

**WESTERLEIGH PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
Monday November 26<sup>th</sup> 2018 Manor Hall annex, Coalpit Heath 7.15pm**

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Present: Cllr Lean (Chair) Cllr Clark Cllr Taylor Cllr Gibbs Clerk/RFO: S Simmons

120. Apologies for absence  
Cllr Blackmore
121. Declarations of Interest under the Localism Act 2011  
Cllr Taylor declared an interest in agenda item 6 (Minute 125)
122. To approve the Minutes of the last F & GP meeting 29.10.2018  
The 3 committee members that had attended the meeting on 29.10.18 approved the Minutes as a true record and they were duly signed by the Chair
123. Committee to receive Bank Reconciliation for October 2018  
Received with no questions arising
124. Committee to receive information on income for period Oct – Nov 23<sup>rd</sup> 2018  
The Clerk reported the receipt of £350 from Kendleshire Golf Club in payment for an advert in the recently published Parish Guide.
125. Committee to consider cost of electrical upgrade on Westerleigh Village Green  
During new street lighting installation by SGC an issue was discovered with a socket in a feeder pillar on Westerleigh Village Green. The socket is used for the Christmas tree lights. SGC identified that a new socket/timer was required and supplied the Clerk with a quote for £152 to supply and fit.  
The Committee agreed to pay for this from the money set aside in the budget under 'Cenotaph'. The work should be completed by the time the Xmas Tree goes up on December 1<sup>st</sup> 2018.
126. Committee to discuss any issues in regard to current budget year 2018/19  
There are no issues in regard to the 2018/19 budget and forecasts. Clarification was given of the relatively large amounts still to be spent before 31.3.2019 versus minimal income expected in that period.
127. Committee to approve payment of accounts

SLCC	Clerk Training 6.12.18	12.50
S Simmons	Norton Antivirus renewal to 24.11.2019	24.99
S Simmons	Document archive boxes	14.95
HMRC	November PAYE	339.85
Avon Pension Fund	Pension contribution	46.08
S Simmons	November salary	1,325.50
Broxap	Litter Bin	359.94
SLCC	Membership renewal 1.1.19-31.12.19	175.00
S Simmons	Yate Storage DEPOSITS	170.00
S Simmons	Yate Storage Month 1 rental 21/11-20/12	75.00

The Clerk gave explanations of all the payments and they were unanimously approved. It was also approved that the Clerk can set up a standing order to pay for the Yate storage unit.

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128. Committee to receive SGC costings for 2019 local elections  
SGC have sent an estimate of local election costs of £4217.28 if the Parish Council election is contested. This compares with a cost in 2015 of £3775.54 when 1 of the 2 wards was contested.
129. Committee to discuss preliminary budget 2019/20  
The Committee went through the allocations of budget against all items and the updated version of this is attached.
130. Committee to approve 2019/20 precept request to SGC  
At the last F & GP meeting the committee suggested a zero % increase on the Parish precept. At the Full Parish Council meeting on November 12<sup>th</sup> 2018 this was agreed. The Committee now approve the Clerk to request this precept from SGC. The amount is £78654.
131. Committee to receive any other finance information/requests from the Clerk/RFO
- Request to purchase new 11<sup>th</sup> edition of Arnold Baker – the definitive book on Local Government Administration & Law and includes 2018 GDPR legislation. Current edition is 5 years out of date. SLCC member price £103.99 instead of £129.99. **This was approved by the Committee.**
  - Registration for ILCA - £99 As agreed at Clerk's appraisal. **This was approved by the Committee.**
  - Choice/Appointment of Internal Auditor for 2018/2019 accounts The Committee approved the Clerk to approach the same internal auditor as used in 2018.
  - Confirmation of storage contract – the Clerk gave details of the unit at Backfield Business Park, Iron Acton. The Clerk has details of what is in storage for reference. The Clerk set up the contract and paid the initial fees and now a Standing Order for the £75 a month (inc VAT) will be set up.
  - Expecting final invoice from MJ Abbott – should be £350 less than expected as the shockwave machine was not used. It was also mentioned at this point that there is a right of way onto the playing field through the field on Shorthill Road – the Clerk will try and investigate this.
132. Committee to consider any planning applications needing attention including:

