



Pilning & Severn Beach Parish Council Finance Meeting held on Thursday 16th December 2021. Pilning Village Hall 7pm

PRESENT: Peter Tyzack (Chairman), Sue Binns (SCB), Ian S Roberts (ISR), Kevin Weeks (KW) & Heather Rickards (HR) Also present: Parish Clerk Jonathan Edwardes (JE)

1 – Apologies for absence

Carol Woodhouse, Olga Taylor & Mike Pruet

2- Declaration of Interest

KW declared he rents Parish Council allotments

3 – Presentation of Accounts for 2021 / 2022 Year to Date

The Chairman confirmed that copies of expenditure/ income for year to date had been circulated prior to the meeting.

INCOME

Income and expenditure so far against the budget 2021/2022

INCOME	Actual 2021/2022	Budget 2021/2022
Precept	72,066.00	72,066.00
Allotments	250.00	1,200.00
Grants (Community Benefit)	1,352.92	2,500.00
CIL	-	3,500.00
Bank Interest	5.91	15.00
Cemetery Income	2,754.95	1,750.00
Sale of Assets	1.00	-
Donations	751.00	-
VAT Refund	4,997.36	7,500.00
Neighbourhood Plan	10,000.00	-
Total	92,179.14	88,531.00
EXPENDITURE		
Clerk Wages	9,455.76	16,000.00
Clerk Other	1,028.41	750.00
Meeting room hire	-	400.00
Office Admin	2,066.99	2,000.00
Subscriptions/ Info services	1,056.66	900.00
HMRC PAYE	1,936.83	1,750.00
Professional Fees	5,037.40	7,000.00
Cllr Expenses	29.93	500.00
Pilning Village Hall	620.50	4,500.00
Severn Beach Village Hall	210.66	4,500.00
Pilning Play equipment	1,722.56	3,500.00

Severn Beach Play equipment	1,708.72	3,500.00
Play equipment general	170.00	200.00
SB Library	250.00	500.00
General Maintenance	9,745.04	12,000.00
Pilning Cemetery	6,702.55	6,000.00
Donations (Section 137)	200.00	3,000.00
Toilet key holder	299.97	470.00
Allotments	899.61	1,500.00
Grants (Community Benefit)	2,451.40	3,500.00
Elections	-	3,000.00
Neighbourhood Plan	1,667.44	
Parish Assets Contingency	-	5,300.00
VAT Expended	4,206.07	7,500.00
Total	51,466.50	88,270.00

Resolved for the Clerk to ask South Gloucestershire Council to examine why there has been no CIL grant 2021/2022.

Action JE

4 – To agree the Localism Contract with South Gloucestershire Council for 2022/3

Agreed and the Clerk signed the contract on the Parish Council's behalf.

Resolved for the Clerk to send to South Gloucestershire Council

Action JE

5 – To decide on awarding the Grounds Maintenance Contract for 2022-2025

After discussion and consideration of both tenders it was agreed to award the contract to Elmtree Garden Contractors Ltd.

Resolved for the Clerk to contact the companies tendering

Action JE

6 – To decide on Allotment Fees for 2023

After discussion it was agreed not to increase allotment fees.

7 – To decide on a budget for 2022/2023

After discussion the following budget was agreed for recommendation to Full Council.

INCOME

Precept	74,670.00
Allotments	2000.00
Grants (Community Benefit)	2500.00
CIL	3500.00
Bank Interest	15.00
Cemetery Income	3000.00
Sale of Assets	0.00
Donations	0.00
From reserves	16,100.00
VAT Refund	7500.00
Total	109,285.00

EXPENDITURE

Clerk Wages	16000.00
Clerk Other	1500.00
Meeting room hire	400.00
Office Admin	3000.00
Subscriptions/ Info services	1200.00
HMRC PAYE	2000.00
Professional Fees	7000.00
Clr Expenses	500.00
Pilning Village Hall	6000.00
Village Halls SB	6000.00
Pilning Play Equipment	10000.00
Severn Beach Play Equipment	10000.00
Play Equipment General	200.00
SB Library	500.00
General Maintenance	12000.00
Cemetery Clerk	1000.00
Northwick Cemetery	2600.00
Pilning Cemetery	5000.00
Donations (Section 137)	3000.00
Toilet key holder	470.00
Allotments	1500.00
Grants (Community Benefit)	3500.00
Parish Plan/ Elections	3000.00
Parish Assets Contingency	5300.00
VAT Expended	7500.00
Total	109,170.00

8 – To decide on a recommendation to full council for the Precept 2022/2023

After considering the budget recommendations, it was agreed to recommend a 3.66% increase subject to any guidance from South Gloucestershire Council for 2022 / 2023.

9 – To agree the Burial Fees for 2022/2023

Agreed that the revised fees shown in Appendix A will apply from April 2022.

Advice has been taken from the Cemetery Clerk regarding the fee increase and the additional fee payable for Saturday interments.

Resolved to implement recommendations for fee increase and Saturday fees.

