestershire Council	X	337.00		337.00	
386	20/09/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	272.89		272.89	
387	20/09/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	176.12		176.12	
385	22/09/2023		01 - Nat West Current		Plant sales	Emorsgate Seeds	L	9,550.40	382.02	9,932.42	
389	25/09/2023		01 - Nat West Current	DD	Duckpond electric	Total Energies	L	35.15	1.76	36.91	
388	25/09/2023		01 - Nat West Current	DD	Greenfield Centre Electric	Total Energies	S	261.39	52.28	313.67	
370	27/09/2023		01 - Nat West Current		sim cards	Vodafone	S	48.58	9.72	58.30	
368	28/09/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10	
369	29/09/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S	84.23	16.85	101.08	
390	29/09/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	25.55		25.55	
Total									870.17	23,534.26	24,404.43

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
466 General Costs	03/11/2023		01 - Nat West Current	BACS	Electrical works in Greenfield C	M.E.S Electrical	X			
467 General Costs	03/11/2023		01 - Nat West Current	BACS	Electrical works in Greenfield C	M.E.S Electrical	X			
470 General Costs	03/11/2023		01 - Nat West Current	BACS	Electrical works in Greenfield C	M.E.S Electrical	X	480.00		480.00
542 Allotments	04/11/2023		Petty Cash		allotment key deposit refund	Plot 18	X	10.00		10.00
541 Postage and Stationery	04/11/2023		Petty Cash		stationery	Tesco	X	1.40		1.40
471 Recreation Field	07/11/2023		01 - Nat West Current	BACS	bin empty Rec	South Gloucestershire Counc	E	188.09		188.09
469 Training Courses	07/11/2023		01 - Nat West Current	BACS	Training	SLCC	S	30.00	6.00	36.00
468 Cleaning Materials	07/11/2023		01 - Nat West Current	BACS	cleaning materials	Total Floor Care	S	64.00	12.80	76.80
473 Frenchay	07/11/2023		01 - Nat West Current	BACS	Graffiti removal	South Gloucestershire Counc	S	96.70	19.34	116.04
475 Audit	07/11/2023		01 - Nat West Current	BACS	External Audit	BDO LLP	S	840.00	168.00	1,008.00
474 Litter and dog bins (localism)	07/11/2023		01 - Nat West Current	BACS	dog bin empty	South Gloucestershire Counc	S	2,167.41	433.48	2,600.89
484 Grass Verge Cutting	07/11/2023		01 - Nat West Current	BACS	grass verges	Frome Valley	S	2,036.00	407.20	2,443.20
479 Recreation Field	07/11/2023		01 - Nat West Current	BACS	guttering	The Conservatory & Window	S	1,780.00	356.00	2,136.00
483 Grass Cutting	07/11/2023		01 - Nat West Current	BACS	grass cutting	Frome Valley	S	5,893.00	1,178.60	7,071.60
480 Grass Cutting and Grounds	07/11/2023		01 - Nat West Current	BACS	leaf blower	Amazon	S	116.66	23.33	139.99
482 Frenchay	07/11/2023		01 - Nat West Current	BACS	signs	Sprint Print & Design	S	44.00	8.80	52.80
485 Duckpond Maintenance	07/11/2023		01 - Nat West Current	BACS	Duck pond maintenance	Frome Valley	S	460.00	92.00	552.00
488 Recreation Field	07/11/2023		01 - Nat West Current	BACS	Rec Maintenance	Frome Valley	S	325.00	65.00	390.00
486 Tuckett Field	07/11/2023		01 - Nat West Current	BACS	Tuckett Pond ground maintenance	Frome Valley	S	735.00	147.00	882.00
487 Monks Pool	07/11/2023		01 - Nat West Current	BACS	Monks Pool maintenance	Frome Valley	S	630.00	126.00	756.00
491 Repairs	07/11/2023		01 - Nat West Current	BACS	lighting spares	C.E.F. Yate	S	8.30	1.66	9.96
494 Repairs	07/11/2023		01 - Nat West Current	BACS	plumbing spares	City Plumbing	S	6.62	1.32	7.94
481 Allotments	07/11/2023		01 - Nat West Current	BACS	allotment key deposit refund	Plot 6	X	10.00		10.00
476 Training Courses	07/11/2023		01 - Nat West Current	BACS	Training	ALCA	X	30.00		30.00
505 Asset Management	07/11/2023		01 - Nat West Current	cheque 007086	poppy wreaths	Royal British Legion	X	90.00		90.00
504 Duckpond Maintenance	07/11/2023		01 - Nat West Current	BACS	Duck pond maintenance	Handyman	X	19.00		19.00
499 Recreation Field	07/11/2023		01 - Nat West Current	BACS	Rec Maintenance	Handyman	X	161.50		161.50
490 Recreation Field	07/11/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	18.96		18.96
500 Newleaze	07/11/2023		01 - Nat West Current	BACS	newleaze maintenance	Handyman	X	114.00		114.00
502 Monks Pool	07/11/2023		01 - Nat West Current	BACS	Monks Pool maintenance	Handyman	X	57.00		57.00
489 Grass Cutting	07/11/2023		01 - Nat West Current	BACS	maintenance materials	B & Q	X	8.00		8.00
493 Repairs	07/11/2023		01 - Nat West Current	BACS	paint	B & Q	X	22.00		22.00

