

**MINUTES OF THE ANNUAL FULL PARISH COUNCIL MEETING  
For WESTERLEIGH PARISH COUNCIL**

Thursday May 6th 2021 at 7pm

Zoom Ref: <https://us02web.zoom.us/j/89044956711?pwd=Sndmb1NpcWw3ZVdDTzZ1M085Y3BPZz09>  
Meeting ID: 890 4495 6711

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**Present: Cllr R McCullough Chair at start; Cllr J Lean Vice Chair at start; Cllr Taylor, Cllr Di-Duca, Cllr Goddard  
Clerk/RFO: S Simmons**

2962. Welcome & Introduction

Cllr McCullough welcomed everyone to what could be our last Zoom virtual Parish Council meeting.

2963. Apologies for absence

Cllr Clark sent his apologies as he has to attend another of the Parish Council meetings that have had to be brought forward to tonight due to the end of legislation allowing virtual meetings

2964. Election of Chair

Cllr McCullough asked if anyone would like to put themselves forward as Chair and also that he was happy to stand for re-election.

Cllr Taylor PROPOSED that Cllr McCullough be the Chair this was SECONDED by Cllr Goddard and unanimously approved.

2965. Election of Vice Chair

Cllr McCullough asked Cllr Lean if he was prepared to continue and if anyone else wished to put themselves forward as Vice-Chair. As no-one else did, Cllr McCullough PROPOSED Cllr Lean as Vice-Chair, this was SECONDED by Cllr Taylor with everyone in agreement.

2966. Signing of Acceptance of Office by Chair

Cllr McCullough has signed the Acceptance of Office document witnessed the Clerk.

2967. Declarations of Interest under the Localism Act 2011 relating to this meeting

None

2968. Reports from South Gloucestershire Councillors on matters relating to the Parish

None. Cllr Lean mentioned that due to the shorter time between meetings and the period of Purdah relating to Elections there had not been the usual flurry of information other than for the Coronavirus situation

2969. Pre-arranged items from members of Public

2969.1 The applicant of planning application P21/00365/F attended on Zoom and read a Personal Statement of Reasons. It is not published here for security & confidentiality reasons and due to the personal nature of the statement. Cllrs agreed to consider the statement (they have a copy) and then the Clerk will make any necessary planning comment on the SGC portal.

2969.2 The applicant of planning application P21/01970/F attended on Zoom and spoke under the relevant agenda item. (Minute 2973)

2970. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

None

2971. Council to Approve Minutes of Full Council meeting held on April 19th 2021

These were unanimously approved and signed by the Chair.

2972. Council to NOTE annual updated insurance Policy Schedule with Zurich

All Cllrs confirmed they had received copies of the new Insurance Policy the choice of which had been agreed at the last meeting. There were no questions arising.

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The next agenda item was brought forward and discussed at this point in the meeting

2973. Council to consider Planning Applications (other than those dealt with under COVID-19 Standing orders)  
Applications & comments are listed on: <http://www.westerleighparishcouncil.org.uk/parishioners-planning/>  
Comments since the last meeting are shown on the attached Appendix 1.

2973.1 P21/01970/F Conversion and addition of mezzanine floor to existing workshop to form annexe/work space ancillary to main dwelling. Petherton House 7 South Avenue Yate South Glos BS37 5JA

The applicant gave an overview of the simplifications and amendments made to his original application for the upgrade of his current office/studio (PT03/1535/F 2003 Planning Permission granted) to create an annex for family reasons.

Cllrs will consider the application and the comments will be placed on the SGC portal.

2974. Clerk/RFO to report on 2020/21 Finances

All Cllrs noted receipt & gave approval of the Clerks Finance report which states "I therefore commend the accounts for last year to the Parish Council for approval, and as Finance Officer I am comfortable that a sound budget is in place for the coming year. "

The 3 page report was signed by the Chair and is attached as Appendix 2 to these Minutes.