Action JE

10 – Review of Parish Council Policies

After discussion, it was agreed to recommend the following policies as presented

Freedom of Information Policy

Code of Conduct (S.Glos Council version adopted at the Annual Meeting)

Complaints Policy

Councillors Expenses Policy

Data Protection Policy

Equal Opportunities Policy
Equality & Diversity Policy
Financial Regulations
General Privacy Policy (GDPR)
Grant Awarding Policy
Grievance & Disciplinary Policy
Health & Safety Policy
Press & Media Policy
Risk assessment and Management
Safeguarding Children, Young People and Vulnerable Adults Policy
Social Media Policy
Training/ Learning and Development Policy
Volunteer Policy
Website Accessibility Statement
Staff Appraisal
Standing Orders

All policies need updated contact information
Alterations to be made before presentation to the full council at the January meeting.

Action JE

Standing Orders

Recommended that the standing orders be reviewed at the February 2022 full council meeting.

Action JE

11 To agree Parish Council Action Plan

Please see Appendix B for the Parish Council Action Plan as amended by this meeting, to be presented to the full council at the January meeting.

Action JE

11. Any other business

With no further business the meeting closed at 2101

Appendix A Cemetery Fees from 1st April 2022

PILNING AND SEVERN BEACH CEMETERY/NORTHWICK CHURCHYARD FEES 2022/2023 (from 1st April 2022)

Exclusive Rights of Burial in Earthen Graves (Grave space purchase) – at time of death

For the Exclusive Right of Burial, including burial of Cremated remains, with Grant of Rights for a period of 50 years, in earthen grave 9 feet by 4 feet

In Parish Fee

- a) Exclusive Right of Burial - £595.00 (1st Burial)
- b) Interment Fee - £328.00
- c) Interment Fee for a Saturday £343.00
(Note the Interment fee will not be applied if the deceased is still born or to a child under 12 years)

Total Cost - £923.00 (a+b)

Total Cost - £938.00 (a+c)

(These do not include Funeral Director or grave diggers fee - disbursements)

Out of Parish Fee

- a) Exclusive Right of Burial - £935.00
- b) Interment Fee - £517.00
- c) Interment Fee for a Saturday £343.00
(Note the interment fee will not be applied if the deceased is still born or to a child under 12 years)

Total Cost - £1386.00 (a+b)

Total Cost - £1499.00 (a+c)

(These do not include Funeral Director or grave diggers fee - disbursements)

Re-opening of an existing grave space fees in an Earthen Grave

In Parish Fee

- Interment - £328.00
- Interment for a Saturday £343.00

Out of Parish Fee

- Interment - £517.00
- Interment for a Saturday £564.00

Exclusive Rights of Interment of Cremated Remains in a casket – at time of death.

In Parish Fee

- a) Purchase of a Cremated Remains grave (for x 2 caskets) with Grant of Rights for a period of 50 years - £458.00
- b) Interment fee - £458.00
- c) Interment for a Saturday £523.00

Total Cost £916.00 (a+b)

Total Cost £981.00 (a+c)

Interment of additional casket of Cremated Remains – second casket

In Parish Fee

- Interment fee £305.00
- Interment fee for a Saturday £320.00

Out of Parish fee

- Interment fee £480.00
- Interment fee for a Saturday £523.00

Interment of Cremated Remains in a casket within an Earthen Grave is permitted within an earthen grave which no longer can allow an interment of human remains in a coffin. (A full grave)

In Parish Fee

- Interment Fee - £305.00

Out of Parish Fee

- Interment fee - £480.00

Scattering of Cremated Remains in Earthen Grave or Cremated remains grave.

In Parish Fee

- Pouring fee - £46.00
- Pouring fee for a Saturday - £48.00

Out of Parish Fee

- Pouring fee - £72.00
- Pouring fee for a Saturday - £79.00

Extension to Grants of Right (Grave Deed) by 25 years

In Parish Fee

- £299.00

Out of Parish Fee

- £468.00

Masonry Fees

Erection of a Memorial Headstone (Earthen Grave)

In Parish Fee

£138.00

Out of Parish Fee

£281.00

Erection of a Memorial Tablet (Cremated Remains Grave)

In Parish Fee

£137.00

Out of Parish Fee

£281.00

Additional Inscription on an existing Memorial

In Parish Fee

£57.00

Out of Parish

£154.00

All searches of Burial records are free,

(A) Certified copies of Burial Register Entries and issuing will be charged.

(B) Duplicate Grave Deeds will be charged.

In Parish Fees

A. £31.00

B. £47.00

Out of Parish Fees

A. £68.00

B. £96.00

Payment Methods

Payment by BACS is preferred to Pilning & Severn Beach Parish Council
Lloyds Bank Sort Code: 30-99-38 Account Number 00953608

All cheques should be made payable to "Pilning & Severn Beach Parish Council".

Please forward all paperwork to the Cemetery Clerk

Appendix B Action Plan as amended

ACTION PLAN 2022 / 2023

Background

The Parish Council, as an elected authority, acts as custodian of the area on behalf of the people. We seek to ensure that services and facilities are maintained and will make the case for improvements where we think appropriate.