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
495 Repairs	07/11/2023		01 - Nat West Current	BACS	Greenfield Centre maintenance	Handyman	X	351.50		351.50
497 Grass Cutting and Grounds	07/11/2023		01 - Nat West Current	BACS	Greenfield Centre grounds mai	Handyman	X	133.00		133.00
472 General Costs	07/11/2023		01 - Nat West Current	BACS	bin empty	South Gloucestershire Counc	X	396.76		396.76
496 General Costs	07/11/2023		01 - Nat West Current	BACS	Greenfield Centre maintenance	Handyman	X	38.00		38.00
492 General Costs	07/11/2023		01 - Nat West Current	BACS	petrol for mower	Tesco	X	9.00		9.00
519 Admin Employers Pension	07/11/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	18.17		18.17
501 Parish Council Van	07/11/2023		01 - Nat West Current	BACS	van maintenance	Handyman	X	28.50		28.50
477 Election Costs	07/11/2023		01 - Nat West Current	BACS	election costs	South Gloucestershire Counc	X	10,963.25		10,963.25
517 Admin Employers Pension	07/11/2023		01 - Nat West Current	BACS	EE Pension	Avon Pension Fund	X	206.11		206.11
518 Admin Employers Pension	07/11/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	30.28		30.28
503 The Dingle	07/11/2023		01 - Nat West Current	BACS	grass cutting	Handyman	X	19.00		19.00
498 Bus Shelters	07/11/2023		01 - Nat West Current	BACS	bus shelters cleaning	Handyman	X	28.50		28.50
540 General Costs	07/11/2023		01 - Nat West Current	BACS	window cleaning	P Walker	X	160.00		160.00
521 G/Centre Employers Pension	07/11/2023		01 - Nat West Current	BACS	ER Pension	Opt Pensions	X	44.37		44.37
520 G/Centre Employers Pension	07/11/2023		01 - Nat West Current	BACS	EE Pension	Opt Pensions	X	73.94		73.94
507 Allotments	10/11/2023		01 - Nat West Current		allotment key deposit refund		X	10.00		10.00
506 Grants to Local Organisation:	10/11/2023		01 - Nat West Current		grant	Winterbourne Sports Associa	X	1,101.90		1,101.90
478 Bee Bold Grant	12/11/2023		01 - Nat West Current	BACS	Bee Bold Grant	Bidwells	S	1,249.08	249.82	1,498.90
514 Cleaning of Commons	15/11/2023		01 - Nat West Current		salary		X			
516 Public toilet Security	15/11/2023		01 - Nat West Current	BACS	salary		X			
509 Admin salaries	15/11/2023		01 - Nat West Current	BACS	salary		X			
511 Admin salaries	15/11/2023		01 - Nat West Current	BACS	salary		X			
513 Cleaning Salary	15/11/2023		01 - Nat West Current	BACS	salary		X			
515 Caretaker Salary	15/11/2023		01 - Nat West Current	BACS	salary		X			
512 Greenfield Centre Salaries	15/11/2023		01 - Nat West Current	BACS	salary		X			
510 Greenfield Centre Salaries	15/11/2023		01 - Nat West Current	BACS	salary		X			
543 Allotments	15/11/2023		Petty Cash		allotment key deposit refund	Plot 14	X	10.00		10.00
524 sage payroll	16/11/2023		01 - Nat West Current	DD	sage payroll	Sage	S	8.00	1.60	9.60
544 Canteen	17/11/2023		Petty Cash		coffee	Tesco	X	5.00		5.00
522 Rates	20/11/2023		01 - Nat West Current	DD	rates	South Gloucestershire Counc	X	337.00		337.00
527 HMRC payment Admin	20/11/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	560.95		560.95
528 HMRC payment Gr/C	20/11/2023		01 - Nat West Current	BACS	HMRC payment	HMRC	X	354.08		354.08
523 Gas	21/11/2023		01 - Nat West Current	DD	Greenfield Centre Gas	Total Energies	L	580.15	29.00	609.15
508 Repairs	22/11/2023		01 - Nat West Current		fire doors	The Conservatory & Window	S	1,920.00	384.00	2,304.00

Winterbourne Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
526 Duckpond Electric	23/11/2023		01 - Nat West Current	DD	Duckpond electric	Total Energies	L	37.64	1.88	39.52
525 Electric	23/11/2023		01 - Nat West Current	DD	Greenfield Centre Electric	Total Energies	S	302.56	60.51	363.07
545 Allotments	24/11/2023		Petty Cash		allotment key deposit refund		X	10.00		10.00
536 Photocopier	27/11/2023		01 - Nat West Current	DD	Photocopying	Siemens	S	183.88	36.78	220.66
537 Water	28/11/2023		01 - Nat West Current	DD	monthly water payment	Everflow Water	X	106.90		106.90
538 Allotment Water	28/11/2023		01 - Nat West Current	DD	allotment water	Everflow Water	X	3.51		3.51
539 Tuckett Field Water	28/11/2023		01 - Nat West Current	DD	Tuckett Field water	Everflow Water	X	3.51		3.51
532 Computer Costs	29/11/2023		01 - Nat West Current	DD	monthly computer cost	Owen IT	S	57.58	11.52	69.10
533 Recreation Field	29/11/2023		01 - Nat West Current		sim cards	Vodaphone	S	48.58	9.72	58.30
530 Allotments	29/11/2023		01 - Nat West Current	BACS	allotment key deposit refund	Plot 9	X	10.00		10.00
531 Allotments	29/11/2023		01 - Nat West Current	BACS	Allotment rent	Plot 30	X	48.00		48.00
529 Postage and Stationery	29/11/2023		01 - Nat West Current	Debit card	postage to return faulty lock	Squire locks	X	4.69		4.69
534 Telephone and Internet	30/11/2023		01 - Nat West Current	DD	Telephone and Internet	Onecom	S	84.23	16.85	101.08
535 Bank Charges and Interest	30/11/2023		01 - Nat West Current	BACS	Bank charges	Nat West	X	32.24		32.24
Total								41,192.48	3,848.21	45,040.69