2975. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2020/21 for Westerleigh PC

Cllr Taylor PROPOSED approval of Section 1, SECONDED by Cllr McCullough and unanimously APPROVED by all Cllrs present. Section 1 was signed by the Chairman & the Clerk/RFO.

2976. Council to receive Internal Audit report

All Cllrs noted receipt of the Internal Audit report. The Clerk clarified that WPC do have some IT support from Mediatube and Absolutely PC as it had been queried by the internal auditor. The Clerk was congratulated for such a good report from the internal auditor.

2977. Council to approve accounts for the year ending 31st March 2021

Cllr Goddard PROPOSED approval of the accounts, SECONDED by Cllr Taylor and unanimously APPROVED by all Cllrs present. The Accounts have been signed by the Chairman.

2978. Council to approve section 2 of the Annual Return – Accounting Statement 2020/21 for Westerleigh PC

Presented signed by the Clerk/RFO. Cllr Taylor PROPOSED approval of Section 2, SECONDED by Cllr Goddard and unanimously APPROVED by all Cllrs present. Section 2 was signed by the Chairman.

2979. Council to approve Period for the Exercise of Public Rights for 2020/21 Accounts

The Clerk gave the dates for the Period of Exercise of Public Rights to be June 14<sup>th</sup> 2021 to July 23<sup>rd</sup> 2021. This will be notified to the external auditors as part of the AGAR submission.

2980. Council to consider matters arising from internal audit

There are no matters arising from the internal audit

2981. Council to NOTE receipt of APRIL 2021 Finance documentation

NOTED. No questions arising.

The list of payments for April 2021 is included as Appendix 3 of these Minutes.

2982. Council to consider requirements for Committees, Sub Committees or Advisory Groups

Appointment to:	Number required	Term of Office	Appointees
Planning matters – Full Parish Council	All Councillors	To May 2023	All Councillors
Environment & Leisure Committee	Min of 5	To May 2022	All 6 Councillors

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Finance & General Purpose Committee	Min of 5	To May 2022	JL, TC, AD-D, RT, RM
Staffing Committee (Sub-group of F&GP)	Min of 3	To May 2022	AD-D, TC, JL

2983. Council to consider appointments to outside bodies

Appointment to:	Number required	Term of Office	Appointees
Joint Parishes Consultative Committee (JPCC) & Town & Parish Forum	2	To May 2022	Clerk & Chair
Henfield Hall Management	1	To May 2022	TBC
Coalpit Heath Village Hall (Miners Club) Management Committee	1	To May 2022	TBC
Westerleigh Village Hall Management Committee	2	To May 2022	RT
Youth working Group	2	To May 2022	TBA at a later date
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	Chair of PC; Chair of F&GP; & Clerk
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2022	Chair/Clerk

2984. Consultations

SGC Consultation - A432 Kendleshire Crossroads Safety Scheme – Cllr McCullough & the Clerk are meeting with the Consultation lead officer David Crawford and Mark King on Tuesday May 11<sup>th</sup> for a site meeting to discuss some of the concerns and ideas.

2985. Correspondence/Communication with Westerleigh Parish Council:

From SGC:  
Nothing to note

Meetings

Frome Valley CEF Wednesday 16<sup>th</sup> June 7-9pm on Teams

2986. Council to receive information from Clerk regarding ongoing matters and approval where relevant

- (a) The Clerk confirmed that all necessary Accounts & AGAR information will now be forwarded to the External Auditors PKF Littlejohn.
- (b) The Clerk indicated that both Avon Wildlife Trust and FACE – the charity that runs Frampton Cotterell Youth activities have asked to speak at future meetings.
- (c) The Clerk confirmed that the formal request to update the name of this Parish Council to Westerleigh & Coalpit Heath Parish Council has gone in as part of the Governance Review. Other changes to roads split down the middle will be looked into by SGC democratic services at no cost to this Parish Council.
- (d) The Clerk confirmed that no further information has been received relating to Manor Playing Field.
- (e) The Clerk confirmed that the triangular planted area opposite Manor Hall will be discussed at the E & L meeting on May 24<sup>th</sup>

2987. Council to consider RESOLUTION to continue with COVID-19 Delegated Powers to the Clerk and to continue dealing with Grant Applications & Planning Applications by email until June 14<sup>th</sup> meeting

It was unanimously approved to continue with these delegated powers.

