



Pilning & Severn Beach Parish Council

FINANCE COMMITTEE MEETING

Emmaus Church Centre Gorse Cover Road
Severn Beach BS35 4NP 1st December 2025 7pm

Present

Graham Crane (GC); Nick Davies (ND); Mike Pruett (MP); Ian S Roberts (ISR); Olga Taylor (OT); Peter Tyzack (PT) (Chairman)

Clerk Jonathan Edwardes (JE) and noted no members of the public.

1. Apologies for absence

Victoria Bywater (VB); Steve Graham (SKG) and Stephanie Rutterford (SR)

2. Declaration of interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

GC is an allotment tenant so did not take part in item 4.

3. Presentation of Accounts for 2025 / 2026 year to date

The Clerk presented the current figures for 2025 / 2026.

4. To agree the Localism Contract with South Gloucestershire Council for 2025/2026.

South Gloucestershire Council have informed the Council of a 7.33% increase in costs.

Noted that this is part of a three-year rolling contract.

5. To decide on budget recommendations

a. Allotment Fees for 2026

After discussion and representations by email from an allotment tenant. The committee decided to increase the Pilning allotment fees to match those at Severn Beach. Namely £40 for a full plot and £20 for a half plot.

Resolved to increase Pilning allotment fees for 2026.

Action JE

b. Burial Fees for 2026

The Council considered the paper put forward by the Clerk and Cemetery Clerk to keep the fees the same. After discussion examination of increasing running costs, the committee decided to increase all cemetery fees across the board by 40%. To apply from April 2026.

Resolved to raise the fees by 40% for 2026/2027.

Action JE

Increases in income are expected from Community Benefit Grants and a 4.5% increase in the precept from South Glos.

See Appendix A for the income figures

c. To decide on expenditure for 2026 / 2027

See appendix B for budgeted expenditure.

- Increases in expenditure.
 - staff costs inc. Tax and NI,
 - office admin,

- subscriptions
- HMRC Tax and NI – subject to a further review
- cemeteries
- general maintenance
- donations, combining two budgets into one.
- New items
 - Assistant Clerk
 - Community infrastructure
 - Traffic regulation orders
- Decreases in expenditure.
 - General maintenance budget, split to show
 - grass cutting
 - South Gloucestershire Council Localism contract
 - Community benefit budget, combined with Donations budget, see above
 - Elections, no elections expected in 2025/2026
 - Items moved to Earmarked reserves
 - Village Halls
 - Play equipment
 - Northwick Tower

See Appendix B for the expenditure figures

3d. To decide on earmarked reserves for 2025 / 2026

General Note

Good practice for managing reserves is have enough money to cover the amount being requested in the precept. For 2025/2026 the precept is 76.9% covered, which is within acceptable tolerance. Any additional money must be earmarked for a project or used to offset the precept request. In this case for 2026/2027 £12,757 is being used to offset the requested precept amount.

Notable changes to the Earmarked reserves

- £5000 has been moved from live budget to earmarked reserves
- Parish bench replacement, stays the same
- Reserve of £6000 allocated to the creation of a memorial wall at Pilning Cemetery.
- Community spaces budget has been moved to the live budget
- New subgroup budgets have been set
 - Sports & recreation £2000
 - Environmental stewardship £2000
 - Social engagement £2000

See Appendix C for the earmarked reserves figures

3e. To decide on a recommendation to full council for the Precept 2023/24

After discussion a 4.5% increase in the precept was agreed for recommendation to full council.

Resolved to recommend to Full Council the figure of £87,088 for 2026 / 2027

Action JE

6. Review and agree Parish Council Policies

To be agreed at the Annual Parish meeting, the committee discussed the updating policies around communication and social media.

7. Any other business

Not budget meeting business but noted for further discussion

Judicial Review:

- Considered but deemed impractical due to cost and lack of clear point of law.
- Only potential ground raised was failure to read the Cresswell Report, but this was not considered a valid legal basis.

Historic Applications Log:

- The Chair and Clerk are compiling list of past applications affecting the parish since construction of the Prince of Wales Bridge (1994).

