

MINUTES OF PARISH COUNCIL - FINANCE COMMITTEE MEETING
Monday 22nd July 2024 – 7pm at Manor Hall red brick annex



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Present: Cllr J Lean, Cllr K Kelliher, Cllr T Clark
RFO S Simmons, Clerk R Davis

441. Committee to appoint a Chair to run to May 2025
Cllr Clark proposed that Cllr Lean continued as Chair of this committee. This was unanimously agreed and accepted by Cllr Lean
442. Apologies for absence
Received from Cllr R McCullough
443. Declarations of Interest under the Localism Act 2011
Cllr Clark advised the Committee that as he is a member of the South Gloucestershire Development Management Committee, he is still permitted to speak and vote on planning items and issues (see min 447) and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest **Any contributions he makes are based upon the submitted documents available at this time and he retains an open mind should any application be subsequently referred to one of South Gloucestershire Council's planning committees for determination.**
444. Pre-arranged items from members of public
None
445. Committee to appoint 3 members to form Staff Committee
It was agreed that the same three Cllrs continue as the Staff sub-group – Cllr Kelliher, Cllr Lean and Cllr McCullough.
446. Staff Committee to NOTE review/appraisals are due in September 2024
NOTED. The Clerk agreed to arrange these meetings.
447. To CONSIDER/APPROVE comments on any Planning Applications (necessary due to deadline dates)
- (a) P24/01621/F Erection of 1no. dwelling with associated works (resubmission of planning application P23/02813/F) 363 Badminton Road Yate South Gloucestershire BS37 5JF
- Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the same grounds that it objected to the previous submission. This is a contrived design constituting inappropriate development in the Green Belt. It conflicts with South Gloucestershire Local Plan Core Strategy policies CS34 Rural Areas and CS5 Location of Development, and also Policies Sites and Places Plan policy PSP7 Development in the Green Belt. The proposed development does not fall under any of the exceptions identified in this policy. A secondary issue is that the allocation of private amenity space between the proposed new dwelling and the existing dwelling does not appear to be adequate and may conflict with Policies Sites and Places Plan policy PSP43 private amenity space standards. Finally, the proposed drainage does not appear to be adequate.
- (b) P24/01613/HH Erection of single storey rear extension and extension to existing front dormer to provide additional living accommodation. 450 Badminton Road Yate South Gloucestershire BS37 5HX
- Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (c) P24/01383/O Erection of 1no. dwelling, with associated works (outline) with all matters reserved. Land At 6 Vicarage Road Coalpit Heath South Gloucestershire

Page 1 of 3 Signed..... A. C. Lean Date..... 28/10/24

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Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

- (d) P24/01690/HH Erection of a side and rear conservatory. Hillcrest Shorthill Road Westerleigh South Gloucestershire BS37 8QN

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it requests that the Planning Officer checks that the overall increase in volume to the original dwelling complies with planning policy.

448. Committee to APPROVE Minutes of F & GP Meeting held on March 25th 2024
APPROVED and signed by the Chair.

449. Committee to NOTE receipt of Bank reconciliation and statements 1st April – 30th June 2024
NOTED with no questions arising.

450. Committee to NOTE full lists of payments & receipts for 1st April – 30th June 2024
NOTED with no questions arising.

451. Committee to APPROVE list of standing orders or direct debits
The list of standing orders and direct debits was supplied by the RFO and all were APPROVED.

452. Committee to discuss/APPROVE any internal audit recommendations
There were NO High Priority recommendations.
There were NO Medium Priority recommendations
There were 2 Low Priority recommendations:

All payments over £500 to be listed on website for transparency
This PC lists ALL payments on every set of monthly Minutes and they are published on the website.

Person to work with bank account should RFO be indisposed
It was agreed that the Clerk will be added as a second tier signatory along with Cllrs who are already signatories. It was felt that if the RFO were indisposed a phone call to Natwest should be able to make any necessary arrangements.

453. Committee to NOTE any update on external audit process
Since the RFO submitted responses to queries on Monday July 1st no further correspondence has been received. It is hoped that the audit will be finalised before the September PC meeting.

454. Committee to NOTE information on 2024/25 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions:

(a) Any matters arising from Net Position report
The RFO reported that all receipts and payments are as expected for mid July.

(b) APPROVE quote to remove wooden trim trail equipment at Westerleigh Playing Field to enable installation of new trim trail
Quote from CR Belcher for £500 APPROVED

(c) APPROVE quote to i) remove ii) replace, fencing panels and decking to enable render rectification work to be carried out at Bitterwell Lake chalet
Quote from CR Belcher for £650 APPROVED

(d) VAT summary – the current amount of VAT able to be reclaimed at end of year is £3299.16 (at 22.7.24)

(e) Re-quoted amount from GB Sport & Leisure for WPF adventure trail equipment is £5793.50 making the total project cost including (b) above £6293.50 + VAT. The original plan was to go to £6000 – the slight overspend was APPROVED. This will come from CIL funds.

(f) The RFO confirmed that the £2000 deposit to Prestige Developments for the Chalet re-cladding was paid today and a receipt has been received.

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455. Committee to note correspondence relating to Finance matters and any other matters required by the RFO
None
456. Committee to review, update & APPROVE locations of funds with reference to the [WPC Investment Policy](#) and upcoming payments
The RFO provided a report on the bank locations of all funds. It has been agreed that the cost of re-cladding the Chalet by prestige should come from Redwood, to bring the balance under the FSCS limit) after giving the required 35 days' notice.
New play equipment projects will reduce the amount in Natwest. Whilst there are no serious concerns about the spread of funds it was agreed to consider one extra account as further CIL is expected in next year or so. Cllr Clark to ask neighbouring PC which bank they use for short term investments.
457. To NOTE Parish Council's and/or staff subscriptions to other bodies
The RFO reported the following 4 subscriptions are in place:

Scribe Accounting Software	£419.87
CPRE membership	£60
SLCC membership for Clerk	£188
ALCA/NALC	£778.45

These were agreed to be acceptable.
458. Items considered urgent or exempt by the Chairman
None.
459. Dates of future Parish Council meetings/Committee meetings
Extra Parish Council meeting Monday 5th August 7pm at Miners Club/Coalpit Heath Village Hall
Full Parish Council meeting Monday September 9th 7pm Henfield Hall
F & GP Committee meeting October TBA

The meeting closed at 8pm

Page 3 of 3 Signed..... J. G. Leon Date..... 28/10/24