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2988. Council to consider process for Payments & Planning Applications once face-to-face meetings resume, and approve any changes needed to Standing Orders and Financial Regulations

Payments

The Clerk made the following suggestions:

- (a) If payments are for expenditure that is in the budget or already approved at a Parish Council or Committee meeting then payment can be made and the bank confirmation of payment be signed by two Cllrs to confirm the amount and the destination of the payment. (As has been happening for the past 14 months)
- (b) Unexpected requirements for expenditure need approval at a meeting, or by email from all Cllrs if urgent between meetings, before payment. (Unless under the Clerk limit) Two signatures still needed on bank confirmation of payment as above.

Planning Applications

After discussion around possible processes the following was agreed:

Planning Applications will be sent to all Cllrs as they are issued. ALL Cllrs will respond to the Clerk as requested (as has been happening for the last 14 months), however applications of public interest (such as the recent Scout Hut, or a larger than normal development) will be discussed in public at the next meeting (Parish Council or Committee) and if necessary the Clerk will request a deadline extension if the 21 days falls before the next meeting.

All consultations for applications will be listed on an agenda and the Clerk will report the Council comment received above.(ie the majority view stated in planning terms for the portal) and there will be opportunity for any further discussion.

An applicant can address the Parish Council if they so wish, at a meeting, as explained on our web page, by contacting the Clerk as soon as possible after their application is issued by SGC.

**The Clerk will update the Standing Orders & Finance Regulations to cover the above points as the Council resumes real-life meetings. These will be presented for approval at the next Parish Council meeting on June 14<sup>th</sup>.**

2989. Items considered urgent or exempt by the Chairman  
None

2990. Guidance for attendees on return to Face to Face meetings  
Our first F2F meeting is the E & L Committee on 24<sup>th</sup> May, followed by the Parish Council meeting on June 14<sup>th</sup>.

The following points were agreed:

Where possible Cllrs will carry out a **home lateral flow test** in the late afternoon prior to the meeting. Anyone showing a positive result should not attend and should send an apology to the Clerk.

Members of the public attending meetings are also encouraged to use these home tests. They are available at some libraries, pharmacies, test centres and online at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. A box of 7 tests generally arrives within 48 hours of the request.

**Social distancing** – 1.5-2m distance should be retained on entering and on finding a place to sit.

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**Hand sanitizer** will be available.

**Face masks** – should be worn by all, unless exempt, until seated. Councillors AND members of public may remove masks once seated, or continue to wear them if preferred other than when speaking as part of the meeting.

Members of the Council & the public are also asked to bring their own **pen** to sign in to the meeting AND to scan the QR code of the venue if they have the necessary App.

This hopefully means we can safely & successfully return to these real-life meetings. These arrangements will be reviewed or adapted as the government guidelines evolve.

2991. Dates of future meetings

- Environment & Leisure Committee May 24<sup>th</sup> 7pm Westerleigh Village Hall
- Parish Council Meeting June 14<sup>th</sup> 7pm Westerleigh Village Hall

**The meeting ended at 8.10pm**

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**APPENDIX 1**

**Planning Applications dealt with since the last meeting**

**P21/02985/F | Erection of a 1.8m high boundary wall. (re-submission of P21/00612/F). | Ivory House 2 Park Lane Winterbourne BS36 1AS**

*Westerleigh Parish Council have no objections to this application.*

**P21/01970/F | Conversion and addition of mezzanine floor to existing workshop to form annexe/work space ancillary to main dwelling. | Petherton House 7 South Avenue Yate BS37 5JA**