PT18/5011/PNA Prior notification of the intention to erect 1 no. agricultural building for the storage of farm machinery and fodder. Church Leaze Farm Henfield Road Coalpit Heath Bristol South Gloucestershire BS36 2UY

**The following comment has been submitted to SGC:** Westerleigh Parish Council share the concerns of the Landscape officer and object to the position of the proposed building.

If the additional building is for associated farm machinery/fodder why would it not be sited next to the existing buildings? These are substantial and already offer additional storage.

The position in the landscape at a high point gives rise to loss of visual amenity and in particular from the historic Dramway footpath. A position at a lower level would be preferred.

*(NB this was submitted as a Parish Council response since 2 additional Cllrs were in attendance and participated in the discussion)*

PT18/5190/F Erection of single storey side extension to facilitate conversion of existing building into 1 No. dwelling and associated works. Barn At Primrose Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP

**The Committee have no objections.**

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133. Committee to note correspondence  
- Minutes of the 45<sup>th</sup> ALCA AGM 6.10.18  
- Question from resident regarding Parish Guide  
- Meeting regarding Frampton Cotterell Youth Group – Tuesday November 27<sup>th</sup> 7pm at the Brockeridge centre
134. Committee to note Parish Council approval of increase in Clerk salary to NALC Scale Point 31.  
Noted
135. Items considered urgent or exempt by the Chair  
See separate exempt minutes
136. Date of next F & GP Committee meetings  
January 28<sup>th</sup> 2019; April 29<sup>th</sup> 2019;
137. Agenda items for next F & GP meeting  
Further consideration of 2018/19 forecasts and 2019/20 budgets