With limited resources, we will aim for best value and consider the environment in all that we do. With that in mind, this Action Plan will be reviewed and published annually. We are a Foundation Council and will continue to work during the coming year to raise that status.

Pilning and Severn Beach Parish Council will publish its action plan annually in February for the forthcoming year. It will be drawn from matters raised by members of the public during the year and from matters identified at parish council meetings.

Ongoing Projects

Allotments

Aim To provide, maintain and upkeep

Objective To keep the allotment sites overall in a good state of order and to review the provision of plots according to demand.

Action Representatives to monitor sites monthly and report to the full council meeting

Cemetery at Pilning

Aim To maintain

Objective To keep the cemetery clean, tidy and safe

Actions

1. Continue to monitor cemetery areas which are maintained by Grass Cutting Contract A
2. To implement and manage the grave decoration policy

Cemetery at Northwick and Northwick Tower

Aim To maintain

Objective To keep the cemetery clean and tidy and maintain the Tower

Actions

1. To work towards the repair of the Tower
2. Continue to monitor cemetery areas which are maintained by Grass Cutting Contract A

Defibrillators

Aim To maintain

Objective To support a vital life-saving tool in the rural community

Action Continue to fund the maintenance contract.

General maintenance

Aim To repair and maintain

Objective To ensure all areas that are the responsibility of the parish council are safe

Action

1. All councillors are to report any defects to the Clerk and for the Clerk to instruct repairs
2. Defects which are the responsibility of South Gloucestershire Council are to be reported via 'Report-It' on the South Gloucestershire Council website
3. Wildflower area, to be developed and improved

Grass Cutting

Aim To maintain the local area

Objective To keep the area clean, tidy and cared for

Action Continue to monitor grassed areas which are maintained by Grass Cutting Contract B

Play Equipment

Aim To maintain and repair

Objective To provide local play facilities in open spaces for children and adults and to support provision of additional equipment as funds allow.

Actions

1. To arrange annual independent inspections,
2. Monthly visual inspections
3. Instruct repairs/ replacements as required
4. To extend the range of equipment to be more inclusive
5. Seeking ideas from the Parish.

Policies & Procedures

Aim To review and update

Objective To continue to make sure the parish council is fit for purpose

Action Review policies and procedures in December annually with ratification at the January meeting by Full Council.

Publicity

Aim To publicise parish council work and activities

Objective To keep parishioners and the wider community up to date via the website noticeboards and social media

Action Article to be produced and submitted for inclusion in monthly parish magazine by the Clerk or a Councillor and added to the website.

Training

Aim To ensure the clerk and councillors are trained for their respective roles

Objective To support the clerk and councillors in gaining appropriate training and qualifications. To continue to pursue recognition for the Parish Council and raising our Award status

Actions

1. Identify training needs
2. Schedule appropriate training

Village Halls

Aim To support

Objective To provide a facility for people to meet socially

Actions

1. Continue to support running costs of both village halls to a limit to be set annually per hall per year.
2. Representatives to monitor the halls and report to the full council meetings

Website/ Social Media

Aim To publicise parish council work and activities

Objective To keep parishioners and the wider community up to date

Action Website and Social Media to be kept up to date by Clerk

Special / One-off Projects for 2022 / 2023

Neighbourhood Plan

Aim To produce a neighbourhood plan

Objective To involve the parish in the development of the neighbourhood plan

Action

1. Creation of a Neighbourhood Plan team to help the parish council undertake the work
2. Identify policy areas for consideration
3. Create the Neighbourhood plan document
4. Undergo the validation process with South Gloucestershire Council leading to the full adoption of the plan
5. Hold a parish referendum on whether the plan is adopted
6. Adopt the plan

Pump track

Aim To create a pump track for benefit of the community

Objective Giving children, teenagers and young adults an enjoyable resource

Action

1. To undertake finding a site,
2. Securing funding
3. Approve the design

Signs on sea wall to mark the location of the rail tunnel

Aim To mark the location where the Severn Tunnel goes under the Sea Wall

Objective To enhance the knowledge of the heritage in our parish.

Action

1. To identify a site,
2. secure suitable funding
3. create the artwork

Severn Beach Centenary

Aim To mark the centenary of Severn Beach (2022)

Objective To enhance the knowledge of the heritage in our parish.

Action

1. To identify what projects can be undertaken

2. Drawing together events under the #SVB100 banner
3. Providing benches to commemorate the centenary.

Other future aspirations

Youth facilities

- Skateboard park
- Pump track
- Sure start centre

Enhancing the parish

- Sculpture park
- Community asset/land trust
- Sheltered housing
- Extend green belt
- Village gateways and signs
- Solar panels on village halls
- Tree planting
- Phone exchange site

Transport issues

- Bus shelters
- Car parking Severn Beach railway station
- Vehicle charging points
- Rights of way

Other aspirations

- Twinning
- School links to parish council
- Improve communication with residents
- Improve communication with businesses large and small
- Foster a local 'circular' economy
- Raise our status in the eyes of South Gloucestershire Council
- Local council award scheme

Document control

Date of last review: December 2021
Agreed at a meeting of Full Council on
Date of next review – December 2022