*Westerleigh Parish Council have no objections to the revised plans.*

*It is suggested that Condition 3 of the previous planning permission on this building PT03/01535/F is restated with the wording “annex/work space” rather than “garage/workshop”*

**P21/02689/F Erection of single storey rear extension to form additional living accommodation, single storey front extension to form store and porch canopy, and rendering of house. 258 Badminton Road Coalpit Heath BS36 2QW**

*Westerleigh Parish Council do not object in principle however they would ask planners to look at the footprint, width and effect on frontage of this application.*

**P21/02566/F Demolition of existing residential annex, garage and storage shed and erection of 1no. dwelling with access, landscaping and associated works. 206 Henfield Road Coalpit Heath BS36 2UJ**

*Westerleigh Parish Council OBJECT to this application for the following reasons: The existing annexe was approved solely to provide ancillary accommodation to the main dwelling (Condition 1 of PK14/0083/F). WPC object to the plans to replace it with an independent four bedroom dwelling on a number of grounds. First and foremost it constitutes overdevelopment of the site as well as a low quality, contrived design contrary to Policy CS1 (High quality design). Furthermore, it would have an unduly harmful impact on the remaining private amenity space allocated to 206 Henfield Road. It thus may contravene Policies PSP8 (Residential Amenity), PSP38 (Development within Existing Residential Curtilages, including Extensions and New Dwellings) and PSP43 (Private Amenity Space Standards).*

**P21/00365/F Demolition of storage units and cowsheds. Erection of 2 no. detached dwellings with associated works. Buildings At Highcroft Ram Hill Coalpit Heath BS36 2TZ**

*Westerleigh Parish Council OBJECT to this application:*

*The site is located in the open countryside outside of the defined settlement boundary of Coalpit Heath. It also lies within the Green Belt where development is to be strictly limited according to Policy CS5 (Location of Development). These proposals do not meet any of the acceptable forms of development that are set out in Policies PSP7 (Development in the Green Belt) or PSP40 (Residential Development in the Countryside). It is thus inappropriate development that is harmful to the Green Belt and is unacceptable unless very special circumstances can be demonstrated. As the applicant does not appear to have presented an argument for very special circumstances these proposals evidently contravene CS5, PSP7 and PSP40.*

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*Furthermore, South Gloucestershire Council adopted, in March 2021, a Barn Conversion Design Guidance SPD. This states that “modern pre-fabricated agricultural buildings tend to be visually intrusive and detract from the wider rural landscape character due to their scale, form and materials. The justification for the resulting harm caused by these buildings would have been their functional need as part of supporting the operations of a working farm. [...] Overall, in the interests of the rural landscape, modern pre-fabricated buildings are not something that should be retained in perpetuity by any scheme of residential conversion”. The extant farm buildings should be demolished if they are no longer required for their original agricultural purpose.*

*There does not appear to be any valid grounds for replacing these agricultural buildings with two independent dwellings.*

*The parish council has significant concerns about parking spaces and private amenity space. A couple of three bedroom dwellings would each require two parking spaces. None of the submitted planning documents clearly show how those four parking spaces will be laid out. PSP16 (Parking Standards) states that “An external parking space is typically a minimum of 2.4 x 4.8m in size”. The width of Unit 1 and Unit 2 is shown in the Site Plan as 9.1m but the four parking spaces to the east would, at minimum, need to be a total of 9.6m wide.*

*It is also doubtful whether the proposed garden complies with PSP43 (Private Amenity Space Standards).*

*A couple of three bedroom dwellings would each require 60 square metres of private amenity space but the plans seem to show a communal garden with no independent privacy for the respective occupants of the two units.*

*Due to doubts about compliance with PSP16 and PSP43 these contrived plans amount to poor quality design that ultimately contravenes Policy CS1 (High Quality Design).*

