

Westerleigh Parish Council Finance & General Purposes Committee
August 12th 2019 - Manor Hall Red Brick Annex 7.15pm

Present: Cllr Jon Lean, Cllr Bob Taylor, Cllr Rob McCullough, Cllr Alice Di-Duca, Cllr T Clark, Cllr Carol Goddard

Clerk: Sue Simmons

167. Apologies for absence
There were no apologies for absence – the entire Parish Council was in attendance.
168. Committee to appoint a Chair
Cllr Taylor asked Cllr Lean if he was prepared to stand as Chair of the F & GP Committee again. He said he was and so he was proposed by Cllr Taylor, seconded by Cllr Goddard and unanimously approved as Chair.
169. Declarations of Interest under the Localism Act 2011
None
170. Committee to Approve Minutes of F & GP meeting held on April 29th
The Minutes were approved by the three Cllrs that had been at the meeting on 29.4.19
171. Committee to receive Bank reconciliations for April – July 2019
The Bank Reconciliations were noted without questions.
172. Committee to receive Income & Expenditure details vs Budgets
The Clerk gave the following report:
Income: Due to debts that will be covered later in the meeting and a change of tenant the expected income is currently down by 4.7% at the end of July.
F & GP Expenditure is as expected or less. £8000 was not needed for local elections as both PC wards were uncontested.
E & L Expenditure is as expected although there will be some unexpected costs during September.
Grants: There is £9000 of Community Infrastructure levy available to allocate, and £18,500 of Says Court Solar Farm benefit available to allocate. Both are for Community projects. The S137 allowance is close to the budget figure although the allowed allocation is at least $£8.12 \times 1383 = £11230$. (2018/19 values).
173. Committee to receive details of debts owed to the PC
£3246.67 is owed to the Council for overdue payment of rental and licence fees.
174. Council to consider any planning applications considered urgent that have been posted on South Gloucestershire Council planning list including:

P19/09293/F Demolition of existing rear conservatory. Erection of a single storey rear extension to form additional living accommodation. 33 Mill Crescent Westerleigh Bristol South Gloucestershire BS37 8QS
WPC has no objections to this application.

P19/09748/O Demolition of existing sun room and first floor extension. Erection of 1no. semi-detached dwelling and associated works (Outline) all matters reserved 233 Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2QJ
WPC objects to this application for the following reasons: (a) the addition of a semi detached building to an existing semi creates a terrace and therefore the neighbours of the applicant become an end of terrace rather than a semi, so it is detrimental to them. The applicant's property becomes a mid-terrace, and the new dwelling(s) would be end of terrace. (b) the application says for semi-detached dwelling but is in fact for two flats. (c) there is already congestion of vehicles at the rear of these properties which will be added to by the two new properties.
- P19/10001/ADV Land To The East Of Park Lane Coalpit Heath South Gloucestershire Advertising sign
WPC makes no comment on this application.
175. Committee to consider Grant Applications
Yate Heritage Centre
It was agreed unanimously to make a grant of £300 to YHC from the CIL budget.

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176. Committee to discuss and approve Chalet rental rate, deposit and Lake Fishing Licence fees for new arrangement

THE CHALET

The Committee noted that the rental has been at £395 per month since at least as far back as 2011 maybe longer.

Market rates were compared although there aren't really comparable properties available in such unique situations as the property at Bitterwell Lake. It was agreed that the rental rate for a tenant not operating the Lake Fishing Rights and Lake management role would be £750 per calendar month. Where The Chalet is rented by the Lake Fishing Rights holder the rental will be discounted by £200 per month.

Legislation dictates that for a monthly rental of £550 the max deposit is £634.00 and WPC will once again use the Deposit Protection Scheme to hold this for a new tenant.

The rental will be reviewed each year 2 months before the anniversary of the rental agreement with a view to notifying the tenant of any increase in good time (before the statutory 28 days) prior to the anniversary, when the new rate would commence. The maximum increase will be limited to the %age of the latest Retail Price Index (RPI) available at the time of the review.

(For example if the anniversary was September the review would take place at a July meeting and be notified immediately to the tenants for an increase on the anniversary or at the start of the month following the anniversary if that date is not the 1st of the month.)

FISHING RIGHTS

The current price to the Licensee(s) for Fishing Rights and the Lake management business is £5000 per annum.

