

WESTERLEIGH PARISH COUNCIL
Finance & General Purposes Committee Meeting
Monday March 23rd 2020 Manor Hall red brick annex 7.15pm

Present: Cllr J Lean (Chair of F & GP) Cllr R Taylor (Chair of WPC) Cllr R McCullough (Vice-Chair of WPC) Clerk/RFO S Simmons

Special Note:

This meeting was held during the period of the COVID-19 pandemic when vulnerable people have been asked to stay at home, anyone with symptoms of the virus in their household asked to self-isolate, and only minimum groups asked to congregate. It was therefore decided to hold this meeting with only the quorate minimum number of Councillors (3).

Post meeting note - Immediately following this meeting at 8.30pm the Prime Minister announced a more serious limitation of movement, asking everyone to stay at home for the next three weeks, apart from essential movement.

217. **Apologies for absence**

Apologies had already been accepted from Cllr DiDuca and Cllr Goddard, and Cllr Clark was on standby to make up the quorum but did not attend as per the special note above.

218. **Declarations of Interest under the Localism Act 2011**

None

219. **URGENT MATTER (Agenda item 15.1 brought forward)**

To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents.

The Committee approved the following to form an addendum to the current Standing Orders and Financial Regulations of the Parish Council:

a) The Clerk has approval to pay for any expenditure planned and covered in the annual Parish Council budgets for 2019/20 or 2020/21. This includes, but is not limited to salary, PAYE, expenses, pension payments, contractors bills, play equipment maintenance, play inspections, planned equipment purchases, Council Tax, Chalet demolition charges and so on.

b) Any additional requests requiring authorisation should be emailed to each Parish Councillor and email approval required from a majority. This will include grant applications and planning applications.

c) As covered by current Financial Regulations when any face-to-face meeting does happen payment confirmations will be checked by at least 2 Councillors to match invoices.

d) The Clerk will send monthly Bank Reconciliations, copies of Bank Statements, and updated Income/Expenditure v Budgets, by email to Parish Councillors.

e) The Clerk will send draft copies of the Annual Governance & Accountability Return when prepared in April/May.

These powers will remain in force until a full meeting of the Parish Council when they will be reviewed/ended/extended.

220. **Committee to Approve Minutes of F & GP meeting held on November 28th 2019**

These Minutes were already approved at the Full Council meeting on January 13th 2020

221. **Council to consider any planning applications considered urgent that have been posted on South Gloucestershire Council planning list including:**

P20/03892/CLE Continued use as a residential dwelling unrestricted by its agricultural occupancy. Athelstan House Oakley Green Westerleigh South Gloucestershire BS37 8QZ

The Committee feel that due to the long history associated with this property/application it is best left to the SGC Planning & Legal teams to make decisions.

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P20/04416/F Erection of first floor and single storey rear extensions to existing garage to form 1 No. dwelling with associated works. | 24 Bitterwell Close Coalpit Heath South Gloucestershire BS36 2UQ

The Committee wish to comment that this property is outside the settlement boundary, not inside as incorrectly stated in the Design & Access Statement. There do not appear to be any special circumstances for this application to be approved.

222. **Committee to receive Bank reconciliations for November/December/January/February**
Received – no questions arising
223. **Committee to receive Income & Expenditure details vs Budgets**
Received with no questions arising
224. **Committee to receive details of debts owed to the PC (unless Exempt)**
No further updates to make
225. **Committee to discuss budget arrangements and decisions relating to future works at Bitterwell Lake**
The only outstanding purchase is the lake aerator.
The Lake Manager is in the process of finishing the lake shed/office.
Decisions may need to be taken over keeping the lake open as the COVID-19 situation evolves and along with this decisions relating to the hired portable toilet unit.
The Lake Manager will maintain responsibility for feeding the fish stock.
226. **Committee to discuss budget arrangements and decisions relating to future works at the Chalet**
The Bat/Bird Roost Assessment report took place on Monday 16th March and the report was received today. The report shows there is no presence of bats. The timing of the demolition of the shed may affect nesting birds. The Clerk will forward the report to the Planning Officer dealing with P20/00423/F and explain that the Parish Council are happy to comply with the suggested checks and mitigation in regard to any nesting birds.
The Committee noted that if planning permission is received the next required stage is to hold a full meeting of ALL Cllrs to pass the resolution to apply for a loan. This may prove problematic until the COVID-19 restrictions are relaxed or unless special arrangements are passed for Parish Councils to operate.
227. **Committee to receive information regarding financial implications of Ash die-back**
No further information at this point in time but £10,000 is allocated in the 2020/2021 budget.
228. **Committee to consider and approve 2020/2021 Budget**
The Committee approved the draft budget for 2020/2021 as prepared by the Clerk. (See attached)
229. **Committee to approve payment of accounts**