*For all these reasons this is an OBJECTION*

*7th May update*

*The applicant addressed Westerleigh Parish Council at the meeting of 6th May 2021 and read a personal statement of reasons. It is the view of the Parish Council that the original objection submitted by Westerleigh Parish Council (4th May 2021), objecting to the development of the two new homes in the Green Belt still stands and insufficient ‘very special circumstances’ were illustrated.*

**P21/02353/F Erection of a single storey side extension to form additional living accommodation. & P21/02441/LB Internal and external alterations to include the erection of a single storey side extension and removal of internal walls. Chestnuts Mays Hill Frampton Cotterell BS36 2NS**

*Westerleigh Parish Council has no objections to these 2 applications*

**P21/00788/F Erection of 1. 8 m wooden entrance gates and wall (Retrospective) Orchard House Cooks Lane Coalpit Heath BS36 2UR**

*No further comment*

**P21/02368/F Demolition of existing scout hut and erection of replacement hut (Use Class F2) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Mafeking Hall Ram Hill Coalpit Heath South Gloucestershire BS36 2UF**

*Westerleigh Parish Council FULLY SUPPORT this application*

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## APPENDIX 2

### Report on the Westerleigh Parish Council finances 2020-2021

#### Introduction

This report covers the financial year April 2020 - end of March 2021. This period includes the lockdown and restricted periods caused by the COVID pandemic however the Parish Council has NOT been severely impacted by this.

The Annual Accounts have been prepared by the Clerk/RFO and an independent Internal Audit carried out on April 22<sup>nd</sup>/23<sup>rd</sup> 2021.

The auditor stated that the standard of procedures within this Council are 'exceptionally high' and 'no issues of significance have been raised at this year's audit'.

#### Financial Performance vs Budgets

The budget for income was £136610 and actual income was £136968. This includes some slight anomalies as refunds were given for insurance, and a Homecare policy when the old Chalet was demolished and contributions for electricity from the Lake manager while in his caravan. These helped balance a shortfall caused by the closure of the Lake during April & May 2020 when the Council waived the fees due from the Fishery business, and the additional months taken to install the new home before the rental of the Chalet could begin.

There is also an additional £5000 income which represents a grant from the Angling Trust for work in the next financial year.

£41880 was also carried forward from 2019/20 from the various community benefits that the Parish Council receives.

#### PWLB Loan

During 2020 the Parish Council received a £75000 PWLB loan over 15 years to enable the complete replacement of the Chalet at Bitterwell Lake providing a new home for our Lake manager and his family and fenced garden and all associated groundworks. All work was completed during the financial year and was on budget. The loan repayments are wholly financed by the rental income.

#### Expenditure

The budget for salaries, staff costs and all Administrative elements of the Parish Council was £54862 and the actual expenditure here was only £41734. Certain elements are budgeted and carried forward – such as Election Costs where £2000 is carried forward each year until election year. Room hire budget was not needed due to the pandemic, and other costs such as mileage and training were reduced.

The budget for Environment & Leisure element expenditure was set at £124831.14 for 2020/2021. The largest expenses were £9323 for grass cutting, £5983 for bin emptying, and £4084 for maintenance and inspection of play equipment.

Expenditure was only £44987 and £79550 has been carried forward as earmarked funds for grants and community benefits, tree works, and maintenance tasks, into 2021/22. It is quite normal that projects and expenditure span more than one year but it is prudent to 'save' and plan in order to avoid 'shocks' to expenditure budget that could impact on residents through the precept.



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The finances show prudent budgeting and spending on day to day operational items

## Grants

During this financial year £20,142 was issued in grants and community benefits, as shown in the accounts, and at last week's Annual Parish Meeting. That still leaves £62919 to be carried forward and several projects are already planned in for that money.

When 2021/22 grant income is added the total grant pots for 2021/22 are the biggest ever due to a large amount of the Community Infrastructure Levy from Barratts at Blackberry Park (almost £54000), our regular income of £19800 from the Says Court Solar Farm, and £15000 which the Parish Council has allocated from its own reserves for Section 137 awards.