The Committee would like to know more about the changes over the past ten years so the Clerk will aim to contact past Cllrs for their recall of the situation.

The amount will stay at £5000 now but will be subject to review and it is hoped that the Fishing Consultant to be used to do a Lake Audit during the next 6 months may give some guidance and advice.

Payment terms can be sorted to suit cash flow and the PC reserves the right to review the fees through the period of the licence.

177. Committee to approve payment of accounts

Westerleigh newsletter	Grant	100.00
S Simmons	For Amazon - Laminator/Diary for 2020	28.97
HMRC	July PAYE	338.85
APF	Pension July 19	95.89
S Simmons	Salary	1,359.37
Konica Minolta	Printer standing charge	37.19
Absolutely PC	Web hosting	144.00
ALCA	Training course Cllr Di-Duca	60.00
S Simmons	Clerk Expenses	119.26
Hands/J Thornton	Bin emptying	404.00
nPower	Aerator at Bitterwell Lake IN CREDIT	0.00
Yate Storage	Storage at Backfield Farm	75.00
CPS	Grass cutting August 2019	1,094.88
Andyloos	Disabled access loo at Bitterwell Lake	209.76
Manor Hall	Room Hire Aug 12 th	13.50

All payments were unanimously approved and duly signed.

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178. Committee to receive information and make choices in regard to Local Government Pension Scheme/Avon Pension Fund options for the PC

The Clerk explained the basics of OPEN and CLOSED status:

(a) Continue as now, with APF as the preferred Clerk Pension scheme for the next or future Clerks, and flow any surplus (or deficit) across a number of years, retaining an "OPEN" resolution with the scheme.

b) Plan to leave the APF scheme, make it "CLOSED" to new Clerks in the future and flow the EXIT cost (currently c.£30k) over a number of years.

Option (b) would then leave WPC free to use an alternative scheme at a lower cost to the Employer (possibly) for future Clerks.

The Committee/Parish Council (as all Cllrs present) approved (a) maintaining OPEN resolution.

179. Correspondence/Communication with Westerleigh Parish Council

From SGC: HENFIELD ROAD WAITING RESTRICTIONS

Other received items: Thank you letter from WNW.

Care Farm Proposal S Harper of Be Empowered/Be Farm Futures – invited to attend PC meeting in next month or so

JSP Examination – Inspectors post-July hearings letter. SGC/WECA response should be published in next two weeks.

ALCA In Short briefing note

LGPS/APF – update on tribunal findings that may affect pension valuations

Meetings

CEF 11.11.2019 Greenfield Centre 7pm

ALCA AGM Sat Oct 5th 10.30-12.30 Flax Bourton Clerk to attend

ALCA Clerk Networking meeting 4/9/2019 at Emersons Green TC Clerk to attend

SLCC Training – Oct 30th Cheltenham Regional Training seminar covering Web Accessibility legislation - Clerk approved to attend

180. Council to receive information from Clerk regarding ongoing matters and approval where relevant

End of Year accounts/Period of Exercise of Public Rights – no requests received.

Councillor vacancies – to report resignation of Cllr King and Casual Vacancy advertising passed without applicants – PC are now free to co-opt.

Bank signatories – Clerk plus 5 Cllrs now set up on mandate

General works update – bins/lake car park – Bins are in place, bin emptying has started; Lake – top car park surfacing has started today (12.8.19)

Accounts software package information – Scribe is the preferred system but now is not a good time for Clerk to action due to other commitments; put on hold and consider in budget at end of year for start of 2019/2020.

CPS Grass cutting contract – following some issues (cricket field not cut/Newman Field not cut properly) Clerk and Chris Richardson spoke and resolve matters.

Lake neighbour has complained about late night/early morning gate noise – bearing with till new manager in place.

181. Items considered urgent or exempt by the Chairman - See Exempt Minutes

182. Dates of future Parish Council meetings/Committee meetings

- Parish Council Meeting September 9th 7.15pm Westerleigh Village Hall
- Staff Committee meeting to take place immediately prior to above at 6.30pm
- F & GP Committee meeting Monday October 28th 2019 Manor Hall Red brick annex 7.15pm

The main meeting closed at 8.20pm.