DRAFT

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WESTERLEIGH PARISH COUNCIL



PRELIMINARY 2019-2020 BUDGET

INCOME	2019/2020 BUDGET			2018/19 Budget			2018/19 Forecasts & actuals		
	BUDGET 19/20	18/19 Closing EARMARKED Funds	TOTAL 19/20 ALLOCATION	I & E BUDGET 18/19	17/18 Closing EARMARKED Funds	TOTAL 18/19 ALLOCATION	ADJ	FORECAST I & E 18/19	ACTUALS 31/10/18
Bitterwell Lake - chalet rent/fishing rights	9740		9740	9740				9740	4870
Community Benefit - Says Court	19800		19800	19800				19800	19800
CIL (Community Infrastructure Levy) TBC	8500		8500	3,876.85				3876.85	3876.85
Interest/other	100		100	100				902.26	517.26
VAT refund (at 31/10/18)	6421.61						10307.03	10307.03	10307.03
LTCR Grant	0		0	854				854	854
Precept TBC	78654		78654	78654				78654	78654
<b>TOTAL INCOME</b>	<b>123215.61</b>	<b>0</b>	<b>123215.61</b>	<b>113024.85</b>	<b>44152.97</b>	<b>157177.82</b>	<b>10307.03</b>	<b>124134.14</b>	<b>118879.14</b>
<b>EXPENDITURE</b>									
<b>Finance &amp; G P Committee</b>									
Salaries & Costs	30000		30000	30000		30000		21593.27	12343.27
JGCC	500		500	500		500		0	0
Administration:			0						
Office expenses/telephone/com	2000		2000	2000		2000		1245.00	405.16
Councillor expenses/training	1000		1000	1000		1000		60	60
Chairmans allowance	0		0	0		0		0	0
Subscriptions/publications	1000		1000	900		900		900	538.94
Room Hire	600		600	600		600		401.25	201.25
Insurance	2500		2500	2200		2200		1752.14	1752.14
Advertising	300		300	300		300		300	0
Office equipment	300		300	300		300		200	11.99
Audit fees	1000		1000	1000		1000		625	625
GDPR	1000		1000	1000		1000		0	0
Legal fees/consultancy	1000		1000	500		500		0	0
Elections	2000	6000	8000	3000	3000	6000		0	0
Parish Initiatives	0		0	0		0		0	0
Parish Plan	0		0	0		0		0	0
CAB	1000		1000	800		800		800	800
Manor Hall	7500		7500	7500		7500		7500	1600
Website design/host	1120		1120	1120		1120		120	120
S 137 Payments									
GRANTS	7000		7000	7000		7000		7000	5762
Remembrance Day	50		50	0		0		37.98	37.98
<b>COMMITTEE TOTAL</b>	<b>59870</b>	<b>6000</b>	<b>65870</b>	<b>59720</b>	<b>3000</b>	<b>62720</b>	<b>0</b>	<b>42534.64</b>	<b>24257.73</b>
<b>Environment &amp; Leisure Committee</b>									
WPF									
play inspections	2000		2000	2000		2000		2000	722
repairs and maintenance/new	2000		2000	3000		3000		1500	642
Newman									
play inspections	2000		2000	2000		2000		2000	725.5
repairs and maintenance	2000		2000	3000		3000		1500	180
Bins									
dog/litter bins	6000		6000	5000		5000		5076	2961
Bus Servs									
night bus	0		0	0		0		0	0
community transport	0		0	0		0		0	0
Youth provision									
contribution	3000		3000	3000		3000		3000	0
Bus shelter									
repairs and maintenance	500		500	600		600		500	228
Public seats									
repairs and maintenance	500		500	500		500		0	0
Pansy Vale									
works	500		500	500		500		0	0
The Pound									
works	500		500	500		500		0	0
Mayshill									
works	500		500	300		300		0	0
Ivory Wood									
works	500		500	300		300		0	0
Westerleigh									
Cenotaph									
works	500		500	200		200		152	0
Grass cut									
annual contract & SGC	13000		13000	12500		12500		12130	6937
Environment									
improvements	0		0	0		0		0	0
Bitterwell									
Loo/paths/access/car park tidy/ae	3500		3500	3500		3500		3000.00	1415.66
Lake									
Chalet	1000		1000	500		500		800	697.22
<b>CIL Benefit projects</b>	<b>8500</b>	<b>354.35</b>	<b>8854.35</b>	<b>3,876.85</b>				<b>3522.5</b>	<b>3797.5</b>
Memorial Bench	0		0					509.05	509.05
<b>Community Benefit Projects</b>									
19800	8863.47	28663.47	19,800.00	41,152.97	9963.47	1100			0
Avon Wildlife Trust at Says Court Farm			0			5219		5219	0
Manor Hall Toddler Area			0			18000		18000	0
Bitterwell Lake			0			480		480	480
Newman Field			0			2474.17		2474.17	2474.17
Westerleigh Playing Field			0			24665.5		24665.5	16915.5
Coalpit Heath War Memorial			0			150.83		150.83	150.83
<b>COMMITTEE TOTAL</b>	<b>66300</b>	<b>9217.82</b>	<b>75517.82</b>	<b>61076.85</b>	<b>41152.97</b>	<b>98352.97</b>	<b>0</b>	<b>87779.05</b>	<b>38835.43</b>
<b>TOTAL EXPENDITURE</b>	<b>126170</b>			<b>120,796.85</b>	<b>44,152.97</b>	<b>161,072.97</b>	<b>0.00</b>	<b>130,313.69</b>	<b>63,093.16</b>
<b>SUPLUS/DEFICIT</b>	<b>-2954.39</b>			<b>-7,772.00</b>		<b>-3,895.15</b>		<b>30,759.28</b>	

NB All budget figures exclude VAT (apart from refund)

18/19 allocation minus forecast expenditure