

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL  
MINUTES OF FINANCE & GENERAL PURPOSES SUB COMMITTEE**

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
1 November 2018, 9.30am

**Present:**

**Committee members:-** Councillors Janet Biggin, Ben Burton, Sheila Ottewell and Martyn Poole.

**Officer:-** Angela Hocking

***Please Note - All items detailed below are recommendations from the Finance & General Purposes Sub Committee, for authorisation by a meeting of Full Council.***

**1. Apologies for absence**

Cllr James Griffiths was not present.

**2. Request for Dispensations**

None received.

**3. Confirmation of Minutes of Meeting held 4 October 2018**

The Minutes were **AGREED** as a true and accurate record, and signed by the Chair.

**4. Matters Arising**

All matters dealt with at meeting of full Council.

**5. Replacement seat at King George V Playing Fields**

Prestige Grounds have removed a seat from King George V (by the pinch point) as it has rusted away and is dangerous. As such, the Friends Group recommend a replacement seat is installed. Clerk obtained three quotations for a similar type of seating which can be purchased for under £500.

**AGREED to order a replacement seat for King George V Playing Fields.**

**AGREED - Clerk will liaise with the Friends Group regarding style and colour of the seat.**

**AGREED to arrange delivery to South Gloucestershire Council (SGC) and for SGC to install.**

**6. Special Expenses 2019/2020**

Members were circulated with documentation from South Glos Council providing Special Expenses information for 2019/20 and beyond.

**AGREED to seek a breakdown and explanation from SGC about bus shelters (which should be 3, not 4). A further breakdown of all the open spaces will also be requested.**

## **7. Budgets and Precept 2019/2020**

A budget variance report from Xero accounting software was circulated to members. In addition, Clerk advised that an estimate of parish council election costs in May 2019 has been received totalling £22,859.25.

**Noted that election costs will be adequately covered with current reserves and a further allocation from the 2019 precept.**

Members went through individual budget items and designated costs appropriately.

**AGREED - Clerk will prepare a spreadsheet incorporating this information for circulation to full Council in consideration of the budgets and precept for 2019/20. Moving forward, a report will be able to be produced from Xero, when direct comparisons can be made from one year to the next.**

### **7.1 Clerk's Salary Review**

Following the recent appraisal of the Clerk, salaries were discussed as Clerk is at the top of the scale, LC3, point 42. As far as pension is concerned, employer's contribution is set at 16.8% for 2019/20.

**RESOLVED to take a report to full Council showing the current pay scales as recommended by the National Association of Local Councils (NALC), in order that Council may decide on a suitable scale point for the Clerk. This can then be reflected in the budgets, along with pension, NI payments etc.**

After a detailed analysis of costings and earmarked reserves,

**RESOLVED to recommend to full Council that the precept for 2019/2020 remains at £304,500.**

## **8. Localism / Sports Pitches**

**Pavilion** - Clerk advised that she had met with the Chair of Downend Round Table. DRT will be happy to assist the parish council with funding towards the pavilion projects and it was suggested that a formal application is made. **Noted.**

**Bins** - Clerk and Chair of King George V/Badminton Road Playing Fields have met with Brad from Prestige Grounds. The focus of discussion was around the new bins on site. The conclusion of the meeting was that all new bins should be amalgamated bins (ie, litter & dog waste) with the bins having smaller openings. (Since SGC made the black dustbins smaller, Brad has seen an increase in the waste being deposited in the litter bins at the playing fields). It is suggested to keep the new amalgamated bins in the same locations at present, with the exception of the bin just inside KGV (left hand side) being moved closer to the Cleeve Lodge Close side. Taking this into account, this will mean:-

- 11 litter/dog bins at King George V/Badminton Road
- 2 recycling facilities (one to replace that at the entrance to KGV and a new facility by the new containers/childrens play area.
- 3 litter/dog bins at Bromley Heath Park

Clerk advised that the current 'Localism' charge for bin emptying is £1,104.39 per quarter. Obviously the additional charge from Prestige Grounds to empty the bins (based on weight) would increase, but would be nowhere near SGCs current charge of £4,417.56 pa.

Councils appear to now be going over to the new style Big Belly Bins for litter/dog waste/recycling. These enable a greater amount of waste to be collected and the solar panels provide a message to the Council when the bin is getting full. Prices have been obtained at £4,700 per bin.

**AGREED that this would be too costly at this time.**

*(Post Meeting note - telephone call received from Egbert Taylor Group confirming that they could provide 14 x refurbished units with warranty, licence, ashtrays, branding etc at £3,100 per unit, total £43,400).*

Clerk confirmed that SGC have provided Landlords Consent to changing of the litter/dog bins at all the sites managed by D&BH PC. With regard to delivery and installation of new bins, SGC Operations Team would be able to install the new bins but they will charge for this. The cost will be dependent on if they can re-use existing concrete bases, in which case they can simply re-drill holes and bolt the bins down, or if they have to install new bases. A price can be provided once they know how much work is involved. The Area Supervisor (Hayley Brock) can meet with the Clerk on site to determine what work is required. SGC will be able to find storage space at their depot pending installation (no charge).