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INCOME & EXPENDITURE vs BUDGET 2019-2020		MONTH												NETT OF VAT			
INCOME		ALLOCATIONS	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL	%age of BUDGET	
		19/20	ADJ	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	BUDGET
Bitterwell Lake - chalet rent/fishing rights		9,740.00		2895												2895	30%
Community Benefit - Says Court		19,800.00			19800											19800	100%
CIL payment for 17/18		9,674.95		9674.95												9674.95	100%
Interest/other		100		8.07	457.82	7.06										472.95	
Memorial bench donations				594													
VAT refund		11177.3		11177.3													
LTCR Grant		306.00		153												153	50%
Precept		78,654.00		39327												39327	50%
TOTAL INCOME		129,452.25	0.00	63,829.32	20,257.82	7.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84094.2	65%
Farmarked carried fwd funds		31930.97															
		161,383.22															
EXPENDITURE																	
Finance & G P Committee																	
Salaries & Costs	Clerk	30,000.00		1807.77	1843.61	2443.64	1881.86									7976.88	27%
	JPC	500														0	0%
Administration:																	
	Office expenses/te/computer/br/bent	2,000.00		171.78	116.95	97.2	149.14	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	1035.07	52%
	Councillor expenses/training	1,000.00				60	60									120	12%
	Chairmans allowance	0														0	#DIV/0!
	Subscriptions/publications/tickets	1000		590.26	24.3											614.56	61%
	Room Hire	600		58		20	49.5									127.5	21%
	Insurance	2,500.00			1790.71											1790.71	72%
	Advertising	1000		153												153	15%
	Office equipment	300														0	0%
	Audit fees	1000			225											225	23%
	GDPR	1000															
	Legal fees/consultancy	500														0	0%
	Elections	8,000.00														0	0%
	Parish Initiatives	0														0	#DIV/0!
	Parish Plan	0														0	#DIV/0!
	CAB	1000														0	0%
	Manor Hall	8,068.52														0	0%
	Website design/hoat	1120					120									120	11%
S 137 Payments	GRANTS	7,000.00		3750		2868	100									6718	96%
	Remembrance Day	50.00														0	
	COMMITTEE TOTAL	66,638.52	0.00	6,530.81	4,000.57	5,488.84	2,360.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	18880.72	28%
Environment & Leisure Committee																	
WPF	play inspections	2,000.00		73.75		198										271.75	14%
	repairs and maintenance/new	2,000.00		3.59												3.59	0%
Newman	play inspections	2,000.00		73.75		198										271.75	14%
	repairs and maintenance	2,000.00		645.5												645.5	32%
Bins	dog/litter bins	6,000.00		392	541	820	404									2157	36%
Youth provision	contribution	3,000.00														0	0%
Bus shelter	inspection/repairs/maintenance	500				66										66	13%
Public seats	repairs and maintenance	500														0	0%
Pansy Vale	repairs and maintenance	500														0	0%
The Pound	works	500														0	0%
Mayshill	works	500														0	0%
Ivory Wood	works	500														0	0%
Cenotaph	works	500														0	0%
Grass cut	annual contract & SGC	13,000.00		912.4	1322.17	912.4	912.4									4059.37	31%
Bitterwell	Loo	2,400.00			167.2	174.8	152									494	21%
Bitterwell	Aerator electricity	400.00		29.45	30.46											59.91	15%
Bitterwell	Paths/access/car park/other	700.00														0	0%
Lake	Chalet	1000					379.88									379.88	38%
CIL money		9764.35				800										800	8%
Memorial Bench		1118		610	314.1	220										1144.1	102%
Community Benefit		18696.05				300										300	2%
Avon Wildlife Trust																0	
Manor Hall toddler Area		18,000.00		1124.4												1124.4	6%
Bitterwell lake path		4,408.00			4408											4408	100%
Bitterwell lake gates		960.00		960												960	100%
Bitterwell top car park		2,100.00														0	0%
WPF new gate		385.00				385										385	100%
	COMMITTEE TOTAL	93,431.40	0.00	4,824.84	6,782.93	4,074.20	1,848.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,530.25	19%
	TOTAL EXPENDITURE	160,069.92	0.00	11,355.65	10,783.50	9,563.04	4,208.78	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	36,410.97	23%
	SUPLUS/LOSS	1,313.30															