Community Benefits:

- Concern expressed that industrial developments provide no Section 106 or infrastructure benefits to the parish.
- Councillors urged to press for community investment.

1957 Consent Issues:

- Discussion on legal briefing regarding wording of YSX agreement.
- Noted risk of consent being extended to river frontage.
- Commitment recalled that full application would be required.

Environmental Law Foundation:

- Proposal to arrange Zoom meeting with barrister for advice on plot M&N and related applications.

Ministerial Call In:

- Claire Young MP requested ministerial call in; minister's office indicated only possible with live application.
- Request repeated now that live application exists.

There being no other business the meeting closed at 21:00

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Appendix A – Income budget figures for 2026 - 2027

Budget 2026-2027			
INCOME		Budget	%
	CIL	£ -	
	Donations	£ -	
	Grants Community Benefit	£ 3,700.66	26.44%
	Precept	£ 87,088.58	4.50%
	VAT	£ 7,500.00	0.00%
	Sale of assets	£ -	
	Cemetery	£ 8,400.00	40.00%
	Allotments	£ 2,400.00	20.00%
	Interest	£ 1,000.00	0.00%
	From reserves	£ 12,757.50	
Neighbourhood Plan			
	Total	£ 122,846.74	

Figure to find £ 122,829.72

Appendix B – Expenditure budget figures for 2026 - 2027

Budget 2026-2027		
EXPENDITURE	Budget	%
Clerk	£ 21,022.00	3.00%
Assistant Clerk	£ 9,500.00	New item
Clerk other	£ 3,000.00	3.00%
Meeting Room hire	£ 545.00	0.00%
Office Admin	£ 3,188.70	3.00%
Subs Info	£ 1,236.00	3.00%
HMRC Tax	£ 4,000.00	3.00%
Professional Fees	£ 10,500.00	10.00%
Cllr exps	£ 335.00	0.00%
Publicity	£ 3,500.00	0.00%
Village Hall Pilning	£ -	Moved to Earmarked reserves
Village Hall Severn Beach	£ -	Moved to Earmarked reserves
Play Equipment Pilning	£ -	Moved to Earmarked reserves
Play Equipment Severn Beach	£ -	Moved to Earmarked reserves
Play Equipment Inspections	£ 260.00	5.00%
Library	£ 500.00	0.00%
Training	£ 750.00	50.00%
General Maintenance	£ 2,070.00	-85.00%
Playing Field Grass Cutting	£ 9,730.35	5.00%
SGC Localism	£ 9,508.36	7.33%
Cemetery Clerk	£ 3,075.00	3.00%
Cemetery Northwick	£ 3,080.34	3.00%
Cemetery Pilning	£ 4,500.00	
Northwick Tower	£ -	Moved to Earmarked reserves
Tree Maintenance	£ 1,500.00	-50.00%
s137 donations	£ 3,000.00	0.00%
Toilet Key holder	£ 538.97	3.00%
Allotments	£ 1,650.00	0.00%
Elections (2027)	£ -	No election expected 2026
Bank charges	£ 40.00	80.00%
Asset contingency	£ 5,300.00	0.00%
VAT	£ 7,500.00	0.00%
Community Infrastructure	£ 10,000.00	New item
Traffic regulations	£ 3,000.00	New item
Total	£ 122,829.72	

Appendix C – Earmarked reserves budget figures for 2026 - 2027

Budget 2026-2027			
EARMARKED RESERVES	Budget		
From reserves	£	12,757.50	
Northwick Tower	£	5,000.00	From live budget
Footpath Claims	£	500.00	
Bench replacement	£	1,430.00	
Section 133 grant	£	12,000.00	From live budget
Play equipment reserve	£	10,000.00	From live budget
Planning legal Fees	£	10,875.00	
Memorial Wall	£	6,000.00	
Sports & recreation	£	2,000.00	
Community spaces	£	-	Moved to live budget
Environmental stewardship	£	2,000.00	
Social engagement	£	2,000.00	
	£	64,562.60	
Total reserves			
Precept Amount	£	87,088.58	76.9%
Remaining reserves	£	66,938.40	