**There will be a total of £88000 grant income in 2021/22 to be added to the carried forward figure making a total of £151000. That is why we are encouraging local groups to contact us with their projects.**

## Precept

For 2020/21 the Parish Council voted for a 4% increase in the precept. For 2021/22 the net increase is zero as the actual increase covers the additional number of homes.

## Projects for 2021/22

From the pots mentioned above plans are already underway for:

- Childrens Holiday Activity Days (Started in April)
- 3 x Parish Bus stop refurbishments (started)
- Cleaning of two War Memorials (Westerleigh & Coalpit Heath) (completed in April)
- Emergency signs & defibrillators at multiple Parish locations
- Installation of play equipment at Newman Field
- Installation of new fishing platforms at Bitterwell Lake
- Otterproof fencing at Bitterwell Lake
- Plans to tackle litter louts

## Summary

The report above outlines the financial year just passed and an outline of the year to come 2021/22.

A copy of the actuals vs budgets is attached.

I therefore commend the accounts for last year to the Parish Council for approval, and as Finance Officer I am comfortable that a sound budget is in place for the coming year.

S Simmons

Parish Clerk/Responsible Financial Officer

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INCOME & EXPENDITURE vs BUDGET 2020-2021						
INCOME	ALLOCATIONS		%age of		VARIANCE	
	20/21	ACTUAL	BUDGET			
Bitterwell Lake - chalet rent/fishing rights	9,500.00	<b>8627.7</b>	<b>91%</b>		-872.30	
Community Benefit - Says Court	19,800.00	<b>19800</b>	<b>100%</b>		0.00	
CIL payment for 17/18	18,343.21	<b>18343.21</b>	<b>100%</b>		0.00	
Interest/other	84	<b>6315.05</b>	<b>7518%</b>		6,231.05	
VAT refund	7082.54	<b>7082.54</b>	<b>100%</b>		0.00	
Precept	81,800.00	<b>81800</b>	<b>100%</b>		0.00	
<b>TOTAL INCOME</b>	<b>136,609.75</b>	<b>141968.5</b>	<b>104%</b>		5,358.75	
Earmarked carried fwd funds	41880.52					
	178,490.27					
<b>PWLB LOAN</b>						
<b>ADVANCES</b> (£25 fee deducted at issue of each portion)		74950				
<b>LOAN REPAYMENTS</b>		974.37				
<b>Expenditure using loan</b>		74759.2				
<b>EXPENDITURE</b>						
<b>Finance &amp; G P Committee</b>						
Clerk (Salary/HMRC & Pension)	30000	<b>27040.03</b>	<b>90%</b>		-2,959.97	
JGCC	692.50	<b>318.98</b>	<b>46%</b>		-373.52	
Administration:					0.00	
Office expenses:tel/computer/brdba	2,800.00	<b>2399.06</b>	<b>86%</b>		-400.94	
Councillor expenses/training	1,000.00	<b>110</b>	<b>11%</b>		-890.00	
Chairmans allowance	0	<b>0</b>	<b>#DIV/0!</b>		0.00	
Subscriptions/publications/ticket	1300	<b>1251.36</b>	<b>96%</b>		-48.64	
Room Hire	600	<b>17.86</b>	<b>3%</b>		-582.14	