Refer to Minute 219
230. **Correspondence/Communication with Westerleigh Parish Council**
From SGC:
Planning Enforcement department presentation
Coronavirus information (SGC/NALC/SLCC/PHE/WHO)
Other received items:
Grant applications from Brightwell and Scouting at Mafeking Hall (Refer to Minute 219 for details of progressing these)
231. **Council to receive information from Clerk regarding ongoing matters and approval where relevant including:**
231.1 Arrangements for internal and external audits – The internal auditor has confirmed that subject to any health or government restrictions he is hoping to carry out the internal audit however it may be necessary

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for the Clerk to take a crate of files to him rather than him do it at her office.

231.2 Approvals to enable final end of year payments – covered by Minute 219

231.3 Back-ups The Clerk gave back-up USB sticks to the Chair of both the Parish Council and the F & GP Committee.

231.4 Annual Parish Meeting – postponement notice sent out. Current rules state this is supposed to happen between 1st March and 1st June but the COVID-19 situation may change this and association advice is that no legal challenge would be issued for any late meeting.

231.5 Annual Parish Council Meeting – this is supposed to happen by law in May each year but may change as above. The current Chair and Vice-Chair of the Parish Council and the Chair of the F & GP Committee agreed at this meeting (F & GP 23.3.20) that they are happy to remain in post until the Annual Parish Council Meeting takes place.

232. Items considered urgent or exempt by the Chairman
See Minute 219 above. There were no exempt items.

233. Dates of future Parish Council meetings/Committee meetings:
Meeting dates will be confirmed as soon as restrictions allow