**AGREED in the first instance to clarify with Prestige Grounds whether the recyclable waste would go to landfill or properly recycled.**

Subject to the above,

**AGREED to proceed with ordering the bins, as detailed above, in liaison with the Friends Group.**

**Fencing** – Brad advises that the recently installed gates and fencing at KGV/Badminton Road will require treatment and asked if the Parish Council are in agreement to this being undertaken. If so, members were asked to confirm the colour required.

**AGREED to request that the newly installed fencing is treated appropriately. Colour same as present.**

**Bromley Heath Car Park** – As the idea of a basketball facility at the Bromley Heath car park will now not be proceeding, Clerk reminded members of the fencing quotation received from Prestige in the sum of £2,200.

**AGREED to proceed with fencing at Bromley Heath car park, as per that installed at Westerleigh Road, in the sum of £2,200 by Prestige Grounds.**

**Bromley Heath path** – It has been suggested that a path is installed at Bromley Heath Playing Fields along the hedge line as currently parishioners are unable to walk through the park without going over the grass.

**AGREED - Cllr Burton will take this forward at the next meeting of the Friends group.**

**Storage container at Bromley Heath** – Downend Men in Sheds have contacted a local electrician to obtain a quotation to supply and fit an electricity supply directly to the container. The quotation was explained to members which totals £865.

**AGREED that D&BH PC obtain two further quotations and proceed with the works required for an electricity supply within the container at Bromley Heath Playing Fields.**

### **8.1 Booking Cancellations and charges**

Clerk advised that ordinarily when clubs cancel a booking due to poor weather etc, she will cancel it on the system and no charge is made. However, Downend Saints wanted to cancel a pitch booking at Bromley Heath prior to the match being played, when the grass had already been cut and the pitch marked out in preparation. After discussion,

**AGREED not to refund the club on this occasion.**

### **8.2 Teams using pitches without booking and charges applied**

Mangotsfield United always had use of pitch 1 at Badminton Road on a Sunday when booking with SGC. However, there has been an instance of Mangotsfield playing on the pitch when booked online by Downend Saints. As such, Clerk has contacted Mangotsfield to ask them to review their bookings each week to ensure this does not happen again. Clerk has given Downend Saints a refund even though they played on pitch 2. Mangotsfield will be invoiced for the match played. **Noted.**

## **9. Defibrillator**

### **9.1 Appeal for South Gloucestershire Parish Councils**

London Hearts has contacted the Clerk and other members wishing to work with D&BH PC in an attempt to make sure that there are plenty of functional public access defibrillators available at all times. They would like to discuss our present coverage and subsequently ascertain what they can do to help.

**AGREED that Clerk makes contact with London Hearts in this respect.**

### **9.2 Costs associated with installation of defibrillator at Badminton Road pavilion**

South Glos Council have given Landlord's Consent to the defibrillator installation on the Badminton Road pavilion. Clerk has met on site with Electric Limited, who installed the defibrillator at Cleeve Wood shops. They have agreed to do this free of charge. It has also been suggested to fit a light close to the defib as it is extremely dark in this area. The light would have a motion sensor so would not be permanently on. **Noted.**

**10. Offer for Pens**

Clerk showed members some personalised pens that can be purchased from National Pen, £50 for 100 pens.

**ACTION - Cllr Burton will review this price against a similar offer.**

**11. Payments for authorisation**

No payments to be made at this time.

**12. Any other business**

- Grant application received from Brandon Trust to provide a trip to Lego Land for children with learning difficulties, autism and ASD. The full cost of the project is £4000 (£1000 for each area of Yate, Thornbury, Little Stoke and Staple Hill).

**AGREED not to support the application as it is not specifically pertinent to Downend residents.**

- Email from Chris Boulton, D&BH in Bloom about a possible joint venture with the Parish Council and In Bloom. The proposal is to implement a project within the field at the end of Scantleberry Close. The field was used as a facility for the contractors during the remedial and upgrade work to the viaduct. The contractors have now left the site and reinstated the perimeter fencing. However, the field area is now a field of weeds where before it was ancient grasslands with perennial wild flowers and a footpath from the road to the houses and the River Frome. Initial thoughts are for a small orchard with a wild flower meadow and the siting of benches where families can go and have a picnic. Agreement will of course be necessary from South Glos Council.

**AGREED to seek indicative costs for the idea from D&BH in Bloom.**

- Clerk reported that the Tommy has been installed in Downend and Downend Men in Sheds will install some poppies at its base.
- Came & Company's latest newsletter provides details of different types of insurance cover. With D&BH PC becoming more reliant on IT systems for communication and to store sensitive information, the need for Cyber Liability is becoming more apparent.

**AGREED that the Clerk contacts Came & Company to enquire as to what is covered under this policy and provide a quotation.**

**13. Date and time of next F&GP Committee meeting**

Thursday 29 November 2018, 9.30am in the Parish Office. Apologies received from Cllr Ottewell.

**Chairman:**

**Date:**