Insurance	2,500.00	<b>1981.25</b>	<b>79%</b>		-518.75	
Advertising	1000	<b>157</b>	<b>16%</b>		-843.00	
Office equipment	1000	<b>0</b>	<b>0%</b>		-1,000.00	
Audit fees	1000	<b>625</b>	<b>63%</b>		-375.00	
GDPR	0				0.00	
Legal fees/consultancy	500	<b>0</b>	<b>0%</b>		-500.00	
Elections	2,000.00	<b>0</b>	<b>0%</b>		-2,000.00	
CAB	1000	<b>0</b>	<b>0%</b>		-1,000.00	
Manor Hall	8,000.00	<b>6680</b>	<b>84%</b>		-1,320.00	
Website design/host	1420	<b>1120</b>	<b>79%</b>		-300.00	
S 137 Payments GRANTS	8,000.00	<b>8380</b>	<b>105%</b>		380.00	
Remembrance Day	50.00	<b>34</b>	<b>68%</b>		-16.00	
<b>COMMITTEE TOTAL</b>	<b>62,862.50</b>	<b>50114.54</b>	<b>80%</b>		-12,747.96	
<b>Environment &amp; Leisure Committee</b>						
		ALLOCATIONS				
		20/21	ACTUAL			
WPF	play inspections	1,600.00	<b>1217.75</b>	<b>76%</b>	-382.25	
	repairs and maintenance/new	1,000.00	<b>40</b>	<b>4%</b>	-960.00	
Newman	play inspections	1,600.00	<b>1217.75</b>	<b>76%</b>	-382.25	
	repairs and maintenance	1,000.00	<b>1610.9</b>	<b>161%</b>	610.90	
Bins	dog/litter bins	7,500.00	<b>5983.2</b>	<b>80%</b>	-1,516.80	
Youth provision	contribution	3,000.00	<b>0</b>	<b>0%</b>	-3,000.00	
Bus shelter	inspection/repairs/maintenance	500	<b>555</b>	<b>111%</b>	55.00	
Public seats	repairs and maintenance	500	<b>0</b>	<b>0%</b>	-500.00	
Pansy Vale	repairs and maintenance	500	<b>0</b>	<b>0%</b>	-500.00	
The Pound	works	500	<b>0</b>	<b>0%</b>	-500.00	
Mayshill	works	500	<b>0</b>	<b>0%</b>	-500.00	
Ivory Wood	works	500	<b>0</b>	<b>0%</b>	-500.00	
Cenotaph	works	500	<b>0</b>	<b>0%</b>	-500.00	
Grass cut	annual contract & SGC	11,000.00	<b>9323.22</b>	<b>85%</b>	-1,676.78	
ASH DIE BACK DISEASE MEASURES		10,000.00	<b>4340</b>	<b>43%</b>	-5,660.00	
Bitterwell	Loo	2,400.00	<b>1550.4</b>	<b>65%</b>	-849.60	
Bitterwell	Aerator electricity	400.00	<b>426.56</b>	<b>107%</b>	26.56	
Bitterwell	Paths/access/car park/other	0.00	<b>0</b>	<b>#DIV/0!</b>	0.00	
Lake	Chalet	7150	<b>6960.37</b>	<b>97%</b>	-189.63	
CIL money		10387.47	<b>4414.8</b>	<b>43%</b>	-5,972.67	
CHCC New nets		3900	<b>3900</b>	<b>100%</b>	0.00	
New Aerator		1645	<b>1645</b>	<b>100%</b>	0.00	
War memorial restoration works						
Emergency plan signs & defibs		7500				
DKS Commemorative bench		1000	<b>1000</b>	<b>100%</b>	0.00	
Community Benefit		25473.07	<b>142.7</b>	<b>1%</b>	-25,330.37	
Avon Wildlife Trust			<b>0</b>	<b>#DIV/0!</b>	0.00	
Manor Hall toddler Area		16,875.60	<b>0</b>	<b>0%</b>	-16,875.60	
Swift Play Scheme		2,400.00				
Bitterwell lake Otter Fencing		5,500.00	<b>659.04</b>	<b>12%</b>	-4,840.96	
<b>COMMITTEE TOTAL</b>		<b>124,831.14</b>	<b>44,986.69</b>	<b>36%</b>	-79,844.45	
<b>TOTAL EXPENDITURE</b>		<b>187,693.64</b>	<b>170,834.80</b>	<b>91%</b>	-16,858.84	