The meeting closed at 7.40pm

WESTERLEIGH PARISH COUNCIL



2020/21 DRAFT BUDGET

INCOME		2020/2021 BUDGET			2019/20 Budget			2019/2020 Forecasts		
		BUDGET 20/21	19/20 Closing EARMARKED Funds	TOTAL 20/21 ALLOCATION	I & E BUDGET 19/20	18/19 Closing EARMARKED Funds	TOTAL 19/20 ALLOCATION	Rest of year estimate	FORECAST TOTAL I & E 19/20	ACTUALS 16.03.2020
Bitterwell Lake - chalet rent/fishing rights (note3)		9500		9500	9740		9,740.00	0	£ 5,395.02	£ 5,395.02
Community Benefit - Says Court		19800		19800	19800		19,800.00	0	£ 19,800.00	£ 19,800.00
CIL (Community Infrastructure Levy)	TBC	£ 2,293.00		2293	9,674.95		9,674.95	0	£ 9,674.95	£ 9,674.95
Interest/other (inc 2019 Memorial bench donation)		84		84	100		100.00	7	£ 2,301.95	£ 2,294.95
VAT refund		£ 7,000.00		7000	11177.3		11,177.30	0	11177.30	£ 11,177.30
LTCR Grant		0		0	306		306.00	0	305	£ 305.00
PWLB LOAN										
Precept		81800		81800	78654		78,654.00	0	78654	£ 78,654.00
TOTAL INCOME		120477		120477	129452.25	31930.97	161,383.22	7	127308.22	£ 127,301.22
EXPENDITURE										
Finance & G P Committee										
PWLB LOAN REPAYMENT				0	N/A			N/A		
Salaries & Costs	Clerk	30000		30000	30000		30000	2100	24826.69	£ 22,726.69
	JPC	500		500	500		500	500	500	£ -
Administration:				0					0	
	Office expenses/telephone/comput	2800		2800	2000		2000	100	1589.63	£ 1,489.63
	Councillor expenses/training	1000		1000	1000		1000	100	320	£ 220.00
	Chairmans allowance	0		0	0		0	0	0	£ -
	Subscriptions/publications	1300		1300	1000		1000	0	1144.88	£ 1,144.88
	Room Hire	600		600	600		600	80	374.25	£ 294.25
	Insurance	2500		2500	2500		2500	0	1790.71	£ 1,790.71
	Advertising	1000		1000	1000		1000	0	153	£ 153.00
	Office equipment	1000		1000	300		300	0	0	£ -
	Audit fees	1000		1000	1000		1000	0	625	£ 625.00
	GDPR	0		0	1000		1000	0	0	£ -
	Legal fees/consultancy	500		500	500		500	0	212	£ 212.00
	Elections - see note 1 & 2	2000		2000	2000	6000	8000	0	350	£ 350.00
	CAB	1000		1000	1000		1000	0	850	£ 850.00
	Manor Hall	8000		8000	7500	568.52	8068.52	1800	4434	£ 2,634.00
	Website design/host	1420		1420	1120		1120	0	1120	£ 1,120.00
S 137 Payments	GRANTS	8000		8000	7000		7000	0	6835.58	£ 6,835.58
	Remembrance Day	50		50	50		50	0	34	£ 34.00
	COMMITTEE TOTAL	62670	0	62670	60070	6568.52	66638.52	4680	45159.74	£ 40,479.74
Environment & Leisure Committee										
WPF	play inspections	1600		1600	2000		2000	198	£ 1,239.75	£ 1,041.75
	repairs and maintenance	1000		1000	2000		2000	200	£ 278.59	£ 78.59
Newman	play inspections	1600		1600	2000		2000	198	£ 1,239.75	£ 1,041.75
	repairs and maintenance	1000		1000	2000		2000	0	£ 645.50	£ 645.50
Bins	dog/litter bins	7500		7500	6000		6000	500	£ 6,606.95	£ 6,106.95
Youth provision	contribution	3000		3000	3000		3000	0	£ -	£ -
Bus shelter	repairs and maintenance	500		500	500		500	66	£ 384.00	£ 318.00
Public seats	repairs and maintenance	500		500	500		500	0	£ -	£ -
Pansy Vale	works	500		500	500		500	0	£ 600.00	£ 600.00
The Pound	works	500		500	500		500	0	£ -	£ -
Mayshill	works	500		500	500		500	0	£ -	£ -
Ivory Wood	works	500		500	500		500	0	£ -	£ -
Westerleigh										
Cenotaph	works	500		500	500		500	0	£ -	£ -
Grass cut	annual contract & SGC	11000		11000	13000		13000	0.00	£ 12,587.88	£ 12,587.88
	Environmental: Ash die-back & tree planting	10000		10000	0		0	0	£ -	£ -
Bitterwell	Loo	2400		2400	2400		2400	0	£ 1,824.00	£ 1,824.00
	Aerator Electricity	400		400	400		400	0	£ 273.74	£ 273.74
	Paths/Car park/Gates	0		0	700		700	0	£ 115.00	£ 115.00
Lake	Chalet	2000	5150	7150	1000		1000	5150	£ 7,788.83	£ 2,638.83
CIL Benefit projects		1293	989.35	2282.35	9,674.95	89.4	9764.35		£ 5,895.00	£ 5,895.00
	New aerator £1200		1,200.00					1200	£ 1,200.00	
	Shipping container								£ 1,680.00	£ 1,680.00
	Author commemorative bench	1000								
	Memorial Bench	0			594	524	1118	0	£ 1,144.10	£ 1,144.10
Community Benefit Projects		11800	12,448.67	24248.67	19,800.00	6,749.05	26549.05		£ 2,122.98	£ 2,122.98
	Avon Wildlife Trust at Says Court Farm			0			0	0	£ 3,000.00	£ 3,000.00
	Manor Hall Toddler Area	0	£ 16,875.60	16875.6		18000	18000	0	£ 1,124.40	£ 1,124.40
	Bitterwell Lake otter fencing 20/21; Path 19/20	5000		5000			0	0	£ 4,408.00	£ 4,408.00
	Top gates 19/20			0			0	0	£ 960.00	£ 960.00
	Bitterwell Lake car park 19/20			0			0	0	£ 2,100.00	£ 2,100.00
	WPF: new gate from village hall 19/20;			0			0	0	£ 385.00	£ 385.00
	COMMITTEE TOTAL	64093	36663.62	100756.62	68068.95	25362.45	93431.4	7512	£ 57,603.47	£ 50,091.47
EXPENDITURE BUDGETS		126763	36663.62	163426.62	128,138.95	31,930.97	160,069.92	12,192.00	102,763.21	£ 90,571.21
SURPLUS/DEFICIT VS INCOME		-6286			1,313.30		1,313.30			36,730.01

NB All budget figures exclude VAT (apart from refund)

Note1 Original Elections budget shown:in Oct19 £6000 was approved to move from Elections to Chalet

Note 3 9500 only 6 months rent;Excludes repayment of debt;

CIL This figure could increase to £19,700 Ash die back CIL/Comm Benefit??

Note 2 The next planned PC elections are 2023. By putting aside £2000 each year and carrying forward you will have provision should there be contested electic