**MINUTES OF THE ANNUAL FULL PARISH COUNCIL MEETING**  
**For WESTERLEIGH PARISH COUNCIL May 6<sup>th</sup> 2021**

**APPENDIX 3**

**List of payments April 2021**

4 May 2021 (2021-2022)

**Westerleigh Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
5	Grass cutting	01/04/2021		Natwest Current		Grass cutting	CPS Grounds Ltd	S	725.40	145.08	870.48
6	Bitterwell Lake Disabled Loo	01/04/2021		Natwest Current		Loo hire	Andyloos	S	174.80	34.96	209.76
10	Subs/Publications/Tickets	01/04/2021		Natwest Current		Annual subscription	CPRE	Z	36.00	0.00	36.00
9	Subs/Publications/Tickets	05/04/2021		Natwest Current		Annual subscription	ALCA	Z	690.96	0.00	690.96
11	CIL/S106 benefit	06/04/2021		Natwest Current		War Memorial restoration	IMI Independent Memorial Ir	S	1,581.60	316.32	1,897.92
12	CIL/S106 benefit	06/04/2021		Natwest Current		Otter fencing materials	Otterstop	S	3,728.75	745.75	4,474.50
13	CIL/S106 benefit	09/04/2021		Natwest Current		War Memorial restoration	IMI Independent Memorial Ir	S	2,395.20	479.04	2,874.24
14	CIL/S106 benefit	09/04/2021		Natwest Current		Bus stop refurbishment	C R Belcher Agricultural/Mair	S	250.00	50.00	300.00
15	Pansy Vale works	15/04/2021		Natwest Current		Bin	Broxap	S	251.00	50.20	301.20
7	Office Costs & clerk expense:	20/04/2021		Natwest Current		Council mobile phone	H3G (Three)	S	15.00	3.00	18.00
16	Manor Hall repairs	21/04/2021		Natwest Current		Repairs to fabric of building	Manor Hall	Z	3,505.00	0.00	3,505.00
3	Staff Costs (Line4 AGAR- PA\	23/04/2021		Natwest Current		Monthly Pension payment	Avon Pension Fund	X	352.79	0.00	352.79
2	Staff Costs (Line4 AGAR- PA\	23/04/2021		Natwest Current		PAYE	HMRC	Z	396.22	0.00	396.22
4	Staff Costs (Line4 AGAR- PA\	23/04/2021		Natwest Current		Salary	SWSimmons Parish Clerk	Z	1,459.44	0.00	1,459.44
17	CIL/S106 benefit	26/04/2021		Natwest Current		Childrens activity days	Swift Sports Coaching	S	1,600.00	320.00	1,920.00
19	Community Benefit Says Cou	26/04/2021		Natwest Current		Holiday activity days	Swift Sports Coaching	S	0.00	0.00	0.00
8	PWLB loan repayment	26/04/2021		Natwest Current		PWLB loan repayment	PWLB lending facility	X	1,957.28	0.00	1,957.28
18	Insurance	26/04/2021		Natwest Current		Annual Policy renewal	Zurich Insurance	Z	1,432.61	0.00	1,432.61
20	Audit fees	27/04/2021		Natwest Current		Internal audit fee	Graham Smith Audit Services	Z	225.00	0.00	225.00
21	Westerleigh Playing Field Ins	29/04/2021		Natwest Current		Annual play inspections	Playsafety Ltd (RoSPA)	S	73.75	14.75	88.50
22	Newman Field inspections	29/04/2021		Natwest Current		Annual play inspections	Playsafety Ltd (RoSPA)	S	73.75	14.75	88.50
23	Office Costs & clerk expense:	30/04/2021		Natwest Current		Clerk expenses	SWSimmons Parish Clerk	Z	98.59	0.00	98.59
24	Bins - Emptying & new bin c\	30/04/2021		Natwest Current		Monthly Bin emptying	Hands Property Maintenance	Z	484.00	0.00	484.00
<b>Total</b>									<b>21,507.14</b>	<b>2,173.85</b>	<b>23,680.99</b>